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Scott J. Graves, Esq.

COUNCILLORS AT LARGE

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Craig R. Cormier  
Ronald F. Cormier  
Edward A. Gravel  
Scott J. Graves, Esq.  
Christine A. Johnson

WARD 1 COUNCILLOR

James M. Walsh, Esq.

WARD 2 COUNCILLOR

Elizabeth J. Kazinskas

WARD 3 COUNCILLOR

Nathan R. Boudreau

WARD 4 COUNCILLOR

Karen G. Hardern

WARD 5 COUNCILLOR

James D. Johnson

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

OFFICE OF THE  
CITY COUNCIL



February 1, 2018

**CITY COUNCIL INFORMAL MEETING**

**Date:** Monday, February 5, 2018  
**Time:** 6:00 P.M.  
**Location:** City Council Chamber, Room 219, City Hall

ANNOUNCEMENT - 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 referenced or used during the meeting must be submitted in duplicate to the City Clerk, pursuant to the Open Meeting and Public Records Law. All documents shall become part of the official record of the meeting.

**AGENDA**

- #9873 – An Order Appropriating \$245,000.00\* from Free Cash to Fire/EMT Department – New Vehicle Account (\*Original Order filed by the Mayor; Substitute Order for \$255,000.00 filed by the Mayor on January 16, 2018; Admission of substitute Order pending).
- #9893 – A Resolution Relative to the FY2018 Community Development Block Grant Mini-Entitlement Plan.

*NOTICE: The listing of Agenda items are those reasonably anticipated by the Chair which may 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 COUNCIL OF GARDNER

*Scott J. Graves Esq.*

SCOTT J. GRAVES, ESQ.  
Council President

9873

Substitute

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

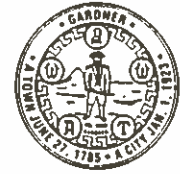
ORDERED:

That there be and is hereby appropriated the sum of Two Hundred Fifty-Five Thousand Dollars and No Cents (\$255,000.00) from Free Cash to the Fire/EMT Department – New Vehicle Account.

RECEIVED  
2018 JAN 16 PM 12:03  
CITY CLERK'S OFFICE  
BARBER, N.J.

# City of Gardner, *Executive Department*

Mark Hawke, Mayor



RECEIVED

2018 JAN 16 PM 12:03

CITY CLERK'S OFFICE  
GARDNER, MA

January 14, 2018

Attorney Scott J. Graves, President  
And City Councilors  
95 Pleasant Street  
Gardner, MA 01440

RE: Substitute Money Order for Council Item #9873

Dear President Graves and Councilors,

At the Finance Committee meeting of December 13, 2017 the purchase of a new ambulance was discussed. The minutes reflect the following:

*"Chief Ares added that the ambulance is "on a collective buying plan" and that on December 31, 2017, the manufacturer noted that the cost of a new ambulance will increase by 7% to 10%"*

Due to the Objection of the item by former Councilor Morgan, Council Item #9873 was not discussed nor voted upon prior to the December 31, 2017 deadline.

I have attached a substitute money order and quote from Greenwood Emergency Vehicles reflecting an \$11,050.27 price increase over the previous quote. As with the previous funding request, the additional funds required are for outfitting the ambulance.

I ask that you consider this substitute money order.

Respectfully,

A handwritten signature in blue ink, appearing to read "Mark Hawke".

Mark Hawke  
Mayor, City of Gardner

9873



RECEIVED

JAN 16 PM 12:04

CITY CLERK'S OFFICE  
GARDNER, MA

530 JOHN DIETSCH BOULEVARD  
NORTH ATTLEBORO, MA 02763-1080  
PHONE: 508.695.7138  
FAX: 508.699.6842  
PARTS: 1.800.347.3878

January 2, 2018

Chief Richard Ares  
Gardner Fire Department  
70 City Hall Ave  
Gardner MA 01440

Chief Ares:

As requested I am providing estimated cost for a new 2018 Horton 603 F550 4x4 Class I Type I ambulance purchased through the 2018 FCAM-MAPC state contract. The vehicle is configured per feature list report #1356 as previously submitted.

