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 the Minutes of the July 30, 2019 Regular Meeting and the August 6, 2019 and August 12, 2019 Special Meetings.

3-1 A Measure Confirming the Mayor’s Appointment of Nancy Binder to the position of Member, Bandstand Committee, for term expiring August 14, 2022.

3-2 A Measure Confirming the Mayor’s Appointment of Edward Vipond to the position of Member, Bandstand Committee, for term expiring August 14, 2022.

3-3 A Measure Confirming the Mayor’s Appointment of Sandra Barton to the position of Member, Council on Aging, for term expiring August 21, 2022.

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” City Treasurer/Collector.

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.”

4-3 An Ordinance to Amend the Code of the City of Gardner, Chapter 171, Thereof, Entitled “Personnel,” to Change Compensation Schedule “Exhibit A – Mayor.”

5-1 A Measure Authorizing the City to Accept PARC Grant Funds and to Borrow for Design and Phase I Development of Bailey Brook Park.

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 9:00 a.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: City Auditor John Richard; Contributory Retirement Board Chairperson Denise Merriam; Human Resources Director Debra Pond; DPW Director Dane Arnold; 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 James Walsh and seconded by Councillor Ronald Cormier, it was voted to approve the Minutes of the June 12, 2019 Regular Meeting, as printed.

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

Citing the Mayor’s correspondence of July 24, 2019, Councillor James Walsh suggested that the Committee seek information from the School Department that outlines the purposes for which the additional funds may be applied.

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to request a summary of anticipated expenditures for the $454,290 FY2020 Supplemental Budget Order from the School Department and to recommend to the City Council that the following Order ought to pass:

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.

**ORDER:** 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 |
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.

Citing the Mayor’s correspondence of July 24, 2019, City Auditor John Richard informed the Committee that by rescinding the original Order and substituting a new Order with the phrase “Any unused funds will revert back to the Cable Commission Fees Reserved Fund at year end,” any end-of-year unused funds will remain in the Fees Reserved account to be used to grow the fund for future years.

The Committee requested that it be provided with the prior three years of funds that reverted to Free Cash. Mr. Richard indicated that he would provide the Committee with the data.

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to recommend to the City Council that Order No. 12879 be rescinded, as follows:

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

ORDER: 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, THIRTEEN HUNDRED SIXTEEN DOLLARS ($177,316) from Available Funds-Cable Commission Fees Reserved to the Cable Commission budget.

An Order Appropriating $177,316.00 from Available Funds – Cable Commission Fees Reserved – to the FY2020 Cable Commission Budget.

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 AVAILABLE FUNDS – CABLE COMMISSION FEES RESERVED – TO CABLE COMMISSION BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 TO JUNE 30, 2020

ORDER: 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. Any unused funds will revert back to the Cable Commission Fees Reserved Fund at year end.


Citing the Mayor’s correspondence of July 24, 2019, City Auditor John Richard informed the Committee that by rescinding the original Order and substituting a new Order with the phrase “Any unused funds will revert back to the Parking Meter
Receipts Reserved Fund at year end,” any end-of-year unused funds will remain in the Fees Reserved account to be used to grow the fund for future years.

The Committee requested that it be provided with the prior three years of funds that reverted to Free Cash. Mr. Richard indicated that he would provide the Committee with the data.

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to recommend to the City Council that Order No. 12880 be rescinded, as follows:

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.

ORDER: 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

Any unused funds will revert back to the Parking Meter Receipts Reserved Fund at year end.


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 AVAILABLE FUNDS-PARKING METER RECEIPTS RESERVED TO VARIOUS ACCOUNTS FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 TO JUNE 30, 2020.

ORDER: 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

Any unused funds will revert back to the Parking Meter Receipts Reserved Fund at year end.
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.
Councillor Ronald Cormier stated that, contrary to recent communications, the City Council’s role in appointments “is only to confirm,” and “not selection.”

President Graves added that appointments, in this instance, are the Mayor's prerogative and that the Council acts to confirm if the individuals are deemed to be qualified.

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 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.
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 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.
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 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.
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 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.
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 Michael Zlotnik to the position of Member, Bandstand Committee, for term expiring July 16, 2021.
A Measure Confirming the Mayor’s Appointments of Elections Officers for terms expiring August 31, 2020.

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 Appointments of Elections Officers for terms expiring August 31, 2020, as follows:

<table>
<thead>
<tr>
<th>WARD 1A</th>
<th>Warden</th>
<th>Clerk</th>
<th>Inspector</th>
<th>Inspector</th>
<th>Inspector</th>
<th>Inspector</th>
<th>Inspector</th>
<th>Inspector</th>
<th>Inspector</th>
<th>Inspector</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>147 Oak Street</td>
<td>20 Teaberry Lane</td>
<td>182 Graham Street #1</td>
<td>61 Elm Street</td>
<td>222 Bickford Hill Road</td>
<td>90 Cherry Street</td>
<td>90 Cherry Street</td>
<td>298 Park Street</td>
<td>103 Highland Street</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>WARD 1B</th>
<th>Warden</th>
<th>Clerk</th>
<th>Inspector</th>
<th>Inspector</th>
<th>Inspector</th>
<th>Inspector</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lynn M. Roux</td>
<td>Gloria C. Bourgeois</td>
<td>Carolyn Fournier</td>
<td>Carolene A. Kemp</td>
<td>Carolyn A. LaBonte</td>
<td>Valarie D. Spar</td>
<td>Marjorie J. Whittemore</td>
<td></td>
</tr>
<tr>
<td></td>
<td>203 Betty Spring Road</td>
<td>47 Racette Avenue</td>
<td>158 Ash Street</td>
<td>108 Opal Lane</td>
<td>169 Summer Street</td>
<td>20 Plymouth Street</td>
<td>47 Lake Street, A606</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>WARD 2A</th>
<th>Warden</th>
<th>Clerk</th>
<th>Inspector</th>
<th>Inspector</th>
<th>Inspector</th>
<th>Inspector</th>
<th>Inspector</th>
<th>Inspector</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>37 Rosewood Drive</td>
<td>203 Green Street</td>
<td>34 Chapman Park</td>
<td>139 Euclid Street</td>
<td>47 Lake Street, A207</td>
<td>47 Lake Street, A207</td>
<td>47 Montvale Road</td>
<td>28 Osgood Street, #1</td>
</tr>
<tr>
<td></td>
<td>Cathy T. Leger</td>
<td>Annette M. Melanson</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>134 Greenwood Place</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>178 Waterford Street</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>WARD 2B</th>
<th>Warden</th>
<th>Clerk</th>
<th>Inspector</th>
<th>Inspector</th>
<th>Inspector</th>
<th>Inspector</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Donald J. Cosentino</td>
<td>Nancy M. Girouard</td>
<td>Val J. Cormier</td>
<td>Aline Cosentino</td>
<td>Patricia A. LeBlanc</td>
<td>Roger R. LeBlanc</td>
</tr>
<tr>
<td></td>
<td>131 Lovewell Street</td>
<td>110 Marquette Street</td>
<td>166 Acadia Road</td>
<td>131 Lovewell Street</td>
<td>66 Conant Street</td>
<td>66 Conant Street</td>
</tr>
<tr>
<td></td>
<td>Patricia</td>
<td>32 Water Wheel Circle, Templeton</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Lewis</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE  
MINUTES OF MEETING OF JULY 30, 2019

