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 the Minutes of the December 12, 2018 Regular Meeting.

2-1 #10008, A Measure Authorizing Acceptance of Donations and Gifts for Use by the Community Bandstand Committee for Musical Concerts and Other Entertainment Events (In City Council and Referred to Finance, 11/05/2018).

3-1 A Measure Confirming the Mayor’s Appointment of Priya Gandbhir to the Position of Assistant City Solicitor for term expiring January 3, 2020 (Reappointment).

3-2 Notice of Appointment of John M. Flick to the Position of City Solicitor for term expiring January 3, 2020 (Confirmation not required).

3-3 Notice of Appointment of Rachel J. Stephano to the Position of Executive Secretary for term expiring January 3, 2020 (Confirmation not required).

3-4 A Measure Confirming the Mayor’s Appointment of James F. Trifiro, Jr. to the position of Deputy Chief of Police for term expiring January 20, 2022.

3-5 A Measure Confirming the Mayor’s Appointment of Lorin A. Walter to the position of Police Sergeant, Permanent.


5-1 A Resolution Relative to the FY2019 Community Development Block Grant Mini-Entitlement Plan.

8-1 Adoption of Finance Committee Regular Meeting Schedule for 2019.

8-2 Request for Declaration of Surplus Property (old parking meters and domes).

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.
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 included Mayor Mark Hawke; Police Chief Neil Erickson; City Auditor John Richard; 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 President Graves, it was voted to approve the Minutes of the November 28, 2018 Meeting, as printed.

2-1 #10008, A Measure Authorizing Acceptance of Donations and Gifts for Use by the Community Bandstand Committee for Musical Concerts and Other Entertainment Events (In City Council and Referred to Finance, 11/05/2018).
President Scott Graves opened the discussion by noting that the Municipal Grounds Commission is functioning and that its three members also serve on the Cemetery Commission. He added that the proposed Gift Fund is also before the Service Committee and corresponds to the pending Municipal Grounds/Bandstand Ordinance, so the Finance Committee postponed action on A Measure Authorizing Acceptance of Donations and Gifts for Use by the Community Bandstand Committee for Musical Concerts and Other Entertainment Events.

3-1 A Measure Confirming the Mayor’s Appointment of Melory Cornett to Alternate Member, Zoning Board of Appeals, for term expiring 11/26/2021.
Mayor Hawke informed the Committee that Mr. Cornett formerly served on the ZBA for a number of years so that he is familiar with the ZBA’s practices. The Mayor added that Mr. Cornett would be replacing Anthony Asmar.

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to recommend that the City Council confirm the Mayor’s Appointment of Melory Cornett to Alternate Member, Zoning Board of Appeals, for term expiring 11/26/2021.
3-2 **A Measure Confirming the Mayor’s Appointment of Christine Martines Fucile to Member, Cultural Council, for term expiring 11/29/2021.**

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend that the City Council confirm the Mayor’s Appointment of Christine Martines Fucile to Member, Cultural Council, for term expiring 11/29/2021.

3-3 **A Measure Confirming the Mayor’s Appointment of Jeffrey Legros to Member, Cultural Council, for term expiring 11/29/2021.**

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend that the City Council confirm the Mayor’s Appointment of Jeffrey Legros to Member, Cultural Council, for term expiring 11/29/2021.

3-4 **A Measure Confirming the Mayor’s Appointment of Kristina Singer to Member, Cultural Council, for term expiring 11/29/2021.**

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend that the City Council confirm the Mayor’s Appointment of Kristina Singer to Member, Cultural Council, for term expiring 11/29/2021.

3-5 **A Measure Confirming the Mayor’s Appointment of Darlene Morrilly to Member, Board of Registrars of Voters, for term expiring 4/01/2021.**

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend that the City Council confirm the Mayor’s Appointment of Darlene Morrilly to Member, Board of Registrars of Voters, for term expiring 4/01/2021.

3-6 **A Measure Confirming the Mayor’s Appointment of Richard Braks to the Position of Chief of Police for term expiring 12/26/2021.**

Councillor James Walsh opened the discussion by asking the Mayor to outline the process that was used to recruit candidates for the position of Chief of Police.

The Mayor informed the Committee that the impending vacancy was not posted or advertised and that there was only one applicant. He said that there was an accession plan in place for the Chief Erickson’s replacement; however, the plan was altered when former Deputy Chief of Police John Bernard retired earlier in the year. At that time, the Mayor said, Lieutenant Richard Braks was then appointed Deputy Chief.

Police Chief Neil Erickson informed the Committee that since his appointment, Deputy Chief Braks has attended specialized summits and undergone additional command-related training. With his five additional years in the position of Lieutenant, a command position, the Chief stated that he believes that Deputy Chief Braks is capable of assuming the position of Chief.
Mayor Hawke noted that the current senior officer staff recommends Mr. Braks for the position.

