

**WARD COUNCILLORS**

- 1 – David R. Thibault-Muñoz
- 2 – Dana M. Heath
- 3 – Paul G. Tassone
- 4 – Karen G. Hardern
- 5 – Aleksander H. Dernalowicz, Esq.

**COUNCIL PRESIDENT**

George C. Tyros

**COUNCILLORS AT LARGE**

- Calvin D. Brooks
- Craig R. Cormier
- Brad E. Heglin
- Elizabeth J. Kazinskas
- Judy A. Mack

**CITY OF GARDNER  
MASSACHUSETTS**

**CITY COUNCIL**



**FINANCE COMMITTEE MEETING NOTICE**

**Date:** Tuesday, March 31, 2026  
**Time:** 3:30 P.M.  
**Location:** City Council Chamber, City Hall

**AGENDA**

**CALL TO ORDER**

**ANNOUNCEMENT OF OPEN MEETING RECORDINGS**

*Any person may make a video or audio recording of an open session of a meeting, or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. Any person intending to make such recording shall notify the Chair forthwith. All Documents and exhibits used or referenced at the meeting must be submitted in duplicate to the City Clerk, as they become part of the Meeting Minutes.*

**I. Review and Approval of Meeting Minute(s)**

- March 10, 2026

**II. Department Updates**

- Treasurer/Collector
- Auditor
- Law

**III. First Time on the Agenda**

**11803** - A Resolution Supporting the Redeployment of Prior Authorized Funds. *Page 22*

**11804** - FY2027 City Council Budget Proposal by the Council President. *Page 64*

**11805** - Discussion on City Council Budget Transfers. *Page 65*

**11806** - A Measure Ratifying the Council President's Recommendation for Step Designation for the City Auditor. *Page 66*

**IV. In Subcommittee**

**11482** - Discussions regarding the City's Health Insurance Payments and Trust Fund. *Page 69*

**11728** - A Discussion on the Current State of Facilities Management for all Municipal Buildings. *Page 71*

**11752** - Study and Report on the Salt Shed Repayment Issue. *Page 73*

**11799** - An Order Transferring the sum of \$3,588.00 from Auditing Department Salaries to Auditing Department Expense Account - Professional Services. *Page 80*

**11800** - LifeLine Services Update. *Page 85*

**ADJOURNMENT**

*NOTICE: The listing of Agenda items are those reasonably anticipated by the Chairman 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

*Aleksander H. Dernalowicz*

Aleksander H. Dernalowicz  
Chair, Finance Committee

CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE  
MINUTES OF MEETING OF MARCH 10, 2026

---

The Finance Committee meeting was called to order by Councillor Aleksander Dernalowicz at 3:30 PM in the City Council Chamber, Room 219, City Hall.

Finance Committee Members, Councillor Brad Heglin and Councillor Judy Mack, were also present.

Also participating, Executive Aide Ryan Egan; City Assessor Christine Kumar; Human Resources Director Amanda Morse; Purchasing Director Josh Cormier; and City Clerk Titi Siriphan.

**Review and Approval of Meeting Minute(s)**

On a motion made by Councillor Heglin and seconded by Councillor Mack, it was voted to waive the reading and accept the Finance Committee Meeting Minutes of February 24, 2026, as presented.

3 yeas, motion passes.

**Department Updates**

**Assessor, Human Resources, and Purchasing's updates:**

**Department:** Assessor

**Submitted to:** Mayor and Finance Committee

**Reporting Period:** July 2025 – February 2026

**ATB** – There are currently no ATB cases on file. We received the determination on February 18, 2026, for the FY25 ATB case heard in October 2025 for 33-49 Parker Street. The case was decided in our favor.

**State Form Approvals and Classification Hearing** –

- LA4 (2024 Qualified Sales) was approved on September 4, 2025
- LA13 (New Growth) was approved on September 4, 2025
- Classification Hearing took place on October 20, 2025, and the Board recommended a residential factor of “1” or a single tax rate.
- Recap sheet was approved on November 5, 2025, the new tax rate was approved at \$13.77

**End of Calendar Year 2025** –

- Vision FY26 assessed values saved and “static” database created
- FY26 assessed values by owner and location uploaded to the Assessor webpage
- Calendar year 2024 qualified sales report uploaded to the Assessor webpage
- FY26 property record cards were converted to PDF’s and uploaded to the Assessor webpage for public viewing
- New growth report was reset, and values are now being collected for FY27
- Board of Assessors met on January 22, 2026, and elected Charles LeBlanc as Chairman

**RE and PP Abatement Applications** - We have received (9) FY26 real estate abatement applications. As of our last BOA meeting, (4) have been approved, (1) has been denied, and the remaining (4) are under review. We received (1) personal property abatement request for residential solar. Since residential solar is considered exempt for 20 years, it has never been assessed. I contacted the applicant and they sent a letter to formerly withdraw the application. The deadline to act on abatement requests is April 1, 2026. If no action is taken, they are deemed to be denied.

**Omitted/Revised Bills** – Four bills were mailed to our Solar PILOT accounts to make up the difference between what they were originally billed and their annual agreed upon payment. Total billed on 2/20/26 was \$6,088.34.

**Motor Vehicle Abatements** – Since July 1, 2025, through February 27, 2026, we have processed 286 Excise Tax abatements, totaling \$39,992.79.

**Real Estate Exemptions** – FY26 Exemptions in the amount of \$168,485.86 have been processed (through actual billing and then as abatements). This includes the VIPs program for seniors, Veteran Work-off, Clause 22, 22D, 22E, 22F for Veterans, Clause 17D for Widows and Elderly, Clause 41C for the Elderly and Clause 42.

The due date to file for FY26 is April 1, 2026. We mailed 198 applications in July of 2025 and have received 168 back, or almost 85%. I will be mailing a 3rd reminder in March to those who have not applied.

**Income and Expense Forms** – On January 3, 2026, we mailed (665) I&E packets to our Apartments (3 or more units), Commercial, Industrial and Mixed-Use properties. As of February 27<sup>th</sup>, we have received (167) back, or about 25%.



**Forms of List** – On January 6, 2026, we mailed (538) Forms of List to all of our existing personal property accounts. As of February 27<sup>th</sup>, we have received (200) back, or about 37%.

**Chapter Land** – FY27 Applications were mailed to those with land in Chapters 61, 61A or 61B on July 3, 2025. The deadline to file was December 1, 2025—one has not been returned. I mailed a second request with a new application and acknowledgment form on February 6<sup>th</sup> to that property owner and I am still waiting to receive it (as of March 6<sup>th</sup>).

**3ABC Applications** – FY27 Applications (39) were mailed out in January of 2026. To date we have received (24) complete packets, or almost 62%. The deadline to file is March 1, 2026, and I expect to receive extension requests. Second notices were sent on February 26, 2026, to those who have not returned the whole packet or reached out for an extension.

**Ownership Updates** – Since July 1, 2025, there were 310 new deeds recorded. By keeping new ownership up to date, there are far less bills returned by the Post Office.

**Building Permits** – Since July 1, 2025, there were approximately (547) permits entered into Vision. Building permits are entered into Vision weekly and are current up to February 27, 2026. Any complete/closed permits that result in an increase to the assessed value may be part of our New Growth.

**Lot Splits, Map Changes and New Construction** –Map changes are based on the previous calendar year recorded plans from the Registry of Deeds, so the FY26 changes are from the 2025 plans. I have a couple yet to complete, but below is what has been entered in Vision.