<table>
<thead>
<tr>
<th>Inspector</th>
<th>Priscilla</th>
<th>J. Proulx</th>
<th>228 Washington Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspector</td>
<td>Marcia</td>
<td>J. White</td>
<td>92 Ryan Street</td>
</tr>
</tbody>
</table>

WARD 3A

Warden  Donald R. Girouard  52 Draper Road  
Clerk    Barbara M. Cormier  116 Sand Street  
Inspector Rachel I. Blais   25 Way Street  
Inspector Anita M. Boudreau  8 Jackson Park  
Inspector Jane M. Couch     467 Parker Street  
Inspector Irene V. Hales    61 Waterford Street  
Inspector Lisa E. Hales     61 Waterford Street  
Inspector Gloria M. Landry  458 Pearl Street  
Inspector Toby P. LaRoche   83 Murray Road  Ashburnham  
Inspector Marcel Martin     62 Ash Street  
Inspector Robert L. Owens   217 Riverside Road  

WARD 3B

Warden  Thomas H. Patterson  132 Pinewood Drive  
Clerk    Paulette A. Burns    5 Travers Street  
Inspector Gayle M. Jaillet   35 Wickman Drive  
Inspector Christoph A. Knoll 238 Greenwood Street  
Inspector Odette R. Racette  44 Jean Street  
Inspector Ernie J. Richard   50 Jean Street  
Inspector Juliette L. Richard 50 Jean Street  
Inspector Dorothy M. Ronn    145 Prospect Street  
Inspector Paul W. Ronn       145 Prospect Street  

WARD 4A

Warden  Robert J. Swartz    53 Racette Avenue  
Clerk    Janice Magliacane  358 Temple Street  
Inspector Judith A. King    32 Jay Street  
Inspector Donald A. LeBlanc 209 Elm Street  
Inspector Dianne M. LeBlanc  209 Elm Street  
Inspector Judith Roy        51 Pinewood Drive  
Inspector Ronald J. Roy     51 Pinewood Drive  

WARD 4B

Warden  Marjorie F. Tetzloff 317 Pine Street  
Clerk    David E. Tetzloff  317 Pine Street  
Inspector Ann Chandler       133 Pleasant Street, #2  
Inspector Brian J. Dickens   65 Krantz Road Winchendon  
Inspector Susan Greninger    194 Central Street, #315  
Inspector Theresa H. Hillman 155 Champagne Road  
Inspector Diane R. Jasiewicz 36 Robillard Street  
Inspector Jacqueline M. LaPrade 322 Pine Street
President Graves stated that the Committee will discuss the interview and recommendation process, noting that the selection of a City Treasurer and Collector of Taxes is solely within the purview of the City Council. He added that the Human Resources Director provided each Committee member with copies of the resumes of the applicants and that each member, after review, should inform the other members of those applicants that they believe warrant an interview.

Councillor James Walsh noted that the Mayor was invited to participate in the interview process and to offer his suggestions for candidates for interview consideration. He added that the Mayor informed him that he selected four candidates for an interview; however, the Mayor did not share the names with him.

President Graves recommended the following applicants for interviews:

- Melanie Rajaniemi
- John Macleod
- Abbie Jenkins
Councillor Walsh recommended the following applicants for interviews:
  •  Melanie Rajaniemi
  •  Chris Grady
  •  Jennifer Dymek

Councillor Cormier recommended the following applicants for interviews:
  •  Jennifer Dymek
  •  John Macleod
  •  Melanie Rajaniemi

HR Director Debra Pond informed the Committee that Mayor Hawke recommended the following candidates for interviews:
  •  Mary Ann Brum
  •  Melanie Rajaniemi
  •  Kristina Germano
  •  Maurice Beaulieu

Councillor Walsh noted that experience is important; however, the Committee should consider an internal candidate if that individual is reasonably qualified.

President Graves stated that he prefers a Gardner resident, one who impresses him.

The Committee decided to invite the following for interviews on Tuesday, August 6, 2019 at 9:00 a.m.
  •  Jennifer Dymek
  •  John Macleod
  •  Melanie Rajaniemi
  •  Chris Grady
  •  Abbie Jenkins

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.”
Councillor James Walsh noted that the Mayor’s proposed Ordinance represents an increase in compensation over two calendar years (2020 and 2021), which is different than the single year approach that the Council addressed in June.

Councillor Walsh suggested that the Committee recommend that the proposed Ordinance be substituted with a provision granting only a single year wage adjustment beginning on January 6, 2020.

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, 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:

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:

<table>
<thead>
<tr>
<th>Exhibit A</th>
<th>Mayor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective 1-2-2018</td>
<td>Effective 1-6-2020</td>
</tr>
<tr>
<td>$92,196.00</td>
<td>$94,040.00</td>
</tr>
</tbody>
</table>

Section 2. Effective date.

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

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.”

Councillor James Walsh recommended that the Committee support the proposed 2% increase for an increment of one year. He said that the question is one of respect for the position that Councillors hold and for the work that they do for the City.

Councillor Ronald Cormier added that the proposed is very small, only $214, and proposed to be adjusted incrementally.

On a 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:

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 B and inserting in place thereof, the following:

<table>
<thead>
<tr>
<th>Exhibit B</th>
<th>City Council</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Position</td>
</tr>
<tr>
<td>President</td>
<td>$ 10,707.00</td>
</tr>
<tr>
<td>Councillor</td>
<td>$ 7,326.00</td>
</tr>
</tbody>
</table>
Section 2. Effective date.

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

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.**

DPW Director Dane Arnold informed the Committee that Council authorization is required so that he is designated as the City’s Authorized Representative with authority to file/apply for SRF funding. He noted that the City was awarded a grant from DEP to update the hydraulic models of the water and sewer systems and to create a hydraulic model for the City’s drainage systems, adding that the cost of the project is $235,000, with $141,000 paid from the Grant and the balance, $94,000, paid from Water, Sewer, and Municipal budgets, the funds of which were appropriated.

The Committee suggested that the provisions of the Authorizing legislation relating to “Grants and/or loans” be made consistent throughout.

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

**AUTHORITY TO FILE**

Whereas the City of Gardner after thorough investigation, has determined that the work activity consisting of: Water/Sewer/Stormwater Infrastructure Asset Management is both in the public interest and necessary to protect the public health, and that to undertake this activity, it is necessary to apply for assistance; and

Whereas, the Department of Environmental Protection (MassDEP) and the Massachusetts Clean Water Trust (the Trust) of the Commonwealth of Massachusetts, pursuant to Chapter 21 and Chapter 29C of the General Laws of the Commonwealth ("Chapter 21" and "Chapter 29C") are authorized to make loans to municipalities for the purpose of funding planning and construction activities relative to Water Pollution Abatement Projects; and

Whereas, the Applicant has examined the provisions of the Act, Chapter 21 and Chapter 29C, and believes it to be in the public interest to file a loan application.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

1. That Dane Arnold, the Director of Public Works, is hereby authorized on behalf of the Applicant to file applications and execute agreements for grant and/or loan assistance as well as furnishing such information, data and documents pertaining to the applicant for a grant(s) and/or loan(s) as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application;
2. That the purpose of said grant(s) and/or loan(s), if awarded, shall be to fund construction activities.

3. That if said award is made the Applicant agrees to pay those costs which constitute the required Applicant's share of the project cost.