Councillor Walsh said that his only observation is that the transition period from his post as Lieutenant to Chief of Police is brief and the roles are significantly different. He asked the Mayor if he is satisfied that Deputy Chief Braks’ performance merits the appointment to Chief of Police.

Both the Mayor and Police Chief Erickson expressed agreement.

President Graves expressed complete confidence in the Deputy Chief’s appointment, noting that Chief Erickson’s direct accession to Chief of Police from his Lieutenant’s position, having not served as Deputy Chief of Police.

Councillor Ronald Cormier noted Deputy Chief Braks’ five years as a Lieutenant, a command position, which meets a requirement outlined in the Job Description.

President Graves added that the recommendation by the Mayor and the Chief of Police “gives weight.”

Councillor Walsh noted that his only question about the appointment concerned only the search process.

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to recommend that the City Council confirm the Mayor’s Appointment of Richard Braks to the Position of Chief of Police for term expiring 12/26/2021.

3-7 **A Measure Confirming the Mayor’s Appointment of Jeffrey LaBonte to the Position of Police Sergeant, Permanent.**

The Mayor informed the Committee that “there has been a lot of movement” in the Police Department this year,” noting that Sergeant Ed Brow recently retired and that Officer Jeffrey LaBonte was selected from the Civil Service Sergeant’s Promotional List.

Chief Erickson stated that an Interview Panel comprised of Police Chief Barrett of Ashburnham, Police Chief Albert of Westminster, Deputy Chief Braks, and he, interviewed Officer LaBonte and recommended to the Mayor that he be promoted.

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend that the City Council confirm the Mayor’s Appointment of Jeffrey LaBonte to the Position of Police Sergeant, Permanent.
4-1 **A Measure Accepting the Provisions of G.L. Chapter 32B, section 20, as amended, relating to Other Post-Employment Benefits Liability Trust Fund (“Prudent Investor Rule”).**

The Mayor informed the Committee that the City Treasurer recommends that the City adopt the amended statute in order to expand its investment options, similar to its ability with the Williams-Rockwell Gift Fund. He said that the Treasurer will work it the City’s trust funds adviser on the scope of investments.

Councillor James Walsh asked if there are any municipal funds that would benefit from expanded investment options.

The Mayor said that all of the various Gardner High School scholarship funds could benefit, which are presently generating only paltry interest from savings accounts. He added that they could be invested along with the Williams-Rockwell investments, but separately accounted for.

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend that the City Council accept the provisions of Massachusetts General Law, Chapter 32B, Section 20, as amended by Section 15 of Chapter 218 of the Acts of 2016 and authorizing the Mayor to establish an Other Post-Employment Benefits Liability Trust Fund in accordance with the Prudent Investor Rule established under M. G. L. Chapter 203C.

5-1 **A Measure Authorizing an Intermunicipal Agreement Between the City of Gardner and the Town of Hubbardston for Building Department and Zoning Enforcement Services.**

The Mayor informed the Committee that when the City and the Town of Hubbardston first discussed having Gardner provide inspectional and zoning enforcement services to Hubbardston, the plan was to develop a pilot program in order to gather data to determine long-term feasibility. Since that time, the Mayor said, the Town proposed that a formal arrangement be created through an Intermunicipal Agreement (“IMA”), so Hubbardston’s Town Counsel proposed an IMA. He added that he is aware that such an Agreement requires City Council authorization.

Councillor James Walsh suggested that the Legislative vote incorporate ratification, as well as authorization, since the IMA “is administratively in effect.”

The Mayor advised that according to Building Commissioner Roland Jean, the arrangement has worked out well and that since it is winter, there are “no stresses on the Department.”
Councillor Walsh questioned whether the initial six-month period is too short a time to obtain adequate data in order to determine the program’s effectiveness.

The Mayor remarked that the initial six-month period would not have an adverse effect on the Department’s inspectional obligations to Gardner’s residents.

President Graves questioned the term of the IMA and whether the Council’s authorization would extend beyond the initial six-month period.

Councillor Walsh noted that if the original IMA provided for extensions to the Agreement, then only a single authorizing vote is necessary.

President Graves remarked that it seems to him that the City “would be on the hook if something happens in Hubbardston,” suggesting that the City’s Law Department would be required to defend any lawsuits brought because of actions occurring in Hubbardston. He cited clause 17 of the Agreement as the prevailing language.

Mayor Hawke informed the Committee that any actions brought against the City as a result of the Agreement would be covered under the City’s insurance and added that the City Solicitor reviewed the IMA before the Mayor executed it.

Councillor James Walsh suggested that the Legislative authorization be amended by adding the phrase “and to ratify the previously executed agreement.”

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend that the City Council authorize the Mayor to enter into an Intermunicipal Agreement with the Town of Hubbardston and to ratify the previously executed agreement for the purpose of providing building department and zoning enforcement among the two communities, under such terms and conditions as the Mayor deems appropriate and in accordance with the provisions of Section 4A of Chapter 40 of the General Laws.