Location	Parcel ID	FY26 Acreage	FY27 Acreage	NOTES
Coleman Street	H22-15-37	57.82741	53.25841	Plan 987/68 - set to "inactive" and combine 53.25841 AC with 91 Fredette Street
91 Fredette Street	M22-11-7	2.18	55.4384	Plan 987/68 - Adjust total acreage after adding 53.25841 to the 2.18 original acres
Coleman Street "Lot A"	H22-15-37A	0	2.515	NEW Parcel - Plan 987/68
306 Coleman Street	H22-10-22	1.01	3.063	Adjust parcel for additional acreage - Plan 987/68
Waterford Street	M22-18-14	2.94441	2.48731	Adjust parcel for reduced acreage per Deed 71808/145 - reduce by 19,908sf
Waterford Street	M22-18-14A	0	0.457025	NEW Parcel - Deed 71808/145 - 19,908sf to Hailmack Realty Trust (Charles & Jayne Boris)
340 Lovewell Street	R07-13-10A	3.59741	4.25141	Plan 986/41 - Add 0.654ac to total acreage
318 Lovewell Street	R07-13-10	6.14741	5.49341	Plan 986/41 - Reduce 0.654ac from total acreage
12 Cotes Cove Rd	H17-19-8	0.074082	0.214073	Merge PIDs H17-19-10 and H17-15-9 with H17-19-8. New AC is per plan 689/33 (9325 SF)
Cotes Cove Rd	H17-19-10	0.05714	0	Merged with PID H17-19-8 and set to "Inactive" in Vision
Cotes Cove Rd	H17-15-9	0.072245	0	Merged with PID H17-19-8 and set to "Inactive" in Vision
53 School Street	R27-22-12A	2.216	1.7278	Adjust map and acreage per plan 986/121
14 Temple Street	R22-13-36	0.356015	0.356336	Per survey 987/50, adj acreage slightly, and possibly parcel measurements on map
701 Whitney Street	R02-9-6A	14.11391	15.96381	Per plan 987/2, merge R02-9-6B and R02-9-6C with R02-9-6A, new acreage per plan
Whitney Street	R02-9-6B	0.920661	0	Merged with PID R02-6-9A and set to "inactive" in Vision
Whitney Street	R02-6-9C	0.922796	0	Merged with PID R02-6-9A and set to "inactive" in Vision
Highland Street	R27-14-1	0.028122	0	Set to "Inactive" in Vision, as duplicate of PID R27-14-9B
Emerald Street	R22-21-17	0.035124	0.263361	Plan 987/50, Combined as part of Lot B
Emerald Street	M22-25-5	0.458907	0.241483	Plan 987/50, Subdivided larger parcel, Lot A
130 Elm Street	R22-3-26A	0	1.5383	Plan 984/9, Subdivided from 160 Elm Street (R22-3-26)
160 Elm Street	R22-3-26	11.75	9.86	Plan 984/9, Adjust acreage according to plan
13-17 West Lynde St	M22-5-36	0.47399	0.435124	Plan 985/112, Adjust acreage according to plan

West Lynde St	M22-5-36A	0	0.027204	NEW Parcel - Plan 985/112
60 Kendall Pond West	H17-9-4	0.306703	0.335675	Plan (Survey) 984/87, Adjust acreage according to plan
Compass Lane	H17-7-1	16.69301	0.640243	Original Parcel - Plan 984/3, Parcel A = 27,889 sf
Compass Lane	H17-7-11	0	0.213338	NEW PARCEL - Plan 984/3, Parcel B = 9,293 sf
Compass Lane	H17-7-12	0	0.173118	NEW PARCEL - Plan 984/3, Lot 1 = 7,541 sf
Compass Lane	H17-7-13	0	0.174059	NEW PARCEL - Plan 984/3, Lot 2 = 7,582 sf
Compass Lane	H17-7-14	0	0.185675	NEW PARCEL - Plan 984/3, Lot 3 = 8,088 sf
Compass Lane	H17-7-15	0	0.171189	NEW PARCEL - Plan 984/3, Lot 4 = 7,457 sf
Compass Lane	H17-7-16	0	0.151837	NEW PARCEL - Plan 984/3, Lot 5 = 6,614 sf
Compass Lane	H17-7-17	0	0.198875	NEW PARCEL - Plan 984/3, Lot 6 = 8,663 sf
Compass Lane	H17-7-18	0	0.222084	NEW PARCEL - Plan 984/3, Lot 7 = 9,674 sf
Compass Lane	H17-7-19	0	0.381107	NEW PARCEL - Plan 984/3, Lot 8 = 16,601 sf
Compass Lane	H17-7-20	0	0.300023	NEW PARCEL - Plan 984/3, Lot 9 = 13,069 sf
Compass Lane	H17-7-21	0	0.216713	NEW PARCEL - Plan 984/3, Lot 10 = 9,440 sf
Compass Lane	H17-7-22	0	0.183724	NEW PARCEL - Plan 984/3, Lot 11 = 8,003 sf
Compass Lane	H17-7-23	0	0.183861	NEW PARCEL - Plan 984/3, Lot 12 = 8,009 sf
Compass Lane	H17-7-24	0	0.183976	NEW PARCEL - Plan 984/3, Lot 13 = 8,014 sf
Compass Lane	H17-7-25	0	0.206267	NEW PARCEL - Plan 984/3, Lot 14 = 8,985 sf
Compass Lane	H17-7-26	0	0.232576	NEW PARCEL - Plan 984/3, Lot 15 = 10,131 sf
Compass Lane	H17-7-27	0	0.212466	NEW PARCEL - Plan 984/3, Lot 16 = 9,255 sf
Compass Lane	H17-7-28	0	12.461881	NEW PARCEL - Plan 984/3, Parcel C = Remaining acreage from original parent parcel

**All the changes will be sent to the GIS Coordinator so she can update the various city maps.**

**Supplemental Bills** – I have (13) potential supplemental bill recipients on my spreadsheet. There may be more as I continue to weed through my folder of building permits from calendar year 2025. I will send a letter in the next week or two to give notice that a supplemental bill will be coming, and for how much. I like to provide a “heads up” a few weeks prior to creating the bills.

**Daily Responsibilities** - Daily phone, in-person, correspondence by mail and email inquiries are handled right away. Much of our time is spent explaining how values (RE, PP and Excise) are created and then how that is factored into the billing process. Most people have no idea what the Assessor’s office is responsible for. I believe our office does a very good job at giving easy to understand explanations to complex processes.

**YTD Budget Status -**

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 GENERAL FUND							
<b>11141 ASSESSORS</b>							
11141 51010 CHAIRMAN ASSESS SAL	81,941	0	81,941	54,837.84	.00	27,103.56	66.9%
11141 51012 CLERK/ASST SAL & WA	41,429	0	41,429	27,606.15	.00	13,822.38	66.6%
11141 51014 BOARD & COMM SAL &	4,001	0	4,001	2,666.72	.00	1,334.28	66.7%
11141 52170 PROFESSIONAL DEV &	2,000	0	2,000	.00	.00	2,000.00	.0%
11141 52190 PROFESSIONAL SERVIC	1,000	0	1,000	.00	.00	1,000.00	.0%
11141 52230 OFFICE SUPPLIES	1,000	0	1,000	103.30	.00	896.70	10.3%
11141 55040 VALUATION MAINTENAN	20,000	0	20,000	18,580.00	.00	1,420.00	92.9%
11141 55050 VALUATION UPDATE	53,000	0	53,000	35,252.13	5,685.00	12,062.87	77.2%
11141 62170 ENCUMB PROF DEVELOP	0	3,108	3,108	1,002.20	.00	2,105.35	32.3%
11141 62190 ENCUMB PROFESSIONAL	0	652	652	275.09	.00	376.91	42.2%
11141 62230 ENCUMB OFFICE SUPPL	0	254	254	253.59	.00	.00	100.0%
11141 65050 ENCUMB UPDATE PROGR	0	1,879	1,879	1,878.87	.00	.00	100.0%
TOTAL ASSESSORS	204,371	5,892	210,263	142,455.89	5,685.00	62,122.05	70.5%
TOTAL GENERAL FUND	204,371	5,892	210,263	142,455.89	5,685.00	62,122.05	70.5%
TOTAL EXPENSES	204,371	5,892	210,263	142,455.89	5,685.00	62,122.05	

At our last department head meeting on Thursday, March 5<sup>th</sup>, I mentioned that difficult, abusive people are becoming more and more common (it must have been bothering me). That very same afternoon, a woman came into my office for an excise abatement and was not pleased when I told her she was not eligible because she still owned the car. She yelled at me, said I was wrong, that I just wanted her money, and she wasn't going to pay her bill, etc. All typical responses. She then went on to call me a "f\* b\*", and that I was "racist toward her Jewish money". I know that there are people here who would say this is "part of the job", but I disagree. When it becomes verbally aggressive and an abusive personal attack, when we are made to feel uncomfortable and unsafe, it IS NOT part of the job. Anyone who knows me knows I will go the extra mile to help someone...but I WILL NOT accept this kind of behavior. You can expect in the future that anyone who treats me or my administrative assistant like that will be asked to leave. It will not be tolerated. This is just the most recent example of how we deal with stress and a toxic environment from both internal and external forces. In my entire 38-year career (28 years in customer service related positions and 10 as a municipal employee), I have not experienced anything even close to this.

**Gardner City Council**  
**Standing Committee Update Template**

**Department:** Human Resources  
**Submitted to:** Finance Committee  
**Reporting Period:** March 2026

**Monthly Highlights**

---

- **Top Accomplishments:**
  - **Onboarding Improvements:** We continue to enhance our onboarding process. Offer letters have been integrated into the Ease platform, and we have implemented 30-, 60-, and 90-day follow-ups for new hires to gather feedback and identify ways to improve the onboarding experience.
  - **Employee Engagement:** A volunteer group of staff from various departments and buildings has been formed to plan employee events such as the holiday party, summer BBQ, and other activities designed to foster staff engagement and morale. Fresh perspectives from across the city are helping to make these events more inclusive and enjoyable.
  - **VIPS Program:** VIPS applications were opened in January and accepted through February. We received applications from 24 seniors and 5 veterans. Megan is currently in the process of selecting volunteers and assigning them to their respective departments.
- **Significant Issues or Challenges:**
  - **[FY27 Insurance Preparation:** We are preparing for FY27 insurance rates, discussions, and potential changes. We anticipate an increase unless we can make plan changes. Open enrollment is scheduled for May 2026, and we will have more information within the next two weeks.

