

**CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE MEETING
Tuesday – July 30, 2019 – 9:00 AM
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.

- 1-1 Review and Approval of June 12, 2019 Regular Meeting Minutes.

- 2-1 An Order to Raise and Appropriate \$454,290.00 for Fiscal Year 2020 School Department Budget.

- 2-2 An Order Rescinding Order No. 12879, An Order Appropriating \$177,316.00 from Available Funds – Cable Commission Fees Reserved – to the FY2020 Cable Commission Budget.

- 2-3 An Order Rescinding Order No. 12880, An Order Appropriating \$110,550.00 from Available Funds – Parking Meter Receipts Reserved – to Various Accounts for FY2020.

- 3-1 A Measure Confirming the Mayor’s Appointment of M. Paul Carlberg to the position of Member, Redevelopment Authority, for term expiring June 26, 2024.

- 3-2 A Measure Confirming the Mayor’s Appointment of Sebazius Athame to the position of Member, Disability Commission, for term expiring July 18, 2022.

- 3-3 A Measure Confirming the Mayor’s Appointment of Jason Pelavin to the position of Member, Bandstand Committee, for term expiring July 16, 2020.

- 3-4 A Measure Confirming the Mayor’s Appointment of Donna Russo to the position of Member, Bandstand Committee, for term expiring July 16, 2022.

- 3-5 A Measure Confirming the Mayor’s Appointment of Michael Zlotnik to the position of Member, Bandstand Committee, for term expiring July 16, 2021.

- 3-6 A Measure Confirming the Mayor’s Appointments of Elections Officers for terms expiring August 31, 2020.

- 3-7 City Treasurer/Collector of Taxes Search process.

- 4-1 An Ordinance to Amend the Code of the City of Gardner, Chapter 171 Thereof, Entitled “Personnel,” to Change Compensation Schedule “Exhibit A –Mayor.”

AGENDA

- 4-2 An Ordinance to Amend the Code of the City of Gardner, Chapter 171 Thereof, Entitled "Personnel," to Change Compensation Schedule "Exhibit B – City Council."
- 5-1 A Measure Authorizing the Public Works Director to File Applications and Execute Agreements for Grant and/or Loan Assistance Relating to Water Pollution Abatement Projects.
- 6-1 A Measure Declaring Surplus for Purpose of Disposal Land and Buildings at 62 Lincoln Street.

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.

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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; City Assessor Susan Byrne; City Treasurer/Collector Charline Daigle; Contributory Retirement Board Chairperson Denise Merriam; Purchasing Agent/Civil Enforcement Director Jennifer Dymek; Information Technology Director Robert O'Keefe; Community Development & Planning Director Trevor Beauregard; Human Resources Director Debra Pond; DPW Director Dane Arnold; DPW Assistant Director Rob Oliva; City Engineer Chris Coughlin; 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 May 20, 2019 Regular Meeting, as printed.

FY2020 Budget Hearings

Mayor

- Administrative Assistant Salary & Wages – The Mayor is planning to hire an Executive Aide replacement at the same rate of pay following Budget adoption. The former EA wrote grant applications for Information Technology, the Community Compact, and a National Grid Tree grant.
- On inquiry from Councillor Walsh, the Mayor stated that his intended EA does not have grant writing experience, as the former EA also did not.
- Professional Services - Includes \$5,500 for JATA; \$6,250 for CivicPlus Website hosting; and, \$360 for CH panic button monitoring. The system “is up and working.”

Unclassified

- Capital Improvement Plan - \$50,000 for small items. Plans for new diving board at the Greenwood Pool.
- MRPC Assessment increasing in FY2020.
- Taxes Other Towns – Land in Hubbardston and Templeton (Airport).

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- Water – Increase of \$2,500 over FY19 – water use varies from year-to-year – budget covers all but the school department facilities. The City is billed quarterly.
- Telephone – Covers all telephone except for the schools. Not budgeted under IT Department as it is not “IT related.”