6-1 A Measure Declaring Surplus for Purpose of Disposal Land and Buildings at 62 Lincoln Street.

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:

DECLARING SURPLUS FOR PURPOSE OF DISPOSAL
LAND AND BUILDINGS AT 62 LINCOLN STREET

VOTE: To declare surplus for the purpose of disposal, in accordance with prevailing General Laws, all land and buildings at 62 Lincoln, further identified on the City of Gardner Assessor's Map as R22-00002-00007, to establish as a minimum amount of $40,000.00 to be paid for any conveyance of said property, and to authorize the Mayor to convey said land, or part thereof, for such amount or a larger amount, and upon such other terms as the mayor shall consider proper in accordance with this Vote.

NEW BUSINESS

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

City Auditor John Richard and Contributory Retirement Board Chairperson Denise Merriam informed the Committee that the Board is seeking to increase Member stipends by $500 annually, to $3,500 annually, as well as to increase the Treasurer's stipend by $300, to $600 annually.

Board Chair Merriam stated that the Board was bypassed two years ago when stipend were increased for appointed board and commission members; however, since the Mayor included funds in the FY2020 Budget to cover stipend increases, the Board is asking for adjustments through an Ordinance amendment. She added that Board members are now required to attend and complete certain classes offered by the State.

City Auditor John Richard stated that the City Treasurer’s responsibilities associated with the Retirement System have increased over the years and that the Board believes that the position should be compensated for the additional work.

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend that the City Council order the following Ordinance to First Printing:
AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 171 THEREOF, ENTITLED “PERSONNEL” TO CHANGE COMPENSATION SCHEDULE EXHIBITS C AND 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 striking from Compensation Schedule “Exhibit C”, the following:

<table>
<thead>
<tr>
<th>Position</th>
<th>Annual Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirement Board</td>
<td></td>
</tr>
<tr>
<td>Member [MGL c. 32, §20(6)]</td>
<td>$ 3,000.00</td>
</tr>
</tbody>
</table>

And inserting in place thereof, the following:

<table>
<thead>
<tr>
<th>Position</th>
<th>Annual Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirement Board</td>
<td></td>
</tr>
<tr>
<td>Member [MGL c. 32, §20(6)]</td>
<td>$ 3,500.00 (Effective 7/1/2019)</td>
</tr>
</tbody>
</table>

Section 2. Section 171-68 of Chapter 171, Personnel, of the Code of the City of Gardner is hereby amended by striking from Compensation Schedule “Exhibit E”, the following:

<table>
<thead>
<tr>
<th>Position</th>
<th>Grade</th>
<th>Annual</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Treasurer/Collector</td>
<td>G-10</td>
<td>$ 84,118.88</td>
<td>$1,623.44</td>
</tr>
<tr>
<td>MGL c. 32, §20(6)</td>
<td>$ 300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Compensation:</td>
<td>$ 84,418.88</td>
<td>$1,623.44</td>
<td></td>
</tr>
</tbody>
</table>

And inserting in place thereof, the following:

<table>
<thead>
<tr>
<th>Position</th>
<th>Grade</th>
<th>Annual</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Treasurer/Collector</td>
<td>G-10</td>
<td>$ 84,118.88</td>
<td>$1,629.21 (Effective 7/1/2019)</td>
</tr>
<tr>
<td>MGL c. 32, §20(6)</td>
<td>$ 600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Compensation:</td>
<td>$ 84,718.88</td>
<td>$1,629.21</td>
<td></td>
</tr>
</tbody>
</table>

Section 3. Effective date.

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

ADJOURNMENT
On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to adjourn at 10:04 a.m.
The Finance Committee meeting was called to order by President Scott Joseph Graves at 9:00 a.m. in the City Council Chamber, Room 219, City Hall.

Finance Committee Members present were Council President Scott Joseph Graves and Councillor Ronald Cormier. Councillor James Walsh was absent. City Clerk Alan Agnelli also was present.

President Graves announced that due to time changes for applicant interviews for the City Treasurer position and the City Collector of Taxes position, the Committee should recess and reconvene at 10:30 a.m. in the Council Chamber.

On a motion by Councillor Ronald Cormier and seconded by President Scott Graves, it was voted to recess the meeting until 10:30 a.m.

The Finance Committee meeting was called back to order by President Scott Joseph Graves at 10:30 a.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; Human Resources Director Debra Pond; 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.

**INTERVIEWS**

**Christopher Grady**

- Manages the Worcester Regional Office located the RMV and fills-in at the Boston Office occasionally. Worcester is comprised of 4 staff persons. Handles delinquent Excise, Boat Excise, and Parking tickets for over 200 Massachusetts cities and towns. Gardner contracts with Kelley & Ryan for its deputy collector services.

Mr. Grady stated that his understanding of the positions includes banking services, tax collections, municipal lien certificates, payroll, and contact with the public. He added that he does not have any Tax Title experience, but is familiar with the process and does not have any
departmental budgeting experience, but reconciles bank statements on a daily basis. He said that he is comfortable stepping into a role of supervisor, adding that he “leads by example,” is able to give direction when necessary, and is reliable and a hard worker.

On inquiry, Mr. Grady stated that he does not have an accounting background, but completed some accounting courses in college. He informed the Committee that he will begin the DOR-sponsored Treasurer/Collector school next week which is a three-year process culminating with a final examination for certification.

Regarding software familiarity, Mr. Grady stated that he is somewhat familiar with the MUNIS Operating system, but that he utilizes the K2 System at City Hall.

On inquiry, Mr. Grady stated that he has no experience with borrowing or cash flow analysis, but that he is “a quick learner” and that he excels at learning new tasks.

Councillor Walsh informed Mr. Grady that the positions of City Treasurer and City Collector of Taxes are elected by the City Council, but that the individual must work cooperatively with the Mayor and department heads.

Mr. Grady stated that he is very confident that he would be able to work with people, as he does with various departments within Kelley and Ryan.

President Graves offered a hypothetical situation whereby the Mayor and City Council differed about “a gray area within the law.” He asked Mr. Grady how he would handle such a dilemma.

Mr. Grady responded, saying that he would proceed with “what is in the best interest of the department.”

President Graves asked Mr. Grady why he plans to attend Treasurer/Collector school.

Mr. Grady said that he enrolled because believes that he would be a great fit for the position.

President Graves remarked that Mr. Grady is sincerely looking to expand his position by seeking certification. Councillor Walsh also noted his ambition.

**Jennifer Dymek**

- Employed with the City of Gardner since 2003.
- Currently Director of Purchasing and Civil Enforcement since June, 2016.
- Assistant Director of Community Development and Planning from 2008 to 2016 and Financial Manager from 2003 until 2008.
- Private sector financial positions with Dymek Custom Builders and Barre Savings Bank.
- Bachelor of Science in Business Administration, concentration in accounting, from Fitchburg State College.
Ms. Dymek informed the Committee that she has a keen interest in finance and accounting, represented by the municipal and private sector financial positions that she has held in the past. She said that she has always had an interest in the City Treasurer’s position, since it offers opportunities for modernization of systems. She added that she is very good with money management and financial analysis.

On inquiry from Councillor Walsh, Ms. Dymek informed the Committee that she has prepared her department’s budget for several years, as well as preparing and administering the Block Grant budget for years.

City Auditor John Richard questioned Ms. Dymek about reconciling bank statements.

Ms. Dymek responded, saying that she reconciled bank statements in her prior private sector positions (Barre Savings and Dymek Custom Builders).

