

CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE  
MINUTES OF MEETING OF MAY 1, 2019

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The Finance Committee meeting was called to order by President Scott Joseph Graves at 12:00 p.m. in the City Council Chamber, Room 219, City Hall.

Finance Committee Members present were Council President Scott Joseph Graves and Councillors Ronald Cormier and James Walsh.

Others participating or in attendance: Mayor Mark Hawke; City Auditor John Richard; Chief of Police Richard Braks; Conservation Agent Jeffrey Legros; and, City Clerk Alan Agnelli.

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.**

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to approve the Minutes of the April 10, 2019 Regular Meeting, as printed.

**3-1 A Measure Confirming the Mayor's Appointment of Claude Leger to Senior Citizens' Director for term expiring April 9, 2021 (Reappointment).**

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to recommend to the City Council to confirm the Mayor's Appointment of Claude Leger to Senior Citizens' Director for term expiring April 9, 2021.

**3-2 A Measure Confirming the Mayor's Appointment of Jeff Nelson to Member, Council on Aging, for term expiring April 16, 2022 (Reappointment).**

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to recommend to the City Council to confirm the Mayor's Appointment of Jeff Nelson to Member, Council on Aging, for term expiring April 16, 2022.

**3-3 A Measure Authorizing an Exemption for Craig A. Osowski under G.L. c. 268A, § 20(b), Financial Interest in a Municipal Contract, Non-elected Compensated Municipal Employee, General Landscaping and Lawn Mowing Services.**

The Mayor informed the Committee that Fire Lieutenant Craig Osowski operates a part-time landscaping business in his off-time and that he was the low bidder for performing clean-up work at abandoned properties designated as nuisances by the Board of Health. He said that the Exemption would allow Mr. Osowski to contract with the City.

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to recommend to the City Council to *Authorize an Exemption for Craig A. Osowski under G.L. c. 268A, § 20(b), Financial Interest in a Municipal Contract, Non-elected Compensated Municipal Employee, General Landscaping and Lawn Mowing Services.*

4-1 **An Ordinance to Amend the Code of the City of Gardner, Chapter 171, Thereof, Entitled “Personnel,” to Change Compensation Schedule “Exhibit E – Non-Union Employees.”**

The Mayor informed the Committee that he submitted the Non-Union Salary and Compensation Schedule before his Budget Recommendations to allow the Committee adequate time to study the proposed changes. He cited several grade and compensation variations that are outlined in this correspondence.

Councillor Walsh stated that he understands the Mayor’s rationale for adjusting the Senior Citizens’ Director’s salary, but questioned the reason that the Human Resources Director oversees the Greenwood Pool, a recreational facility.

The Mayor responded, saying that the responsibility for managing the pool was assigned to the HR Director years ago.

Councillor Walsh noted that there is a Recreation Division within the Department of Public Works.

The Mayor stated that the biggest factor in managing the pool is hiring 8 to 10 lifeguards for the summer season and to purchase supplies.

Councillor Walsh questioned if anyone supervises the Pool’s employees, other than the HR Director.

The Mayor stated that the lifeguards report to Diana Ringer, who reports to the HR Director, and that the HR Director does the hiring for the pool.

Councillor Walsh noted that the HR Director processes the paperwork for the hiring of every City employee. He then reiterated his comments, questioning the reason that the City continues to have a Recreation Division and that other summer playground programs are operated from the Department of Public Works.

Mayor Hawke stated that the School Department’s Athletic Director also manages public recreational activities.

Councillor Walsh questioned the Athletic Director’s reporting structure.

The Mayor responded, saying that the Athletic Director reports to the Superintendent of the School Principal and that last year, the Athletic Director was hired in either July

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or August is spending his first year trying to bring together all City recreational activities. He added that the position is funded through equal contributions from the City and the School Department. He noted that the HR Director assumed responsibility for School Department human resources administration.

President Graves questioned the role of Don Lemieux at the Pool.

The Mayor said that Mr. Lemieux is a Certified Pool Operator and is paid hourly.

President Graves stated that if responsibility for overseeing the Pool is assigned to the Athletic/Recreation Director, then what would be the purpose for granting the HR Director an additional 2% increase over the proposed 2% cost-of-living raise.

Mayor Hawke said that the HR Director would still retain the School Department human resource responsibilities.

