

**CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE MEETING
Monday – June 25, 2018 – 5:30 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.

- 2-1 An Order Appropriating \$100,000.00 from Sewer Surplus to Sludge Landfill Expense.
- 2-2 An Order Appropriating \$96,000.00 from Sewer Surplus to Pump Stations Expense – Willis Road.
- 2-3 An Order Appropriating \$229,009.00 from Sewer Surplus to New DPW Building Capital Project.
- 2-4 An Order Appropriating \$229,009.00 from Water Surplus to New DPW Building Capital Project.

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.

2-1

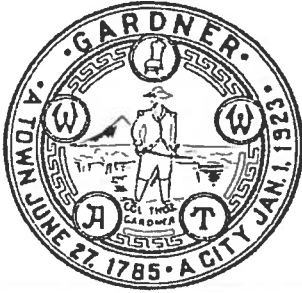
AN ORDER APPROPRIATING FROM SEWER SURPLUS TO SLUDGE
LANDFILL EXPENSE.

ORDERED:

That there be and is hereby appropriated the sum of One Hundred Thousand
Dollars and No Cents (\$100,000.00) from Sewer Surplus to Sludge Landfill Expense.

2-1

Department of Public Works
CITY OF GARDNER



2018 JUL 14 AM 9:38

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

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

June 7, 2018

RE: Sludge Landfill Expansion

Dear Mayor Hawke:

The Sewer Department is requesting \$100,000 from available Sewer Surplus for professional engineering and geotechnical services for the preparation and submittal of permitting documents to the Massachusetts Department of Environmental Protection (DEP) and other State agencies for the proposed Sludge Landfill expansion.

The Sludge generated from the Wastewater Treatment Plant is disposed of at the Gardner Sludge Landfill located off West Street behind the Transfer Station. The vertical expansion that was previously approved for the existing Sludge Landfill by DEP, and implemented by Suez, will be approaching its capacity in the coming years. We are looking ahead to begin construction of the horizontal expansion in spring 2019.

Our Engineering consultant has designed the horizontal expansion and had initial review done by DEP. DEP has indicated that, along with their final review, additional geotechnical reporting and permits are required that were not required for the vertical expansion. The funds requested are for the additional geotechnical work and permit preparation that DEP is requiring. The final review process may result in the need to modify the plans for the expansion, based on comments received during review. As such, this coming January we may be seeking additional funding for additional Engineering services. This request does not include any funds for future construction.

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

Sincerely,

Robert E. Oliva, Assistant Director
Department of Public Works

PC: Finance Committee
Public Service Committee
John Richard, City Auditor
Dane Arnold, DPW Director

AN ORDER APPROPRIATING FROM SEWER SURPLUS TO PUMP STATIONS EXPENSE – WILLIS ROAD.

ORDERED:

That there be and is hereby appropriated the sum of Ninety-Six Thousand Dollars and No Cents (\$96,000.00) from Sewer Surplus to Pump Stations Expense – Willis Road.



Department of Public Works
CITY OF GARDNER

2018 JUN 14 AM 9:39

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

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

RE: Willis Road Sewer Pump Station

June 7, 2018

Dear Mayor Hawke:

The Sewer Department is requesting \$96,000 from available Sewer Surplus for professional engineering services to design the rehabilitation and other improvements to the existing Willis Road sewer pump station.

The existing wet well and pump equipment are beyond their useful lives and need to be replaced. We will be studying the options to either replace the station entirely, or conduct a full rehabilitation of the existing station. This request does not include any funds for future construction.

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

Sincerely,

Robert E. Oliva, Assistant Director
Department of Public Works

PC: Finance Committee
Public Service Committee
John Richard, City Auditor
Dane Arnold, DPW Director

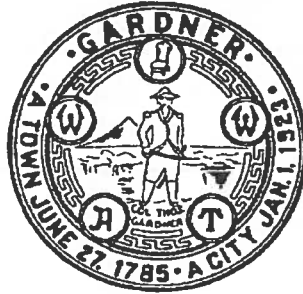
AN ORDER APPROPRIATING FROM SEWER SURPLUS TO NEW DPW
BUILDING CAPITAL PROJECT.

ORDERED:

That there be and is hereby appropriated the sum of Two Hundred Nine-Nine
Thousand Nine Dollars and No Cents (\$229,009.00) from Sewer Surplus to New DPW
Building Capital Project.

