

CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE  
MINUTES OF MEETING OF MAY 30, 2018

---

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

Other Officials Participating: Mayor Mark Hawke; City Auditor John Richard; City Treasurer-Collector Charline Daigle; Fire Chief Richard Ares; Purchasing Agent/Civil Code Enforcement Director Jennifer Dymek; Assistant Director of Community Development and Planning Joshua Cormier; and, City Clerk Alan Agnelli.

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

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(s).**

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to approve the Minutes of the May 16, 2018 Meeting, as printed.

**2-1 A Measure Ratifying and Affirming Appropriations from Sewer Surplus to Sewer Department, Facility Plan and Design (Order No. 12651); Headworks Design (Order No. 12664); and, Owners Project Manager WWTF (Order No. 12669).**

The Mayor informed the Committee that Outside Auditors recommended that the City Council ratify and affirm the prior votes taken on the three money orders. He said that the prior City Auditor posted the budgeted amounts, but not the actual amounts.

City Auditor John Richard said that the funds have been expended.

President Graves questioned whether the expenditures were posted this year.

Mr. Richard stated that the majority of the expenditures were made this year and that the City had a loan that covered the expenditures.

Councillor Walsh questioned whether the amount of the loan “lined up” with the actual expenditures.

Mr. Richard agreed.

CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE  
MINUTES OF MEETING OF MAY 30, 2018

---

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend that the City Council Ratify and Affirm Appropriations from Sewer Surplus to Sewer Department, as follows:

ORDER NO. 12651, AN ORDER APPROPRIATING FROM SEWER SURPLUS TO SEWER DEPARTMENT, FACILITY PLAN & DESIGN.

ORDERED: That there be and is hereby appropriated the sum of Three Hundred Sixty Three Thousand Six Hundred Dollars and No Cents (\$363,600.00) from Sewer Surplus to Sewer Department, Facility Plan & Design.

ORDER NO. 12664, AN ORDER APPROPRIATING FROM SEWER SURPLUS TO SEWER, HEADWORKS DESIGN.

ORDERED: That there be and is hereby appropriated the sum of Three Hundred Sixty Eight Thousand Five Hundred Dollars and No Cents (\$368,500.00) from Sewer Surplus to Sewer, Headworks Design.

ORDER NO. 12669, AN ORDER APPROPRIATING FROM SEWER SURPLUS TO SEWER, OWNERS PROJECT MANAGER WWTF.

ORDERED: That there be and is hereby appropriated the sum of Two Hundred Fourteen Thousand Seven Hundred Eighty Dollars and No Cents (\$214,780.00) from Sewer Surplus to Sewer, Owners Project Manager WWTF.

**2-2 An Order Appropriating \$93,000.00 from Free Cash to School E-Rate Expenses Account.**

Mr. Richard informed the Committee that the State's E-Rate Program reimburses school districts for certain expenses related to telecommunications in schools and the reimbursements are deposited into the General Fund. He added that the School Department pays for eligible expenses from their Budget line items, which are "backed up" by the reimbursements.

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend that the following Order ought to pass:

AN ORDER APPROPRIATING FROM FREE CASH TO THE SCHOOL E-RATE EXPENSES ACCOUNT.

ORDER: That there be and is hereby appropriated the sum of Ninety-Three Thousand Dollars and No Cents (\$93,000.00) from Free Cash to the School E-Rate Expenses Account.

**2-3 An Order Appropriating \$25,000.00 from Free Cash to City Capital Project – Dog Park.**

Assistant Director of Community Development and Planning Joshua Cormier

CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE  
MINUTES OF MEETING OF MAY 30, 2018

---

informed the Committee that the Stanton Foundation will reimburse 90% of the cost of constructing the Dog Park, up to \$250,000. The City is required to provide a match of 10%, or \$25,000.00. Five bids were filed and all were higher than the budget, so the project will be re-bid in June. The bids should be in by late June or the first week in July.

Councillor Walsh questioned the \$30,000.00 earmark for the Dog Park in the State Senate's version of the State Budget, asking how this earmark "fits into the picture."