President Graves questioned whether the HR Director would welcome assigning responsibility for the Pool to the Athletic/Recreation Director.

Mayor Hawke replied, saying that “she would welcome it.”

Councillor Walsh questioned the recommendation to grant the Deputy Chief of Police a 3% increase. “Is the raise justified because the Chief recommended it,” he asked.

The Mayor responded, saying that the proposed increase is tied to the top rate of a Lieutenant and that he is comfortable with 10%. He added that a Lieutenant can earn more by working details; however, in the past, the Police Chief and Deputy Chief have worked details, but do not any longer.

Councillor Walsh noted that the Mayor’s correspondence indicates that the plan proposes to change the Grade of the Deputy Chief of Police to G-11; however, the current Compensation Schedule lists the position at G-11. He then noted that for several years, the Mayor has chosen a few positions for additional compensation and/or changes in Grade. He said that the 2015 Compensation and Classification Study recommended that City establish and evaluation and step system for all of the non-union positions.

Citing the Minutes of the March 16, 2016 Finance Committee meeting, Councillor Walsh read: “President Walsh asked the Mayor if he would be presenting a Compensation Plan with a Step System to the Finance Committee soon. The Mayor indicated that he would after the Budget is adopted.” Councillor Walsh said, “That was three years ago!”

Continuing, he stated that the issue arose again at the August 30, 2017 Finance Committee Meeting at which time he asked the Mayor informed the Committee that

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the plan was on your desk and that you did not present a timeline. “To my knowledge, nothing has been presented to the Committee. Do you have a plan?”

The Mayor asked, “What would you like to see?”

Councillor Ronald Cormier questioned whether the Human Resources Director could be of any assistance to the Mayor in contacting other municipalities to ascertain how others administer a classification and compensation plan. “After all,” he added, “she [HR Director] is recommended to receive additional compensation [under the Mayor’s plan].”

Councillor Walsh stated that “three years is long enough,” and questioned the effort that is actually being made by the Mayor after three years.

Mayor Hawke stated, “It is not the absolute highest priority.”

Councillor Ronald Cormier added, “You [Mayor] answered the question in 2017 by saying that it is not your priority.”

President Graves questioned the purpose of a step system/compensation plan.

Councillor Walsh responded, saying that a plan would tie compensation with performance evaluations and would create step adjustments, as well as compensation for additional job responsibilities.

President Graves questioned whether such a plan would create a fair and equitable pay structure.

Councillor Walsh remarked, “A compensation plan is better than no plan at all.”

Mayor Hawke stated, “No one is compensated fairly.” He questioned whether creating a system tying performance to step increases would be a waste of time, noting that all of the City’s department heads are not appointed by him and questioned whether they would be evaluated consistently. “It isn’t easy,” he added.

President Graves questioned whether a plan needs to be implemented.

Councillor Walsh responded, saying that the Consultant recommended that a Plan be implemented, based on Grade levels that the Mayor proposes to change at this time.

Mayor Hawke stated that, in the past, he proposed to reorganize the 20 executive branch departments by creating divisions under a division head that would report directly to him.

Councillor Ronald Cormier suggested giving the Mayor an opportunity to return at the next meeting to give his report “one way or another.”

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Councillor Walsh noted that the proposed wage increases are budgeted in the Mayor's Recommendations; however, the Council has yet to receive the Budget.

The Mayor informed the Committee that his Budget Recommendations are forthcoming, but that he submitted the Compensation Plan now to afford the Committee as much time as possible to study the changes.

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to recommend to the City Council to refer the following Ordinance to the Finance Committee for further study and report:

**COMPENSATION SCHEDULE**

**A. DEPARTMENT HEADS**

Position	Grade		07/01/19	
			Annual	Weekly
Building Commissioner	G-10		\$78,151.60	\$1,502.92
Chief of Police	G-13		\$103,219.64	\$1,984.99
City Assessor	G-9		\$73,137.78	\$1,406.50
City Auditor	G-10		\$81,275.75	
		MGL c. 32, §20(6)	\$3,000.00	
		Total Compensation	\$84,275.75	\$1,620.69
City Clerk	G-10		\$79,714.63	
		MGL c. 41, §19F	\$3,500.00	
		MGL c. 41, §19G	\$550.00	
		Total Compensation	\$83,764.63	\$1,610.86
City Collector/Treasurer	G-10		\$84,118.88	
		MGL c. 32, §20	\$300.00	
		Total Compensation	\$84,418.88	\$1,623.44
City Engineer	G-11		\$85,175.44	\$1,637.99
City Solicitor	G-10		\$80,632.20	\$1,550.62
Council on Aging Director	G-6		\$57,587.68	\$1,107.46
Director of Community Development & Planning	G-10	City	\$65,838.94	
		GRA	\$22,250.47	
		CDBG	\$4,636.05	
		Total Compensation	\$92,725.46	\$1,783.18
Director of Local Origination & Educational Planning	G-6		\$64,468.75	\$1,239.78
Director of Public Health	G-10	Step 1	\$70,358.09	\$1,353.04
		Step 2	\$78,476.33	\$1,509.16
Fire Chief	G-12		\$94,698.74	\$1,821.13

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**A. DEPARTMENT HEADS (Cont.)**

Position	Grade		07/01/19	
			Annual	Weekly
Golf Course Driving Range/Superintendent	G-9		\$76,571.97	\$1,472.54
Human Resources Director	G-11		\$88,582.77	\$1,703.51
Information Technology Director	G-11	City	\$47,956.30	
		School	\$47,956.30	
		Total Compensation	\$95,912.60	\$1,844.47
Library Director	G-9		\$75,411.22	\$1,450.22
Public Works Director	G-12		\$100,093.31	\$1,924.87
Purchasing Agent/Civil Enforcement Director	G-10		\$77,008.55	
		MGL c. 148A, §5	\$2,500.00	
		Total Compensation	\$79,508.55	\$1,529.01
Veterans' Director	G-6		\$58,008.62	\$1,115.55

**B. NON-UNION DIRECT AND SUPERVISORY STAFF POSITIONS**

Position	Grade		07/01/19		
			Annual	Weekly	Hourly
Executive Secretary	G-4		\$47,553.41	\$914.49	\$24.72
Assistant City Clerk	G-3		\$42,765.62	\$822.42	\$22.23
		Step 2 (5 Yrs)	\$43,620.93	\$838.86	\$22.67
		Step 3 (10 Yrs)	\$44,493.35	\$855.64	\$23.13
Assistant City Engineer	G-8		\$67,103.22	\$1,290.45	
Assistant City Solicitor	G-3		\$44,569.21	\$857.10	
Assistant City Treasurer/Collector	G-5		\$53,370.84	\$1,026.36	
Assistant Director of Community Development**	G-7	City	\$3,342.81		
		CDBG	\$63,513.30		
		Total Compensation	\$66,856.11	\$1,285.69	
Assistant Director of Public Health	G-5		\$53,370.84	\$1,026.36	
Assistant Director of Public Works	G-9		\$73,137.78	\$1,406.50	
Assistant Library Director	G-6		\$58,421.21	\$1,123.48	
Deputy Chief of Police	G-11		\$89,434.53	\$1,719.89	
Conservation/Planning Agent	G-6		\$59,012.30	\$1,134.85	
Director of Public Safety Regional Dispatch Center	G-9		\$74,284.56	\$1,428.55	
Economic Development Coordinator**	G-7		\$58,262.40	\$1,120.43	
GIS/Energy Analyst	G-5		\$59,160.00	\$1,137.69	
Golf Professional	G-6		\$1,281.30	Weekly	
Golf Pro Manager	G-6		\$1,104.08	Weekly	
Local Inspector	G-6		\$60,329.20	\$1,160.18	

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Producer	G-2	\$48,385.40	\$930.49	
Senior Animal Control Officer	G-2	\$40,606.04	\$780.89	
Systems Manager	G-6	\$63,809.37	\$1,227.10	
Electrical Inspector	G-6			\$31.35
Plumbing Inspector	G-6			\$31.35
Transfer Station Supervisor	G-3			\$22.17
Executive Aide				\$17.06

Annual	Monthly
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Civil Defense Director		\$9,171.88	\$764.32
Sealer of Weights & Measures		\$9,341.37	\$778.45

**C. NON-UNION STAFF POSITIONS**

Position	07/01/19			
	Annual	Weekly	Hourly	
Animal Control Officer	G-1 Step 1	\$33,555.40	\$645.30	\$16.13
	Step 2 (5 Years)	\$34,226.51	\$658.20	\$16.46
	Step 3 (10 Years)	\$34,911.04	\$671.37	\$16.78