5-2 **A Measure Authorizing the City to Accept PARC Grant Funds and to Borrow a Sum of Money for Design and Phase I Development of Bailey Brook Park.**

Conservation Agent Jeffrey Legros informed the Committee that the PARC Grant would be used to develop the Omealia Property, which is a multi-year and multi-phase project. The first phase if for the design, site work, and preparation of the park and that the City’s share would be $52,000, representing 30% of the design cost. He said that the design work should be completed in 2019 and construction undertaken in 2020. The City’s share for Phase II would be $136,500.00 and that it is “a reimbursement grant,” which requires the City to first commit the funds and then receive reimbursement upon completion.
Councillor James Walsh questioned the Mayor’s plan to finance the City’s share of the project.

Mayor Hawke stated that the City could borrow or potentially draw from the Community Development Block Grant (“CDBG”).

Councillor Walsh noted that in the past, the City has authorized borrowing project funds and then the Mayor has identified Free Cash as a source of funding, allowing the City to rescind the borrowing authorization, in whole or in part.

The Mayor said that he hopes that the City’s share could be found in Free Cash.

President Graves stated that if the City commits its share, would there be any obligation if the grant is not awarded.

Mr. Legros noted that the Authorizing legislation makes the City’s obligation contingent on the grant award.

The Mayor said that the City’s share for the second phase would have to be planned for in the next Fiscal Years’ Budget.

Mr. Legros added that EOEA typically announces grant awards in January of 2019.

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 Resolution ought to pass:

A RESOLUTION TO FILE AND ACCEPT GRANTS WITH AND FROM THE COMMONWEALTH OF MASSACHUSETTS, EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS FOR THE PARKLAND ACQUISITIONS AND RENOVATIONS FOR COMMUNITIES (PARC) PROGRAM FOR DEVELOPMENT OF BAILEY BROOK PARK

WHEREAS: The land recently acquired for the purpose of developing a community park in West Gardner will by and far be a community-wide asset and that the preservation and improvements to this facility are a City priority as evidenced in the most recent Open Space and Recreation Plan; and

WHEREAS: The land is dedicated to park and recreation purposes under M.G.L. Chapter 45, Section 3; and

WHEREAS: The design and development of a park will provide substantial public benefits and greatly enhance this land and with improved site access, recreational amenities, path systems, parking, and universal access, etc.; and
WHEREAS: The main focus of the project is to fund the design of a multipurpose recreational park, and, to conduct preliminary site work and land grading to provide necessary access to the park, and, for the construction of walking trails and a universally accessible trail which will be components of the park design which will include recreational facilities and amenities of which the overall cost and fiscal budget constraints prevented the City from proceeding forward with implementation as one project; and

WHEREAS: The project was instead viewed as a series of phases, to be implemented over time, by priority as fiscal resources were available, with the intention of securing grant funding, when and if available, to assist in this effort; and

WHEREAS: The Executive Office of Energy and Environmental Affairs (EEA) is offering reimbursable grants to cities and towns to support the preservation and restoration of urban parks through the Parkland Acquisitions and Renovations for Communities (PARC) grant program (301 CMR 5.00); and

WHEREAS: Phase I of the Bailey Brook Park Design & Development Project will cost a total of up to $589,000 (Five Hundred and Eighty Nine Thousand Dollars), of which $400,000 (Four Hundred Thousand Dollars) has been requested and, if awarded, will be reimbursable through the PARC grant program and of which $175,000 (One Hundred and Seventy Five Thousand Dollars) will be allocated in FY19 toward the design of the Park, and of which $414,000 (Four Hundred and Fourteen Thousand Dollars) will be allocated in FY20 toward the cost of site clearing and grading, construction of access driveways, and development of a 1-mile loop trail and accessible walking trail; and

WHEREAS: The Mayor of the City of Gardner will accept grant funds under the PARC grant program (301 CMR 5.00) and the City of Gardner will borrow, appropriate and expend up to Five Hundred and Eighty Nine Thousand and 00/100 Dollars ($589,000) for the Design & Phase I Development of Bailey Brook Park to be managed and maintained pursuant to M.G.L. c. 45, §3, and to be held and managed by the City Public Works Department, as open space parkland under Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, under their duty and responsibility to the care and custody of City parks and playgrounds.
NOW, THEREFORE, BE IT

1. That the Mayor, as the Chief Executive Officer of the City, be and is hereby authorized to file and accept grants from the Executive Office of Energy and Environmental Affairs; and

2. That the Mayor be and is hereby authorized to take such other actions as are necessary to carry out the terms, purposes, and conditions of this grant to be administered by the Department of Community Development and Planning; and

3. That this resolution shall take effect upon passage.

8-1 Request for Declaration of Surplus Property (Used office furniture).
On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to authorize the Purchasing Department to dispose or sell three used office desks and 31 padded chairs.