Assessor

- Temporary Projects Salary & Wages – Residential data collectors (in-house).
- Professional Services - \$2,500 for Atty. Ellen Hutchinson who handles the City’s Appellate Tax Board cases.
- Valuation Update – \$25,000 for Commercial, Industrial, and Personal Property listings.

Treasurer/Collector/Debt Service/Insurance

- Department Head Salary & Wages – Mayor noted salary range on the Compensation Plan begins around \$73,000 to about \$83,000. May be able to hire at lower rate of the new Treasurer is inexperienced. Councillor Cormier recommended that the line item remain as proposed.
- Senior Account Clerk – Reduced due to a new employee hired at a lower step.
- Computer Programmer/Operator – Position split between Treasury and IT.
- Parking Meter Clerk – Mayor cut requested amount to \$12,730. Department requested a part-time employee for 6 hours per week to train for possible turnover. Current Meter Clerk works 12 hours per week.
- Overtime – Varies depending on the department’s needs – balancing receipts at the end of each day, filling in for vacations, etc.
- Postage – Decreased by \$13,000 since the DPW now has its own meter for water and sewer billings. The reduced amount was added to the DPW’s budget.
- Parking Meter Maintenance - \$25,000. \$16,500 for IPS for meter maintenance; \$2,100 for monthly fees; and, the balance for meter supplies. The DPW provides line painting around the metered areas and repairs parking meter posts.
- Debt Service (Ln 659) – All budgeted Inside Debt Principal & Interest has been authorized. Any unnecessary authorized debt will be presented for rescission.

Contributory Retirement

- Board Administrator Salary & Wages – Retirement Board granted the Administrator a 4% adjustment over the next 4 years.
- Temporary Salary & Wages – A college student has been scanning all Retirement records into a database. All active personnel records have been scanned and now the part-timer is scanning all retired employee records.
- Contributory Retirement Assessment (Ln 686) – PERAC assesses the amount based on an actuarial analysis.
- The City is on schedule for 2032 for full-funding of its obligations. Currently funded at 59% of liability.

- Councillor Walsh questioned the amount of the Assessment that applies to the unfunded liability. John Richard will provide to the Finance Committee.

Purchasing/Civil Enforcement

- Senior Account Clerk – Reduced due to a new employee hired at a lower step.
- Civil Enforcement Professional Services – Payments to vendor fluctuate based on the number of citations issued. Decreased due to change in the winter parking ban restriction. Approximately 85% citation collection rate.

Law Department

- Legal Research - \$5,000 to compensate paralegal to perform legal research on municipal matters – Paralegal is employed by Flick Law Group. City's insurer will not provide coverage since paralegal is not a municipal employee. Councillor Walsh questioned the method by which the funds would be paid – to the individual or to the Law firm? The Mayor will inquire with the City Solicitor.
- President Graves noted that he utilizes the Social Law Library at a rate of \$250/year.

Information Technology

- Software/Service/License Renewals - \$31,000 increase due to reallocation of IT funds from the Police and Fire Department.
- Mayor advised funds were cut from the PD and FD budgets.
- Includes Motorola System Warranty Agreement (10 year hardware warranty).

Community Development & Planning

- Budget primarily level-funded.
- Professional Services \$3,500 should be under Professional Development & Travel - will be reclassified by the Auditor.
- Office Supplies supplemented by CDBG and GRA funds.

Human Resources/Benefits/Insurance

- Department Head Salary & Wages - Councillor Walsh questioned the HR Director's duties in the coming year. Debra Pond informed the Committee that she now handles all municipal and school department employees. School Department was integrated with the City's HR Department when Denise Clemons served as Superintendent of Schools, since the School Department did not have an HR person. On questioning by Councillor Walsh, Ms. Pond reported that she was involved with consolidating the School Department's records when the Salary and Compensation Study was initiated in 2015. She added that she believed that the HR Director's position should have been classified at a higher Grade (12).