**Key Operational Metrics**

---

- **Service Requests:**
  - N/A

**Gardner City Council  
Standing Committee Update Template**

- **Inspections/Permits (example):**
  - N/A
- **Public Engagement:**
  - N/A

**Project & Initiative Status**

---

- N/A

**Financial Update**

---

- **Budget vs. Actual Spending:**
  - See attached report
- **Unexpected Spend:**
  - Changes to the billing process with Indeed, our main tool for recruitment.

**Personnel & Resources**

---

- **Staffing:**
  - Department New Hires: 0
  - Department Vacancies: 0
  - City wide for 2025: 227 hires
  - City wide for 2025: 225 terminations (retirements, inactive staff not returning, deaths, voluntary and involuntary departures)
- **Equipment:**
  - N/A

**Requests to the Standing Committee**

---

I am in the process of reviewing and submitting a few personnel ordinance updates to the mayor for consideration.

## Purchasing Department Update

- **Summary of Purchase Orders, Contracts, and Bids:**
- FY25
  - 2,380 Purchase Orders in FY25
    - \$38,992,412.35
    - At minimum, 2,537 sheets of paper saved
  - 85 Contracts in FY25/\$12,595,929.86
  - Renewed more than 50 contracts in FY25/through DocuSign
  - Completed 21 public procurement processes during FY25
- FY26 (as of 2/28/26)
  - 1,762 PO's in FY26
    - \$34,911,129.71
  - 52 Contracts completed/33 New Contracts/2 In queue
  - Eleven public procurement processes as of 3/10/25
    - Salt Shed Installation was due on 9/3/25
      - Received three bids
      - Awarded to Larochelle Construction Co., Inc. - \$98,500.00
      - Managed by DPW
    - Waterford Door & Ramp was Due 9/4/25
      - Received three bids
      - Awarded to Diversified Construction Services, LLC - \$63,797.00
        - Notice of Intent to Award issued on 9/10/25
      - Project was delayed as the Building Commissioner reviewed compliance issues. The permit was issued on 10/20/25.
      - At that time, the Building Commissioner indicated "It may be a conflict of interest for my position" to serve as the project contact. With no other option, and to ensure the project moved forward and vendor relations were maintained, I stepped into the role and serve as a conduit for information.
      - The ramp portion of the project was undertaken prior to December, and the door was ordered for installation upon arrival.
      - On 2/11/26, I received an email stating that Diversified would be on-site, conducting abatement work on the door, 2/19/26 and that the new door would be installed on 2/20/2026.
      - The Building Commissioner, responded with a notice that all "permit-related communication and documentation" needed to go through her and the City's portal. Additionally, she informed them that all "scheduling requests for site access or coordination to observe work in

progress” should be directed to her. This was a communication to T&B who are the engineer of record on the project.

- I have no further update as I have been removed from the loop mid-project.
- City Hall Upgrades
  - Sub-Bids were due on 9/5/25
    - Received five sub-bids for “Painting” and three qualified sub-bids (a fourth was a duplication with different numbers) for “Metal Windows”
  - General Bids were due on 9/15/25
    - Received four bids
  - Awarded to Diversified Construction Services, LLC
    - Notice of Intent to Award issued on 9/24/25
  - In early October, there was a need for a preconstruction meeting, so I asked about a contact for the project or a Project Manager. This time the Building Commissioner said, if there was not a conflict of interest that she would be “happy to manage the project” to which she was answered with there would be no issues.
  - A preconstruction meeting was held and only the HR Director was on hand to represent the City as I had a previous commitment that was communicated prior. There were several issues related to the project including accessible bathrooms, water, and paint colors that needed to be discussed.
  - At this point, with no input from the Building Commissioner, I again stepped into managing the project and being the conduit of communication for the project.
  - Due to the delay, caused by the City, a plan was established that would allow a portion of the front entrance reconstruction to be completed with the remainder to be completed in Spring.
    - The plan was to replace the red brick on the top step of the front stairs. This would require the entrance to be closed during construction.
    - Ultimately, this portion of the project was to commence on 12/11/2025. The Building Department oversaw the exterior communication including closure related signage. My simple input for this part of the process was to ensure that they were communicating everything that somebody entering the building would need to navigate the location.
    - Throughout the process and up until 12/29/2025, I served as the point of contact while providing project updates when

needed. I also communicated things that were beyond my control related to site controls, colors of materials, and other project-specific questions.

- Upon completion, we were advised that it was best to stay off the area for multiple days and to avoid salt application for weeks. A plan was developed, upon recommendation of the contractor as well as the engineers, that an exterior mat was put in place to cover the central area with ropes pushing visitors toward that area. At the time, the Building Commissioner indicated that there was no reason to open the front door until after the holiday, so we waited. We finally got the go ahead to purchase the mat, and it was installed as soon as received.
  - In late January, the window subcontractor was looking to visit the auditorium and scheduled a day to visit. I took the information and updated everyone as I had done for the past several months and a response was received that the Building Commissioner would now “be handling all scheduling and facilities for the Perry Auditorium” including closures.
  - At this point, the front entrance still requires the granite steps to be removed, the area underneath rebuilt, the steps to be reinstalled, the railings to be replaced, and the four large concrete slabs replaced. The accessible ramp needs to be repaired, and the Perry Auditorium windows removed and replaced. I was informed of a potential schedule but have since been removed from updates so I cannot provide anything further.
  - I can confidently state that the delays caused by the City delayed this project to the point that you will now see the front steps closed for 4-8 weeks in the near future when it should have been completed prior to the end of 2025.
- Leachate System Improvement Project
    - Received one bid
    - Awarded to Fort Meadow Builders, LLC - \$224,828.00
    - Managed by the Health Department
  - FY26 Snow Removal & Ice Control
    - This was a rolling solicitation, and we have awarded a total of six contracts for this service.
  - Disposition of 53 School Street
    - Received two proposals



- Proposals were reviewed by a committee appointed by Mayor and then independently recommended before a decision was made
    - CVM Holdings, LLC was awarded the property – \$200,000
    - Sale is with lawyers and pending
  - Disposition of 130 Elm Street
    - This was bid twice because we could not accept the proposals following the first one
    - Same process as above
    - Awarded to CVM Holdings, LLC – \$450,000
    - Sale is with the lawyers and pending
  - James Street Pump Station
    - Received five bids
    - Awarded to Dankris Builders Corp. - \$1,018,200.00
    - Contract is still being executed
    - Managed by DPW/Engineering
  - On-Call Engineering (Airport)
    - Received one proposal
    - Awarded to Gale Associates
  - Middle School Roof Project – MSBA
    - Goes live tomorrow, March 11<sup>th</sup>
    - Subs are due on April 2<sup>nd</sup> and General Bids are due on April 9<sup>th</sup>
- FY26 Accomplishments/Projects
  - Massachusetts Supplier Diversity Office “Partners In Progress” Program
    - On October 1, 2025, the City hosted the program at the PACC
    - The goal of the event was to connect SDO vendors and stakeholders throughout the state
    - 22 vendors and approximately 100 participants attended the event.
  - Mentoring Program
    - For the past year, I have served a Mentor to a newly designated MCPPO recipient in the Town of Danvers
    - This is through MAPPO and recognized by MCPPO
  - MUNIS PO Change Order Process
    - I spoke about this at the last update and indicated it was a goal of my department to match the workflow of our PO Change Orders with our PO Approval process. We started that change slowly and have been working with the DPW on this change. I will admit the former City Auditor was instrumental in the process and we hit some snags when he left. It seems to be moving along now though.
  - Surplus Disposition Forms

- The Purchasing Department now has links to fillable forms for Surplus Property Disposition and Auctions.
      - If a department is looking to dispose of items, they are required to notify the Purchasing Department and now can use the fillable form that sends an email to me with all the required information.
      - If the next steps require the property to be disposed of via an auction, the fillable form will allow them to input the information required for us to log them on to an auction site.
      - These forms were communicated to all departments in late October.
      - Aimee did a tremendous job on this and I am super thankful.
  - Councillor Cormier Plaque
    - Working with Councillor Mack, Historical Commission Member Alan Agnelli, and Anne LeBlanc at Johns Sport Shop, we were able to solicit quotes and, subsequently, purchase the plaque that hangs outside of these Chambers. A plaque that remembers and recognizes Councillor Ron Cormier, my friend and former colleague.
  - Film
    - Quick update for those interested in the movie. Bolio has begun to post behind the scenes pictures on its Instagram account and Tony Shalhoub referred to it on the Seth Meyers show recently.
    - The Gardner News has also issued another article.
    - At this point, the production has finalized the film and will be distributing it this year.
    - As noted in my last update, I did receive a financial update:
      - The production spent approximately \$24,000 in the city and paid a local resident \$7, 000 in salary.
      - The one thing we will never quantify is how much was spent outside of the actual filming. For example, the hundreds of extras who came to the City and spent money on gas, or food, or saw something in a store, or visited again. I think the day of the assembly is one of those big moments with 100 student-aged extras. Where did their families go after dropping off? Did they eat somewhere? Shop?
      - One negative note is that a significant amount was spent outside of the city on lodging because the in-city locations were unable to host them due to a variety of reasons.

