PRESIDENT
Elizabeth J. Kazinskas

COUNCILLORS AT LARGE
James S. Boone
Craig R. Cormier
Ronald F. Cormier
Scott Joseph Graves, Esq.
Judy A. Mack
George C. Tyros

WARD 1 COUNCILLOR
James M. Walsh, Esq.

WARD 2 COUNCILLOR
Elizabeth J. Kazinskas

WARD 3 COUNCILLOR
Nathan R. Boudreau

WARD 4 COUNCILLOR
Karen G. Hardern

WARD 5 COUNCILLOR
Alek Dernalowicz, Esq.

CITY OF GARDNER

MASSACHUSETTS 01440-2630

RECEIVED
2020 JUN 22 AM 8:36
CITY CLERK'S OFFICE
GARDNER, MA

OFFICE OF THE
CITY COUNCIL

June 22, 2020

FINANCE COMMITTEE SPECIAL MEETING NOTICE

Date: Wednesday, June 24, 2020
Time: 5:30 P.M.
Location: Remotely via Zoom/Broadcast on Gardner YouTube Channel

ANNOUNCEMENT - 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 referenced or used during the meeting must be submitted in duplicate to the Chair, pursuant to the Open Meeting and Public Records Law. All documents shall become part of the official record of the meeting.

SCHEDULE OF BUSINESS

Agenda attached

NOTICE: The listing of Agenda items are those reasonably anticipated by the Chair which may 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.

CITY COUNCIL OF GARDNER
Elizabeth J. Kazinskas
ELIZABETH J. KAZINSKAS
Chair, Finance Committee

**Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Finance Committee will be conducted via remote participation and broadcast live on Gardner YouTube Channel. The audio recording, transcript, or other comprehensive record of proceedings will be posted on the City's website as soon as possible after the meeting.*

CITY OF GARDNER, MASSACHUSETTS
FINANCE COMMITTEE SPECIAL MEETING
Wednesday – June 24, 2020 – 5:30 PM
Remotely via Zoom

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 An Order Appropriating $40,000.00 from Sewer Surplus to Sewer, Energy and Utilities Expenses.

1-2 An Order Appropriating $30,444.00 from Sewer Surplus to Public Works Department, New Equipment.

1-3 An Order Appropriating $60,000.00 from Water Surplus to Water, Energy and Utilities Expenses.

1-4 An Order Appropriating $13,500.00 from Free Cash to Elections and Registrations, Operating Expenses.

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.

AN ORDER APPROPRIATING FROM SEWER SURPLUS TO SEWER, ENERGY AND UTILITIES.

ORDERED:

That there be and is hereby appropriated the sum of Forty Thousand Dollars and No Cents ($40,000.00) from Sewer Surplus to Sewer, Energy and Utilities.

1-1 & 1-2

CITY OF GARDNER
Department of Public Works

Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries

Dane E. Arnold, Director
50 Manca Drive
Gardner, MA 01440-2687
Telephone (978) 630-8195
darnold@gardner-ma.gov

Acting Mayor Elizabeth Kazinskas
City Hall
95 Pleasant Street
Gardner, MA 01440

RE: Energy and Utilities Shortfall

June 9, 2020

Dear Acting Mayor Kazinskas:

I am requesting **$40,000** from available **Sewer Surplus** to cover a budgetary shortfall for the ***Energy and Utilities*** line item **61440 - *52110.***

As you are aware the City took back the Water Distribution and Sewer Collection Systems in July of 2019 and renegotiated the former contract with Suez at that time. As part of that renegotiated contact, the City took responsibility of all energy and utilities invoices including, National Grid, Unitil, Templeton Light Company, Propane, Comcast, Verizon, and other utilities for the first time in over 20 years. The same structure exists in the new contract signed in 2020 with Veolia to operate the water and sewer facilities where the City will pay for Energy and Utilities.

While preparing the budget over a year ago, I underestimated the cost of Energy and Utilities for the Sewer facilities for FY2020.

If you have any questions regarding this matter, please do not hesitate to call.

Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC: Public Service Committee
John Richard, City Auditor
Chris Coughlin, City Engineer

1-1 & 1-2

CITY of GARDNER

Office of the City Auditor
John Richard, City Auditor
95 Pleasant Street, Room 126
Gardner, MA 01440
Phone: 978-632-1900 ext. 8020 • Fax: 978-630-3778
Email: jrichard@gardner-ma.gov

To: City Council

Re: Money Orders for consideration on June 24, 2020

Listed below are balances in various ledger accounts that pertain to Money Order transfers for your consideration.

These balances are as of June 19, 2020:

			Money Order		Balance
Sewer Enterprise Fund					
61000-31500				$	5,520,563
to Sewer for Energy and Utilities Expenditures	61440-52110	$	40,000	$	5,480,563
To PW Dept for New Equipment	14421-55123	$	30,444	$	5,450,119
				$	5,450,119

The Snow & Ice account currently has available $2,663.28
14421-52210

Sincerely

John Richard

John Richard
City Auditor

copies: Mayor
City Clerk

1-2

AN ORDER APPROPRIATING FROM SEWER SURPLUS TO PUBLIC WORKS DEPARTMENT, NEW EQUIPMENT.

ORDERED:

That there be and is hereby appropriated the sum of Thirty Thousand Four Hundred Forty-Four Dollars and No Cents ($30,444.00) from Sewer Surplus to Public Works Department, New Equipment.

1-2

CITY OF GARDNER
Department of Public Works

Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries

Dane E. Arnold, Director
50 Manca Drive
Gardner, MA 01440-2687
Telephone (978) 630-8195
darnold@gardner-ma.gov

Acting Mayor Elizabeth Kazinskas
City Hall
95 Pleasant Street
Gardner, MA 01440

RE: Cover Material Transfer

June 9, 2020

Dear Acting Mayor Kazinskas:

I am requesting the **$30,444** from available **Sewer Surplus** to be transferred into the Department of Public Works ***New Equipment*** line item **14421 - 55123.**

The Sewer Department requires sand to be used for mixing and cover material at the Sludge Landfill. With the City owning a gravel bank and we now use a limited amount of sand for road treatment during the winter, the City has an abundance that can supply the Sewer Department with sand.

We determined that a fair cost of $3.00 per yard would be charged. Approximately 10,400 yards were used from the City's gravel bank.

If you have any questions regarding this matter, please do not hesitate to call.

Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC Public Service Committee
John Richard, City Auditor
Chris Coughlin, City Engineer

1-1 & 1-2

CITY of GARDNER

Office of the City Auditor
John Richard, City Auditor
95 Pleasant Street, Room 126
Gardner, MA 01440
Phone: 978-632-1900 ext. 8020 • Fax: 978-630-3778
Email: jrichard@gardner-ma.gov

To: City Council

Re: Money Orders for consideration on June 24, 2020

Listed below are balances in various ledger accounts that pertain to Money Order transfers for your consideration.

These balances are as of June 19, 2020:

			Money Order		Balance
Sewer Enterprise Fund					
61000-31500				$	5,520,563
to Sewer for Energy and Utilities Expenditures	61440-52110	$	40,000	$	5,480,563
To PW Dept for New Equipment	14421-55123	$	30,444	$	5,450,119
				$	5,450,119

The Snow & Ice account currently has available $2,663.28
14421-52210

Sincerely

John Richard

John Richard
City Auditor

copies: Mayor
City Clerk

AN ORDER APPROPRIATING FROM WATER SURPLUS TO WATER, ENERGY AND UTILITIES.

ORDERED:

That there be and is hereby appropriated the sum of Sixty Thousand Dollars and No Cents ($60,000.00) from Water Surplus to Water, Energy and Utilities.