With regard to MUNIS, Ms. Dymek informed the Committee that she uses various modules of the system; however, has not utilized the Treasurer’s module, but has no concerns about learning the module.

Councillor Walsh questioned whether she believes that her skill set is transferable to the Treasurer’s role.

Ms. Dymek responded, saying that regulations and laws guide departments in what is and isn’t allowed. She said that in her current position, she is very familiar with procurement laws as they relate to banking and financial services, as well as Treasurer turnovers.

Councillor Cormier questioned whether she foresees opportunities for change in the Treasurer’s Office and any changes that she initiated in the Purchasing Department.

Ms. Dymek stated that she implemented a centralized database listing all municipal contracts for ease in tracking, adding that the database is retrievable from the City’s shared file. In addition, she initiated greater enforcement of all municipal contracts in excess of $1,000.

Mayor Hawke noted that one of the Treasurer’s duties includes cash flow projections for not only the municipal receipts, but from many other sources. He asked whether Ms. Dymek has any thoughts about this particular responsibility.

Ms. Dymek responded, saying that she believes that she can meet the challenge, since she performed a similar function as Assistant Director of Community Development, budgeting and forecasting grant funds for “cash on hand” and distribution.

Mayor Hawke questioned Ms. Dymek about her knowledge of the Tax Title process.

Ms. Dymek stated that she her current role in the Tax Title Process involves disposition of property, but that she would need to learn the remainder of the process.
Councillor Walsh questioned her goal to become DOR-certified if she is named to the positions.

Ms. Dymek stated that DOR offers annual August classes for certification and that she would pursue certification over the three-year period and sit for the exam after the third session. She added that she attended classes and is certified as an MCPPO.

Councillor Walsh informed Ms. Dymek that the positions of City Treasurer and City Collector of Taxes are elected by the City Council, but that the individual must work cooperatively with the Mayor and department heads. He asked for her thoughts about working for both.

Ms. Dymek stated that she has a good working relationship with the Mayor and the department heads and that she regularly appears before the Finance Committee and works well with the City Council. She added that she is able to balance the needs of both parties.

City Auditor John Richard asked about her year-end experience.

Ms. Dymek informed the Committee that she maintains very detailed records for each year and has established protocols in place for everything – procurement and auditing policies. She said that MUNIS is another strength that she brings to the table and would seek to improve internal operations through functions that MUNIS offers, particularly “paperless functions.”

Mayor Hawke noted that in her current position, Ms. Dymek has only one area of focus – purchasing. He asked if she possesses the skill set necessary for the new positions.

Ms. Dymek stated that she possess the necessary skills set and that knows that the staff in the Treasurer/Collector’s office is very experienced and that she would anticipate their support.

President Graves asked whether Ms. Dymek discussed aspects of the position with Treasurer Charline Daigle.

Ms. Dymek replied, saying that her interactions with Ms. Daigle have related to their respective departmental issues. She added that she would welcome the challenge to be more involved with the City’s financial management and noted that she has been a member of the City’s Financial Management group that meets monthly, which includes the Mayor, City Auditor, City Treasurer/Collector of Taxes, and the City Assessor.

**Abby Jenkins**
- Employed by Johnson Controls as the Finance Supervisor-Centralized Billing.
- Former Branch Manager, GFA Federal Credit Union, Winchendon.
- Former Family Selection Committee Co-Chair, Habitat for Humanity, Worcester.

Ms. Jenkins informed the Committee that her current position is being relocated to Mexico. She is seeking a new career, one that provides a challenging role in finance. She just completed a Masters’ Degree in Accounting. She now holds 2 MBAs.
Ms. Jenkins noted her varied experience in a number of financial positions, from Anna Maria College, various positions with GFA Federal Credit Union, and three different positions with Johnson Controls (formerly Simplex and TYCO).

Councillor Walsh questioned her experience developing budgets.

Ms. Jenkins stated that she developed and administered her department (Student Activities) budget at Anna Maria College. As a Branch Manager at the GFA, she was responsible for meeting the Branch’s budget allocation, as well as forecasting deposit and loan growth sales to meet goals.

President Graves questioned whether she believes that she has the necessary skill set to perform the duties.

Ms. Jenkins stated that she believes that she has the skill set based on her varied experiences in private industry.

Mayor Hawke questioned her role in managing deposits and loan portfolios.

Ms. Jenkins stated that Bank management is required to sell various products lines. She noted that she dealt with the business community for loans, particularly with auto dealerships.

On inquiry concerning MUNIS experience, Ms. Jenkins informed the Committee that she is not familiar with the City’s software system, but that she is a quick learner and would learn the various software system. She added that she presently utilizes Oracle software and used Peachtree Accounting software in the past.

Councillor Walsh informed Ms. Jenkins that the positions of City Treasurer and City Collector of Taxes are elected by the City Council, but that the individual must work cooperatively with the Mayor and department heads. He asked for her thoughts about working for both.

Ms. Jenkins responded, saying that she would not anticipate any problems, as she would do the job to meet expectations and by following rules and regulations and guidance from outside auditors. She added that he has always handled conflict in a professional manner and that all parties must find common ground.

The Mayor questioned whether Ms. Jenkins dealt with outside auditors at JCI.

Ms. Jenkins responded, saying that she dealt with physical auditors at GFA and with Ernst and Young at JCI.

On inquiry, Ms. Jenkins stated that she is seeking a long-term position in a new career and noted that in her current position, she implemented a SharePoint process for e-mails.
The Committee decided to schedule its last interview with Melanie Rajaniemi for Monday, August 12, at 4:00 p.m. and to schedule a Special Meeting at 6:00 p.m. to elect the City Treasurer and City Collector of Taxes.

ADJOURNMENT
On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to adjourn at 12:37 p.m.
The Finance Committee meeting was called to order by President Scott Joseph Graves at 4:00 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; Human Resources Director Debra Pond; 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.

INTERVIEW

Melanie Rajaniemi

• Presently Treasurer/Collector in the Town of Leicester since October, 2018.
• Formerly Assistant Treasurer in the Town of Athol, September 2017 to October 2018.
• Formerly Assistant Health Agent, Athol Board of Health, October 2015 to September 2017.

Ms. Rajaniemi stated that she applied for the Gardner position since it fits with her experience and career goals. She really enjoys working in the Town of Leicester as she has a great boss and staff, but that the daily commute from Athol to Leicester is challenging.

She utilizes the Vadar System software program in Leicester, has not used MUNIS, but is comfortable with her ability to adapt to new software systems. In her current position, she has the same responsibilities (as Gardner) and has an Assistant Collector and another clerical person. She is familiar with State laws and regulations governing municipal treasury and collections – bank states, accounts, etc.

On questioning about Tax Title, Ms. Rajaniemi said that her predecessor in Leicester did not confront Tax Title properties for 5 years, so that there are presently over 100 properties in Tax Title. The Town Administrator is working with her to assemble a new process to address these properties. The Town contracts with Berenson & Bloom for Tax Title Legal work.

Her goal is to acquire the Treasurer/Collector’s position and to stay for the long-term.

On questioning by Mr. Richard, Ms. Rajaniemi stated that she works very closely with the Town Accountant on reconciliations, Free Cash certifications, etc.

On questioning by Mayor Hawke, Ms. Rajaniemi stated that she has undertaken short and
long-term borrowing (highway and new school), but not investments.