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- Clerk/Asst. Salary & Wages – Department proposed that current Assistant position be upgraded to an Administrative Assistant. The Mayor reduced the line item.
- More staff is needed to meet the demands of the Office.
- Councillor Walsh questioned whether the HR Director’s position should be divided between the City and the School Department, as is the practice for the IT Director’s position. The Mayor said that the City receives some funds through indirect reimbursement, but that the Indirect Cost Rate should be renegotiated with the School Department in order to obtain additional reimbursement for the HR Director’s salary.
- Health Insurance (Ln. 699) – Budgeted under “Health Insurance” and then broken out at the end of the Fiscal Year among the two accounts.

Auditor

- Assistant Salary & Wages – Employee now at Step 5 under Union Contract.
- Professional Services – Increased due to full actuarial (every other year).
- \$50,000 for full Audit (Melanson-Heath).

City Council/City Clerk/Elections & Registrations

- City Council – Legal Counsel reduced by \$2,000.
- Elections – Three elections – Preliminary, General, and the March 2020 Presidential Primary.
- New Ballot scanners were requested and are included in the FY2020 Capital Improvement Plan – estimated cost \$70,000.00. Current AccuVote ballot scanners were purchased in the year 2000 and production stopped in 2006. All replacement parts are obtained from trade-in machines – used parts. Two ballot readers failed at the September 2018 State Primary and one reader failed at the 2018 State Election – two spares were available to replace them at each election. All have received annual maintenance and servicing; however, concerns that they may not perform for much longer. Absent new ballot scanners, then the alternative is to return to hand counted ballots.

2-1 An Order Transferring \$156,000.00 from Sewer Surplus to Sewer Department, AWWTP Contract Operations.

Reporting on the four Money Orders (2-1 through 204), Dane Arnold informed the Committee that the City’s Contract with Suez expired on October 31, 2018 and that the respective Enterprise Budgets included expenses for a partial year, assuming that the City would take control of the operations on November 1, 2018. Since that did not happen, there are shortfalls in the AWWTP Contract budget, so transfers are needed to move funds from City-side budgets to the contract operations. He added that chemical and electrical costs were not bid nationally by Suez for better rates because they did not anticipate continuing beyond October, so the City’s costs are greater and funds are needed to meet the shortfall.

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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 ought to pass:

AN ORDER APPROPRIATING FROM SEWER SURPLUS TO SEWER DEPARTMENT - AWWTP CONTRACT OPERATIONS.

ORDER: That there be and is hereby appropriated the sum of One Hundred Fifty-Six Thousand Dollars and No Cents (\$156,000.00) from Sewer Surplus to Sewer Department, AWWTP Contract Operations.

2-2 An Order Transferring \$175,000.00 from Sewer Department Maintenance Crew to Sewer Department, AWWTP Contract Operations.

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 ought to pass:

AN ORDER TRANSFERRING FROM SEWER MAINTENANCE CREW TO AWWTP CONTRACT OPERATIONS.

ORDER: That there be and is hereby a transfer for the sum of One Hundred Seventy-five Thousand Dollars and No Cents (\$175,000.00) from Sewer Maintenance Crew to AWWTP Contract Operations.

2-3 An Order Transferring \$226,000.00 from Water Surplus to Water Department, AWWTP Contract Operations.

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 ought to pass:

AN ORDER APPROPRIATING FROM WATER SURPLUS TO AWWTP CONTRACT OPERATIONS.

ORDER: That there be and is hereby appropriated the sum of Two Hundred Twenty-Six Thousand Dollars and No Cents (\$226,000.00) from Water Surplus to AWWTP Contract Operations.

2-4 An Order Transferring \$145,000.00 from Water Department Maintenance Crew to Water Department, AWWTP Contract Operations.

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 ought to pass:

AN ORDER TRANSFERRING FROM WATER MAINTENANCE CREW TO AWWTP CONTRACT OPERATIONS.