(1) 2018 Horton 603 F550 4x4: **\$ 230,615.00**

Please don't hesitate to contact me with any questions.

Sincerely:

*Chris Gagnon*  
Regional Sales Manager  
Greenwood Emergency Vehicles LLC  
413-374-8489  
508-809-9872

Free Cash	Requested	Approved	Notes
<u>Policy Transfers</u>			
Stabilization 5% of total	\$113,707.00	\$113,707.00	Per policy, passed
OPEB Funding 1% of total	\$22,741.00	\$22,741.00	Per policy, passed
Road Resurfacing 10% of total	\$227,413.70		Per policy, request in April/May
<u>Possible Budget Needs</u>			
Veterans Benefits	\$50,000.00		As of 1-18 no additional appropriation needed.
Snow & Ice	\$250,000.00		\$300k budgeted, 12 yr avg is \$450k
FD OT	\$175,000.00		projected usage
General Budget shortages	\$50,000.00		Just in case
<u>Capital/Mid-year Requests</u>			
Additional Auditorium work	\$247,200.00	*	Pending
Fire Dept Ambulance	\$245,000.00	*	Pending
Watkins Field Engineering & Design	\$146,300.00	\$146,300.00	passed
Johnny Applesed Trail Assoc	\$5,500.00	*	pending
GRA Reimbursement	\$5,697.00	\$5,697.00	passed
MSBA Feasibility Study	\$170,000.00		Maximum amount possibly needed.
Fire Dept Engine 1 repair	\$41,000.00	*	2-5-18 meeting
<u>End of Year Possible Uses</u>			
Debt payments (CI Bond, Watkins, DPW)	\$600,000.00		reserve for April/May
Bike Path Bridge Match	\$75,000.00		reserve for April/May
DPW 1 ton dump	\$58,000.00		reserve for April/May
	\$2,482,558.70	\$288,445.00	
Total Free Cash \$	2,274,137.00	\$	2,274,137.00
Remaining Free Cash \$	(208,421.70)	\$	1,985,692.00

9873

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

ORDERED:

That there be and is hereby appropriated the sum of Two Hundred Forty-Five Thousand Dollars and No Cents (\$245,000.00) from Free Cash to the Fire/EMT Department – New Vehicle Account.

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2017 DEC - 8 PM 12: 39  
CITY CLERK'S OFFICE  
GANDHER, PA

9873

# City of Gardner, *Executive Department*



Mark Hawke, Mayor

December 8, 2017

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

RE: Ambulance

Dear President Cormier and Councilors,

Since the City of Gardner began its own ambulance service in May of 2017, we have responded to more than 1,200 calls resulting in over 800 transports through the month of November 2017. We have collected over \$300,000 as a result of our efforts. I have attached a spreadsheet with further details for your information.

We were able to start our ambulance service after procuring a used ambulance from a neighboring community. This used ambulance is our sole ambulance and has been out of service for twelve (12) days in the past several months. This has resulted in an estimated loss of over \$17,000. The purchase of a new ambulance will allow us to utilize the used ambulance as a backup. Having a backup will allow us to continue our ambulance operations while the primary ambulance is out of service for repairs/maintenance or out of the City on a transport.

Given the general success of the ambulance in the Fire Department to date, I fully support the purchase of new ambulance.

Respectfully,

Mark Hawke  
Mayor, City of Gardner

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2017 DEC -8 PM 12:39  
CITY CLERK'S OFFICE  
GARDNER, MA



RECEIVED

2017 DEC -8 PM 12:39 CITY OF GARDNER

CITY CLERK'S OFFICE  
GARDNER, MA

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

November 13, 2017

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

Dear Mayor Hawke,

Per your request I have secured quotations for a new Type I ambulance. The three quotes were \$219,564.73, \$239,744.00 and \$246,377.00. All are from collective buying bid programs. All are for a Ford F550 four wheel drive cab and chassis with a modular box patient area.