So, in conclusion, and to summarize a bit, the Purchasing Department must be involved with any purchase made in the city that exceeds \$1,000. Furthermore, we review and approve all purchases from the School Department, according to its

policies, at any amount. Additionally, as the Director, I am involved with nearly every service acquisition and am required by MGL to conduct a public procurement process for anything that exceeds \$10K. Oftentimes, I can reduce the time and bid requirements through State Contracts but there are still times when a full bid process is required. From bid to contract it typically takes about six weeks of continuous communication with stakeholders.

I communicate policies and procedural updates to all department heads on a quarterly basis to ensure compliance with procurement-related MGL. The goal of the department is to protect the municipal funds and to ensure the funds are spent properly. We have set standards, expectations, and policies that I am confident do just that and successful audits have confirmed that.

With that noted, I can answer any questions that you may have about the Purchasing Department's focus on procurement and related activities.

As you know, the Purchasing Department is also the Civil Enforcement Department. Admittedly, there is a small stipend paid through MGL Ch. 148 for me to also serve as the Municipal Hearings Officer, but the bulk of our work is within the Purchasing & Civil Enforcement Department so I would like to offer a "briefer" update on that focus of this department.

### **Purchasing (Civil Enforcement) Department Update**

- **Parking Violations**
  - FY25
    - 810 Violations - \$15,800
    - 495 Meter Violations
    - 199 Parking Ban/Snow Removal
    - 67 Total Abatements - \$1,450.00
  - FY26
    - 756 Violations - \$12,290.00
    - 227 Meter Violations
    - 499 Parking Ban/Snow Removal
    - 51 Total Abatements - \$1,010.00
  - Appeals
    - As the Parking Clerk, I am tasked with decisioning submitted appeals
    - Unfortunately, I am unable to render a decision on any towing fee that results from the process.
- **Civil Violations**

- The Purchasing & Civil Enforcement Department also manages the City's Civil Enforcement Violations process at the back end.
- When a civil violation is issued by the Building, Health, Fire, Police, or Animal Control Departments, this Department will process the fees on behalf of the issuing department.
- Additionally, as the Municipal Hearings Officer (per MGL Ch. 148A), I would be charged with hearing appeals and making official decisions based on those appeals.
- The Department maintains a spreadsheet of violations and uses it when reviewing permit applications in the OpenGov System.

With all that noted, I believe these are the necessary updates at this time. It's a bit of what we do in the Purchasing and Civil Enforcement Department but not everything. I am honored to be its Director and to work with such a wonderful person on my team.

I'm happy to answer any questions.

**11799 - An Order Transferring the sum of \$3,588.00 from Auditing Department Salaries to Auditing Department Expense Account - Professional Services**

The Committee discussed the proposed transfer to fund professional auditing services that were utilized while the City was without an Auditor. Councillor Dernalowicz explained that the initial portion of the bill had already been paid from the professional services account and that the requested transfer would provide sufficient funding to cover additional invoices through January.

Councillor Heglin noted a minor typographical error in the text of the order.

The Committee also discussed the recent internal spending freeze within City operations. Executive Aide Ryan Egan explained that the measure functions as an additional review process rather than a full spending prohibition. Under the current procedure, purchase orders are reviewed and approved by the Mayor prior to processing. The measure is intended to ensure that expenditures are necessary and essential. Purchasing Director Josh Cormier noted that purchases under \$1,000 do not require a requisition on the City side and that grant-funded expenditures are not subject to the restriction.

Additional discussion occurred regarding the status of the Auditing Department salary account and the professional services account, as well as the anticipated need for continued auditing support while the office is fully reestablished. Councillor Dernalowicz requested that updated financial information regarding those accounts be provided for the Finance Committee's next meeting.

Councillor Dernalowicz stated that the item would remain with the Finance Committee.

There were no objections.

**#11800 - LifeLine Services Update**

Committee members requested information regarding the current financial status of the program, including whether the program is operating at a net gain or loss, as well as information regarding the number of Gardner residents currently enrolled in the program, and the level of participation from residents outside the City.

Councillor Dernalowicz stated that the item would remain with the Finance Committee.

There were no objections.

**#11482 - Discussions regarding the City's Health Insurance Payments and Trust Fund**

The Committee discussed the status of the City's health insurance trust fund and requested updated totals from the Mayor's Office. The importance of closely monitoring the trust fund in light of anticipated health insurance costs and their potential impact on the upcoming school and municipal budgets, was emphasized

Councillor Mack suggested that monthly updates be provided to the Committee through the end of the fiscal year in order to track the balance of the trust fund and any developing financial concerns.

Councillor Dernalowicz stated that the item would remain with the Finance Committee.

There were no objections.

**#11790 - A Measure Accepting the FY2027 Capital Improvement Plan**

Councillor Dernalowicz addressed recent updates made by the Capital Improvement Planning Committee within the plan. One update involved improvements related to pedestrian crossing lights at West Broadway, while another revision related to the North Central Pathway project.

Committee members discussed the importance of continuing to implement projects identified in the plan and noted that several items on the list address important infrastructure and recreation needs within the City.

On a motion made by Councillor Mack and seconded by Councillor Heglin, it was voted to recommend the measure to the full Council for authorization:

ACCEPTANCE OF FY 2027 CAPITAL IMPROVEMENT PLAN

*VOTED: That the City of Gardner is authorized to accept the Fiscal Year 2027 Capital Improvement Plan as presented by the Capital Improvement Planning Committee.*

3 yeas, motion passes.

CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE  
MINUTES OF MEETING OF MARCH 10, 2026

---

**#11791 - A Measure Accepting Donations to the Executive Department**

On a motion made by Councillor Heglin and seconded by Councillor Mack, it was voted to recommend the measure to the full Council for authorization:

ACCEPTANCE OF DONATIONS AND GIFTS TO THE EXECUTIVE DEPARTMENT

*VOTED: That the City of Gardner is authorized to accept certain donations and gifts for use by the Executive Department in its various programs, said acceptance in accordance with the provisions of Chapter 44, Section 53A ½ of the General Laws.*

3 yeas, motion passes.

**#11792 - An Order Appropriating \$51,200.00 from Free Cash to Engineering Dept Bridge State Grant Account**

Councillor Dernalowicz presented a revised version of the order which included additional language clarifying that the funds are to be used solely for the specified purpose. A recess was called for to review the new order.

The Committee expressed support for the revised format and indicated that similar language may be used in future financial orders.

On a motion made by Councillor Dernalowicz and seconded by Councillor Heglin, it was voted to recommend to the full Council adoption of the revised order:

AN ORDER APPROPRIATING FROM FREE CASH TO THE ENGINEERING DEPARTMENT BRIDGE STATE GRANT ACCOUNT

*ORDERED: That the sum of Fifty-One Thousand Two Hundred Dollars and No Cents (\$51,200.00) be appropriated from the Free Cash to the Engineering Department Bridge State Grant Account for the sole and exclusive purpose to cover the grant match for finalizing the engineering plans for the pedestrian/bicycle bridge to be constructed over Route 140.*

*FURTHER ORDERED: That said appropriation shall be expended only for the purpose stated herein, and no portion of this appropriation shall be used for any other purpose, whether directly or indirectly;*

*FURTHER ORDERED: That upon completion of the stated purpose, or upon determination by the Mayor that no further expenditures are required for said purpose, any unexpended or unencumbered balance shall revert to the General Fund, if not otherwise prescribed by Massachusetts General Laws, and shall not be transferred, repurposed, or re-appropriated except by a separate vote of the City Council.*

3 yeas, motion passes.

