CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE MEETING
Wednesday – February 1, 2017 – 12:00 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 11, 2017 Meeting Minutes.

3-1 A Measure Confirming the Mayor's Appointment of Christopher Coughlin to the Position of City Engineer for term expiring January 12, 2020.

3-2 A Measure Confirming the Mayor's Appointment of Eric Knudsen to the Position of Member, Disability Commission, for term expiring January 12, 2020 *(Reappointment).*

4-1 An Ordinance to Amend the Code of the City of Gardner, Chapter 160 Thereof, Entitled "Officers and Employees," Article II, Assistant City Clerk.

4-2 An Ordinance to Amend the Code of the City of Gardner, Chapter 171 Thereof, Entitled "Personnel," Compensation Schedule 2, to Change the Compensation of the City Engineer.

4-3 Review of Yearly Salaries for Various Positions (§171-66 of the City Code).

5-1 A Resolution Endorsing the FY2017 Community Development Block Grant Mini-Entitlement Plan.

6-1 A Measure Authorizing the City to Purchase 57-67 Parker Street (Maki Building) from the Gardner Redevelopment Authority.

8-1 Mayor's Executive Aide Progress Report.

9-1 William's-Rockwell Educational Gift Fund Update from the Mayor.

ADJOURNMENT

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 11, 2017

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

Other Participants: Mayor Mark Hawke; City Auditor John Richard; Conservation Agent Jeffrey Legros; and City Clerk Alan Agnelli.

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

President 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 President Ronald Cormier, it was voted to approve the Minutes of the Meeting of January 3, 2017, as printed.

2-1 An Order Authorizing the City to Borrow $409,550.00 to Acquire, for Conservation Purposes, a portion of the Alisauskas Property.

Conservation Agent Jeffrey Legros informed the Committee that in order for the City to obtain the Landscape Partnership Grant for reimbursement for the purchase of the Alisauskas property, the City must appropriate the entire cost of the project; thus the Loan Order before the Council. He said that the City already appropriated $75,000 representing the City's share of the cost of the land and for legal and ancillary expenses. Mr. Legros noted that a separate vote by the City Council is required in order to convey the parcel to the Conservation Commission for conservation protection purposes; however, the Law Department has not yet completed its review and preparation of the language authorizing the conveyance.

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:

> ORDER: That the City of Gardner appropriates the sum of Four Hundred Nine Thousand Five Hundred Fifty Dollars ($409,550) to pay costs of acquiring, for conservation purposes, the portion of the Alisauskas Property, so-called, located

UNACCEPTED/UNCORRECTED PROOF

within the boundaries of the City and the Town of Winchendon, including the payment of all costs incidental and related thereto; that to meet said appropriation the Treasurer, with the approval of the Mayor, is authorized to borrow said sum under M.G.L. Chapter 44, Section 7(1), or any other enabling authority, and to issue bonds or notes of the City therefor. The Mayor is authorized to apply for, accept and expend any grants or gifts available the City to defray the costs of acquiring the Alisauskas Property, so-called, and the amount authorized to be borrowed by this order shall be reduced to the extent of any such funds received by the City.

2-2 <u>An Order Appropriating $3,150.00 from Free Cash to City Council, Encumbered Professional Services Account.</u>

City Auditor John Richard informed the Committee that due to an auditing oversight, departmental funds were not encumbered into FY2017, as requested. He said that the funds reverted to Free Cash and that the proposed appropriation from Free Cash would restore the funds to the Department in order to fulfill the purchase order for restoration services.

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:

> ORDER: That there be and is hereby appropriated the sum of Three Thousand One Hundred-Fifty Dollars and No Cents ($3,150.00) from Free Cash to the City Council, Encumbered Professional Services Account.

2-3 <u>An Order Appropriating $509.00 from Free Cash to Elections and Registrations, Encumbered Communications Account.</u>

City Auditor John Richard informed the Committee that due to an auditing oversight, departmental funds were not encumbered into FY2017, as requested. He said that the funds reverted to Free Cash and that the proposed appropriation from Free Cash would restore the funds to the Department in order to correctly account for the payment for the Department's FY2016 voter confirmation mailing postage costs.

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:

> ORDER: That there be and is hereby appropriated the sum of Five Hundred Nine Dollars and No Cents ($509.00) from Free Cash to Elections and Registrations, Encumbered Communications Account.

UNACCEPTED/UNCORRECTED PROOF

3-1 A Measure Confirming the Mayor's Appointment of Neil C. Erickson to the Position of Chief of Police for term expiring January 3, 2020 *(Reappointment).*

On a motion by Councillor Marc Morgan and seconded by Councillor Ronald Cormier, it was voted to recommend to the City Council to confirm the Mayor's appointment of Neil C. Erickson to the position of Chief of Police for term expiring January 3, 2020.

3-2 A Measure Confirming the Mayor's Appointment of John A. Bernard to the Position of Deputy Chief of Police for term expiring January 3, 2020 *(Reappointment).*

On a motion by Councillor Marc Morgan and seconded by Councillor Ronald Cormier, it was voted to recommend to the City Council to confirm the Mayor's appointment of John A. Bernard to the position of Deputy Chief of Police for term expiring January 3, 2020.