I recommend purchasing a 2018 Horton Type I ambulance for \$219,564.73.

I request an additional \$25,000 to outfit the new unit. This amount will have to be spent no matter the ambulance purchased.

The purchase of a new ambulance will allow us to have a back-up available for when the primary unit is down for repair or maintenance. Our current ambulance will be the back-up. We have lost the equivalent of four weeks of transport revenue since July 1st due to repairs to our current ambulance, without our own back-up unit.

Thank you.

Sincerely

Richard P. Ares  
Fire Chief



**FY 2018 Budget**

12231 AMBULANCE	2018 Budget	Thru 12/7/2017	% used
51013 PRIVATE FIRE/AMBULANCE SAL	\$ 327,924	\$ 122,884	37.5%
51030 OVERTIME	\$ 65,000	\$ 52,527	80.8%
51050 HOLIDAY PAY	\$ 32,894	\$ -	0.0%
51090 CLOTH/UNIFORM ALLOWANCE	\$ 9,000	\$ 9,000	100.0%
51101 COLLEGE CREDITS	\$ 2,000	\$ -	
51102 COLLATERAL JOBS	\$ 20,250	\$ 7,838	38.7%
51103 EDUCATIONAL INCENTIVE	\$ 2,000	\$ -	
51415 AMBULANCE STIPEND	\$ 17,472	\$ 7,056	40.4%
51551 TERMINATION LEAVE	\$ -	\$ -	
52030 REPAIRS & MAINTENANCE	\$ 10,000	\$ 5,202	52.0%
52037 AMBULANCE SUPPLY/EXPENSES	\$ 5,000	\$ 5,610	112.2%
52040 INFO TECHNOLOGY	\$ 2,500	\$ -	
52041 LICs/RENEWAL/FEE/INSP	\$ 5,000	\$ 2,960	59.2%
52050 MINOR EQUIPMENT	\$ 4,000	\$ 84	2.1%
52151 TELECOMMUNICATIONS	\$ 650	\$ 249	38.3%
52170 PROF DEV & TRAVEL	\$ 1,000	\$ -	
52190 PROFESSIONAL SERVICES	\$ 18,269	\$ 21,237	116.2%
52240 VEHICLE SUPPLIES	\$ 4,000	\$ 415	10.4%
<b>TOTAL FOR 12231</b>	<b>\$ 526,959</b>	<b>\$ 235,062</b>	<b>44.6%</b>

	Collected	Calls	Transports
May-17	\$ 25,797.00	170	110
Jun-17	\$ 66,158.00	182	120
Jul-17	\$ 38,319.00	150	101
Aug-17	\$ 40,885.00	180	129
Sep-17	\$ 22,945.00	192	115
Oct-17	\$ 77,783.00	164	116
Nov-17	\$ 34,145.00	169	113
<b>Total</b>	<b>\$ 306,032.00</b>	<b>1207</b>	<b>804</b>
<b>Avg / month</b>	<b>\$ 43,718.86</b>	<b>172</b>	<b>115</b>
<b>Avg Collected per transport</b>	<b>\$ 380.64</b>		

	2018 Budget	Thru 11/31/17	% of Budg
Dispatch Fees	\$ 15,000	\$ 9,915	66.1%
Ambulance Receipts	\$ 496,340	\$ 214,076	43.1%
<b>Total</b>	<b>\$ 511,340</b>	<b>\$ 223,991</b>	<b>43.8%</b>

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CITY CLERK'S OFFICE

**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>
2	Community Development & Planning	Demolition. Demolish select parcels in the Target Areas and/or those that pose a public health and safety hazard.	\$106,250.00	\$0.00	\$106,250.00
68	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
5N	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
88	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
88	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
88	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>