**#11793 - An Order Appropriating \$100,000.00 from Water Enterprise Retained Earnings to the Water Enterprise James Street Pump Station Repair Account**

On a motion made by Councillor Dernalowicz and seconded by Councillor Heglin, it was voted to recommend to the full Council adoption of the revised order:

AN ORDER APPROPRIATING FROM WATER RETAINED EARNINGS (SURPLUS) TO JAMES STREET PUMP STATION PROJECT ACCOUNT

*ORDERED: That sum of One Hundred Thousand Dollars and No Cents (\$100,000.00) from Water Enterprise Retained Earnings (Surplus) to James Street Pump Station Project Account for the sole and exclusive purpose to cover the City's matching portion and the remaining amount to replace the water pump station located at the top of James Street.*

*FURTHER ORDERED: That said appropriation shall be expended only for the purpose stated herein, and no portion of this appropriation shall be used for any other purpose, whether directly or indirectly;*

*FURTHER ORDERED: That upon completion of the stated purpose, or upon determination by the Mayor that no further expenditures are required for said purpose, any unexpended or unencumbered balance shall revert to the Water Retained Earnings (Surplus), if not otherwise prescribed by Massachusetts General Laws, and shall not be transferred, repurposed, or re-appropriated except by a separate vote of the City Council.*

3 yeas, motion passes.

**#11795 - A Measure Accepting Donations from the 2025 Flowerpot Sponsorship Program**

It was noted that the donation list for the flower pot sponsorship program had been updated to include all contributions received during the most recent season.

On a motion made by Councillor Mack and seconded by Councillor Heglin, it was voted to recommend the measure to the full Council for authorization:

ACCEPTANCE OF DONATIONS AND GIFTS FLOWERPOT DONATIONS

*VOTED: That the City of Gardner is authorized to accept certain donations for the flowerpot*



CITY OF GARDNER, MASSACHUSETTS  
CITY COUNCIL FINANCE COMMITTEE  
MINUTES OF MEETING OF MARCH 10, 2026

---

*program and gifts for use by the Executive Department, said acceptance in accordance with the provisions of Chapter 44, Section 53A½ of the General Laws.*

3 yeas, motion passes.

**#11796 - An Order Appropriating \$105,000.00 from Water Enterprise Retained Earnings (Surplus) to Water Enterprise Professional Services Account**

On a motion made by Councillor Dernalowicz and seconded by Councillor Heglin, it was voted to recommend to the full Council adoption of the revised order:

AN ORDER APPROPRIATING FROM WATER RETAINED EARNINGS (SURPLUS) TO WATER ENTERPRISE PROFESSIONAL SERVICES ACCOUNT

*ORDERED: That sum of One Hundred Thousand Five Dollars and No Cents (\$105,000.00) from Water Enterprise Retained Earnings (Surplus) to Water Enterprise Professional Services Account for the sole and exclusive purpose to cover the cost of providing construction services for James Street Pump Station Project.*

*FURTHER ORDERED: That said appropriation shall be expended only for the purpose stated herein, and no portion of this appropriation shall be used for any other purpose, whether directly or indirectly;*

*FURTHER ORDERED: That upon completion of the stated purpose, or upon determination by the Mayor that no further expenditures are required for said purpose, any unexpended or unencumbered balance shall revert to the Water Retained Earnings (Surplus), if not otherwise prescribed by Massachusetts General Laws, and shall not be transferred, repurposed, or re-appropriated except by a separate vote of the City Council.*

3 yeas, motion passes.

**ADJOURNMENT**

On a motion by Councillor Mack and seconded by Councillor Heglin, it was voted to adjourn at 4:42 p.m.



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

---

March 23, 2026

Hon. George C. Tyros, Council President  
And City Councilors  
Gardner City Hall, Rm 121  
95 Pleasant Street  
Gardner, MA 01440

RE: A Resolution Supporting the Redeployment of Prior Authorized Funds

Dear Mr. President and Councilors,

At the meeting of February 18, 2025, the City Council, through Item 11499, voted to redistribute unexpended bond funds from the New School Construction Project to various other capital projects in the City including the Rear Main Street Redevelopment Project.

During the discussions with this Item, I informed the Council that if any changes came up that required the funds to be expended in different ways that fell within the scope of the original reassignment, that I would first notify the Council in the spirit of transparency.

The installation of the geotechnical fabric at the Rear Main Street location is completed and came in under budget. However, new costs have arisen through National Grid's work in relocating electrical services for the project.

While the original reassignment said that these funds would be reassigned for the Rear Main Street Project without specific purpose making it so such a use of funds does not require City Council approval, in keeping with my word and promise made with these funds were first reassigned, I am asking for City Council consent to utilize these funds for this aspect of the project, rather than the previously stated purpose within the same scope of project.

Respectfully Submitted,

Michael J. Nicholson  
Mayor, City of Gardner

**A RESOLUTION SUPPORTING THE REDEPLOYMENT OF PRIOR  
AUTHORIZED FUNDS**

**WHEREAS,** The Council has previously approved Item 11499, allowing an appropriation to support the Rear Main Street Redevelopment Project in the amount of \$800,000.00; and

**WHEREAS,** The stated purpose of this appropriation was to cover expenses related to the remedy of certain subsurface conditions; and

**WHEREAS,** The cost for that remedy have come in under budget; and

**WHEREAS,** The final estimate for electrical work is in excess of original projections;

**NOW THEREFORE,** the City Council hereby offers its consent for prior authorized spending to be used to cover the increased cost of electrical work.

---

George Tyros, City Council President  
On Behalf of the City Council of the City of Gardner

Dear Mayor Nicholson,

The attached materials provide background and documentation supporting the resolution authorizing the redeployment of previously approved project funds to address increased electrical utility costs associated with the Rear Main Street Revitalization Project.

Pages 3–12 include the original Range of Magnitude Estimate prepared by PM&C delivered on March 29, 2023. Within this estimate, anticipated electrical utility company back charges were included on lines 302 and 303, highlighted, as allowances of \$60,000 for engineering and \$200,000 for construction, totaling \$260,000. At the time the estimate was prepared, the project team had not yet received finalized scope or cost information from National Grid.

Pages 13–17 include email correspondence between the City and the project’s engineering consultant, Fuss & O’Neill, following receipt of National Grid’s formal cost breakdown on February 9, 2026, totaling \$922,357.33. This figure reflects the full scope necessary to relocate overhead electrical infrastructure underground and reconnect service for several Main Street properties which will see upgrades incorporated into the project.

Subsequent documentation included in pages 18–28 provide the cost breakdown and scope of work received from National Grid after the City requested additional clarification.

The timeline associated with these documents showcase the significant delays in receiving finalized design responses and cost information from National Grid. While the original engineering estimate was prepared in March 2023, the project team did not receive the full cost breakdown from National Grid until February 2026. Fuss & O’Neill identified that they did advise the city that the back charges could potentially reach \$1,000,000 in cost, but the city requested a lesser amount to be reflected as to not overwhelm the grant application for the project.

The remaining materials demonstrate that the project remains financially capable of absorbing the increased utility cost without requiring additional appropriations. Pages 29–33 show that the Wilkens Road project component of the grant concluded with \$449,412.82 in unexpended funds, which remain eligible to be applied toward the Rear Main project because both projects were funded under the same grant award. Pages 34–37 show a remaining balance of \$2,858,856.58 in state funding after reimbursements to date, while pages 38–41 show the latest approved contractor payment application dated February 17, 2026 indicating a remaining balance of \$2,328,109.08 for the contractor to complete their portion of the project.

The purpose of this resolution is therefore to support the redeployment of previously approved funds within the existing project budget to address these costs and ensure that construction of the Rear Main Street Revitalization Project can proceed without further interruption.

Thank you,



Jason Stevens  
Director of Community Development and Planning



**Range of Magnitude Estimate**

**Rear Main Street Improvements**

**City of Gardner**

Derby Drive  
Gardner, MA

**PM&C LLC**  
20 Downer Avenue, Suite 5  
Hingham, MA 02043  
(T) 781-740-8007  
(F) 781-740-1012

Prepared for:  
**Fuss & O'Neill**  
146 Hartford Road  
Manchester, CT

March 29, 2023



**Rear Main Street Improvements**

City of Gardner

Gardner, MA

29-Mar-23

**Range of Magnitude Estimate**

**MAIN CONSTRUCTION COST SUMMARY**

**Construction Start**

**Estimated  
Construction Cost**

**Rear Main Street Improvements**

**TRADE COSTS**

SITWORK	Apr-23	\$5,090,999
<hr/>		
SUB-TOTAL		\$5,090,999
ESCALATION TO START - (based on 7% PA)	0.0%	\$0
DESIGN AND PRICING CONTINGENCY	3.0%	\$152,730
<hr/>		
SUB-TOTAL		\$5,243,729
GENERAL CONDITIONS	4.0%	\$209,749
GENERAL REQUIREMENTS	2.0%	\$104,875
BONDS	1.25%	Included in Backup
INSURANCE	1.50%	Included in Backup
PERMIT	0.50%	By Owner
OVERHEAD AND FEE	5.00%	\$262,186
CONSTRUCTION CONTINGENCY		By Owner
<b>TOTAL OF ALL CONSTRUCTION</b>		<b>\$5,820,539</b>



## **Rear Main Street Improvements**

City of Gardner

Gardner, MA

29-Mar-23

### **Range of Magnitude Estimate**

This ROM cost estimate was produced from drawings prepared by Fuss & O'Neill, Inc. and their design team dated January 25, 2023. Design and engineering changes occurring subsequent to the issue of these documents have not been incorporated in this estimate.