4-1 An Ordinance to Amend the Code of the City of Gardner, Chapter 160, § 18, Article VII. Agent for the Conservation Commission, by Changing the Term of Office from One Year to Three Years.

The Mayor informed the Committee that the proposed Ordinance would change the Conservation Agent's term of appointment from one to three years, consistent with nearly all Mayoral public officer (employee) appointments.

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 Ordinance ought to pass:

> AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 160 THEREOF, ENTITLED "OFFICERS AND EMPLOYEES," BY CHANGING THE TERM OF APPOINTMENT FOR THE AGENT FOR THE CONSERVATION COMMISSION.
>
> Be it ordained by the City Council of the City of Gardner as follows:
>
> Section 1. Section 160-18 of the Code of the City of Gardner is hereby amended by deleting the words "one year" and inserting in place thereof the words "three years."
>
> Section 2. Effective date.
> This ordinance shall become effective upon passage and publication as required by law.

4-2 Yearly Salaries for Various Positions.

Mayor Hawke informed the Committee that under Section 171-66 of the City Code, it is required to report to the Council its recommendations for adjustment, if any, to the salaries of the Mayor and City Councillors.

UNACCEPTED/UNCORRECTED PROOF

President Cormier suggested that the Mayor file his recommendations with the Committee for discussion. The Mayor stated that he would file his recommendations.

8-1 Mayor's Executive Aide Progress Review

President Cormier informed the Mayor that during FY2017 Budget deliberations, the Finance Committee agreed that it would review the progress of the Mayor's Executive Aide in January, 2017, in order to evaluate the position's importance and effectiveness. He requested that the Mayor submit "a bulleted project achievement report" to the Finance Committee in advance of its February 1 meeting.

The Mayor indicated that he would submit a report to the Committee for its February 1 meeting.

8-2 Williams-Rockwell Educational Gift Fund

Councillor Marc Morgan requested that the Mayor provide the City Council with the 2016 Annual Report of the Trustees of the Williams-Rockwell Educational Gift Fund, as required by the Act establishing the Fund. The Mayor indicated that he would do so.

8-3 Annual Audit

City Auditor John Richard informed the Committee that auditors from Melanson-Heath will arrive on January 23, 2017 to begin the City's annual audit.

ADJOURNMENT

On a motion by Councillor Marc Morgan and seconded by President Cormier, it was voted to adjourn at 12:16 p.m.

UNACCEPTED/UNCORRECTED PROOF

3-1

January 12, 2017

Commonwealth of Massachusetts

RECEIVED
2017 JAN 12 PM 2:46
CITY CLERK
GARDNER

Worcester County **City of Gardner**

CERTIFICATE OF APPOINTMENT

I appoint ***Christopher Coughlin*** *to the position of* ***City Engineer,*** *and I certify*
71 Harris Street, Holden, 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.

_____ *Mayor*
Mark P. Hawke

Confirmed by City Council _____

_____ City Clerk
Alan L. Agnelli

Expires: January 12, 2020

Worcester, ss., _____

Then personally appeared the above named **Christopher Coughlin** *and made oath that he/she would faithfully and impartially perform the duties of the office of* **City Engineer** *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 _____

3-2

January 12, 2017

Commonwealth of Massachusetts

Worcester County

City of Gardner

RECEIVED
2017 JAN 12 PM 2:46
CITY CLERK
GARDNER

CERTIFICATE OF APPOINTMENT

I appoint ***Eric Knudsen*** *to the position of* ***Member, Disability Commission,*** *and I certify*
172 Manca Drive, 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.

Mayor

Mark P. Hawke

Confirmed by City Council _____

_____City Clerk

Alan L. Agnelli

Expires: January 12, 2020

*Worcester, ss.,*_____

Then personally appeared the above named **Eric Knudsen** *and made oath that he/she would faithfully and impartially perform the duties of the office of* **Member, Disability Commission** *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 _____

4-1

ORDINANCE

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 160 THEREOF, ENTITLED "OFFICERS AND EMPLOYEES," ARTICLE II, ASSISTANT CITY CLERK.

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

Section 1. Section 160-2 of the Code of the City of Gardner is hereby amended to read as follows:

> The Office of Assistant City Clerk is established. The City Clerk may appoint two Assistant City Clerks for terms of three years, subject to confirmation by the City Council, who shall be sworn to the faithful performance of duty and, in the absence of the City Clerk, may perform those duties and have the powers and be subject to the requirements and penalties applicable to that office. Nothing contained herein shall be construed to prevent the reappointment of an Assistant City Clerk upon the expiration of the term of office.

Section 2. Section 160-3 Compensation, is amended to read as follows:

> The salary of Assistant City Clerk shall be included in the ordinances designating salaries and wages for the City employees.

Section 3. Effective date.

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

§ 160-31. Duties.

[HISTORY: Adopted by the City Council of the City of Gardner as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Personnel — See Ch. 171.

ARTICLE I
Measurers of Lumber
[Adopted 3-5-1923 by Ord. No. 7]

§ 160-1. Appointment.

The Mayor shall annually in March or whenever vacancies occur appoint one or more Measurers of Lumber.