On inquiry by President Graves, Ms. Rajaniemi informed the Committee that since she is under Contract with the Town of Leicester, she is required to provide the Town with 45 days advance notice before departure.

Councillor James Walsh informed Ms. Rajaniemi that the positions of Treasurer and Collector of Taxes are elected by the City Council, in accordance with the City Charter. The offices, however, work closely with the Mayor and requires cooperation. Adding that there is the prospect for conflict, he asked how she would approach conflicts.

Ms. Rajaniemi stated that she is a professional, has experience in different positions, and thinks before she speaks or acts.

Councillor Ronald Cormier noted that Ms. Rajaniemi obtained a Paralegal Certificate from BU and asked her if she has utilized her paralegal skills.

Ms. Rajaniemi stated that she has not had the opportunity to utilize her paralegal training in the Town of Athol, as there were no opportunities available. She then informed the interview panel that she will begin the DOR-sponsored Treasurer and Collector schools at UMASS Amherst this week (for 3 days), over a period of three years for certification following passage of the respective examinations.

Councillor Walsh questioned whether she implemented any systems improvements or efficiencies during her tenure in Leicester.

Ms. Rajaniemi stated that in Leicester, she implemented daily cash deposits, as opposed to weekly deposits performed by her predecessor. While in Athol, she created databases to track health insurance changes and cancellations which, she noted, the same problem arose in Leicester which required tracking.

President Graves asked Ms. Rajaniemi about her salary expectations.

Ms. Rajaniemi stated that she does not know what the pay range is or the Grade of the position, but noted that Ms. Daigle has been in the positions for many years. She added that she was hired in Leicester with 4 weeks of vacation, which is important to her.

Ms. Rajaniemi departed at 4:24 p.m.

********************

President Graves opened the discussion about the Committee’s recommendation for election to the position.

Councillor Walsh and President Graves expressed concern that the 45-day advance notice requirement appeared to be a disadvantage, since the City needs to act swiftly to replace Ms. Daigle, who is retiring on the 16th of August.
HR Director Debra Pond added that it takes time to schedule CORI and drug tests for new employees.

Mayor Hawke said that the City could not get anyone sooner than the first week in September.

Councillor James Walsh informed the panel that he supports Jennifer Dymek and said that he assumed that she is bondable. He added that she would not have to undergo drug testing and a CORI check.

President Graves asked if the Committee is satisfied with the four candidates that were interviewed.

Councillor Ronald Cormier moved to recommend to the City Council to elect Jennifer Dymek to the positions of City Treasurer and City Collector of Taxes.

Councillor James Walsh seconded the motion.

President Graves added that Ms. Dymek and her work is known to the Committee.

City Auditor John Richard noted that Jen Dymek is responsive to his office, that she reconciles her office accounts “to the penny” and believes that she would do well as Treasurer and Collector.

On the motion, it was unanimously voted to recommend to the City Council to elect Jennifer Dymek to the positions of City Treasurer and City Collector of Taxes.

Mayor Hawke questioned the starting compensation.

Councillor Walsh informed the Committee that the City has an Ordinance defining fixed compensation for the position and that the salary range from the 2015 Study that the Mayor cited was never implemented. He said that the range is outdated since it dates back to FY2015 and, if annual cost-of-living adjustments of 2% are factored and compounded each year since, then the low end of the range is higher than the current pay for the position. He added that if the City had adopted a Step System for compensation, then “we wouldn’t be having this discussion.”

President Graves reaffirmed that the City Council has only the current salary by the Ordinance with which to compensate the new Treasurer/Collector; however, the Mayor could propose an amendment to the salary by filing a new Ordinance.

**ADJOURNMENT**

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to adjourn at 4:39 p.m.
August 14, 2019

Commonwealth of Massachusetts

Worcester County

City of Gardner

CERTIFICATE OF APPOINTMENT

I appoint Nancy Binder to the position of Member, Bandstand Committee and I certify 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 __________________________

________________________ City Clerk
Alan L. Agnelli

Expires: August 14, 2022 _________________________

Worcester, ss. __________________________

Then personally appeared the above named Nancy Binder 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 __________________________
August 14, 2019

**Commonwealth of Massachusetts**

*Worcester County*  
*City of Gardner*

**CERTIFICATE OF APPOINTMENT**

I appoint **Edward Vipond** to the position of **Member, Bandstand Committee** and I certify

168 Willis Road, 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 ____________________________

________________________  
City Clerk

Alan L. Agnelli

Expires: **August 14, 2022**

________________________

Worcester, ss.

Then personally appeared the above named **Edward Vipond** 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*

*Chapter 409 Acts of 1983*

**Received** ____________________________
August 21, 2019

Commonwealth of Massachusetts

Worcester County

City of Gardner

CERTIFICATE OF APPOINTMENT

I appoint Sandra Barton to the position of Member, Council on Aging, and I certify
31 High 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

______________________________

______________________________ City Clerk

Alan L. Agnelli

Expires: August 21, 2022

Worcester, ss., ________________________

Then personally appeared the above named Sandra Barton and made oath that he/she
would faithfully and impartially perform the duties of the office of Member, Council on Aging
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 ________________________
City of Gardner, Executive Department

Mark Hawke, Mayor
August 14, 2019

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

RE: Chapter 171, Compensation Schedule, Yearly Salary of the City Treasurer/Collector

Dear President Graves and Councilors,

After interviewing the Finance Committee’s candidates for Treasurer/Collector a discussion occurred between President Graves and myself regarding an appropriate election date for the new Treasurer/Collector. We decided that an election date of September 2, 2019 would work best. This date was carefully thought out and chosen as Ms. Dymek was on vacation the week of August 12. Ms. Daigle’s last day was August 16, 2019 and would be on vacation the following week of August 19th. The Assistant Treasurer/Collector would be in charge of the office during the week of August 19th and Ms. Dymek could concentrate on wrapping up functions in her office and plan for the transition. Ms. Daigle would come in the week of the 26th to help transition Ms. Dymek and Ms. Dymek would assume duties beginning September 2, 2019.

On August 12, 2019 the City Council elected Jennifer Dymek as Treasurer/Collector effective, apparently, August 19, 2019. The Council did this despite my conversation with the Council President that a date of September 2, 2019 would make more sense for the organization as a whole. This later date would have allowed Ms. Dymek to be notified, accept the position, negotiate a salary with me and wind down the operations of her current position.

Effective August 19, 2019 the City will have no Purchasing Agent. The person that will be (de facto) in charge of the Purchasing office will be a clerk with seven months experience. Ms. Dymek, who was on vacation the week of the City Council election, found out about her election as Treasurer/Collector via an article in The Gardner News.

I met with Ms. Dymek (while she was on vacation) and negotiated a salary. The ordinance change reflecting the negotiated salary is attached. Please note the effective date of 8-19-19. Ms. Dymek signed an offer letter reflecting the new salary, but noted that she believes she should be entitled to the same salary Ms. Daigle was receiving until the ordinance is changed. I disagree that her salary should be equivalent to the outgoing Treasurer/Collector with 19 years’ experience. Regardless, the offer letter was signed.

Respectfully,

Mark Hawke
Mayor, City of Gardner

City Hall, 95 Pleasant Street, Room 125, Gardner, Massachusetts 01440
Telephone: (978) 630-1490 • Facsimile (978) 630-3778 • Email: mayor@gardner-ma.gov
AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 171 THEREOF, ENTITLED "PERSONNEL," TO CHANGE THE COMPENSATION OF SCHEDULE 1, YEARLY SALARY OF THE CITY TREASURER/COLLECTOR.