9-1 Free Cash Use Planning
The Mayor informed the Committee that he anticipates that the City’s Free Cash for FY2019 will be certified at approximately $1.4M. He provided the Committee with a spreadsheet that identified three policy-driven commitments – the Stabilization Fund, OPEB Funding, and Road Resurfacing.

Continuing, the Mayor cited various categories of annually-recurring expenses to cover deficits such as Veterans’ Benefits, Snow & Ice, General Budget shortages, and the E-Rate Reimbursement to the School Department. He also noted that funds will be needed for two pieces of equipment for the Public Works Department – a sidewalk tractor and street sweeper. He added that he may include “a placeholder” for grant matching funds.

ADJOURNMENT
On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to adjourn at 12:49 p.m.
ACCEPTANCE OF DONATIONS AND GIFTS
COMMUNITY BANDSTAND CONCERTS AND EVENTS

VOTE: That the City of Gardner is authorized to accept donations and gifts for use by the Community Bandstand Committee for musical concerts and other community entertainment events, said acceptance in accordance with the provisions of Chapter 44, Section 53A½ of the General laws.
CERTIFICATE OF APPOINTMENT

I appoint Priya Gandbhir to the position of Assistant City Solicitor, and I certify
144 Central Street, Gardner, MA (978-632-7948)
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: January 3, 2020

Worcester, ss.,

Then personally appeared the above named Priya Gandbhir and made oath that he/she
would faithfully and impartially perform the duties of the office of Assistant City Solicitor
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
Commonwealth of Massachusetts
City of Gardner

CERTIFICATE OF APPOINTMENT

I appoint John M. Flick to the position of City Solicitor, and I certify
144 Central Street, Gardner, MA (978-632-7948)
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 CONFIRMATION NOT REQUIRED

____________________
City Clerk

Alan L. Agnelli

Expires: January 3, 2020

Worcester, ss.,

Then personally appeared the above named John M. Flick and made oath that he/she
would faithfully and impartially perform the duties of the office of City Solicitor 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 ______________________
CERTIFICATE OF APPOINTMENT

I appoint Rachel J. Stephano to the position of Executive Secretary, and I certify
94 Lake 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 CONFIRMATION NOT REQUIRED

__________________________ City Clerk

Alan L. Agnelli

Expires: January 3, 2020

Worcester, ss.,__________________________

Then personally appeared the above named Rachel J. Stephano and made oath that
he/she would faithfully and impartially perform the duties of the office of Executive Secretary,
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 __________________________
January 20, 2019
Commonwealth of Massachusetts

Worcester County

CERTIFICATE OF APPOINTMENT

I appoint James F. Trifiro, to the position of Deputy Chief of Police, of the Gardner Police Department
and I certify that in my opinion he 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: __________________________.

______________________________ City Clerk
Alan L. Agnelli

Expires: January 20, 2022.

Worcester, ss., _______________ 2019

Then personally appeared the above named James F. Trifiro and made oath that he would
bear true faith and allegiance to the United States of America and the Commonwealth of Massachusetts
and would support the Constitution and laws thereof.

Before me,

______________________________ City Clerk

Chapter 303 Acts of 1975
and
Chapter 409 Acts of 1983

Received ________________________
January 20, 2019

Commonwealth of Massachusetts

Worcester County

CERTIFICATE OF APPOINTMENT

I appoint Lorin Walter, to the position of Sergeant, of the Gardner Police Department

and I certify that in my opinion he 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: Permanent.

Worcester, ss., __________________________ 2019

Then personally appeared the above named Lorin Walter and made oath that he would bear

ture faith and allegiance to the United States of America and the Commonwealth of Massachusetts and
would support the Constitution and laws thereof.

Before me,

______________________________ City Clerk

Chapter 303 Acts of 1975
and
Chapter 409 Acts of 1983

Received __________________________
APPROVAL OF EXEMPTION PURSUANT TO G.L. C.268A, §20(b)
FINANCIAL INTEREST OF KYLE LONG
CONTRACT FOR SCHOOL DEPARTMENT COACHING SERVICES

<table>
<thead>
<tr>
<th>MUNICIPAL EMPLOYEE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of municipal employee:</td>
</tr>
<tr>
<td>Title/Position:</td>
</tr>
<tr>
<td>Fill in this box if it applies to you.</td>
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<tr>
<td>Agency/Department:</td>
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<tr>
<td>Agency Address:</td>
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<tr>
<td>Office phone:</td>
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<tr>
<td>Office e-mail:</td>
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<tr>
<td>Check one:</td>
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<tr>
<td>Starting date as a municipal employee.</td>
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</tbody>
</table>

**Box #1**

**ELECTED MUNICIPAL EMPLOYEE**

I am an **elected** municipal employee.

**STATEMENT #1**: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR

**STATEMENT #2**: I will have a new financial interest in a contract made by a municipal agency.

My financial interest in a municipal contract is:

- I have a non-elected, compensated municipal employee position.
- A municipal agency has a contract with me.
- I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.
- I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.

