

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF MAY 20, 2019

The Finance Committee meeting was called to order by Councillor James Walsh at 11:00 a.m. in the City Council Chamber, Room 219, City Hall.

Finance Committee Members present were Councillors Ronald Cormier and James Walsh. Council President Scott Joseph Graves arrived at 11:12 a.m.

Others participating or in attendance: Mayor Mark Hawke; Fire Chief Richard Ares; Fire Captain Greg Lagoy; Purchasing Director Jennifer Dymek; City Auditor John Richard; Attorney Janet Morrison; and, City Clerk Alan Agnelli.

Councillor Walsh 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 May 1, 2019 Regular Meeting, as printed.

2-1 An Order Authorizing the City to Accept \$10,600.00 in Grant Funds for the Purpose of Acquiring a Parcel of Land on Clark Street for Conservation and Passive Recreation.

Attorney Janet Morrison, Janet H. Morrison Land Conservation Consulting, informed the Committee that the grant would pay to acquire a half-acre parcel of land located on Clark Street, which is owned by the Gardner Fish and Gun Club. The Club voted to sell the ½ acre parcel that borders Bailey Brook and the conservation and park land that was acquired last year through the Omealia and RHO acquisitions. She said that the City would take title (in fee) of the land as Conservation Land under the care and custody of the Conservation Commission under Article 97, of the Mass General Laws. She added that the \$10,600 grant covers all costs associated with the acquisition and that there is sufficient frontage on Clark Street to create access to the conservation parcels.

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to recommend to the City Council that the following Measure be adopted:

AN ORDER AUTHORIZING THE CITY TO ACCEPT LAND GRANT FUNDS,
TO BORROW, AND TO TAKE OTHER ACTIONS RELATING TO THE
ACQUISITION OF THE "GARDNER FISH & GUN CLUB" PROPERTY"

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VOTE: To authorize the Mayor of the City of Gardner to accept grant funds from the North American Wetlands Conservation Act, Small Grants Program, in the amount up to Ten Thousand Six Hundred and 00/100 Dollars (\$10,600.00), as sub-recipient of an award to the Gardner and Winchendon Wetlands Protection Project, and to enter any necessary contracts thereto, for the purpose of purchasing approximately ½ acre of land owned by the Gardner Fish & Gun Club, Inc., located on the north side of Clark Street, being Assessor's Parcel H37/23/36 and shown on the attached map and survey plan, to be held and managed by the Conservation Commission for conservation and passive recreation, pursuant to M.G.L. Chapter 40, Section 8C, and to expend said funds for the purchase of said land in fee, and for necessary due diligence and costs, in accordance with the attached budget, the property to be permanently conserved under Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts.

2-2 An Order Appropriating \$69,000.00 from Free Cash to Reserve for Abatements & Exemptions.

The Mayor informed the Committee that a local company erred when it filed its list of personal property with the Assessors, realizing only after the tax bill was paid that several pieces of large equipment were not located in its Gardner facility, but in Washington State; therefore, the tax overpayment had to be abated. The appropriation would restore a positive balance to the account.

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to recommend to the City Council that the following Order be adopted:

AN ORDER APPROPRIATING FROM FREE CASH TO RESERVE FOR
ABATEMENTS/EXEMPTIONS.

ORDER: That there be and is hereby appropriated the sum of Sixty-Nine Thousand Dollars and No Cents (\$69,000.00) from Free Cash to Reserve for Abatements/Exemptions.

2-3 An Order Appropriating \$100,000.00 from Free Cash to Fire Capital Project – New Fire Truck Account (Match).

Fire Chief Richard Ares informed the Committee that the City was awarded a matching grant from FEMA to replace Engine 3. The total cost is \$498,000, with FEMA providing \$452,728 and the City providing a 10% match of \$45,272. The additional \$54,000(+/-) is needed to equip the new truck, since the equipment from the current 1989 Engine 3 is outdated, as it was repurposed from a 1937 engine and a 1964 engine.

On questioning, the Chief stated that FEMA would allow the City to trade-in or sell the 1989 Engine; however, it could never again be used for emergency services. The Dealer estimated that the City could receive \$2,500 if traded-in or receive additional supplies or equipment for the new Engine. Once the City funds are appropriated, the unit will be ordered and the equipment could be ordered immediately since most is available on the State Bid List.

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On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to recommend to the City Council that the following Order be adopted:

AN ORDER APPROPRIATING FROM FREE CASH TO FIRE CAPITAL PROJECT – NEW FIRE TRUCK ACCOUNT (MATCH).