CITY OF GARDNER
Department of Public Works

Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries

Dane E. Arnold, Director
50 Manca Drive
Gardner, MA 01440-2687
Telephone (978) 630-8195
darnold@gardner-ma.gov

Acting Mayor Elizabeth Kazinskas
City Hall
95 Pleasant Street
Gardner, MA 01440

RE: Energy and Utilities Shortfall

June 9, 2020

Dear Acting Mayor Kazinskas:

I am requesting **$60,000** from available **Water Surplus** to cover a budgetary shortfall for the ***Energy and Utilities*** line item ***62450 - 52110.***

As you are aware the City took back the Water Distribution and Sewer Collection Systems in July of 2019 and renegotiated the former contract with Suez at that time. As part of that renegotiated contact, the City took responsibility of all energy and utilities invoices including, National Grid, Unitil, Templeton Light Company, Propane, Comcast, Verizon, and other utilities for the first time in over 20 years. The same structure exists in the new contract signed in 2020 with Veolia to operate the water and sewer facilities where the City will pay for Energy and Utilities.

While preparing the budget over a year ago, I underestimated the cost of Energy and Utilities for the Water facilities for FY2020.

If you have any questions regarding this matter, please do not hesitate to call.

Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC: Public Service Committee
John Richard, City Auditor
Chris Coughlin, City Engineer

1-3

CITY of GARDNER

Office of the City Auditor

John Richard, City Auditor
95 Pleasant Street, Room 126
Gardner, MA 01440
Phone: 978-632-1900 ext. 8020 • Fax: 978-630-3778
Email: jrichard@gardner-ma.gov

To: City Council

Re: Money Orders for consideration on June 24, 2020

Listed below are balances in various ledger accounts that pertain to Money Order transfers for your consideration.

These balances are as of June 19, 2020:

			Money Order		Balance
Water Enterprise Fund					
62000-31500				$	1,083,264
to Water Dept for Energy and Utilities					
Expenditures	62450-52110	$	60,000	$	1,023,264
				$	1,023,264

The Snow & Ice account currently has a deficit of $2,663.28
14421-52210

Sincerely

John Richard

John Richard
City Auditor

copies: Mayor
City Clerk

AN ORDER APPROPRIATING FROM FREE CASH TO ELECTIONS AND REGISTRATIONS, OPERATING EXPENSES.

ORDERED:

That there be and is hereby appropriated the sum of Thirteen Thousand Five Hundred and No Cents ($13,500.00) from Free Cash to Elections and Registrations, Operating Expenses.

1-4

CITY OF GARDNER
MASSACHUSETTS
CITY CLERK

95 PLEASANT STREET, ROOM 121
GARDNER, MA 01440-2630
TEL 978-630-4058

ALAN L. AGNELLI
City Clerk
Registrar of Voters

JOHN A. OLIVARI
Assistant City Clerk
FAITH A. GLOVER
Assistant City Clerk

June 18, 2020

Honorable Elizabeth J. Kazinskas, Acting Mayor
City Hall, Room 125
Gardner, MA 01440

Re: FY2020 Elections & Registration Supplemental Appropriation

Dear Acting Mayor Kazinskas:

I respectfully request a supplemental appropriation of $13,500.00 to Elections & Registrations, Operating Expenses. The additional expenses are primarily due to the assumption of all mailing and materials costs associated with Early Voting for the June 2, 2020 Special Preliminary and the approaching June 30, 2020 Special Election, as well as printing costs for thousands of additional absentee ballots to accommodate early/absentee balloting for both elections.

Thank you very much for your attention and consideration.

Very truly yours,

Alan L. Agnelli
City Clerk

1-4

CITY of GARDNER

Office of the City Auditor

John Richard, City Auditor
95 Pleasant Street, Room 126
Gardner, MA 01440
Phone: 978-632-1900 ext. 8020 • Fax: 978-630-3778
Email: jrichard@gardner-ma.gov

To City Council

Re Money Orders for consideration on June 24, 2020

Listed below are balances in various ledger accounts that pertain to Money Order transfers for your consideration.

These balances are as of June 19, 2020

		Money Order	Balance
Free Cash	10000-35400		$575,004.93
to Elections & Reg for Operating Expenditures	11162-52***	13,500.00	$561,504.93
			$561,504.93

The Snow & Ice account currently has available $2,663.28 (Acct# 14421-52210). Current Stabilization Fund Balance $2,640,954.81

Sincerely

John Richard

John Richard
City Auditor

copies Acting Mayor
City Clerk