**FY2018 – FY2021 COMMUNITY DEVELOPMENT STRATEGY  
PRIORITY LIST**

1. Reconstruct or alter streets, sidewalks, and public buildings to allow for handicap accessibility and to encourage pedestrian travel. – Year 1. Additional funding potential through the Complete Streets program as well as local City funding.
2. Upgrade existing infrastructure, particularly in the Downtown Urban Renewal Area and Mill Street Corridor Urban Renewal Area. Year 1.
3. Apply Complete Streets Standards to Target Areas, Timpany Boulevard Corridor, and safe route to school areas to accommodate all modes of travel and help facilitate economic growth. Year 1. See above.
4. Apply appropriate “Smart Parking” standards and strategies and increase availability of parking in the Downtown Urban Renewal Area. Year 1.
5. Implement the approved Downtown and Mill Street Corridor Urban Renewal Plans. Years 1-3.
6. Restore, enhance, build and support diverse recreational facilities and/or activities. Year 2/3. Additional funds through Trails Grant and other recreational sources.
7. Implement the Open Space and Recreation Plan including, but not limited to, acquiring, protecting, and maintaining open space and environmentally sensitive lands. Years 1-3. See #6.
8. Support and expand economic security and self-sufficiency programs. Year 1
9. Work cooperatively with all area for-profit, non-profit and service agencies to implement the CDS. Years 1-3.
10. Selectively demolish buildings that are beyond reuse in the Target Area. Year 2
11. Rehabilitate dilapidated buildings within the Target Area (Downtown Urban Renewal Area and Mill Street Corridor Urban Renewal Area). Year 2
12. Attract and assist businesses opening in, relocating to, or already existing in, Gardner. Years 1-3.
13. Redevelop vacant or underutilized land and buildings, particularly in the Urban Renewal Areas. Year 3.
14. Rehabilitate non-code compliant, and/or construction of, affordable single and multi-family homes.

## FY2018 – FY2021 COMMUNITY DEVELOPMENT STRATEGY

The City of Gardner's Community Development Strategy summarizes the City's various efforts to engage in community-based planning and priority setting, staying consistent with the Commonwealth's Sustainable Development Principals, and to outline a plan of action intended to accomplish specific community development goals. The current Community Development Strategy (CDS) will be used to direct resources from all sources toward projects that address that needs identified by the community as high priorities. Acting through its Department of Community Development and Planning, using specifically CDBG funds, projects will lie within the boundaries of the Downtown Urban Renewal Area (D-URA) and the Mill Street Corridor Urban Renewal Area (MSC-URA).

**Housing: Expansion and Retention.** This category is consistent with Concentrate Development and Mix Uses and Expand Housing Opportunities.

The City of Gardner is committed to expanding housing opportunities in appropriate locations to meet the needs of Gardner's population. Gardner has partnered with local and regional non-profit organizations to enhance and rehabilitate properties creating safe and affordable housing and repairing dilapidated buildings. Many of the properties in the D-URA are mixed use properties with retail or commercial endeavors on the first floor and apartments on the upper floors, which due to a variety of reasons, remain mostly vacant. In order to facilitate the redevelopment of these vacant properties, and others throughout the City, the City must increase the quantity and availability of parking, expedite the process for taking control of tax title properties, assess current zoning and promote smart growth districts, address storm water management practices, and partner with local agencies and developers to invest in the existing infrastructure. The City must also continue to support residents by partnering with local banks and non-profit agencies to identify properties that are in pre-foreclosure, distribute information regarding the availability of foreclosure counseling, assist with post-foreclosure issues. Education to first time homebuyers is also crucial in foreclosure prevention.

**Economic Development.** This category is consistent with Concentrate Development and Mix Uses, Advance Equity, Increase Job and Business Opportunities and Plan Regionally.