**Box #2**

**NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE**

I am a non-elected municipal employee.

**STATEMENT #1**: I had one of the following financial interests in a contract made by a municipal agency **before** I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.
<table>
<thead>
<tr>
<th>Write an X beside your financial interest.</th>
<th>My financial interest in a municipal contract is:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>____ A municipal agency has a contract with me, but not an employment contract.</td>
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<tr>
<td></td>
<td>____ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</td>
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<td><strong>-- OR --</strong></td>
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<tr>
<td></td>
<td>____ STATEMENT #2: I will have a <strong>new</strong> financial interest in a contract made by a municipal agency.</td>
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<tr>
<th>My financial interest in a municipal contract is:</th>
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<tbody>
<tr>
<td>X ____ I have a non-elected, compensated municipal employee position.</td>
</tr>
<tr>
<td>X ____ A municipal agency has a contract with me.</td>
</tr>
<tr>
<td>____ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</td>
</tr>
<tr>
<td>____ I work for a company or organization that has a contract with a municipal agency, and I am a “key employee” because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</td>
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<thead>
<tr>
<th>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</th>
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<tbody>
<tr>
<td>Name and address of municipal agency that made the contract</td>
</tr>
<tr>
<td>City of Gardner Recreation Division</td>
</tr>
<tr>
<td>95 Pleasant Street</td>
</tr>
<tr>
<td>Gardner, MA 01440</td>
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</tbody>
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<tr>
<th>Please put in an X to confirm these facts.</th>
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<tbody>
<tr>
<td>&quot;My Municipal Agency&quot; is the municipal agency that I serve as a municipal employee.</td>
</tr>
<tr>
<td>The &quot;contracting agency&quot; is the municipal agency that made the contract.</td>
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<tr>
<td>____ My Municipal Agency is not the contracting agency.</td>
</tr>
<tr>
<td>X ____ My Municipal Agency does not regulate the activities of the contracting agency.</td>
</tr>
<tr>
<td>X ____ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</td>
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<tr>
<td>X ____ The contract was made after public notice or through competitive bidding.</td>
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<tr>
<th>FILL IN THIS BOX OR THE BOX BELOW</th>
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<tbody>
<tr>
<td>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</td>
</tr>
<tr>
<td>- Please explain what the contract is for.</td>
</tr>
<tr>
<td>Part time/intermittent employment for the City of Gardner School Department coaching services during the school year.</td>
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<tr>
<th>FILL IN THIS BOX OR THE BOX ABOVE</th>
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<tbody>
<tr>
<td>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</td>
</tr>
<tr>
<td>- Please identify the person or entity that has the contract with the municipal agency.</td>
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<tr>
<td>- What is your relationship to the person or entity?</td>
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<tr>
<td>- What is the contract for?</td>
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<tr>
<td>What is your financial interest in the municipal contract?</td>
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<tr>
<td>---</td>
</tr>
<tr>
<td>Date when you acquired a financial interest</td>
</tr>
<tr>
<td>What is the financial interest of your immediate family?</td>
</tr>
<tr>
<td>Date when your immediate family acquired a financial interest</td>
</tr>
<tr>
<td>Write an X to confirm each statement.</td>
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</table>

Employee signature: [Signature]

Date: [Signature]

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.
FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

<table>
<thead>
<tr>
<th>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Mark Pellegrino</td>
</tr>
<tr>
<td>Title/ Position:</td>
</tr>
<tr>
<td>Superintendent of Schools</td>
</tr>
<tr>
<td>Municipal Agency:</td>
</tr>
<tr>
<td>City of Gardner - School Department</td>
</tr>
<tr>
<td>Agency Address:</td>
</tr>
<tr>
<td>70 Waterford Street, Gardner, MA 01440</td>
</tr>
<tr>
<td>Office Phone:</td>
</tr>
<tr>
<td>(978) 632-1000</td>
</tr>
</tbody>
</table>

CERTIFICATION

I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.

Signature: 

Date: 12/19

APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN, BOARD OF SELECTMEN OR TOWN COUNCIL

<table>
<thead>
<tr>
<th>INFORMATION ABOUT APPROVING BODY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Scott J. Graves, Esq.</td>
</tr>
<tr>
<td>Title/ Position:</td>
</tr>
<tr>
<td>President, Gardner City Council</td>
</tr>
<tr>
<td>Agency Address:</td>
</tr>
<tr>
<td>95 Pleasant Street</td>
</tr>
<tr>
<td>Gardner, MA 01440</td>
</tr>
<tr>
<td>Office Phone:</td>
</tr>
<tr>
<td>(978) 632-1000</td>
</tr>
</tbody>
</table>

APPROVAL

I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.

Signature: On behalf of the Council or Board, I sign this approval.

Date:

Attach additional pages if necessary. File disclosure, Certification and Approval with the city or town clerk.