ARTICLE II
Assistant City Clerk
[Adopted 4-2-1923 by Ord. No. 11]

§ 160-2. Appointment; powers and duties. [Amended 6-20-1983 by Ord. No. 817; 11-18-2013 by Ord. No. 1563]

The office of Assistant City Clerk is hereby established. The Assistant City Clerk shall be appointed by the City Clerk for a term of three years, subject to the approval of the City Council. The Assistant City Clerk shall be sworn to the faithful performance of duty and, in the absence of the City Clerk, may perform those duties and have the powers and be subject to the requirements and penalties applicable to that office. Nothing contained herein shall be construed to prevent the reappointment of the Assistant City Clerk upon the expiration of the term of office.

§ 160-3. Compensation. [Amended 11-18-2013 by Ord. No. 1563]

The salary of the Assistant City Clerk shall be established in the ordinances designating salaries and wages for the City employees.[1]

1. Editor's Note: See Ch. 171, Personnel, Arts. XV and XVI.

S 2002

Chapter 382
of the Acts of 2016

THE COMMONWEALTH OF MASSACHUSETTS

In the One Hundred and Eighty-Ninth General Court

AN ACT RELATIVE TO THE APPOINTMENT OF ASSISTANT CITY CLERKS IN THE CITY OF GARDNER.

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. Notwithstanding section 18 of chapter 41 of the General Laws or any other general or special law to the contrary, the city of Gardner may by ordinance establish 2 assistant city clerk positions and prescribe the manner of appointment, compensation and powers and duties. The certificate or attestation of an assistant city clerk shall have the same effect as that of the city clerk.

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

House of Representatives, December 29, 2016.

Passed to be enacted, Paul J. Donato, Speaker.

In Senate, January 3, 2017.

Passed to be enacted, Stan Rosenberg, President.

January 11, 2017.

Approved,

at 7 o'clock and 46 minutes, P. M.

Charles D. Baker

Governor.

AN ACT RELATIVE TO THE APPOINTMENT OF ASSISTANT CITY CLERKS IN THE CITY OF GARDNER.

VOTED: 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 RELATIVE TO THE APPOINTMENT OF ASSISTANT CITY CLERKS IN THE CITY OF GARDNER.

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. Notwithstanding the provisions of Section 18 of Chapter 41 or any other general or special law to the contrary, the city of Gardner may, by ordinance, establish two assistant city clerk positions and prescribe the manner of appointment, compensation, and powers and duties. The certificate or attestation of an assistant city clerk shall have the same effect as that of the city clerk.

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

Vote

In City Council

August 3, 2015

Vote Passed

August 3, 2015

11 yeas, 0 nays.

Clerk

Presented to Mayor for approval

August 4, 2015

Approved on August 10, 2015

Mayor

Mayor's Signature

4-2

ORDINANCE

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

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

Section 1. Section 171-68 of Chapter 171, Personnel, Compensation Schedule 2, of the Code of the City of Gardner, is hereby amended to change the compensation of the City Engineer to read as follows:

A. Department Heads

	01/17/17	
	Annual	Weekly
City Engineer	$80,262.72	$1,543.51

Section 2. Effective date.

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

171 Attachment 2

City of Gardner

Schedule 2
Compensation Schedule
[Amended 11-4-2013 by Ord. No. 1562; 2-3-2014 by Ord. No. 1567; 4-22-2014 by Ord. No. 1569; 8-4-2014 by Ord. No. 1572; 11-17-2014 by Ord. No. 1573; 5-18-2015 by Ord. No. 1577; 8-3-2015 by Ord. No. 1580; 2-16-2016 by Ord. No. 1586; 2-16-2016 by Ord. No. 1588; 6-6-2016 by Ord. No. 1591; 6-20-2016 by Ord. No. 1593; 7-5-2016 by Ord. No. 1594]

A. DEPARTMENT HEADS

			July 1, 2016	
Position	**Grade**		**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	$1,530.54
City Clerk	G-10		$75,116.88	$1,522.44
		MGLc. 41, § 19F	$3,500.00	
		MGLc. 41, § 19G	$550.00	
		Total Compensation	$79,166.88	
City Collector/Treasurer	G-10		$79,267.10	
		MGLc. 32, § 20	$300.00	
		Total Compensation	$79,567.10	$1,530.14
* 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 and Planning		City	$62,041.50	
	G-10	GRA	$20,967.12	
		CDBG	$4,368.66	
		Total Compensation	$87,377.28	$1,680.33
Director of Local Origination and 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	G-9		$72,155.48	$1,387.61

4-3

City of Gardner, *Executive Department*

Mark Hawke, Mayor

RECEIVED
2017 JAN 27 PM 12 01
CITY CLERK'S OFFICE
GARDNER MA

January 27, 2017

Ronald F. Cormier, President
And Finance Committee Members
95 Pleasant Street
Gardner, MA 01440

RE: Mayor's Salary

Dear President Cormier and Councilors,

At your January 11, 2017 Finance Committee meeting, I was asked to provide input as to my thoughts on the current Mayor's Salary and provide any recommendation for an increase.