ORDER: That there be and is hereby appropriated the sum of One Hundred Thousand Dollars and No Cents (\$100,000.00) from Free Cash to the Fire Capital Project – New Fire Truck Account (Match).

2-4 An Order Appropriating \$80,000.00 from Free Cash to Fire Department Salaries - Overtime.

Fire Chief Richard Ares informed the Committee that the deficit in the overtime account is because the Fire Department has been short-staffed since early in the fiscal year. He said that the four firefighters resigned during the year, with 3 leaving for higher paying positions in other departments, and another firefighter resigned for personal reasons. The Chief and the Mayor cited the lengthy State Civil Service hiring process as the reason for being unable to bring new firefighters on-board to help alleviate the use of overtime. The Chief added that a firefighter must be hired and pass the State Physical Aptitude Test (PAT) before he/she could sign-up for the State Firefighter Academy.

Councillor Walsh questioned whether the appropriation would be sufficient to cover overtime costs for the remainder of the fiscal year.

Chief Ares responded, saying that there are available funds in the regular salary account, since one firefighter departed in October, 2018 and that his budgeted funds have not been expended.

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend to the City Council that the following Order be adopted:

AN ORDER APPROPRIATING FROM FREE CASH TO FIRE DEPARTMENT – SALARIES/OVERTIME.

ORDER: That there be and is hereby appropriated the sum of Eighty Thousand Dollars and No Cents (\$80,000.00) from Free Cash to Fire Department Salaries/Overtime.

2-5 An Order Appropriating \$15,000.00 from Free Cash to Ambulance Department for Salaries/Collateral Jobs.

Fire Chief Richard Ares informed the Committee that the deficit in the collateral jobs line item is due to higher than projected overtime for the EMS Coordinator Lt. Eric Hulette, who also serves as a Shift Commander. An Assistant EMS Coordinator is also paid for his time.

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The EMS Coordinator is responsible for reviewing every Ambulance call to determine that the services rendered and the charges are proper (in cooperation with Medical Direction at Heywood Hospital). He added that due to many new employees, the EMS Coordinator spends a lot of time training new responders. Since July, 2018 through May 15, 2019, the Fire Department responded to 5,262 calls, where approximately 2,000 were for the Ambulance and 1,897 were transports. The difference represents those that refused transport to the Hospital.

On questioning, the Mayor informed the Committee that he budgeted from \$20,000 to \$25,000 for Collateral salaries.

Councillor Ronald Cormier questioned whether the Ambulance Department is nearing the point where it could be operated under an Enterprise Fund.

The Fire Chief stated that since Woods Ambulance has been operating along with the Fire Department's Ambulance service, the Fire Department is answering more calls and the revenue has increased. However, he noted that the Department would need at least one full year of experience under the new arrangement in order to determine whether an Enterprise Fund system is feasible. The Chief added that eight Firefighter/EMTs are paid from the Ambulance Budget, as well as for Collateral Jobs (EMS Coordinator and the Assistant EMS Coordinator).

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend to the City Council that the following Order be adopted:

AN ORDER APPROPRIATING FROM FREE CASH TO AMBULANCE DEPT FOR SALARIES/COLLATERAL JOBS.

ORDER: That there be and is hereby appropriated the sum of Fifteen Thousand Dollars and No Cents (\$15,000.00) from Free Cash to Ambulance Dept. for Salaries/Collateral Jobs.

2-6 An Order Appropriating \$170,000.00 from Free Cash to School Capital Project Watkins Field Expense.

The Mayor provided the Committee with three Change Orders and 2 Pending Change Orders. He explained that the Council reduced the original Loan order by \$437,370.00 (team rooms and contingency). The bid was too high, so the restrooms and concession stand were eliminated. The turf was removed before the project was rebid and then bid separately. The result of the second bid and the change order (with smaller restrooms, and smaller concession stand, and press box lift added back) is a shortfall of \$168,545.34. The Mayor added that the restrooms will keep people out of the High School during field events.

Councillor Walsh questioned using Free Cash instead of a loan order.

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The Mayor advised that Debt Service is already stretched.

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to recommend to the City Council that the following Order be adopted:

AN ORDER APPROPRIATING FROM FREE CASH TO SCHOOL CAPITAL PROJECT FOR WATKINS FIELD EXPENSE.

ORDER: That there be and is hereby appropriated the sum of One Hundred Seventy Thousand Dollars and No Cents (\$170,000.00) from Free Cash to School Capital Project for Watkins Field Expense.

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 Committee postponed discussion until the next meeting.

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

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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.”

The Committee postponed discussion until the next meeting.

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:

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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 James Walsh and seconded by Councillor Ronald Cormier, it was voted to adjourn at 11:48 a.m.