Form revised February, 2012
RESOLUTION

FY 2019 COMMUNITY DEVELOPMENT BLOCK GRANT
Mini-Entitlement Plan

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GARDNER AS FOLLOWS:

WHEREAS, the City council has reviewed the proposals prepared by the Department of Community Development and Planning for inclusion within the FY 2019 Community Development Block Grant (CDBG) Mini-Entitlement Plan; and

WHEREAS, the CDBG proposals seek funding for support of public social services, demolition, infrastructure repair and upgrade, economic development, rehabilitation, design, and associated administrative costs; and

WHEREAS, the activities proposed within the FY 2019 CDBG Mini-Entitlement Plan meet the priorities identified within the City’s 2018-2021 Community Development Strategy, and the 2004 Community Development Plan; and

WHEREAS, the City does not possess the bonding capacity or have the availability of funds to appropriate from its general budget to undertake such projects and reliance upon grant funds is required, and

WHEREAS, the City Council supports each of the activities as being consistent with the City’s goal of promoting quality programs for its citizens;

NOW THEREFORE, the City Council hereby extends its support of each proposed activity and endorses the City’s FY 2019 CDBG Mini-Entitlement Plan to be submitted to the Commonwealth of Massachusetts, Department of Housing and Community Development.
<table>
<thead>
<tr>
<th>Group</th>
<th>Project</th>
<th>CDBG $’s</th>
<th>Non-CDBG $’s</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Development &amp; Planning</td>
<td>Demolition. Demolish 20 Rock Street as it poses a public health and safety hazard.</td>
<td>$395,200.00</td>
<td>$0.00</td>
<td>$395,200.00</td>
</tr>
<tr>
<td>MVOC</td>
<td>Veterans Housing Rehabilitation. Rehabilitation of LMI Veterans' Housing on Nichols Street.</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Sign &amp; Façade Projects</td>
<td>Parker Street Façade Project. 42-50 &amp; 52 Parker Street Development</td>
<td>$217,050.00</td>
<td>$0.00</td>
<td>$217,050.00</td>
</tr>
<tr>
<td>NewVue Communities</td>
<td>Small Business Technical Assistance Program. Small business assistance services for 15 LMI Gardner residents.</td>
<td>$3,000.00</td>
<td>$14,500.00</td>
<td>$17,500.00</td>
</tr>
<tr>
<td>Community Development &amp; Planning</td>
<td>Downtown Phase 2. Design of crosswalk, sidewalk, and lighting repair and upgrade.</td>
<td>$41,000.00</td>
<td>$0.00</td>
<td>$41,000.00</td>
</tr>
<tr>
<td>B&amp;G Club</td>
<td>Project Learn STEAM. Provide afterschool program for 30 LMI Gardner students at the Gardner Clubhouse.</td>
<td>$10,000.00</td>
<td>$85,500.00</td>
<td>$95,500.00</td>
</tr>
<tr>
<td>CAC</td>
<td>Fuel Assistance Program. Fuel assistance to be provided to 15 LMI Households.</td>
<td>$5,000.00</td>
<td>$6,500.00</td>
<td>$11,500.00</td>
</tr>
<tr>
<td>GPSA</td>
<td>Gardner Public Schools Athletics. Provide financial assistance to LMI student athletes at Gardner High School and Gardner Middle School.</td>
<td>$15,000.00</td>
<td>$0.00</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Administrative &amp; Delivery costs.</td>
<td></td>
<td>$123,750.00</td>
<td>$0.00</td>
<td>$123,750.00</td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td>$825,000.00</td>
<td>$121,500.00</td>
<td>$946,500.00</td>
</tr>
</tbody>
</table>
FY2018 – FY2021 COMMUNITY DEVELOPMENT STRATEGY

The City of Gardner’s Community Development Strategy summarizes the City’s various efforts to engage in community-based planning and priority setting, staying consistent with the Commonwealth’s Sustainable Development Principals, and to outline a plan of action intended to accomplish specific community development goals. The current Community Development Strategy (CDS) will be used to direct resources from all sources toward projects that address that needs identified by the community as high priorities. Acting through its Department of Community Development and Planning, using specifically CDBG funds, projects will lie within the boundaries of the Downtown Urban Renewal Area (D-URA) and the Mill Street Corridor Urban Renewal Area (MSC-URA).

**Housing: Expansion and Retention.** This category is consistent with Concentrate Development and Mix Uses and Expand Housing Opportunities.

The City of Gardner is committed to expanding housing opportunities in appropriate locations to meet the needs of Gardner’s population. Gardner has partnered with local and regional non-profit organizations to enhance and rehabilitate properties creating safe and affordable housing and repairing dilapidated buildings. Many of the properties in the D-URA are mixed use properties with retail or commercial endeavors on the first floor and apartments on the upper floors, which due to a variety of reasons, remain mostly vacant. In order to facilitate the redevelopment of these vacant properties, and others throughout the City, the City must increase the quantity and availability of parking, expedite the process for taking control of tax title properties, assess current zoning and promote smart growth districts, address storm water management practices, and partner with local agencies and developers to invest in the existing infrastructure. The City must also continue to support residents by partnering with local banks and non-profit agencies to identify properties that are in pre-foreclosure, distribute information regarding the availability of foreclosure counseling, assist with post-foreclosure issues. Education to first time homebuyers is also crucial in foreclosure prevention.