City Code Chapter 171, Article XV, §171-66 states, in part, *"On or after January 1 of each odd-numbered year beginning in 2007, the Finance Committee of the City Council shall report to the Council, as a committee of the Whole, its recommendations for adjustment, if any, to the salaries of the Mayor and City Councilors."*

The salary of the Mayor was last increased on January 4, 2016. The salary increased from $78,650 to $88,650. The reason for the large increase was simply that the salary was low and had not been increased in seven (7) years.

In reviewing the salaries of forty-one (41) Mayors from across the Commonwealth (spreadsheet attached, Boston and Springfield excluded) we find the current average salary is $109,381.98 and the median salary is $108,021.00.

In Gardner, we tend to compare ourselves to communities of similar size and similar socio-economic indices. If we sort the data by population and average the five (5) cities higher and lower than Gardner (population range of 13,533 to 29,393), the average Mayoral salary is $97,512.18. If we sort the data by per capita income ranking and average the five (5) cities higher and lower than Gardner, the average Mayoral salary is $107,941.19. All of these numbers are likely to increase in two years as all cities are looking at possible increases in salaries at this time.

After the Mayor's salary was increased in Gardner, a two-percent (2%) raise was included in the FY 17 Budget for all exempt employees. The FY 18 Budget will include the same two-percent increase. Given that any increase in the Mayor's salary would not take effect until January of 2018, and making the assumption that a two-percent (2%) increase would occur in FY 19 and FY 20, the Mayor's salary will always be lagging behind the rest of the City employees by at least four-percent (4%).

City Hall, 95 Pleasant Street, Room 125, Gardner, Massachusetts 01440
Telephone: (978) 630-1490 • Facsimile (978) 630-3778 • Email: mayor@gardner-ma.gov

In calculating a recommendation we should add the two-percent (2%) FY 17 and FY 18 increases to the current salary. Since this salary will be in effect for FY 19 and FY 20, I would add an estimated one and a half percent (1.5%) increase for each year, note this is less than the anticipated two-percent (2%) we have in our five (5) year outlook.

Given the above analysis, I would recommend the Mayor's salary be set at a minimum of $94,980 (FY17-FY20 increases) and a maximum of $97,512 (the lowest of any of the averages calculated). This will still result in a Mayoral salary that is lower than approximately seventy-five percent (75%) of the Mayor's in the Commonwealth.

Respectfully,

Mark Hawke
Mayor, City of Gardner

Population and Salary of 5 higher and lower Cities.

Population	Population Rank		Mayor's Salary
29,393	57		$100,000.00
28,705	62		$85,000.00
28,684	63		$110,000.00
28,495	64		$92,500.00
27,690	68		$125,000.00
20,354	93	Gardner	$88,650.00
17,800	108		$98,376.00
17,492	111		$88,687.00
16,650	117		$80,000.00
15,971	124		$75,000.00
13,533	148		$129,421.00
		Average	$97,512.18

Per Capita Income and Salary of 5 higher and lower Cities

Per Capita Income	Per Capita Income Rank		Mayor's Salary
$23,494	280		$95,000.00
$22,874	289		$115,057.00
$22,649	291		$114,000.00
$20,160	308		$128,092.00
$20,136	309		$88,687.00
$18,848	321	Gardner	$88,650.00
$18,694	322		$136,542.00
$18,644	323		$85,000.00
$18,542	324		$108,021.00
$18,382	325		$145,000.00
$17,307	334		$83,312.00
		Average	$107,941.91

Salary Analysis - Municipalities in MA with a Mayor-City Council Form of Government