This estimate includes all direct construction costs, General Contractor's overhead, fee and design contingency. Cost escalation assumes start dates indicated.

Restroom Building - Bidding conditions are expected to be public bidding under Chapter 30B of the Massachusetts General Laws, open specifications for materials and manufacturers with subcontractor acting as the prime.

The estimate is based on prevailing wage rates for construction in this market and represents a reasonable opinion of cost. It is not a prediction of the successful bid from a contractor as bids will vary due to fluctuating market conditions, errors and omissions, proprietary specifications, lack or surplus of bidders, perception of risk, etc. Consequently the estimate is expected to fall within the range of bids from a number of competitive contractors or subcontractors, however we do not warrant that bids or negotiated prices will not vary from the final construction cost estimate.

### **ITEMS NOT CONSIDERED IN THIS ESTIMATE**

Items not included in this estimate are:

- Land acquisition, feasibility, and financing costs
- All professional fees and insurance
- Site or existing conditions surveys investigations costs, including to determine subsoil conditions
- Items identified in the design as Not In Contract (NIC)
- Items identified in the design as by others
- Owner supplied and/or installed items as indicated in the estimate
- Utility company back charges, including work required off-site
- Work to City streets and sidewalks, (except as noted in this estimate)
- Construction contingency



Rear Main Street Improvements  
City of Gardner  
Gardner, MA

29-Mar-23

Range of Magnitude Estimate

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
----------	-------------	-----	------	-----------	------------	-----------	------------

SITWORK

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
<b>G SITEWORK</b>							
<b>G10 SITE PREPARATION &amp; DEMOLITION</b>							
<b>311000 GENERAL CONDITIONS</b>							
	6' high site construction fence - allowance	1,000	lf	14.00	14,000		
	6' high site construction fence double gate	2	loc	5,000.00	10,000		
	Site construction entrance and removal/restoration	2	loc	8,000.00	16,000		
	Mobilizations	1	ea	25,000.00	w_GRs		
	Sidewalk rental/Protection	1	ls	100,000.00	NR		
	Temp laydown areas	1	acres	10,000.00	w_GRs		
	Temporary signs	1	ls	5,000.00	5,000		
	Layout/As-builts/Survey	1	ls	7,500.00	7,500		
<b>311000 SITE DEMOLITION AND RELOCATIONS</b>							
	Demolish curbing	190	lf	6.00	1,140		
	Remove bollards	2	ea	125.00	250		
	Demolish existing paving	46,466	sf	0.75	34,850		
	Demolish existing concrete walk	6,055	sf	1.50	9,083		
	Demolish existing fencing	733	lf	5.00	3,665		
	Maintain and protect tower	1	ls	10,000.00	10,000		
	Demolish existing walls	228	lf	95.00	21,660		
	Demolish existing buried foundations allowance	1	ls	25,000.00	25,000		
	Miscellaneous site demolition; furnishings, concrete pads, signs etc.	1	ls	75,000.00	75,000		
<b>311000 UTILITY DEMOLITION</b>							
	Remove and stockpile existing hydrants	1	ea	1,000.00	1,000		
	Demolish existing utility lines	961	lf	25.00	24,025		
	Demolish existing utility lines - large dia. drainage line	489	lf	75.00	36,675		
	Demolish existing utility structures	9	ea	500.00	4,500		
	Demolish existing utility structures - large dia. Structures	3	ea	1,250.00	3,750		
	Allowance to bypass pump flows in existing drainage	1	ls	10,000.00	10,000		
	Cut/cap utility lines	5	ea	5,000.00	25,000		
<b>311000 ROADWAY WORK</b>							
	Sawcut	568	lf	8.25	4,686		
	Remove pavement	1,598	sf	3.50	5,593		
	Temp pavement patching	1,598	sf	8.00	NR		
	Steel plates	1	ls	5,000.00	5,000		
	Police details	10	dy	850.00	w_GRs		
	Permanent pavement patch	1,598	sf	10.00	15,980		
<b>311000 VEGETATION &amp; TOPSOIL MANAGEMENT</b>							
	Clear existing vegetation	1	ls	15,000.00	15,000		
	Strip + stockpile topsoil	1,860	cy	11.50	21,390		
<b>312000 EROSION &amp; SEDIMENT CONTROL</b>							
	Silt Fence; installation and removal	1,200	lf	11.00	13,200		
	Silt Sacks; installation and removal	25	ea	225.00	5,625		
	Soil stockpile allowance	500	lf	11.00	5,500		
	Street sweeping & dust control allowance	1	ls	15,000.00	w_GRs		
	Erosion Control monitoring & maintenance	1	ls	10,000.00	10,000		
	SUBTOTAL					440,071	
<b>312000 BUILDING EARTHWORK</b>							
	Gravel 12" thick	581	cy	48.00	27,900		
	SUBTOTAL					27,900	
<b>312000 SITE EARTHWORK</b>							
	Site cut to design subgrade	1,000	cy				
	Cut	1,000	cy	10.00	10,000		
	Store cut onsite	1,000	cy	3.50	3,500		
	Site cut processing	1,000	cy				





Rear Main Street Improvements  
City of Gardner  
Gardner, MA

29-Mar-23

Range of Magnitude Estimate

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
<b>SITework</b>							
58	Screen cut soils	1,000	cy	7.00	7,000		
59	Site fill to design subgrade	6,500	cy				
60	Fill - from cut	1,000	cy	12.00	12,000		
61	Fill - imported granular fill; swell 25%	6,875	cy	48.00	330,000		
62							
63	<b>312000 ROCK REMOVAL</b>						
64	Utilities						
65	Trench rock allowance	500	cy	225.00	112,500		
66							
67	<b>312000 ESTABLISHING GRADE</b>						
68	Sub grade establishment	184,000	sf	0.15	27,600		
69	Fine grading throughout the site	184,000	sf	0.25	46,000		
70							
71	<b>312000 HAZARDOUS MATERIALS</b>						
72	UST removal allowance	1	ls	50,000.00	NR		
73	Soil disposal & replacement allowance	10	cy	430.00	NR		
74	SUBTOTAL					548,600	
75							
76	<b>G20 SITE IMPROVEMENTS</b>						
81	<b>320000 ROADWAYS AND PARKING LOTS</b>						
82	Asphalt Paving; parking lots and roadway	70,900	sf				
83	gravel base; 8" thick	1,759	cy	50.00	87,969		
84	asphalt top; 1.5" thick	678	tns	200.00	135,563		
85	asphalt binder; 2" thick	906	tns	180.00	163,001		
86	Stamped premium for food truck area	2,900	sf	8.00	23,200		
87	<b>320000 CURBING</b>						
88	Vertical granite curb	3,585	lf	50.00	179,250		
89	ADA Curb cuts	7	ea	850.00	5,950		
90	<b>320000 ROAD MARKINGS AND SIGNS</b>						
91	Parking spot	149	ea	85.00	12,665		
92	Parking spot ADA	7	ea	250.00	1,750		
93	Sign allowance	1	ls	10,000.00	10,000		
94	Park entry sign	1	ls	12,500.00	12,500		
95	Pavement markings allowance	1	ls	10,000.00	10,000		
96	Crosswalk hatching	5	loc	2,500.00	12,500		
97	SUBTOTAL					654,348	
98							
99	<b>320000 PEDESTRIAN PAVING</b>						
100	Concrete sidewalks	10,594	sf				
101	gravel base; 8" thick	263	cy	50.00	13,144		
102	Broom finish concrete paving; 5" thick	10,594	sf	12.00	127,128		
103	Concrete pads	200	sf				
104	gravel base; 12" thick	7	cy	50.00	370		
105	Broom finish concrete paving; 8" thick	200	sf	18.00	3,600		
106	Brick pavers - details assumed	6,769	sf				
107	gravel base; 8" thick	168	cy	50.00	8,399		
108	Concrete slab paving; 4" thick	6,769	sf	9.00	60,921		
109	Brick pavers	6,769	sf	26.00	175,994		
110	Geotextiles	6,769	sf	0.55	3,723		
111	Edging	233	lf	18.00	4,194		
112	Concrete unit pavers - details assumed	5,688	sf				
113	gravel base; 8" thick	141	cy	50.00	7,057		
114	Concrete slab paving; 4" thick	5,688	sf	9.00	51,192		
115	Concrete pavers	5,688	sf	28.00	159,264		