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 to change the salary of the Treasurer/Collector, as follows:

<table>
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<tr>
<th>Position</th>
<th>Effective 1/2/2018</th>
<th>Effective 8/16/2019</th>
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<td>MGL c 32 Sec20(6)</td>
<td>300.00</td>
<td>300.00</td>
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<tr>
<td>Total</td>
<td>$84,418.88</td>
<td>$83,008.88</td>
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Section 2. This ordinance shall become effective upon passage and publication as required by law.
August 15, 2019

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

RE: Schedule 1, Yearly Salary of Mayor / City Councilors

Dear President Graves and Councilors,

Once again the political football known as Mayor and Councilor salary is being tossed about. This is not unusual. Despite paying thousands of dollars to have a salary study performed which stated the salary of the Mayor should at least keep pace with increases allotted to non-union personnel, we can’t seem to find a way forward.

The attached ordinance change would eliminate the politicization of this bi-annual event. The language almost mirrors the language used in the City of Leominster, MA. The ordinance ties cost of living increases to the Consumer Price Index (CPI). I have included a print out of the CPI from 2000-2019 so you are aware of the calculation.

Respectfully,

Mark Hawke
Mayor, City of Gardner
AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 171 THEREOF, ENTITLED "PERSONNEL," TO CHANGE THE COMPENSATION OF SCHEDULE 1, YEARLY SALARIES OF CITY COUNCILORS.

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 to change the salaries of the City Councilors, as follows:

The salary of each member of the city council shall be seven thousand three hundred twenty six dollars per year. The salary of the City Council President shall be ten thousand seven hundred and seven dollars per year.

Effective January 1, 2020 and on an annual basis thereafter, a percentage increase of the councilor’s salary will be established consistent with the annual consumer price index (CPI-U) of the previous calendar year (utilizing the percent change in average to average), with a minimum of no increase and a maximum increase of five per cent.

Section 2. This ordinance shall become effective upon passage and publication as required by law.
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City of Gardner, Executive Department

Mark Hawke, Mayor

August 15, 2019

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

RE: Schedule 1, Yearly Salary of Mayor City Councilors

Dear President Graves and Councilors,

Once again the political football known as Mayor and Councilor salary is being tossed about. This is not unusual. Despite paying thousands of dollars to have a salary study performed which stated the salary of the Mayor should at least keep pace with increases allotted to non-union personnel, we can’t seem to find a way forward.

The attached ordinance change would eliminate the politicization of this bi-annual event. The language almost mirrors the language used in the City of Leominster, MA. The ordinance ties cost of living increases to the Consumer Price Index (CPI). I have included a print out of the CPI from 2000-2019 so you are aware of the calculation.

Respectfully,

Mark Hawke
Mayor, City of Gardner
AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 171 THEREOF, ENTITLED “PERSONNEL,” TO CHANGE THE COMPENSATION OF SCHEDULE 1, YEARLY SALARY OF THE MAYOR.

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 to change the salary of the Mayor, as follows:

The salary of the mayor shall be ninety two thousand one hundred and ninety six dollars ($92,196) per year, and shall receive no other compensation from the city for any official duty.

Effective January 1, 2020 and on an annual basis thereafter, a percentage increase of the mayoral salary will be established consistent with the annual consumer price index (CPI-U) of the previous calendar year (utilizing the percent change in average to average), with a minimum of no increase and a maximum increase of five per cent.

Section 2. This ordinance shall become effective upon passage and publication as required by law.
CITY OF GARDNER
CONSERVATION COMMISSION

Mayor Mark P. Hawke
City of Gardner
95 Pleasant Street – Room 125
Gardner, MA 01440

July 24, 2019

Re: Bailey Brook Park Design and Phase I Development Project; PARC Grant 2019

Dear Mr. Mayor:

In June of 2018, the City of Gardner acquired two parcels of land for the purpose of developing a community park in West Gardner with the intention of meeting a priority goal identified in the most recent Open Space and Recreation Plan. This land was acquired, in great part, with funding from the Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA), Parkland Acquisition and Renovations for Communities (PARC) grant program. In July of 2018, a follow-up PARC grant application was submitted for the design and preliminary site work (Phase I) related to the future development of the park. That grant application was not selected for an award and the application was resubmitted on July 11, 2019 for consideration under the current grant round. The grant, if awarded, would cover 70% (up to $400k) of the costs of the design and Phase I construction which has been estimated at $589,000. The maximum amount of $400k allowable under the PARC grant program has been requested as part of that grant application.

At this time, that application is currently under review for consideration by the EOEEA, PARC grant program administrator. As part of that submission and review process a re-authorization of the previously adopted resolution vote, with revised reference to the current fiscal year, is required. The resolution (#10029), previously approved on December 18, 2019, resolves the City’s full commitment to the allocation of the necessary funds and authorizes you, as the Mayor of the City, to accept grant funds, if awarded, and to enter into and execute any agreements or instruments related to the grant program and, as necessary, to facilitate the proposed design and preliminary development of the park. If the resolution is adopted a public meeting will be held providing information and seeking input related to the grant and proposed design and development of a City park.

For your review, I am including a revised resolution and a copy of the grant narrative and budget, detailing the estimated costs of the project. I seek a confirmation of your previous recommendation of this measure.

The Conservation Commission, Department of Public Works, Department of Community Development and Planning, and City Council have previously expressed their support of this project and grant application and I still believe that the numerous public benefits, values, and opportunities associated with this property, for both conservation and recreation, will be well-worth the limited costs to the City. Access to open space and outdoor recreation is a key component to a high quality of life in a community and one of the greatest benefits of the City of Gardner. As I have stated before, it is my hope and belief that this proposed park will be one of the greatest in the region and will serve as a gateway into Gardner’s unique and valuable natural areas providing people with outdoor recreation opportunities and connections with the natural world for generations to come.

Sincerely,

Jeffrey D. Legros
Conservation and Planning Agent, City of Gardner
A RESOLUTION TO FILE AND ACCEPT GRANTS WITH AND FROM THE COMMONWEALTH OF MASSACHUSETTS, EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRES 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 FY20 toward the design of the Park, and of which $414,000 (Four Hundred and Fourteen Thousand Dollars) will be allocated in FY21 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.
Bailey Brook Park & Recreation Area, Gardner – FY2020 PARC Grant Application

Project Narrative

Project Overview
The City of Gardner recently acquired the 37-acre Bailey Brook Park & Open Space Recreation Area through a FY 2018 PARC grant and an adjacent 84-acre Conservation Area, Bailey Brook Conservation Area, funded by the LAND grant program (Acquisition Phase – Completed June 2018).

The City is now submitting an FY 2020 PARC grant to design and develop an open space, multipurpose park and conduct site work associated with site access driveways, parking, construction of an ADA accessible trail, and 1-mile, healthy-heart, wellness walking loop trail with a scenic overlook and sitting & resting area, at the Bailey Brook Park located off of Leo Drive. Both trails will include interpretive nature learning signage and other experiential, nature-based learning components. The accessible, ADA compliant trail will also include tactile, sensory, playground equipment elements for nature-based play and learning for children with social-emotional learning and development disabilities.