#	Community	Mayor Form	Chief Municipal Officer	Legislative Body	Population	Population Rank	Per Capita Income (2013)	Per Capita Income Rank	Current Mayor	Salary	Salary Source	Notes
1	North Adams	A	Mayor	Council (9)	13,533	148	$15,110	343	Richard Alcombright	$129,421.00	North Adams FY'16 Budget	
2	Easthampton		Mayor	Council (9)	15,971	124	$26,514	248	Karen Cardieux	$75,000.00	MassLive	
3	Amesbury	F	Mayor	Council (9)	16,650	117	$32,950	158	Ken Gray	$80,000.00	Amesbury 2016 Budget	2015 - Mayor Gray vetoes City Council order to increase Mayor salary from $80,000 to $90,000 (+12.5%)
4	Greenfield		Mayor	Council (13)	17,492	111	$20,136	309	William Martin	$88,687.00	City Clerk Data	
5	Newburyport	B	Mayor	Council (11)	17,800	108	$50,964	58	Donna Holaday	$98,376.00	City Clerk Data	$3,000 for expenses, $2,000 for travel
6	Gardner	B	Mayor	Council (11)	20,354	93	$18,848	321	Mark Hawke	$88,650.00	Gardner FY'17 Budget	
7	Melrose	B	Mayor	Aldermen (11)	27,690	68	$42,056	94	Robert Dolan	$125,000.00	City Clerk Data	7,000 travel and conference
8	Northampton	B	Mayor	Council (9)	28,495	64	$30,172	198	David Narkewicz	$92,500.00	Northampton FY'17 Budget	
9	West Springfield	A	Mayor	Council (9)	28,684	63	$25,698	260	William Reichelt	$110,000.00	MassLive	Increased to $110,000 in 2016
10	Agawam	A	Mayor	Council (11)	28,705	62	$26,876	243	Richard Cohen	$85,000.00	Agawam 2016 Budget	
11	Gloucester		Mayor	Council (9)	29,393	57	$32,591	162	Sefatia Romeo Theken	$100,000.00	Gloucester FY'17 Budget	
12	Braintree		Mayor	Council (9)	36,727	43	$36,980	122	Joseph Sullivan	$128,366.00	Braintree 2016 Budget	
13	Woburn		Mayor	Aldermen (9)	39,083	40	$34,899	140	Scott Galvin	$103,000.00	City Clerk Data	
14	Marlborough	B	Mayor	Council (11)	39,414	39	$31,176	181	Arthur Vigeant	$85,105.00	Marlborough FY'16 Budget	
15	Holyoke	A	Mayor	Council (15)	40,249	38	$15,099	344	Alex Morse	$85,000.00	Holyoke FY'16 Budget	
16	Fitchburg	B	Mayor	Council (11)	40,383	37	$17,307	334	Stephen DiNatale	$83,312.00	Fitchburg FY'17 Budget	
17	Beverly	A	Mayor	Council (9)	40,664	36	$38,632	110	Michael Cahill	$106,047.00	Beverly FY'17 Budget	Inceases $5,000 annualy according to ordinance and is reviewed every two years
18	Leominster	A	Mayor	Council (9)	41,002	35	$25,693	261	Dean Mazzarella	$81,256.00	Sun Chronicle - 6/27/2016	
19	Westfield	B	Mayor	Council (13)	41,301	34	$24,387	271	Brian Sullivan	$100,000.00	MassLive - 3/29/16	$5,000 for travel; 2015 salary - "The annual salary of a mayor for the city with a population of 41,608 is $100,000."
20	Salem	B	Mayor	Council (11)	42,544	32	$26,662	245	Kimberley Driscoll	$120,461.00	Salem News - 2/28/14	
21	Everett		Mayor		42,935	31	$18,542	324	Carlo DeMaria	$108,021.00	City Clerk Data	
22	Attleboro		Mayor	Council (11)	43,886	30	$28,225	226	Kevin Dumas	$119,267.00	Sun Chronicle - 6/27/2016	Step increases every two years up to $151,060
23	Pittsfield	B	Mayor	Council (11)	44,057	28	$23,494	280	Linda Tyer	$95,000.00	MassLive	
24	Methuen		Mayor	Council (9)	48,514	26	$27,089	240	Stephen Zanni	$80,000.00	Methuen FY'16 Budget	
25	Peabody	D	Mayor	Council (11)	52,044	25	$29,062	217	Edward Bettencourt, Jr.	$110,000.00	City Clerk Data	
26	Revere	B	Mayor	Council (11)	53,756	24	$20,160	308	Brian Arrigo	$128,092.00	City Clerk Data	$6,000 vehicle and travel

Salary Analysis - Municipalities in MA with a Mayor-City Council Form of Government

#	Community	Mayor Form	Chief Municipal Officer	Legislative Body	Population	Population Rank	Per Capita Income (2013)	Per Capita Income Rank	Current Mayor	Salary	Salary Source	Notes
27	Weymouth		Mayor	Council (11)	55,419	23	$30,221	197	Robert Hedlund	$110,750.00	City Council member	
28	Chicopee		Mayor	Council (13)	55,717	22	$18,644	323	Richard Kos	$85,000.00	Chicopee 2016 Budget	
29	Taunton		Mayor	Council (9)	56,069	21	$22,874	289	Thomas Hoye	$115,057.00	City Clerk Data	
30	Medford	A	Mayor	Council (7)	57,170	20	$32,853	159	Stephanie Burke	$138,400.00	City Clerk Data	$2,400 gas & mileage
31	Malden	A	Mayor	Council (11)	60,509	17	$22,649	291	Gary Christenson	$114,000.00	City Clerk Data	$2,400 gas & mileage
32	Haverhill	A	Mayor	Council (9)	62,088	16	$25,662	262	James Fiorentini	$110,000.00	City Clerk Data	$3,300 for travel
33	Waltham	B	Mayor	Council (15)	62,227	15	$32,021	171	Jeannette McCarthy	$130,704.00	Waltham FY'17 Budget	
34	Lawrence		Mayor	Council (9)	77,657	13	$13,083	347	Daniel Rivera	$100,769.00	City Clerk Data	
35	Somerville	A	Mayor	Aldermen (11)	78,804	12	$31,465	178	Joseph Curtatone	$180,000.00	City Clerk Data	
36	Newton	A	Mayor	Aldermen (24)	87,971	11	$104,821	10	Setti Warren	$125,482.00	Wicked Local	2016 - Newton's Highest Paid City Employees
37	Fall River	A	Mayor	Council (9)	88,697	10	$15,413	341	Jasiel Correia	$119,598.00	Herald News	
38	Lynn	A	Mayor	90000*1.06	91,589	9	$18,382	325	Judith Flanagan Kennedy	$145,000.00	Boston Globe	
39	Quincy	A	Mayor	Council (9)	93,494	8	$30,093	201	Thomas Koch	$153,216.00	Quincy FY'17 Budget	$720 vehicle
40	Brockton		Mayor	Council (11)	94,089	7	$18,694	322	Bill Carpenter	$136,542.00	Brockton Enterprise - 5/14/16	"Brockton Mayor Bill Carpenter ranks at No. 91 on the list. He took in $140,268 last year."
41	New Bedford	B	Mayor	Council (11)	95,078	6	$15,410	342	Jon Mitchell	$114,582.00	Southcoast Today	