ORDER: That there be and is hereby a transfer for the sum of One Hundred Forty-five Thousand Dollars and No Cents (\$145,000.00) from Water Maintenance Crew to AWWTP Contract Operations.

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2-5 **An Order Appropriating \$201,000.00 from Free Cash to Public Works – Road Resurfacing.**

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 ought to pass:

AN ORDER APPROPRIATING A SUM OF MONEY FROM FREE CASH TO PUBLIC WORKS DEPARTMENT – ROAD RESURFACING

ORDER: That there be and is hereby appropriated the sum of Two Hundred One Thousand Dollars and No Cents (\$201,000.00) from Free Cash to Public Works – Road Resurfacing.

2-6 **An Order Appropriating \$345,000.00 from Free Cash to Snow and Ice Removal.**

The Mayor informed the Committee that the City has not yet received the anticipated reimbursement from FEMA; therefore, funds to cover the entire snow and ice deficit is included in the money order.

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 ought to pass:

AN ORDER APPROPRIATING FROM FREE CASH TO SNOW AND ICE REMOVAL.

ORDER: That there be and is hereby appropriated the sum of Three Hundred Forty-Five Thousand Dollars and No Cents (\$345,000.00) from Free Cash to Snow and Ice Removal.

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.”**

Councillor Walsh stated that after hearing from the Human Resources Director, he is very concerned that the City still does not have a Step/Compensation System in place. He added that the process has involved “cherry-picking” and treating positions differently, noting the HR Director and Deputy Chief of Police, as examples.

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 Ordinance be ordered to First Printing:

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 171 THEREOF, ENTITLED “PERSONNEL” TO CHANGE COMPENSATION SCHEDULE EXHIBIT E.

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 E and inserting in place thereof, the following:

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Exhibit E
Non-Union Employees
Effective Date: 07/01/2019

Department Heads

<u>Position</u>	<u>Grade</u>		<u>Annual</u>	<u>Weekly</u>
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	
Retirement Board (ex officio)			<u>\$ 3,000.00</u>	
		Total Compensation:	\$ 84,275.75	\$1,620.69
City Clerk	G-10		\$ 79,714.63	
Clerk of the City Council		MGL c. 41, §19F	\$ 3,500.00	
Registrar of Voters		MGL c. 41, §19G	<u>\$ 550.00</u>	
		Total Compensation:	\$ 83,764.63	\$1,610.86
City Treasurer/Collector	G-10		\$ 84,118.88	
		MGL c. 32, §20(6)	<u>\$ 300.00</u>	
		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:	<u>\$ 4,636.05</u>	
		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
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	<u>\$47,956.30</u>	
		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	<u>\$ 2,500.00</u>	
		Total Compensation:	\$79,508.55	\$1,529.01
Veterans' Director	G-6		\$58,008.62	\$1,115.55

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Non-Union Direct and Supervisory Staff

<u>Position</u>	<u>Grade</u>		<u>Annual</u>	<u>Weekly</u>	<u>Hourly</u>
Assistant City Clerk	G-3	Step 1	\$42,765.62	\$ 822.42	\$22.23
		Step 2 (5 Yrs)	\$43,620.93	\$ 838.86	\$22.67
		Step 3 (10Yrs)	\$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	<u>\$63,513.30</u>		
		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	
Conservation/Planning Agent	G-6		\$59,012.30	\$1,134.85	
Deputy Chief of Police	G-11		\$89,434.53	\$1,719.89	
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	
Executive Secretary	G-4		\$47,553.41	\$ 914.49	\$24.72
GIS/Energy Analyst	G-5		\$59,160.00	\$1,137.69	
Golf Professional	G-6			\$1,281.30	
Golf Pro Manager	G-6			\$1,104.08	
Local Inspector	G-6		\$60,329.20	\$1,160.18	
Producer	G-2		\$48,386.40	\$ 930.51	
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					\$27.06
			<u>Annual</u>	<u>Monthly</u>	
Civil Defense Director			\$9,171.88	\$ 764.32	
Sealer of Weights & Measures			\$9,341.37	\$ 778.45	