There are two distinct economic development goals in the City of Gardner – to diversify the local economy and increase job opportunities by encouraging and facilitating retention and expansion of Gardner based businesses as well as attracting new businesses to Gardner while promoting reinvestment in older industrial and commercial properties. To that end, the City will continue to coordinate economic development efforts by maintaining funding for the Economic Development Coordinator (EDC) position. Within the role, the EDC will continue to implement the approved urban renewal plans; identify and develop a new industrial business park; assist and expand training opportunities for the local workforce; provide support to new and existing businesses throughout Gardner by organizing company tours with potential partners; act as a conduit between the City and the Chamber of Commerce, Square Two, NewVue Communities and other organizations for marketing and technical support such as sign and façade improvements, marketing, business expansion efforts and networking with other business owners; and partner with local non-profit agencies to assist in challenges facing the local workforce such as job training, job-related transportation issues, job-related childcare, education and financial literacy and self-sufficiency programs.

**Open Space and Recreation.** The Sustainable Development principles relevant to this section are to Protect Land and Ecosystems and Use Natural Resources Wisely.

The City of Gardner has a fully updated Open Space and Recreation Plan (OSRP) that was accepted by the State in 2015. The overall purpose of the OSRP is to provide Gardner's residents with a diverse system of interconnected open space areas and quality recreational opportunities that protect natural resources, promote public health, and enhance the quality of life. Enhancing the quality of life in a community must maintain a careful balance between equity, environment and economy. To meet the overall goal of the OSRP, it is important that the City focus on acquiring additional open space parcels, or more effectively utilize existing land; improve management and maintenance of existing municipally owned open space, including land and bodies of water; increase opportunities for recreation along the Otter River and other waterways; complete the North Central Pathway in partnership with the Town of Winchendon; add new equipment and increase maintenance of existing equipment at the existing recreation facilities; look for opportunities to acquire land, or repurpose existing land, for additional recreational facilities and/or fields; construct, replace, and maintain a sidewalk network throughout the City to ensure a safe walkable community; adopt a reduced salt policy; and promote the benefits of donating open space.

**Transportation.** The Sustainable Development Principle of Provide Transportation Choice is most relevant to this section.

The City's goals include increasing access to transportation options and ensuring safe, accessible options for all travel modes – walking, biking, transit and vehicles – for people of all ages and abilities, including those with disabilities, allowing safe and convenient travel throughout the City. To that end, the City continues to advocate for increased bus service to allow working parents and the underemployed better access to childcare facilities and employment opportunities; upgrading State Route 2 and improvements to the Community Rail System serving Northern Worcester County; promote walking and biking opportunities within the City and advocate for bicycle racks on buses to allow travel between communities for recreational purposes; apply appropriate Smart Parking standards and strategies in the target areas and increase the availability of parking the target areas; continue to upgrade the sidewalks to ADA/MAAB standards and repair deteriorated infrastructure which will include preparing and implementing a pavement management plan; provide better traffic control features such as line painting and cross walks; and increase the enforcement of traffic laws and ordinances.

The City has entered into a Community Compact with the Commonwealth of Massachusetts and has created a Complete Streets Policy outlining its commitment in obtaining its transportation goals.

**Special Needs.** This category does not tie in to the Commonwealth's Sustainable Development Principles but is an important component to the Community Development Strategy of the City of Gardner.

It is important the residents of Gardner have equal access to municipal and regional services, activities and programs. To the that end, the City will continue to evaluate its ADA Transition Plan and make recommendations where necessary; provide auxiliary aids and services that allow municipal communication improvement; increase the support available to persons having special needs, including, but not limited to, the elderly, the homeless, victims of domestic violence, low and moderate income persons and the disabled; expand partnerships with local and regional health, social and human service providers; support efforts of private developers to create affordable and market rate senior housing; expand existing City efforts to rehabilitate substandard housing, particularly inaccessible, multi-family buildings; continue to upgrade the existing infrastructure with ADA compliant curbs and ramps to make travel more accessible; and provide support to address public health priorities including those dealing with addiction, mental health and physical disabilities.