Average Salary: $109,381.98

**Cities with Mayor-City Council form of gov't not included

	City	Rationale
1	Boston	Population of city (645,966), not a relevent comparison
2	Springfield	Population of city (153,703), not a relevent comparison

4-3

City of Gardner, MA
Wednesday, January 25, 2017

Chapter 171. Personnel

Article XV. Yearly Salaries for Various Positions

§ 171-66. Yearly salaries established.

The yearly salaries for the Mayor, Council President, City Councilors and various other positions shall be as set forth in Schedule 1 included at the end of this chapter. On or after January 1 of each odd-numbered year beginning in 2007, the Finance Committee of the City Council shall report to the Council, as a Committee of the Whole, its recommendations for adjustment, if any, to the salaries of the Mayor and City Councilors.

PERSONNEL

171 Attachment 1

City of Gardner

Schedule 1
Yearly Salaries
[Last amended 9-8-2015 by Ord. No. 1583]

	1-1-2009	Effective 1-4-2016
Mayor	$78,650	$88,650
Council President	$9,500	$10,707
City Councilors	$6,500	$7,326

Board of Assessors	
Clerk	$2,000
Third member	$2,000
Board of Health	
Chairperson	$2,500
Other 2 members, each	$500
Civil Code Enforcement Hearings Officer/Purchasing/ Civil Enforcement Director (MGL c. 148A, § 5)	$2,500
Clerk of the Council/City Clerk (MGL c. 41, § 19F)	$3,500
Conservation Commission	
Chairperson	$700
Other 6 members, each	$500
License Commission	
Chairperson	$700
Other 2 members, each	$500
Municipal Grounds Commission	
Chairperson	$700
Members (each)	$500
Planning Board	
Chairperson	$800
Members (each)	$600
Registrars of Voters	
Chairperson	$700
Other 2 members, each	$500
Clerk (MGL c. 41, § 19G)	$50 per thousand registered voters or major fraction thereof
Retirement Board	
Member [MGL c. 32, § 20(6)]	$3,000
City Auditor (ex officio) [MGL c. 32, § 20(6)]	$3,000
City Treasurer	$300
School Committee	
Members, each (excluding Chairperson)	$5,000
Zoning Board of Appeals	
Chairperson	$800
Second and third members (each)	$600
Alternate members (each)	$100

RESOLUTION

FY 2017 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 2017 Community Development Block Grant (CDBG) Mini-Entitlement Plan; and

WHEREAS, the CDBG proposals seek funding for support of public social services, demolition, housing rehab, sign & facade, neighborhood facility renovation, planning, and associated administrative costs; and

WHEREAS, the activities proposed within the FY 2017 CDBG Mini-Entitlement Plan meet the priorities identified within the City's 2016 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 2017 CDBG Mini-Entitlement Plan to be submitted to the Commonwealth of Massachusetts, Department of Housing and Community Development.

AUTHORIZING THE CITY OF GARDNER TO PURCHASE 57-67 PARKER STREET FROM THE GARDNER REDEVELOPMENT AUTHORITY

VOTED: To authorize the Mayor to purchase 57-67 Parker Street further identified on the City of Gardner Assessor's Map as MAP ID: M22-5-7 for $99,444.13, from the Gardner Redevelopment Authority and upon such terms as the Mayor shall consider proper in accordance with this Vote.

9723

AN ORDER APPROPRIATING FROM FREE CASH TO THE MAKI BUILDING PURCHASE ACCOUNT.

ORDERED:

That there be and is hereby appropriated the sum of Ninety-Nine Thousand Four Hundred Forty-Four Dollars and Thirteen Cents ($99,444.13) from Free Cash to the Maki Building Purchase Account.

Order No. 12780

Order

In City Council

December 19, 2016

Order Passed

December 19, 2016

10 yeas, 1 nay.

Clerk

Presented to Mayor for approval

December 20, 2016

Approved on December 20, 2016

Mayor

Mayor's Signature

GARDNER REDEVELOPMENT AUTHORITY

115 Pleasant Street, Room 201
Gardner, MA 01440

Phone: 978-630-4011 **Fax: 978-632-1905**

The Honorable Mark P. Hawke
Mayor
City of Gardner
95 Pleasant Street
Gardner, MA 01440

RE: Disposition of 57-67 Parker Street (MAKI Block)

Dear Mr. Mayor:

In order for the Gardner Redevelopment Authority (GRA) to dispose of the property referred to above to the City as previously discussed, the GRA respectfully requests reimbursement from the City in the amount of $99,444.13 as outlined on the attached List of Expenses. The GRA would greatly appreciate the expedition of this request and looks forward to continuing its partnership with the City in implementing our Urban Renewal Plans, and having a positive impact on the quality of life of our residents.

If you have any questions or need additional information please feel free to contact me.