Non-Union Staff Positions

			<u>Annual</u>	<u>Weekly</u>	<u>Hourly</u>
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

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	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4 (5 Yrs)</u>	<u>Step 5 (10 Yrs)</u>
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

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>1/1/2020</u>
Animal Shelter Attendant	\$12.50					<u>Step 1</u> \$13.00
Budget/Project Manager** City	\$ 1.09					
GRA	\$.65					
CDBG	<u>\$22.85</u>					
Total Compensation:	\$24.89					

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				

Library Department Positions

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

Non-Union Staff: Temporary, Seasonal, and Intermittent Positions

<u>Position</u>	<u>Grade</u>	<u>7/01/2019</u>			<u>1/01/2020</u>		
		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Alternate Animal Control Officer	N/A	\$12.50			\$13.00		
Certified Pool Operator	S-4	\$22.11					
Golf Course Laborer/Pro Shop Assistant	GC-4	\$12.50			\$13.00		

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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 Clerk	N/A	\$13.00			\$13.75		
Election Inspector	N/A	\$12.00			\$12.75		
Election Warden	N/A	\$14.00			\$14.75		
Special Detail Police Officer	N/A	\$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	N/A	\$12.50			\$13.00		

**Compensation increase contingent upon positive evaluation of oversight commission, Board or individual (Mayor or City Council) with the approval of the Mayor.

%Community Development & Planning Administrative Coordinator wages paid for by City, CDBG and GRA in the following approximate percentages: City – 84.5%, GRA – 10.5%, CDBG- 5%.

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.

Councillor Ronald Cormier moved to recommend to the City Council that the following Ordinance be ordered to First Printing:

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:

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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.

Councillor James Walsh seconded the motion for discussion purposes.

On the motion, Councillor Walsh suggested that the Committee recommend that the Ordinance be substituted with a provision granting only a single year wage adjustment beginning on January 6, 2020 and that the Council revisit the matter next year for consideration of possible adjustments.

Mayor Hawke informed the Committee that all non-union employees were granted a 2% cost-of-living wage adjustment in the past year and that the Mayor's position and City Councillors were excluded.

Citing the Wage & Step System Study that the City contracted in recent years, Councillor Walsh reminded the Mayor that he told the Committee that he would present such a system to the City Council for implementation, but that he has not.

Councillor Walsh moved to recommend that the proposed Ordinance be substituted to include an adjustment in only the first year.

Councillor Ronald Cormier seconded the motion.

On the motion, Mayor Hawke recommended that the one-time adjustment should reflect a 4% increase, effective January 6, 2020.

President Graves stated that he would not support wage increases for the Mayor and the Councillors.

On the motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted, two (2) yeas, Councillors Ronald Cormier and James Walsh; one (1) nay, President Scott Graves, to recommend to the City Council that the following Ordinance be ordered to First Printing:

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:

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JUNE 12, 2019

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
\$92,196.00	\$94,040.00

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
President	\$ 10,707.00	\$ 10,921.00
Councillor	\$ 7,326.00	\$ 7,473.00

Section 3. Effective date.

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

NEW BUSINESS

NB. An Order Appropriating \$100,000.00 from Golf Course Enterprise Fund to Golf Indirect Cost Expense.

City Auditor John Richard informed the Committee that FY2019 Golf Course receipts are projected at approximately \$220,000 below budget, including projections for another month of sales (June). He added that inclement weather conditions in the fall and spring attributed to the drop in revenue.

Continuing, Mr. Richard stated that the Golf Course anticipates collecting about \$100,000 in June receipts and by imposing a spending freeze which should save about \$24,000, then \$100,000 from the Golf Enterprise Fund should cover expenses through the end of the Fiscal Year.