Mayor Hawke said that the Senator asked him if the City had any small projects that the State could assist with [via the State Budget], so \$30,000 was earmarked for the Dog Park. The Mayor said that if the next round of bids come in higher than what has been allotted, then the State Budget earmark could be used to cover the excess. He added that he would not know if the funding survives in the final State Budget until July.

On a motion by President Scott Graves and seconded by Councillor James Walsh, it was voted to recommend that the following Order ought to pass:

AN ORDER APPROPRIATING FROM FREE CASH TO CITY CAPITAL PROJECT. –  
DOG PARK.

ORDER: That there be and is hereby appropriated the sum of Twenty Five Thousand Dollars and No Cents (\$25,000.00) from Free Cash to the City Capital Project – Dog Park.

**2-4 An Order Appropriating \$35,000.00 from Free Cash to Ambulance Department – Professional Services Account.**

The Mayor informed the Committee that the appropriation will pay for ALS Ambulance services. If an ALS responds and rides-along, the revenues are split 50-50 with the ALS company and all receipts are credited to the General Fund. He added that any added expense in this account is offset in receivables in the same amount.

Chief Ares stated that the Fire Department has agreements with the area private ambulance companies and the Town of Westminster to split the ALS-billed revenues.

Councillor Walsh questioned if an Intermunicipal Agreement is in place with Westminster.

The Mayor stated that the Agreement is part of the Mutual Aid Agreement.

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to recommend that the following Order ought to pass:

CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE  
MINUTES OF MEETING OF MAY 30, 2018

---

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

ORDER: 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.

**2-5 An Order Appropriating \$124,000.00 from Free Cash to Fire Department Overtime, Repairs & Maintenance, and Minor Equipment.**

Fire Chief Richard Ares informed the Committee that overtime is needed to fully staff the Department during shortages caused by illness, vacations, etc., adding that the Department has never been fully-staffed (8 FF) since he has served as Fire Chief. He said that four Firefighters are due to graduate from the State Firefighting Academy in September and in October. At the present time, they are working in the Department, but are limited in their duties until they graduate. He noted that in order for anyone to be admitted into the Academy, he/she must be on the City’s payroll; however, pre-Academy graduates can serve as EMTs, perform dispatching and “interior” Fire Station duties,” but cannot operate any firefighting apparatus and cannot be counted as Firefighters for “minimum staffing purposes.”

With regard to Repairs and Maintenance, the Chief explained that there were a number of unanticipated expenses throughout the year, as follows:

KNOX Associates	3,056.00	Security for Knox keys
Old Cumberland Insulation	1,233.18	
Old Cumberland Lighting	156.32	
Old Cumberland Window tint	386.31	
Repairs to Car 2 (Accident damage)	1,435.48	Body work not covered by insurance
Repairs to Combo 4	19,194.26	Ladder issues
Repairs to Engine 1 (Accident damage)	8,368.21	Body work not covered by insurance
Repairs to Engine 2 (5 Star)	5,471.86	Pump seals
Repairs to Engine 2 (TJ's)	1,864.22	Fuel pump issue and tow
<b>TOTAL</b>	<b>41,165.84</b>	
CDW-G (computers)	3,756.12	New computers for combined dispatch software upgrade

CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE  
MINUTES OF MEETING OF MAY 30, 2018

---

*Note: Total is more than 1/2 the budgeted amount  
for the year.*

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to recommend that the following Order ought to pass:

AN ORDER APPROPRIATING A SUM OF MONEY FROM FREE CASH TO FIRE DEPARTMENT - VARIOUS ACCOUNTS.

ORDER: That there be and is hereby appropriated the sum of One Hundred Twenty-Four Thousand Dollars and No Cents (\$124,000.00) from Free Cash to the following accounts:

Fire Department	Overtime	\$115,000.00
Fire Department	Repairs & Maintenance	\$ 5,000.00
Fire Department	Minor Equipment	\$ 4,000.00

**2-6 Mayor's FY2019 Budget Recommendations and Money Orders.**

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to recommend that the following Orders be referred to the Council as Committee of the Whole:

AN ORDER TO RAISE AND APPROPRIATE A SUM OF MONEY FOR THE VARIOUS DEPARTMENTS FOR THE SALARY AND LABOR BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 TO JUNE 30, 2019.