The initial design and development project proposed here (Development Phase I) will allow the City of Gardner to create an engineered, landscape and construction design plan for a low-Impact design, multi-use, open space park and playground and will include the necessary site work to provide access to the park (e.g., grading and gravel base material surface of an access driveway and parking area), design and facilitate the initial and future development, and create basic amenities like a 1-mile walking path, improved access to Bailey Brook, an accessible loop trail, and nature-based learning and exploration features (e.g., plant and tree id placards, natural timber and stone play features, and interactive, tactile, nature-based learning features). The design will incorporate input from City officials and the public, including members of Gardner’s Environmental Justice population and will include focus on the construction of athletic fields, a playground and nature exploration & learning area, and restrooms (See Map: Conceptual Plan). The design will also include low-impact-design, natural stormwater improvements in the form of infiltration trenches, bioswales, and raingardens. In addition to the design and site work that this initial phase will provide, the current proposal (Development Phase I) will also allow for Immediate passive accessory uses such as mountain biking, walking, hiking, fishing, snowshoeing and cross-country skiing and will also facilitate a proposed free, public disc golf course to be constructed by a group of committed group of volunteers with donations and funding from a regional disc golf association and local partners.

A secondary development phase (Development Phase II) will be included in the design plan and future funding will be sought from private, state, local, and Federal sources. The full design will incorporate plans for the development of a playground, athletic fields, LID drainage (e.g., swales, infiltration trenches, raingardens), accessible bathrooms, and related utilities and services.

The proposed park elements will occupy the upland area of the property, on the east side of Bailey Brook, outside of critical habitat and protected resource areas. The Park will be developed on an area of the property, within which a timber harvest was recently completed (See Map: Conceptual Plan, shaded area). Since the land has been recently harvested and the proposed Park area has been cleared to the greatest extent, minimal tree removal will be required and will be avoided wherever possible to maintain a forested open space park. However, a considerable amount of grading, stumpsing and grubbing will be necessary within the previously cut area given the undeveloped history of the property and recent logging activity and associated slash and stump debris. The recent timber harvest left a buffer of forested land adjacent to existing homes on Leo Drive, which we plan to maintain and which could be augmented by the planting of additional trees and shrubbery in targeted locations to be identified in the design plan. Similarly, forested areas within the park, but outside of the proposed development area, will be left to remain as forested and will serve as an Open Space area to include a 1-mile loop trail, scenic vistas of Bailey Brook, and a natural buffer between the park and the adjacent Conservation Area and Bailey Brook. The Park will be accessed from three locations with road frontages to Leo Drive. A singular, central, main entrance is proposed on Leo Drive
across from Margaux Way for vehicle access and two additional gated pedestrian and emergency entrances are proposed near the Northern and Southern portions of the park at existing access points with frontage to Leo Drive.

**Park Location**
The area adjacent to the proposed park has seen significant development and increased population over the last few decades, associated with a large, multi-phased residential subdivision adjacent to Wilder Brook and its' Wetland Resource Areas. As a result a large park in West Gardner was identified as a priority need in the City’s most recent Open Space and Recreation Plan. This proposed project, Bailey Brook Park, is located within a half-mile radius of 303 residences, 236 of which are considered to be within safe walking distance (See Map: Population Served), and would allow the City to achieve the goal of a multipurpose park in West Gardner as identified in our Open Space and Recreation Plan. To further demonstrate the suitability and community need of this proposed park we have provided an additional map displaying the site location and the distance to the nearest park and Environmental Justice Area (See USGS Map: Proximity Map and FHWA Title VI Map).

**Community Needs, OSRP Goals, and Project Benefits**
The City of Gardner is a diverse, low-income, community that acts as a regional hub and includes a developed downtown commercial and residential district in addition to many developed and densely populated neighborhoods. The majority of the City’s area includes designated Title VI Populations including, Elderly, Foreign Born, and Language designated populations. Bailey Brook Park is located directly within a Title VI Designated Elderly Population Area and will serve this population and all other Title VI designated populations throughout the community and within close proximity to this proposed multipurpose park.

Development of a park at this location is consistent with the goals and needs analysis of our Open Space and Recreation Plan, specifically: Goal One, Objectives 2, 3, and 5; Goal Two, Objectives 3, 4, and 5; Goal Three, Objective 4; and Goal Five, Objectives 1, 3, 4, 5, and 6. Further, the 7-Year Action Plan of our OSRP identified the specific goals of "Identifying and Acquiring Land in West Gardner Suitable for a Municipal Park and Playground" (OSRP, Sec. 8-8, p. 50), and "development of a Multi-purpose Municipal Park with Playground Equipment and Athletic Fields in West Gardner" (OSRP, Sec. 8-8, p. 51). Accomplishment of the acquisition portion of this goal was targeted for the first two years of our OSRP and was achieved within that time-frame with the identification and acquisition of the Omealia and RHO land under an FY-18 PARC grant. Achieving the second portion of this goal, development of a multi-purpose park in West Gardner, was targeted for years 3-5 and is the subject of this application. The project is also consistent with several of the needs identified in the Statewide Conservation and Outdoor Recreation Plan (SCORP) and current draft plan, including serving underserved populations (e.g., Title VI, Elderly Population and EI Area), increasing the availability of water-based recreation (e.g., access to Bailey Brook for canoeing, kayaking, and fishing), connecting and enhancing accessibility of trails (e.g., 1-mile park loop trail, and connections and access to existing trails on adjacent conservation land), and creating and improving access to parks and recreational opportunities close to home and within neighborhoods (e.g., creation of a multipurpose park within one of the largest residential neighborhoods in town where no such park or safe access to any nearby parks exists). In addition, the proposed Bailey Brook Park addresses all of the needs and values identified by the designated categories of the PARC grant program rating system as listed and described below:

**Disadvantaged Populations and Accessible Amenities**
The project is located within close proximity to an Environmental Justice (EI) area and directly within a Designated Title VI Elderly Population Area (See Maps: USGS Proximity Map and FHWA Title VI Map). The park will serve the elderly population of the area and community and, as a public multipurpose park, will also serve the broader community, including EI Areas and their populations. While the project is not located directly within an EI Area, it is located within a Title VI Designated Population (Elderly) area and will directly serve the public of the community, including EI Areas and other Title VI Designated Population Areas (See Map: FHWA Title VI Map), by providing future active recreation amenities (public athletic fields) and access to nature and a unique type of park, one that
provides typical urban/suburban park amenities found in most neighborhood parks, and the natural areas of undeveloped, forested open space often lacking in EJ and Title VI Communities. The opportunity for people to experience nature, where such an opportunity may not otherwise exist, is critically important and beneficial to the experiential learning and development of urban and suburban children and families, especially those from designated EJ and Title VI areas.

The Project will also increase access and accessibility to recreational amenities for all users of all abilities. A proposed universally accessible path will be both universally accessible and include interactive, tactile, sensory nature learning and exploration features geared toward children and adults with individual and unique pathways to learning, auditory and sensory abilities, alternative learning styles, and individual processing and emotional response behaviors. The Park will be open year-round, offering recreational opportunities during all seasons such as walking, hiking, snowshoeing, cross-country skiing, mountain biking, and nature exploration and learning. It will also provide a location for the development of much needed athletic fields for the popular and growing sports of soccer, and lacrosse. Further, a plan has been submitted to the Gardner Development Review Committee for a Disc Golf Course that would be designed, built and maintained by dedicated group of volunteers. Since the acquisition of the property under a 2018 Park Grant, Bailey Brook Park has been identified by that group as the most suitable and likely place for a free, public disc golf course in Gardner.