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 ought to pass:

AN ORDER APPROPRIATING A SUM OF MONEY FROM GOLF ENTERPRISE
FUND ACCOUNT TO GOLF INDIRECT COST EXPENSE

ORDER: That there be and is hereby appropriated the sum of One Hundred Thousand Dollars and No Cents (\$100,000.00) from Golf Enterprise Fund to Golf Indirect Cost Expense.

NB. A Communication from City Treasurer/Collector Charline Daigle Relative to Impending Retirement.

President Graves acknowledged the notice of retirement by City Treasurer/Collector Charline Daigle and welcomed suggestions for filling the vacancy.

Mayor Hawke stated that the HR Director is preparing job advertisements.

President Graves suggested that the Mayor and HR Director participate in the interviews with the members of the Finance Committee.

Mayor Hawke suggested that the City Auditor also participate in the interviewing process, since he works most closely with the Treasurer/Collector.

The Committee agreed to include the three and will recommend the arrangement to the City Council.

ADJOURNMENT

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to adjourn at 1:52 p.m.

2-1

City of Gardner, *Executive Department*



Mark Hawke, Mayor

July 21, 2019

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

2019 JUL 24 10 09 AM

RE: Raise and Appropriate School Department

Dear President Graves and Councilors,

Now that the State has finished their budget process, the Chapter 70 funding amount has increased dramatically. The FY20 City Budget relied on the House numbers for funding. The State has heard the cries of the cities, towns and school districts regarding the inequities of the funding formula and has made giant steps forward in fixing it.

The attached Order represents the difference in Chapter 70 funding the City will receive from the budgeted amount to the final actual amount. These funds will need to be appropriated to the School Department.

Respectfully,

Mark Hawke
Mayor, City of Gardner

2-1

AN ORDER TO RAISE AND APPROPRIATE A SUM OF MONEY FOR THE SCHOOL DEPARTMENT BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 TO JUNE 30, 2020.

ORDERED:

To raise and appropriate for the expense of the City of Gardner for the Fiscal Year beginning July 1, 2019 to June 30, 2020 sums as designated below for the expenditures of the School Department in the amount of FOUR HUNDRED FIFTY FOUR THOUSAND TWO HUNDRED NINETY DOLLARS (\$454,290)

School	School Expenses	\$454,290
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2019 JUL 26 PM 5:17

City of Gardner, *Executive Department*



Mark Hawke, Mayor

July 21, 2019

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

RE: Vote to Rescind and Replace Council Items #10110 and #10111

Dear President Graves and Councilors,

Please find attached votes to rescind Council Items #10110 and #10111 which appropriated funds from Cable Commission Fees Reserved and Parking Meter Receipts Reserved for the FY20 Budget, as well as replacement Appropriation Orders for the same. The only difference between the Appropriations previously voted and these new Appropriations is the last sentence stating "Any unused funds will revert back to the (Cable Commission Fees Reserved/Parking Meter Receipts Reserved) Fund at year end."

This language allows any unused money to be returned to the Fund from which it was appropriated. This will assist greatly in ensuring that the Parking Meter and Cable Commission Funds remain healthy for a long period of time. Currently, any unused appropriation must fall to Free Cash. When we tried to return unused money to the appropriate fund, we were told by the Department of Revenue and our outside Auditor that we cannot unless the Appropriation language stated that we could.

By way of example, if we budget for \$10,000 in Parking Meter Maintenance, but only end up using \$7,000, the remaining \$3,000 must fall to Free Cash because the money was appropriated from the Reserve Fund to the General Fund. With the additional language, that same \$3,000 would revert back to the Parking Meter Fund for future appropriation.

While this will slightly diminish our Free Cash in future years, it will ensure that Parking Meter and Cable Commission money is spent only for its intended purpose and will serve to increase the longevity of these funds.