**Economic Development.** This category is consistent with Concentrate Development and Mix Uses, Advance Equity, Increase Job and Business Opportunities and Plan Regionally.

There are two distinct economic development goals in the City of Gardner – to diversify the local economy and increase job opportunities by encouraging and facilitating retention and expansion of Gardner based businesses as well as attracting new businesses to Gardner while promoting reinvestment in older industrial and commercial properties. To that end, the City will continue to coordinate economic development efforts by maintaining funding for the Economic Development Coordinator (EDC) position. Within the role, the EDC will continue to implement the approved urban renewal plans; identify and develop a new industrial business park; assist and expand training opportunities for the local workforce; provide support to new and existing businesses throughout Gardner by organizing company tours with potential partners; act as a conduit between the City and the Chamber of Commerce, Square Two, NewVue Communities and other organizations for marketing and technical support such as sign and façade improvements, marketing, business expansion efforts and networking with other business owners; and partner with local non-profit agencies to assist in challenges facing the local workforce such as job training, job-related transportation issues, job-related childcare, education and financial literacy and self-sufficiency programs.

**Open Space and Recreation.** The Sustainable Development principles relevant to this section are to Protect Land and Ecosystems and Use Natural Resources Wisely.
The City of Gardner has a fully updated Open Space and Recreation Plan (OSRP) that was accepted by the State in 2015. The overall purpose of the OSRP is to provide Gardner’s residents with a diverse system of interconnected open space areas and quality recreational opportunities that protect natural resources, promote public health, and enhance the quality of life. Enhancing the quality of life in a community must maintain a careful balance between equity, environment and economy. To meet the overall goal of the OSRP, it is important that the City focus on acquiring additional open space parcels, or more effectively utilize existing land; improve management and maintenance of existing municipally owned open space, including land and bodies of water; increase opportunities for recreation along the Otter River and other waterways; complete the North Central Pathway in partnership with the Town of Winchendon; add new equipment and increase maintenance of existing equipment at the existing recreation facilities; look for opportunities to acquire land, or repurpose existing land, for additional recreational facilities and/or fields; construct, replace, and maintain a sidewalk network throughout the City to ensure a safe walkable community; adopt a reduced salt policy; and promote the benefits of donating open space.

**Transportation.** The Sustainable Development Principle of Provide Transportation Choice is most relevant to this section.

The City’s goals include increasing access to transportation options and ensuring safe, accessible options for all travel modes – walking, biking, transit and vehicles – for people of all ages and abilities, including those with disabilities, allowing safe and convenient travel throughout the City. To that end, the City continues to advocate for increased bus service to allow working parents and the underemployed better access to childcare facilities and employment opportunities; upgrading State Route 2 and improvements to the Community Rail System serving Northern Worcester County; promote walking and biking opportunities within the City and advocate for bicycle racks on buses to allow travel between communities for recreational purposes; apply appropriate Smart Parking standards and strategies in the target areas and increase the availability of parking the target areas; continue to upgrade the sidewalks to ADA/MAAB standards and repair deteriorated infrastructure which will include preparing and implementing a pavement management plan; provide better traffic control features such as line painting and cross walks; and increase the enforcement of traffic laws and ordinances.

The City has entered into a Community Compact with the Commonwealth of Massachusetts and has created a Complete Streets Policy outlining its commitment in obtaining its transportation goals.

**Special Needs.** This category does not tie in to the Commonwealth’s Sustainable Development Principles but is an important component to the Community Development Strategy of the City of Gardner.

It is important the residents of Gardner have equal access to municipal and regional services, activities and programs. To the that end, the City will continue to evaluate its ADA Transition Plan and make recommendations where necessary; provide auxiliary aids and services that allow municipal communication improvement; increase the support available to persons having special needs, including, but not limited to, the elderly, the homeless, victims of domestic violence, low and moderate income persons and the disabled; expand partnerships with local and regional health, social and human service providers; support efforts of private developers to create affordable and market rate senior housing; expand existing City efforts to rehabilitate substandard housing, particularly inaccessible, multi-family buildings; continue to upgrade the existing infrastructure with ADA compliant curbs and ramps to make
travel more accessible; and provide support to address public health priorities including those dealing with addiction, mental health and physical disabilities.

**FY2018 – FY2021 COMMUNITY DEVELOPMENT STRATEGY PRIORITIES LIST**

1. Reconstruct or alter streets, sidewalks, and public buildings to allow for handicap accessibility and to encourage pedestrian travel. Year 1-3. Additional funding potential through the Complete Streets program as well as local City funding.