Rear Main Street Improvements  
City of Gardner  
Gardner, MA

29-Mar-23

Range of Magnitude Estimate

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
<b>SITework</b>							
116	Geotextiles	5,688	sf	0.55	3,128		
117	Edging	80	lf	18.00	1,440		
118	SUBTOTAL					619,555	
119							
120	<b>320000 SITE IMPROVEMENTS</b>						
121	<b>320000 SITE FURNISHINGS</b>						
122	Custom metal pergola - allowance	1	ea	100,000.00	100,000		
123	Bleacher style seating	130	lf	725.00	94,250		
124	Overhead string lights with 5 posts	1	ls	25,000.00	25,000		
125	Bike racks	11	ea	850.00	9,350		
126	Straight wood benches	5	ea	3,500.00	17,500		
127	Metal fence	240	lf	125.00	30,000		
128	SUBTOTAL					276,100	
129							
130	<b>329900 SITE WALLS</b>						
131	Concrete seat walls - lighting w_elec.	58	lf	775.00	44,950		
132	Retaining wall at entrance	115	lf	875.00	100,625		
133	SUBTOTAL					145,575	
134							
135	<b>Landscaping</b>						
136	<b>329900 LAWN AND SEED</b>						
137	Screen topsoil	1,860	cy	7.50	13,950		
138	Export tailings from screening process - assume clean rock	558	cy	8.50	4,743		
139	Amend/Place	1,302	cy	20.00	26,040		
140	Soil and mulch at planting areas; 8" thick	242	cy	65.00	15,751		
141	Power rake and hydroseed disturbed areas	44,000	sf	0.35	15,400		
142	Bioswale/Raingarden seed mix	1,016	sf	0.55	559		
143	Tree grate	8	ea	2,500.00	20,000		
144	<b>329900 TREES</b>						
145	Deciduous trees - 2-2.5" cal.	34	ea	1,800.00	61,200		
146	Evergreen trees - 6-7' Ht.	5	ea	1,000.00	5,000		
147	<b>329900 SHRUBS</b>						
148	Shrubs - #2 container	13	ea	30.00	390		
149	Shrubs - #3 container	59	ea	35.00	2,065		
150	<b>329900 GROUNDCOVERS - GRASSES/PERENNIALS/VINES</b>						
151	Groundcovers - #1 container	42	ea	23.00	966		
152	<b>329900 MAINTENANCE</b>						
153	1-yr plant maintenance	1	ls	10,000.00	10,000		
154	1-yr lawn maintenance	1	ls	10,000.00	10,000		
155	Watering to grow-in	1	ls	10,000.00	10,000		
156	SUBTOTAL					196,063	
157							
158	<b>G30 CIVIL MECHANICAL UTILITIES</b>						
159	<b>210000 FIRE PROTECTION</b>						
160	6" CLDI	847	lf	75.00	63,525		
161	Fire department connection	1	ea	2,500.00	2,500		
162	Gate valve	5	ea	1,200.00	6,000		
163	Fire hydrant	3	ea	6,500.00	19,500		
164	Thrust blocks	10	ea	500.00	5,000		
165	<b>331000 WATER UTILITIES</b>						
166	4" CLDI	71	lf	56.00	3,976		
167	<b>331000 CONNECTIONS</b>						
168	Connect to existing water line; 6/8/10 (in roadway)	3	ea	15,000.00	45,000		
169	<b>312000 EXCAVATION &amp; BACKFILL</b>						
170	DI piping excavation/backfill (inside site)	918	lf	45.00	41,310		



Rear Main Street Improvements  
City of Gardner  
Gardner, MA

29-Mar-23

Range of Magnitude Estimate

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
----------	-------------	-----	------	-----------	------------	-----------	------------

SITework

171	Pressure test & chlorinate	918	lf	5.00	4,590		
172	SUBTOTAL					191,401	
173							
174	333000 SANITARY SEWER						
175	Forcemain - no size given	247	lf	35.00	8,645		
176	SMH - doghouse	1	ea	15,000.00	15,000		
177	Pump chamber	1	ea	125,000.00	125,000		
178	Valve pit	1	ls	15,000.00	15,000		
179	333000 CONNECTIONS						
180	Connect to existing (in roadway)	1	ea	15,000.00	incl. above		
181	312000 EXCAVATION & BACKFILL						
182	PVC force main piping excavation/backfill (inside site)	247	lf	35.00	8,645		
183	Pressure testing	247	lf	4.00	988		
184	Video Inspection	1	ls	10,000.00	10,000		
185	SUBTOTAL					183,278	
186							
187	334000 STORM DRAINAGE						
188	12" HDPE	687	lf	70.00	48,090		
189	42" RCP	558	lf	235.00	131,130		
190	12" RCP	25	lf	90.00	2,250		
191	DMH - 4' Dia.	3	ea	4,200.00	12,600		
192	DMH - 6' Dia.	1	ea	8,000.00	8,000		
193	DMH - 8' Dia.	5	ea	15,000.00	75,000		
194	STS - 6' Dia.	1	ea	8,000.00	8,000		
195	STS - 8' Dia.	1	ea	12,000.00	12,000		
196	CB - 4' Dia.	8	ea	3,800.00	30,400		
197	DCB	2	ea	8,000.00	16,000		
198	Stone filter strip	50	sf	15.00	750		
199	334000 CONNECTIONS						
200	Connect to existing structure (inside site)	1	ea	10,000.00	10,000		
201	Video Inspection	1	ls	10,000.00	NR		
202	334000 SURFACE DRAINAGE SYSTEMS						
203	Bio retention/Rain Garden	1,016	sf				
204	shape basins	1,016	sf	2.50	2,540		
205	mulch	9	cy	50.00	470		
206	24" Planting soil mix	75	cy	60.00	4,516		
207	12" Sand	38	cy	40.00	1,505		
208	4" Double washed pea stone	12	cy	50.00	621		
209	4" PVC pipe; allowance	50	lf	40.00	2,000		
210	12" Pipe bedding	38	cy	40.00	1,505		
211	334000 SUBSURFACE DRAINAGE SYSTEMS						
212	Detention Areas	6,535	sf				
213	330 XLD Chambers	6,535	sf	40.00	261,400		
214	SUBTOTAL					628,777	
215							
216	220001 NATURAL GAS						
217	Piping excavation/backfill (inside site)	274	lf	35.00	9,590		
218	Piping excavation/backfill (in roadway)	20	lf	45.00	900		
219	SUBTOTAL					10,490	
220							
221	<b>DIV 26 ELECTRICAL</b>						
222							
223	260001 ELECTRICAL						
224	Blue Moon Diner						
225	200A disconnect WP	1	ea	2,200.00	2,200		
226	Meter provisions	1	ls	1,000.00	1,000		
227	Disconnect and remove/abandon existing service	1	ls	1,000.00	1,000		
228	Connect new secondary feeder to existing switchgear	1	ls	500.00	500		



Rear Main Street Improvements  
City of Gardner  
Gardner, MA

29-Mar-23

Range of Magnitude Estimate

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
----------	-------------	-----	------	-----------	------------	-----------	------------

**SITework**

229	200A feed	50	lf	90.00	4,500		
230	Coordination & management	1	ls	3,200.00	3,200		
231	Fees & permits	1	ls	200.00	200		
232	<u>Lofts at 30 Pine St</u>						
233	200A disconnect WP	2	ea	2,200.00	4,400		
234	Meter provisions	2	ls	1,000.00	2,000		
235	Disconnect and remove/abandon existing service	1	ls	2,000.00	2,000		
236	Connect new secondary feeder to existing switchgear	2	ea	500.00	1,000		
237	200A feed	100	lf	80.00	8,000		
238	Coordination & management	1	ls	4,500.00	4,500		
239	Fees & permits	1	ls	400.00	400		
240	<u>O'Neil's Bike Shop</u>						
241	200A disconnect WP	1	ea	2,200.00	2,200		
242	Meter provisions	1	ls	1,000.00	1,000		
243	Disconnect and remove/abandon existing service	1	ls	1,000.00	1,000		
244	Connect new secondary feeder to existing switchgear	1	ls	500.00	500		
245	200A feed	50	lf	90.00	4,500		
246	Coordination & management	1	ls	3,200.00	3,200		
247	Fees & permits	1	ls	200.00	200		
248	<u>Paramount cafe</u>						
249	200A disconnect WP	1	ea	2,200.00	2,200		
250	Meter provisions	1	ls	1,000.00	1,000		
251	Disconnect and remove/abandon existing service	1	ls	1,000.00	1,000		
252	Connect new secondary feeder to existing switchgear	1	ls	500.00	500		
253	200A feed	50	lf	90.00	4,500		
254	Coordination & management	1	ls	2,500.00	2,500		
255	Fees & permits	1	ls	200.00	200		
256	<u>Wakefield place</u>						
257	200A disconnect WP	4	ea	2,200.00	8,800		
258	Meter provisions	4	ls	1,000.00	4,000		
259	Disconnect and remove/abandon existing service	1	ls	4,000.00	4,000		
260	Connect new secondary feeder to existing switchgear	4	ea	500.00	2,000		
261	200A feed	200	lf	80.00	16,000		
262	Coordination & management	1	ls	9,000.00	9,000		
263	Fees & permits	1	ls	600.00	600		
264	<u>Wheelan Supply Co</u>						
265	200A disconnect WP	1	ea	2,200.00	2,200		
266	Meter provisions	1	ls	1,000.00	1,000		
267	Disconnect and remove/abandon existing service	1	ls	1,000.00	1,000		
268	Connect new secondary feeder to existing switchgear	1	ls	500.00	500		
269	200A feed	50	lf	90.00	4,500		
270	Coordination & management	1	ls	2,500.00	2,500		
271	Fees & permits	1	ls	200.00	200		
272	<u>John's Sport shop</u>						
273	200A disconnect WP	1	ea	2,200.00	2,200		
274	Meter provisions	1	ls	1,000.00	1,000		
275	Disconnect and remove/abandon existing service	1	ls	1,000.00	1,000		
276	Connect new secondary feeder to existing switchgear	1	ls	500.00	500		
277	200A feed	50	lf	90.00	4,500		
278	Coordination & management	1	ls	2,500.00	2,500		
279	Fees & permits	1	ls	200.00	200		
280	SUBTOTAL						127,600