Respectfully,

Mark Hawke
Mayor, City of Gardner

AN ORDER RESCINDING CITY COUNCIL ORDER NO. 10110
AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE FUNDS –
CABLE COMMISSISON FEES RESERVED

ORDERED:

To rescind the vote taken on June 17, 2019 under Calendar Item #10110 ordering that there be and is hereby appropriated for the Fiscal Year beginning July 1, 2019 to June 30, 2020 the sum of ONE HUNDRED SEVENTY-SEVEN THOUSAND, THREE HUNDRED SIXTEEN DOLLARS (\$177,316) from Available Funds - Cable Commission Fees Reserved - to the Cable Commission budget.

2019 JUN 24 PM 5:51

Ref: 2-2

10110

AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE FUNDS -
CABLE COMMISSION FEES RESERVED - TO CABLE COMMISSION BUDGET
FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 TO JUNE 30, 2020.

ORDERED:

That there be and is hereby appropriated for the Fiscal Year beginning July 1,
2019 to June 30, 2020 the sum of ONE HUNDRED SEVENTY-SEVEN THOUSAND,
THREE HUNDRED SIXTEEN DOLLARS (\$177,316) from Available Funds - Cable
Commission Fees Reserved - to the Cable Commission budget.

City of Gardner, *Executive Department*



Mark Hawke, Mayor

July 24, 2019

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

2019 JUL 24 PM 4:17

RE: Vote to Rescind and Replace Council Items #10110 and #10111

Dear President Graves and Councilors,

Please find attached votes to rescind Council Items #10110 and #10111 which appropriated funds from Cable Commission Fees Reserved and Parking Meter Receipts Reserved for the FY20 Budget, as well as replacement Appropriation Orders for the same. The only difference between the Appropriations previously voted and these new Appropriations is the last sentence stating "Any unused funds will revert back to the (Cable Commission Fees Reserved/Parking Meter Receipts Reserved) Fund at year end."

This language allows any unused money to be returned to the Fund from which it was appropriated. This will assist greatly in ensuring that the Parking Meter and Cable Commission Funds remain healthy for a long period of time. Currently, any unused appropriation must fall to Free Cash. When we tried to return unused money to the appropriate fund, we were told by the Department of Revenue and our outside Auditor that we cannot unless the Appropriation language stated that we could.

By way of example, if we budget for \$10,000 in Parking Meter Maintenance, but only end up using \$7,000, the remaining \$3,000 must fall to Free Cash because the money was appropriated from the Reserve Fund to the General Fund. With the additional language, that same \$3,000 would revert back to the Parking Meter Fund for future appropriation.

While this will slightly diminish our Free Cash in future years, it will ensure that Parking Meter and Cable Commission money is spent only for its intended purpose and will serve to increase the longevity of these funds.

Respectfully,

Mark Hawke
Mayor, City of Gardner

AN ORDER RESCINDING CITY COUNCIL ORDER NO. 10111
AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE FUNDS –
PARKING METER RECEIPTS RESERVED

ORDERED:

To rescind the vote taken on June 17, 2019 under Calendar Item #10111 ordering that there be and is hereby appropriated for the Fiscal Year beginning July 1, 2019 to June 30, 2020 the sum of ONE HUNDRED TEN THOUSAND, FIVE HUNDRED FIFTY DOLLARS (\$110,550.00) from Available Funds - Parking Meter Receipts Reserved - to the following accounts:

City Treasurer Parking Meter Clerk Salary \$12,730.00

City Treasurer Parking Meter Maintenance 25,000.00

Police Parking Meter Patrol 21,420.00

Public Works Parking Meter Maintenance 20,000.00

Public Works DPW Maint. Crew Sal & Wages 31,400.00

2019 JUL 24 PM 5:51

Ref: 2-3

10111

AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE FUNDS -
PARKING METER RECEIPTS RESERVED TO VARIOUS ACCOUNTS FOR THE
FISCAL YEAR BEGINNING JULY 1, 2019 TO JUNE 30, 2020

ORDERED:

That there be and is hereby appropriated for the Fiscal Year beginning July 1,
2019 to June 30, 2020 the sum of ONE HUNDRED TEN THOUSAND, FIVE
HUNDRED FIFTY DOLLARS (\$110,550.00) from Available Funds - Parking Meter
Receipts Reserved - to the following accounts:

City Treasurer	Parking Meter Clerk Salary	\$12,730.00
City Treasurer	Parking Meter Maintenance	25,000.00
Police	Parking Meter Patrol	21,420.00
Public Works	Parking Meter Maintenance	20,000.00
Public Works	DPW Maint. Crew Sal & Wages	31,400.00

June 26, 2019

2019 JUN 26 PM 2:14

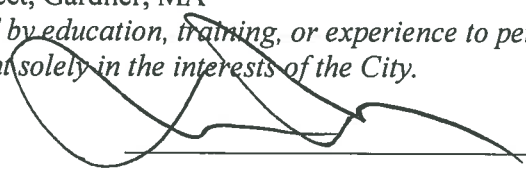
Commonwealth of Massachusetts

Worcester County

City of Gardner

CERTIFICATE OF APPOINTMENT

I appoint M. Paul Carlberg to the position of Member, Redevelopment Authority, and I certify
72 Winter Street, Gardner, MA
that in my opinion he/she is a person specially fitted by education, training, or experience to perform the
duties of said office, and that I make the appointment solely in the interests of the City.



Mark P. Hawke
Mayor

Confirmed by City Council _____

Alan L. Agnelli
City Clerk

Expires: June 26, 2024

Worcester, ss., _____

Then personally appeared the above named M. Paul Carlberg and made oath that he/she
would faithfully and impartially perform the duties of the office of Member, Revelopment
Authority according to law and the best of his/her abilities.

Before me,

City Clerk

Chapter 303 Acts of 1975
and
Chapter 409 Acts of 1983

Received _____

July 18, 2019

2019 JUL 18 AM 10:52

Commonwealth of Massachusetts

Worcester County

City of Gardner

CERTIFICATE OF APPOINTMENT

I appoint Sebazius Athame to the position of Member, Disability Commission, and I certify
125 Connors Street, Apt. 718, Gardner, MA
that in my opinion he/she is a person specially fitted by education, training, or experience to perform the
duties of said office, and that I make the appointment solely in the interests of the City.



Mark P. Hawke

Confirmed by City Council _____

City Clerk

Alan L. Agnelli

Expires: July 18, 2022

Worcester, ss., _____

Then personally appeared the above named Sabazius Athame and made oath that he/she
would faithfully and impartially perform the duties of the office of Member, Disability Commission
according to law and the best of his/her abilities.

Before me,

City Clerk

Chapter 303 Acts of 1975
and
Chapter 409 Acts of 1983

Received _____

July 16, 2019

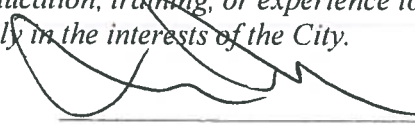
2019 JUL 16 10:41 AM
Commonwealth of Massachusetts

Worcester County

City of Gardner

CERTIFICATE OF APPOINTMENT

I appoint **Jason Pelavin** to the position of **Member, Bandstand Committee** and I certify
19 Jackson Park, Gardner, MA
that in my opinion he/she is a person specially fitted by education, training, or experience to perform the
duties of said office, and that I make the appointment solely in the interests of the City.



Mayor

Mark P. Hawke

Confirmed by City Council _____

City Clerk

Alan L. Agnelli

Expires: July 16, 2020

Worcester, ss., _____

Then personally appeared the above named **Jason Pelavin** and made oath that he/she
would faithfully and impartially perform the duties of the office of **Member, Bandstand Committee**
according to law and the best of his/her abilities.

Before me,

City Clerk

Chapter 303 Acts of 1975
and
Chapter 409 Acts of 1983

Received _____