Another compelling justification for the need, suitability and benefit of this site as a public park and recreation area is that it would provide a gateway for access to existing conservation lands including the recently acquired Bailey Brook Conservation Area and Allsaukas Conservation Area. Providing this connection between people and nature is an important goal of the proposed multipurpose Open Space Park. To help meet this goal, a trail, natural play area, and interpretive nature signs along the trail will be included in the design of this park. Care will be taken to maintain and promote the natural conditions of the site and implement them into the future design and purpose of the park.

**Climate Resilience and Environmental Education & Stewardship (Benefits of a Forested Open Space Park)**

Nature based recreation has been documented to improve health, academic performance, and overall wellness among people of all ages, abilities, social and economic status (See attached supporting infographics: Children & Nature Network; Park Rx). This proposed park will enhance climate resiliency and protect and enhance water-based recreation by providing a buffer zone between the residential development and Bailey Brook, a state-designated Cold-water Fisheries Resource, and its adjacent wetland and flood-plain. Providing protection of designated flood zones and wildlife habitat and corridors will play a crucial role in climate resiliency under current and future conditions. The Project will enhance and promote environmental stewardship through interpretive signage and connections with nature. These goals will be addressed in our upcoming MVP Planning efforts and will certainly play a central role in proposed actions toward pursuing climate change resiliency here in Gardner.

**Public Support and Commitment to Park Maintenance**

Public support for this project has been expressed by several local and abutting residents and the matter has been presented to the Conservation Commission, Finance Committee and City Council and discussed in open public meetings. Two community petitions were circulated and signed by a number of abutting residents and members of the nearby Gardner Fish & Gun Club in support of the acquisition of the Omeallia property for Open Space. The Gardner News has also run multiple stories detailing the proposals for the acquisition of land and development of a combined Open Space and Recreation Park (See attached supporting info: The Gardner News). We have not received any negative comments or opposition from the public or their representatives in City Council. In 2018 the Gardner City Council voted favorably to support an earlier version of this grant application and the proposed City cost budget associated with the development of a multipurpose park under the PARC grant program. A copy of this vote is included as an attachment to this grant and will be re-submitted to the City Council for their reauthorization this Fiscal Year.
This proposed park will continue to develop and benefit from cooperative partnerships between the City and recreational user groups and organizations and non-profit Land Trusts (e.g., Mount Grace Land Trust and North County Land Trust). The Conservation Commission and Department of Public Works will build upon and enhance existing land stewardship activities and partnerships. Successful examples of these partnerships can be found in other examples of joint land stewardship activities between the Conservation Commission, Department of Public Works, Engineering and Forestry Department, the Cultural Council, Youth Commission, youth sports groups, and local land trust. For example, the Conservation Commission and Department of Public Works have worked closely with the Millers River Watershed Council, Mount Grace Land Trust, and North County Land Trust on trail-related projects such as the Millers River Blue Trail and hiking bridges and signage for along City trails. In the past few years along Gardner Boy Scout Troop 9 has conducted several public service projects within Gardner’s Open Space lands and public parks. With specific regard to this proposed project, the Chair City Soccer Club has expressed their support and willingness to provide stewardship, host athletic events, and maintain and upkeep the park’s proposed athletic fields in the future.

**Community Compact and MVP Program**

The City of Gardner was an early adopter of the Community Compact Agreement and was the second community in the Commonwealth to sign a compact with the Governor’s Office. While our Community Compact commitment is focused on public safety and transportation improvements, we have dedicated substantial resources and focus, and made substantial investments and recent improvements, in Conservation, Open Space, Recreation, Trails, Forest Stewardship, Recreational Trail Improvements, Parks and Playgrounds, Sustainability, Flood Control, and Climate Change Resiliency. For example, recent efforts under the Mass DOT Complete Streets Program to develop a Complete Streets Prioritization Plan have focused on connectivity of trails (including the North Central Pathway Bike trail) between Conservation, Recreation, and Public Service Areas. Such connections serve to enhance public safety, health & well-being, and a connection to the natural environment through open space recreation.

In 2019, the City of Gardner successfully applied for and was awarded grant funding through the Massachusetts Municipal Vulnerability Preparedness Program to identify and assess our community vulnerabilities (and strengths) related to climate change and to develop a Climate Change Resiliency Plan. We look forward to developing our MVP Plan and continuing our efforts to identify, address, and reduce potential vulnerabilities and increase our preparedness and resiliency to future change. A component of our MVP Planning will assess urban tree canopy in City Parks and will include considerations on how the Bailey Brook Park can incorporate LID and achieve sustainability and resiliency targets and goals. The proposed Bailey Brook Open Space Park is directly in line with those goals and will be a large part of our future community efforts toward addressing climate change and promoting sustainable and wise use of our land and resources by our citizens of all ages, backgrounds, and abilities. The park has the potential to serve as a model of both cultural and natural diversity that can exist in a forested, open space, multipurpose, community and regional park.
City of Gardner FY20 & FY21 PARC BUDGET

City of Gardner: A $589,000 project in a community with a 70% reimbursement rate

Question 5 from application

Total Eligible Project Cost: $589,000
PARC Request: $400,000
(Gardner = 70% of total project cost based on Equalized Valuation Per Capita)

Municipal Share: $176,700
(Community Development Block Grant, Community Preservation Act, etc., please specify in narrative)

Other: $0
(i.e. private donation to community, fund raising, etc. that will be a part of the municipal share)

One page proposed budget narrative

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<td>Site Preparation &amp; Grading</td>
<td>$82,500</td>
</tr>
<tr>
<td>Gravel Access Roads</td>
<td>$69,300</td>
</tr>
<tr>
<td>1-Mile Loop Healthy Heart Wellness Walking Trail &amp; Overlook</td>
<td>$54,300</td>
</tr>
<tr>
<td>ADA Accessible Nature Learning &amp; Exploring Trail</td>
<td>$79,500</td>
</tr>
<tr>
<td>Mobilization &amp; Construction Administration</td>
<td>$18,000</td>
</tr>
<tr>
<td>Construction Subtotal</td>
<td>$414,000</td>
</tr>
<tr>
<td>Total Project Budget</td>
<td>$589,000</td>
</tr>
</tbody>
</table>

| FY 20 PARC Request | $122,500 ($175,000 x 70%) |
| FY 21 PARC Request | $289,800 ($414,000 x 70%) |

$176,700 City Share Breakdown:
FY19 = $52,500 (Design)
FY20 = $124,200 (Construction/Site Development)
July 23, 2019

Jeff Legros
Conservation and Planning Agent
115 Pleasant Street, City Hall Annex, Room 202
Gardner, MA 01440

RE: Bailey Brook Park, PARC #10

Dear Mr. Legros,

Thank you for your Parkland Acquisitions and Renovations for Communities grant application for the Bailey Brook Park project. Please refer to the project number above in all correspondence. The following is a list of missing items from Gardner’s application:

1. Vote establishing the parks commission
2. Park maintenance budget
3. City council vote with new fiscal years must be taken

Please submit the missing documentation. If you feel that you have already provided the requested information, please let me know where to find it in your grant application package. Since this site has previously been visited, another site visit is not required.

Sincerely,

Melissa Cryan
Grant Programs Supervisor