2. Upgrade existing infrastructure, particularly in the Downtown Urban Renewal Area and Mill Street Corridor Urban Renewal Area. Year 1-3.

3. Apply Complete Streets Standards to Target Areas, Timpany Boulevard Corridor, and safe route to school areas to accommodate all modes of travel and help facilitate economic growth. Year 1-3. See above.

4. Apply appropriate “Smart Parking” standards and strategies and increase availability of parking in the Downtown Urban Renewal Area. Year 1-3.

5. Implement the approved Downtown and Mill Street Corridor Urban Renewal Plans. Years 1-3.

6. Restore, enhance, build and support diverse recreational facilities and/or activities. Year 2/3. Additional funds through Trails Grant and other recreational sources.

7. Implement the Open Space and Recreation Plan including, but not limited to, acquiring, protecting, and maintaining open space and environmentally sensitive lands. Years 1-3. See #6.

8. Support and expand economic security and self-sufficiency programs. Year 1-3

9. Work cooperatively with all area for-profit, non-profit and service agencies to implement the CDS. Years 1-3.

10. Selectively demolish buildings that are beyond reuse in the Target Area. Year 2

11. Rehabilitate dilapidated buildings within the Target Area (Downtown Urban Renewal Area and Mill Street Corridor Urban Renewal Area). Year 1-3

12. Attract and assist businesses opening in, relocating to, or already existing in, Gardner. Years 1-3.

13. Redevelop vacant or underutilized land and buildings, particularly in the Urban Renewal Areas. Year 3.

14. Rehabilitate non-code compliant, and/or construction of, affordable single and multi-family homes.
# GARDNER CITY COUNCIL
## 2019 Finance Committee Meeting Schedule

<table>
<thead>
<tr>
<th>Committee Meeting Date</th>
<th>Day</th>
<th>Time</th>
<th>Meeting Type</th>
<th>City Council Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/16/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>1/22/2019</td>
</tr>
<tr>
<td>1/30/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>2/4/2019</td>
</tr>
<tr>
<td>2/13/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>2/19/2019</td>
</tr>
<tr>
<td>2/27/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>3/4/2019</td>
</tr>
<tr>
<td>3/13/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>3/18/2019</td>
</tr>
<tr>
<td>3/27/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>4/3/2019</td>
</tr>
<tr>
<td>4/10/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>4/16/2019</td>
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<tr>
<td>5/1/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>5/6/2019</td>
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<tr>
<td>5/15/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>5/20/2019</td>
</tr>
<tr>
<td>5/29/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>6/3/2019</td>
</tr>
<tr>
<td>6/12/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>6/17/2019</td>
</tr>
<tr>
<td>6/26/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>7/1/2019</td>
</tr>
<tr>
<td>7/31/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>8/5/2019</td>
</tr>
<tr>
<td>8/28/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>9/3/2019</td>
</tr>
<tr>
<td>9/11/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>9/16/2019</td>
</tr>
<tr>
<td>10/2/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>10/7/2019</td>
</tr>
<tr>
<td>10/16/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>10/21/2019</td>
</tr>
<tr>
<td>10/30/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>11/4/2019</td>
</tr>
<tr>
<td>11/13/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>11/18/2019</td>
</tr>
<tr>
<td>11/27/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>12/2/2019</td>
</tr>
<tr>
<td>12/11/2019</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
<td>Regular</td>
<td>12/16/2019</td>
</tr>
</tbody>
</table>

* The Finance Committee meets regularly at 12:00 p.m. on the Wednesday preceding the Regular City Council meeting in the City Council Chamber. Submission of items for the Committee's consideration must be submitted to the City Clerk no later than 10:00 a.m. on the second business day prior to the scheduled meeting.

* Notices of all meetings are posted on the City's website at least 48 hours before the meeting.

* The Meeting Agenda and packet are posted under "Agendas & Minutes" on the City’s website at www.gardner-ma.gov.

* Meeting cancellations or postponements will be announced on the City’s website as soon as is practicable.
To: Jennifer Dymek, Purchasing Agent

From: Charline Daigle, City Treasurer

Date: December 19, 2018

Subject: Disposal of City Items (Equipment)

Herein is approved authorization from the Finance Committee and Mayor Mark P. Hawke seeking permission to dispose of the following (values are estimated):

Approximately 150 POM Meters and 294 Domes Value Unsure

The item(s) are currently located in Perry Auditorium and may be inspected by making an appointment with Charline Daigle, City Treasurer. I understand arrangements must be made with the Purchasing Department prior to transportation of the item(s) to the sale location designated by the Purchasing Department.

The Mayor and Finance Committee hereby authorizes the disposal or sale of the item(s) listed above:

______________________________
Chairman, Scott Joseph Graves, Esq.

______________________________
Member, Ronald F. Cormier

______________________________
Member, James M. Walsh, Esq.

Authorized and Approved by

Mark P. Hawke, Mayor

Date