CITY OF GARDNER Department of Public Works

Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries



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

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

RE: Building Cost Reimbursement

June 13, 2018

Dear Mayor Hawke:

I am requesting **\$299,009** from available **Sewer Surplus** to a Department of Public Works **Building Capital Project Expense Line Item**. These funds are a reimbursement for the construction of the Department of Public Works/City Engineer Administration Building, Cold Storage Building, and remodeling at the existing Municipal Garage.

Please note that this is a reimbursement of funds that were already approved in previous budgets by the City Council and were encumbered over the last 2 years from the Water Department for these projects. The paperwork was completed, however the actual funds were not properly transferred into the **Building Capital Project Expense Line Item** and went back into retained earnings in the Enterprise Account at the end of the Fiscal Year.

The \$299,009 covered expenses such as the remainder of J.J. Cardosi's Contract (contractor who built the buildings), National Grid fees for running power into the building, PJ Keating for paving the parking lot, utilities, furniture, landscaping, computers, phone lines, carpets, tiles, paint, etc.

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

Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC: Public Service Committee
John Richard, City Auditor
Chris Coughlin, City Engineer

AN ORDER APPROPRIATING FROM WATER SURPLUS TO NEW DPW
BUILDING CAPITAL PROJECT.

ORDERED:

That there be and is hereby appropriated the sum of Two Hundred Nine-Nine
Thousand Nine Dollars and No Cents (\$229,009.00) from Water Surplus to New DPW
Building Capital Project.

2-4

CITY OF GARDNER
Department of Public Works

2018 JUN 14 AM 9:39

Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries



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

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

RE: Building Cost Reimbursement

June 13, 2018

Dear Mayor Hawke:

I am requesting **\$299,009** from available **Water Surplus** to a Department of Public Works **Building Capital Project Expense Line Item**. These funds are a reimbursement for the construction of the Department of Public Works/City Engineer Administration Building, Cold Storage Building, and remodeling at the existing Municipal Garage.

Please note that this is a reimbursement of funds that were already approved in previous budgets by the City Council and were encumbered over the last 2 years from the Water Department for these projects. The paperwork was completed, however the actual funds were not properly transferred into the **Building Capital Project Expense Line Item** and went back into retained earning in the Enterprise Account at the end of the Fiscal Year.

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Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC: Public Service Committee
John Richard, City Auditor
Chris Coughlin, City Engineer

NEW DPW COLD STORAGE/BUILDING PROJECT

Account Number	Account Description	Original Budget	FY2016		FY2017		FY2018		Remaining Budget	TOTAL PROJECT COST as of 6/14/18
			Expenses		Expenses		Expenses			
61440-58213\62450-58213\38150-58213	Design & Eng	\$100,000.00	\$41,709.45	\$58,290.55	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	
61440-58610\62450-58610\38150-58214	Construction	\$ 3,650,000.00	\$0.00	\$25,097.70	\$3,026,884.30	\$598,018.00	\$598,018.00	\$598,018.00	\$3,051,982.00	
	Total	\$3,750,000.00	\$41,709.45	\$83,388.25	\$3,026,884.30	\$598,018.00	\$598,018.00	\$598,018.00	\$3,151,982.00	

Various Accts	BUDGET/LOAN FROM SEWER&WATER ENTERPRISE FUND	Interest Pd as of 6/14/18	
		Loan Outstanding Principal	
38150-58214	BUDGET FROM SEWER&WATER FUND FREE CASH COM#9939 ORDER 12832	\$1,250,000.00	\$200,000.00
61440-57601/62450-57601	Loan Order #12722 (Unissued as of 6/30/17)	\$2,300,000.00	\$3,750,000.00

Will be borrowing end
of June 2018



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 June 18, 2018

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

These balances are as of June 14, 2018:

			<u>Money</u>		<u>Balance</u>
			<u>Order</u>		
Sewer Enterprise Fund				\$	6,477,723
61000-31500 to Sewer Dept for Pump Station Expense	61440-58614	\$	96,000	\$	6,381,723
to Sewer Dept for Sluge Landfill Expense	61440-58616	\$	100,000	\$	6,281,723
to New DPW Building Capital Proj	61440-58610	\$	299,009	\$	5,982,714
				\$	5,982,714

The Snow & Ice account currently has available \$10,747.12
14421-52210

Sincerely

John Richard
City Auditor

copies: Mayor
City Clerk