	07/01/19					01/01/20
	Step 1	Step 2	Step 3	Step 4 (5 Yrs)	Step 5 (10 Yrs)	Step 1
Administrative Assistant	\$14.89	\$17.27	\$20.81	\$21.23	\$21.65	
Administrative Coordinator	\$14.12	\$16.63	\$19.14	\$19.52	\$19.90	
Administrative Clerk	\$13.67	\$15.89	\$18.11	\$18.47	\$18.83	
Animal Shelter Attendant	\$12.50					\$13.00
Budget/Project Manager**						
City	\$1.09					
GRA	\$0.65					
CDBG	\$22.85					
Total Compensation	\$24.59					
Building Maintenance						
Craftsman	\$18.09	\$20.41	\$22.74			
Building Maintenance Man	\$16.54	\$18.79	\$21.03			
Council on Aging Coordinator	\$13.00					
Financial Administrator	\$15.08	\$17.98	\$21.21			
Financial Clerk	\$13.85	\$16.29	\$19.01			

**Golf Course Positions**

Golf Pro Shop Supervisor		\$14.08	\$14.62	\$15.16
Grounds Maintenance Man	GC-8	\$16.56	\$18.22	\$20.16
Motor Equipment Repairman	GC-8	\$16.56	\$18.22	\$20.16
Working Foreman - Grounds Maintenance Man	GC-9	\$20.35		

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Working Foreman - Motor  
Equipment Repairman                      GC-9                      \$20.35

**Library Department Positions**

Staff Librarian		\$21.85	
Senior Library Technician		\$19.91	
Library Technician		\$18.78	
Library Clerical Staff		\$13.14	\$13.40
Head Life Guard		\$15.30	\$16.73
Parking Meter Clerk		\$16.65	
Production Assistant		\$14.77	
Transfer Station Monitor		\$12.50	\$13.00

**D. NON-UNION STAFF: TEMPORARY, SEASONAL AND INTERMITTENT POSITIONS**

Position		07/01/19			07/01/20		
		Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Alternate Animal Control Officer		\$12.50			\$13.00		
Certified Pool Operator	S-4	\$22.11					
Golf Course Laborer/Pro Shop Assistant	GC-4	\$12.50			\$13.00		
Golf Course Groundsman	GC-5	\$14.51					
Golf Course Ranger	GC-6	\$12.50			\$13.00		
Lifeguard	S-6	\$12.50			\$13.00		
Temporary Seasonal Technical	T-6	\$14.36					
Election Warden		\$14.00					
Election Inspector		\$12.00					
Election Clerk		\$13.00					
Special Detail Police Officer		\$49.00					
Temporary Seasonal Laborer (T-4)		\$12.50	\$13.77	\$15.30	\$13.00	\$13.77	\$15.30
Recreational Playground Supervisor (T-5)		\$15.30	\$16.73				
Recreational Support Staff		\$12.50			\$13.00		

**4-2     An Ordinance to Amend the Code of the City of Gardner, Chapter 171, Thereof, Entitled “Personnel,” to Change Compensation Schedule “Exhibit A – Mayor” and Exhibit B – City Council.”**

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to recommend to the City Council to refer the following Ordinance to the Finance Committee for further study and report:



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AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 171 THEREOF, ENTITLED "PERSONNEL" TO CHANGE COMPENSATION SCHEDULE EXHIBITS A AND B.

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

Section 1. Section 171-68 of Chapter 171, Personnel, of the Code of the City of Gardner is hereby amended by deleting and repealing Compensation Schedule Exhibit A and inserting in place thereof, the following:

Exhibit A  
Mayor

Effective 1-2-2018	Effective 1-6-2020	Effective 1-4-2021
\$92,196.00	\$94,040.00	\$95,921.00

Section 2. Section 171-68 of Chapter 171, Personnel, of the Code of the City of Gardner is hereby amended by deleting and repealing Compensation Schedule Exhibit B and inserting in place thereof, the following:

Exhibit B  
City Council

Position	Effective 1-2-2018	Effective 1-6-2020	Effective 1-4-2021
President	\$ 10,707.00	\$ 10,921.00	\$ 11,139.00
Councillor	\$ 7,326.00	\$ 7,473.00	\$ 7,622.00

Section 3. Effective date.

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

**ADJOURNMENT**

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to adjourn at 12:28 p.m.