*ORDERED:* To raise and appropriate for the expense of the City of Gardner for the Fiscal Year beginning July 1, 2018 to June 30, 2019 sums as designated for the expenditures of the various departments, Salary and Labor budgets, according to the detailed schedule hereto annexed and made a part of this money order in the amount of ELEVEN MILLION, FOUR HUNDRED TWENTY THOUSAND, NINE HUNDRED NINETY-SEVEN DOLLARS (\$11,420,997.00)

AN ORDER TO RAISE AND APPROPRIATE A SUM OF MONEY FOR THE VARIOUS DEPARTMENTS FOR THE EXPENSE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 TO JUNE 30, 2019.

*ORDERED:* To raise and appropriate for the expense of the City of Gardner for the Fiscal Year beginning July 1, 2018 to June 30, 2019 sums as designated for the expenditures of the various departments, other than what was presented to City Council in the Salary and Labor budget, according to the detailed schedule hereto annexed and made a part of this money order in the amount of NINETEEN MILLION, NINE HUNDRED SIXTY-ONE THOUSAND, NINE HUNDRED SEVENTY DOLLARS (\$19,961,970.00)

AN ORDER TO RAISE AND APPROPRIATE A SUM OF MONEY FOR THE SCHOOL DEPARTMENT BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 TO JUNE 30, 2019.

CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE  
MINUTES OF MEETING OF MAY 30, 2018

---

*ORDERED:* To raise and appropriate for the expense of the City of Gardner for the Fiscal Year beginning July 1, 2018 to June 30, 2019 sums as designated for the expenditures of the School Department according to the detailed schedule hereto annexed and made a part of this money order in the amount of TWENTY-THREE MILLION, FOURTEEN THOUSAND, SEVEN HUNDRED EIGHTY-FOUR DOLLARS (\$23,014,784.00).

AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE FUNDS-PARKING METER RECEIPTS RESERVED TO VARIOUS ACCOUNTS FOR THE FICAL YEAR BEGINNING JULY 1, 2018 TO JUNE 30, 2019

*ORDERED:* That there be and is hereby appropriated for the Fiscal Year beginning July 1, 2018 to June 30, 2019 the sum of EIGHTY-SEVEN THOUSAND, EIGHT HUNDRED EIGHTY DOLLARS (\$87,880.00) from Available Funds-Parking Meter Receipts Reserved to the following accounts:

City Treasurer	Parking Meter Clerk Salary	\$12,480.00
City Treasurer	Parking Meter Maintenance	24,000.00
Public Works	Parking Meter Maintenance	20,000.00
Public Works	DPW Maint. Crew Sal & Wages	31,400.00

AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE FUNDS-CABLE COMMISSION FEES RESERVED TO CABLE COMMISSION BUDGET FOR THE FICAL YEAR BEGINNING JULY 1, 2018 TO JUNE 30, 2019

*ORDERED:* That there be and is hereby appropriated for the Fiscal Year beginning July 1, 2018 to June 30, 2019 the sum of ONE HUNDRED SEVENTY-FIVE THOUSAND, THREE HUNDRED EIGHTY-SEVEN DOLLARS (\$175,387) from Available Funds-Cable Commission Fees Reserved to the Cable Commission budget.

AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE ENTERPRISE FUNDS-VARIOUS RECEIPTS RESERVED TO VARIOUS ACCOUNTS FOR THE FICAL YEAR BEGINNING JULY 1, 2018 TO JUNE 30, 2019

*ORDERED:* That there be and is hereby appropriated for the Fiscal Year beginning July 1, 2018 to June 30, 2019 the sum of EIGHT MILLION, THREE HUNDRED TWENTY-ONE THOUSAND, FOUR HUNDRED SIXTY-NINE DOLLARS (\$8,321,469.00) from Available Enterprise Funds-Receipts Reserved to the following accounts:

Sewer Dept	Enterprise Fund	\$2,564,056.00
Water Dept	Enterprise Fund	3,356,161.00
Golf Course	Enterprise Fund	829,380.00
Landfill Closure	Enterprise Fund	86,300.00
Solid Waste	Enterprise Fund	1,485,572.00

AUTHORIZING FY2019 REVOLVING FUNDS  
M.G.L. CH.44, S.53E½

*ORDER:* To authorize and direct the City Treasurer to establish the following revolving funds for the fiscal year beginning July 1, 2018 to June 30, 2019 in accordance with M.G.L. Chapter 44, section 53E½:

CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE  
MINUTES OF MEETING OF MAY 30, 2018

Revolving Fund	Authorized to Expend	Revenue Source	Purpose of Fund	Spending Limit
Airport Fuel	Airport Commission	Sale of airplane fuel	Purchase of fuel, airport programs, and improvements	Available balance or \$20,000, whichever is less
Wetland Protection	Conservation Commission	Local wetland filing fees	Costs associated with wetland protection activities	Available balance or \$20,000, whichever is less
Council on Aging Recreational Activities	Council on Aging Director	Recreation Fees	Salaries and expenses relating to recreational activities at Senior Center	Available balance or \$20,000, whichever is less
Gardner's Summer Celebration	Mayor	Collections and donations	Costs associated with Gardner's Summer Celebration	Available balance or \$20,000, whichever is less
Planning Board Publications	Planning Board	Sale of Planning Board publications	Preparation and production of Planning Board publications	Available balance or \$3,000, whichever is less
Road Resurfacing	Public Works Director	Fees charged for cutting into newly paved roads	Costs associated with road resurfacing and road maintenance	Available balance or \$20,000, whichever is less
High School Summer Football Camp	School Department	Camp fees and donations	Salaries and expenses for the High School Summer Football Camp	Available balance or \$20,000, whichever is less
Summer Basketball Camp	School Department	Camp fees and donations	Salaries and expenses for the Summer Basketball Camp	Available balance or \$12,000, whichever is less
Transportation	School Department	Bus passes and fees for transportation	Salaries and expenses relating to school transportation	Available balance or \$20,000, whichever is less

As per M.G.L., interest earned on these funds shall be treated as general fund revenue.

The person or persons authorized to expend from each fund shall report annually to the Mayor and City Council the total amount of receipts and expenditures for the prior fiscal year and for the current fiscal year through December 31<sup>st</sup>, along with any other information that City Council may by vote require.

In the event any fund is not reauthorized for the following fiscal year or the city changes the purpose of the revolving fund, the balance in the fund shall revert to surplus revenue, unless City Council and the Mayor vote to transfer the funds to another revolving fund established in accordance with M.G.L. Chapter 44, section 53E½.

**2-7 New Business – An Order Transferring \$200,000.00 from Principal Inside Debt to Capital Project – New DPW Building.**

The Mayor informed the Committee that the Appropriation passed by the City Council at the last meeting was filed with the wrong account. He said that since the City will not borrow the \$200,000 and use Free Cash, there would not be any Principal Debt.

CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE  
MINUTES OF MEETING OF MAY 30, 2018

---

AN ORDER TO TRANSFER A SUM FROM PRINCIPAL INSIDE DEBT TO CAPITAL PROJECT – NEW DPW BUILDING.

ORDER: That there be and is hereby an order to transfer the sum of Two Hundred Thousand Dollars and No Cents (\$200,000.00) from Principal Inside Debt to Capital Project – New DPW Building.

**3-1 A Measure Confirming the Mayor’s Appointment of Charles R. LeBlanc to the position of Member, Board of Assessors, for term expiring May 21, 2021.**

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend that the Council confirm the Mayor’s Appointment of Charles R. LeBlanc to the position of Member, Board of Assessors, for term expiring May 21, 2021.