Sincerely,

Trevor M. Beauregard
Executive Director

Cc: GRA Board

57-67 PARKER STREET
LIST OF EXPENSES

	PURCHASE *(DEED RECORDED NOV.22,2016)*		
10/3/2016	Attorney Goldstein RE invoice for review of P&S	$	150.00
11/16/2016	Pd Ck#112 Attorney Simeola downpayment	$	1,000.00
11/17/2016	Pd Ck#116 Flick Law Group	$	86,000.00
11/17/2016	Pd Ck#117 Flick Law Group taxes and closing costs	$	11,536.67
11/23/2016	Reimbursement for title search/Flick Law Group Ck#2940	$	(500.00)
11/23/2016	Reimbursement for expenses collected at closing/Flick Law Group Ck#2941	$	(481.72)
12/1/2016	CITY OF GARDNER RE TAXES PAID FOR 2017	$	1,739.18
	TOTAL EXPENSES	**$**	**99,444.13**

CITY of GARDNER
Office of the City Auditor
John Richard, City Auditor
95 Pleasant Street, Room 126
Gardner, MA 01440
Phone: 978-632-1900 ext. 8020 • Fax: 978-630-3778
Email: jrichard@gardner-ma.gov

To: City Council

Re: Money Orders for consideration on December 15, 2016

Listed below are balances in various ledger accounts that pertain to Money Order transfers for your consideration.

These balances are as of December 15, 2016:

				Money Order	Balance
Free Cash		10000-35400			$2,120,743.00
	to OPEB Stabilization Fund	70100-32985	$	24,365.00	$2,096,378.00
	to Maki Building Purchase Account	11199-58102		99,444.13	$1,996,933.87
					$1,996,933.87

The Snow & Ice account currently has available $240,147.02
14421-52210

Sincerely

John Richard
City Auditor

copies: Mayor
City Clerk

8-1

City of Gardner, *Executive Department*

Mark Hawke, Mayor

RECEIVED
2017 JAN 27 AM 11 26
CITY CLERK'S OFFICE
GARDNER MA

January 19, 2017

Ronald F. Cormier, President
And Finance Committee Members
95 Pleasant Street
Gardner, MA 01440

RE: Executive Aide

Dear President Cormier and Councilors,

At the Finance Committee meeting of January 11, 2017, you asked for an update as to the duties and projects handled by the Executive Aide in the Mayor's office. This was first discussed when the position first became full-time and the Finance Committee asked for a mid-year update on the position.

As you are aware, Elizabeth Kazinskas held the position for several months while the position was part-time and departed just prior to the position becoming full-time. Michael Nicholson was then hired to be the full-time Executive Aide to the Mayor. Michael is finishing his Master's Degree in Public Policy and Administration at the University of Massachusetts, Amherst. Despite going to school full-time, Michael has worked full-time in the Mayor's office for several months during the summer and winter and will begin full-time continuously in mid-May following his graduation. Michael was hired because he has interned in the Mayor's office through college and high school, is incredibly bright and was born and raised in Gardner.

Executive Aide duties and projects:

- Gardner Youth Baseball/Softball League Grant form District Attorney Early's office
- Research on hosting Registered Marijuana Dispensary
- Kendall Pond Dock
  - Contact vendors, select model, and oversee construction and installation
- Commonwealth Community Compact selection of best practices
- Airport Management Review
  - Consolidate and streamline records keeping process for the airport, contact tenants of for copies of missing documents, create and implement new billing procedure, update revenue documents to allow for swift transition for new Secretary for the City Engineering and Assessing office to take over.
  - Airport Revenue increase from $16,975 to $19,755

City Hall, 95 Pleasant Street, Room 125, Gardner, Massachusetts 01440
Telephone: (978) 630-1490 • Facsimile (978) 630-3778 • Email: mayor@gardner-ma.gov

- Parking Meter Study
    - Map location of meters, walk through downtown and place a geographic pin for each meter in the City's GIS system, Create database of revenue collected at each meter, research expansion of meter district, review proposals from different meter companies for new meters.
- Draft Letter to Monty Tech school committee and participating communities
    - Researched the governing documents for every other Vocational Technical School in Massachusetts, Review Governing Documents of Monty Tech, Review Monty Tech Policy Manual, Review current practices with regard to District Agreement and Policy Manual
- Author and submit National Grid/DCR Shade Tree Grant to the state
- Met with Boy Scouts Troop 4 to discuss local Government for rank advancement
- Organize Mayor's Town Hall Meeting
- Correspond with the Melanoma Foundation to obtain Sunblock dispensers for Greenwood Pool
- Research "Blue light" Parking Ban Systems in other cities
- Review 5 year budget projection spreadsheet
- Review Budget prior to submission to the City Council
- Create Presentation on City Budget for Mayor to present on GETV
- Research Economic Development projects undertaken by the city for presentation to the North Central Worcester County Chamber of Commerce
- Research grant opportunities for the city
- Create applications and draft structural procedures for the Williams-Rockwell Educational Gift Fund Committee
- Review proposal for Gardner Litter Prevention Committee
- Assist in and expand City Social Media outreach (Facebook/ Instagram/ etc.)
- Work with MWCC on having art students paint murals on the Electrical Boxes at intersections throughout the city
- Work with City Conservation Commissioner, Jeff Legros, Gardner High School Principal, Mark Pellegrino, and Gardner High School Environmental Science Teacher, Stephan Tata, to develop at partnership between the Conservation Commission and the Environmental Science Students at the High School to help enrich their curriculum and relate their studies to the environment of the City of Gardner. This was done to accomplish Goal 5.4 of the Open Space and Recreation Plan
- Work with local ice cream vendors to have an ice cream stand/truck located at the Greenwood Pool
- Research options to buy area rugs for Perry Auditorium and City Hall
- Draft Press Release for Williams-Rockwell Educational Gift Fund Grants
- Consolidate Vacant and Abandoned Building Lists from the City Engineer, DPW, Fire Department and Building Department into one list and explained new program for the updated list to the respective department heads