**3-2 A Measure Confirming the City Clerk’s Appointment of Faith A. Glover to the position of Assistant City Clerk for term expiring June 4, 2021.**

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend that the Council confirm the City Clerk’s Appointment of Faith A. Glover to the position of Assistant City Clerk for term expiring June 4, 2021.

**4-1 An Ordinance to Amend the Code of the City of Gardner by Adding New Chapter 295, to Be Entitled “Community Bandstand Committee.” (Continued from 5/16/2018).**

President Graves stated that the Committee is awaiting an opinion from the Law with respect to advising the Council as to the best way to handle the dilemma associated with donations being collected by the City without an authorized gift fund.

Councillor James Walsh suggested that the City Clerk contact the City Solicitor requesting that he provide the Committee with the status of the opinion.

The Committee agreed to keep AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER BY ADDING NEW CHAPTER 295, TO BE ENTITLED “COMMUNITY BANDSTAND COMMITTEE,” on its Agenda.

**5-1 A Measure Authorizing the City to Enter into a Contract Not-to-Exceed 5 Years for School Food Services.**

Purchasing Agent Director Jennifer Dymek informed the Committee that the RFP is ready for issuance for School food services and that that the contract has been for a period of three years in the past and now is seeking to solicit more proposals by increasing the term of the contract. She said that the contract period is in one-year increments, up to five years (4 additional one-year extensions) and that contract renewals must be reviewed by the Department of Elementary and Secondary Education (“DESE”).



President Graves questioned whether the City would obtain better prices as a result of a longer contract term.

Ms. Dymek said that a longer period could offer better prices since the vendor would be able to locate for a longer period and potentially save costs associated with setting up in the schools.

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to recommend that the following Order ought to pass:

VOTE: To authorize the City to enter into a contract not to exceed five (5) years to provide for school food services, pursuant to the provisions of Massachusetts General Law, Chapter 30B, section 12 and under the terms outlined in the memorandum from the Purchasing Agent to the Mayor.

### **DEPARTMENT BUDGET MEETINGS**

#### **City Auditor John Richard**

- Assistant Salary & Wages – Increase due to wage adjustment for new employee and AFSCME Contract change.
- Professional Services – Melanson Heath, Auditors. Actuarial for Retirement performed every other year – cost \$6k to \$8k.
- Encumbered Professional Services – Forensic Auditing services for prior years.

#### **Contributory Retirement – John Richard**

- Board Administrator Salary & Wages – New employee at a lower rate.
- Assessment – Computed by PERAC – Public Employee Retirement Administration Commission.

#### **Treasurer/Collector Charline Daigle**

- Overtime – Provides for adequate staffing during employee vacations; accounting and reconciliation at the end of the day, particularly during major billing/collections periods; Tax Title system implementation.
- Parking Meter Maintenance - \$18,500 covers annual contract for managing the parking meter system – paid from meter revenues. Revenues from meters fluctuate from \$60k to 85k per year

#### **Debt Service – Charline Daigle**

- Principal – Inside Debt – DPW BAN \$425k; Police Station \$465k; Police Station Land cleanup (21E) \$13,334.
- Principal – Outside Debt – \$0 since GMS loan paid off in FY2018.

CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE  
MINUTES OF MEETING OF MAY 30, 2018

---

- Lease Purchase Agreement – Honeywell Loan – energy conservation measures for municipal buildings (guaranteed savings).
- Interest on Temporary Loans – For June borrowing - \$2.3M DPW Bldg. and \$2.06M Capital Improvements. Line item also provides for payments relating to ATB cases under Assessors.
- Watkins Field Improvement Loan – Not included since borrowing will not occur until after July 1, 2018. P&I in FY2020 budget.

**Purchasing and Civil Enforcement – Jennifer Dymek**

- Senior Account Clerk Salary & Wages – Less that FY2018 due to new employee hired at a lower step.
- Civil Enforcement Professional Services – Parking violation management – Kelley & Ryan. Paid from receipts.

**ADJOURNMENT**

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to adjourn at 1:08 p.m.