- Organize Gardner Food Truck Festival
- Draft Correspondence to the following:
    - Senator Jennifer Flanagan
    - State Representative Jonathan Zlotnik
    - Mayor Stephen DiNatale
    - Mayor Dean Mazarella
    - Public Safety Committee
        - Re. Parking Meters, Against Junk Yard Application, Postal Employee Parking
    - Commissioner Leo Roy, Department of Conservation and Recreation
        - Re. Gardner Heritage State Park
    - Commissioner Suuberg, Massachusetts Dept. of Environmental Protection
        - Re. Lifting Moratorium on trash incineration
    - Secretary Alice Bonner, Secretary of Elders Affairs
        - Re. Speaking at Gardner Senior Center
    - Secretary Stephanie Pollack, Secretary and CEO of Mass DOT
        - Re. Pleasant Street Bridge
    - Dean Marcus
        - Re. Graffiti
    - Rockwell Award Winners
        - Re. Selection Announcement

Respectfully,

Mark Hawke
Mayor, City of Gardner

9-1

City of Gardner, *Executive Department*

Mark Hawke, Mayor

RECEIVED
2017 JAN 27 AM 11 26
CITY CLERK'S OFFICE
GARDNER MA

January 18, 2017

Ronald F. Cormier, President
And City Councilors
95 Pleasant Street
Gardner, MA 01440

RE: Williams-Rockwell Educational Gift Fund Update

Dear President Cormier and Councilors,

The members of the Williams-Rockwell Committee have worked diligently over the past year and, as I am sure you have read, recently awarded the first grants from the fund to the Gardner Public Schools. The funds generated from the sale of the "Willie Gillis in Convoy" painting and accumulated interest, were invested with Raymond James & Assoc. on June 7, 2016. The activity and performance is as follows:

- Funds Received into Raymond James Managed Account – June 7, 2016, $1,968,516.83.
- Current Asset allocation: 64% Equity, 34% Fixed Income, 2% non-classified.
- Total fees paid year to date $6,108.85
    - Income - $14,129.00
    - Market Value - $61,413.00
    - Total Value Change $75,542.00
- Projected cash flow next 12 months - $43,371.28
- Approximate value after 2016 grant disbursement; $1,994,699.65.

For its first round of disbursements, the Committee received twenty-four applications. The Arts received 54% ($26,774.73) in awards and 46% ($22,615.15) was awarded to the General category, for a total distribution of $49,359.88. This disbursement represents approximately 78% of the interest with the remaining portion of interest kept in the fund for growth.

Please see the enclosed list for those who received grants from the fund.

Respectfully,

Mark Hawke
Mayor, City of Gardner

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Williams Rockwell Grant Awards

- Teacher Donna Murphy, Elm Street School, two grants. One is $775 to purchase a light table to allow students to trace their artwork and one is $4,627 to purchase "Explorations in Art," a series of visual e-books.
- Teacher Dawn Murphy, Elm Street School, 2nd Grade, one grant of $990 for an online membership to "Reading A to Z".
- Teacher Kathryn MacKay, Elm Street School, two grants, one for $6,342 to purchase musical instruments and one for $2,041 to purchase music books for Grades 2-4.
- Guidance Counselors Denise Ulrich and Stephany Curtis, a $3,500 grant to host the "Smile Project" program for Elm Street and Waterford Street Schools.
- Janet Henderson and Tim McCormick, Gardner Academy for Learning and Technology, one grant of $1,200 for the Art on the Rocks after-school program.
- Mr. McCormick, Principal of Gardner Academy for Learning and Technology, one grant for $8,750 for mindfulness program through Ivy Child.
- Teacher Derek Beauregard, Gardner Academy for Learning and Technology, one grant of $2,000 for an intramural basketball program.
- Guidance Counselor Karen McCrillis, Gardner High School, one grant of $1,012 to pay for the Harrington O'Shea Career Decision Making program.
- Teachers Henry Richard and Joy Yan, Gardner High School, one grant of $6,823 to develop an engineering and physics course.
- Teacher Lynn Berthiaume, Gardner High School special education program, one grant of $1,000 for a tour of the State House in Boston.
- Teacher Frances LeMieux, Gardner High School, three grants, one of $6,000 t purchase and install kilns, one of $800 for a tour of the Museum of Fine Arts and one of $3,500 to purchase large drying cabinets.