<b>26</b>	<b>ELECTRICAL UTILITIES</b>
-----------	-----------------------------

Civil  
Excavation & backfill:



Rear Main Street Improvements  
City of Gardner  
Gardner, MA

29-Mar-23

Range of Magnitude Estimate

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
<b>SITework</b>							
286	Duct banks - primary	1,150	lf	30.00	34,500		
287	Duct banks - secondary	850	lf	40.00	34,000		
288	Duct banks - telecom	1,150	lf	30.00	34,500		
289	Telecom 1-2" - direct buried	400	lf	10.00	4,000		
290	Site lighting circuitry	2,000	lf	10.00	20,000		
291	Truck receptacle circuitry	300	lf	10.00	3,000		
292	Pergola GFI circuitry	180	lf	10.00	1,800		
293	Concrete:						
294	Duct banks - primary	1,150	lf	35.00	40,250		
295	Duct banks - secondary	700	lf	40.00	28,000		
296	Transformer/Ngrid switch pad	4	ea	3,000.00	12,000		
297	Pole base	16	ea	650.00	10,400		
298	<u>Site Demolition</u>						
299	Site demolition and make safe	1	ls	10,000.00	10,000		
300	R&D utility pole & overhead electric	5	loc		Included above		
301	<u>Power</u>						
302	260000 Utility co. back charges : engineering, allow per engineer	1	ls	60,000.00	60,000		
303	260000 Utility co. back charges : construction, allow per engineer	1	ls	200,000.00	200,000		
304	Underground connection	1	ls	4,500.00	4,500		
305	Connection at Ngrid pole	2	ea	2,000.00	4,000		
306	Power manhole	5	ea	8,500.00	42,500		
307	Primary service duct bank, 2-4" empty	1,150	lf	60.00	69,000		
308	Pad mounted transformer	2	ea		By Utility Co.		
309	Ngrid padmount switch	2	ea		By Utility Co.		
310	Secondary service duct bank with 200A feeder:						
311	Blue Moon Diner	80	lf	70.00	5,600		
312	Lofts at 30 Pine St #1	50	lf	70.00	3,500		
313	Lofts at 30 Pine St #2	60	lf	70.00	4,200		
314	O'Neil's Bike Shop	50	lf	70.00	3,500		
315	Paramount cafe	100	lf	70.00	7,000		
316	Wakefield place #1	70	lf	70.00	4,900		
317	Wakefield place #2	50	lf	70.00	3,500		
318	Wakefield place #3	50	lf	70.00	3,500		
319	Wakefield place #4	60	lf	70.00	4,200		
320	Wheelan Supply Co	70	lf	70.00	4,900		
321	John's Sport shop	60	lf	70.00	4,200		
322	Power pedestal 200A WP	1	ls	4,500.00	4,500		
323	Power pedestal 200A direct buried	120	lf	70.00	8,400		
324	Power pedestal - truck area	5	ea	1,500.00	7,500		
325	30A direct buried	300	lf	18.00	5,400		
326	Pergola GFI WP	2	ea	350.00	700		
327	GFI circuitry	180	lf	18.00	3,240		
328	<u>Communications</u>						
329	Connection to existing system	1	ls	5,500.00	5,500		
330	Telecom manhole, allow	5	ea	4,500.00	22,500		
331	Telecom duct bank 2-4" direct buried	1150	lf	60.00	69,000		
332	Telecom duct bank 1-" direct buried	700	lf	30.00	21,000		
333	<u>Site Lighting</u>						
334	Existing street light	7	ea		ETR/NIC		
335	Remove, reinstall relocated air compressor power	1	ea	2,500.00	2,500		
336	Remove, install light pole in new location	1	ea	1,500.00	1,500		
337	SL1 Pergola post mounted light	26	ea	850.00	22,100		
338	SL2 Step light, recessed	29	ea	650.00	18,850		
339	SL3 LED strip light	82	lf	125.00	10,250		
340	SL4 Catenary light	5	ea	250.00	1,250		
341	Catenary light installation at 14'	1	ls	1,200.00	1,200		



Rear Main Street Improvements  
 City of Gardner  
 Gardner, MA

29-Mar-23

Range of Magnitude Estimate

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
<b>SITework</b>							
342	SL5 Parking lot post top light	11	ea	2,000.00	22,000		
343	SL6 Street light	5	ea	15,000.00	75,000		
344	Pole base grounding	16	ea	150.00	2,400		
345	Site lighting control, allow	1	ls	1,000.00	1,000		
346	Site lighting circuitry	2,000	lf	18.00	36,000		
347	<u>Common Work Results for Electrical</u>						
348	Coordination & management	1	ls	25,000.00	25,000		
349	Fees & permits	1	ls	13,000.00	13,000		
350	SUBTOTAL					1,041,240	
351							
352							
353	<b>TOTAL - SITE DEVELOPMENT</b>						<b>\$5,090,999</b>

## Jason Stevens

---

**From:** Melissa Cressotti <Melissa.Cressotti@fando.com>  
**Sent:** Thursday, March 5, 2026 12:06 PM  
**To:** Jason Stevens  
**Cc:** Paul Fleming; Charlie Waskiewicz  
**Subject:** [EXTERNAL] RE: Gardner Rear Main: NGrid Service Agreement & Cost Breakdown  
**Attachments:** FW: [EXTERNAL] Gardner; FW: [EXTERNAL] Gardner; FW: Derby Dr Development Gardner; FW: [EXTERNAL] RE: [EXTERNAL] Gardner Electrical for NGrid; RE: [EXTERNAL] RE: WR 31259321 (old work request 31105017) at 0 W Lynde St., Gardner; FW: WR 31259321 (old work request 31105017) at 0 W Lynde St., Gardner; Gardner Rear Improvements 3.29.23.xlsx

**CAUTION: This email originated from a sender outside of the City of Gardner mail system. Do not click on links or open attachments unless you verify the sender and know the content is safe.**

**CAUTION: This email originated from a sender outside of the City of Gardner mail system. Do not click on links or open attachments unless you verify the sender and know the content is safe.**

---

Jason,

Evolution of Events regarding NGrid plan development and backcharge:

03/28/2023 – Third party cost estimate received  
 02/27/2024 – City requests project phased approach  
 06/25/2024 – NGrid alerted F&O, who informed Gardner of delay due to NGrid design status (email attached)  
 07/31/2024 – City released bid invitations  
 08/28/2024 – Bid due date & bids received.  
 09/13/2024 – Contract award notification issued.  
 10/31/2024 – NGrid sent one line diagram and civil sketch (email attached)  
 01/14/2025 – NGrid sent civil sketches (email attached)  
 11/20/2025 – NGrid sent their approval and final sketches (email attached)  
 02/06/2026 – NGrid sent service agreement & first reporting of any backcharges associated with the work (email attached)  
 03/03/2026 – NGrid sent updated cost breakdown & design scope (email attached)

Also attached please find third party cost estimate.

Notes of verbal communication:

- F&O advised the City that estimate was not inclusive of all NGrid backcharges due to the lack of information received from NGrid. This is reinforced by referenced email above.
- F&O advised the City going to bid without finalized NGrid documents was a risk, City wanted to push ahead, thereby demonstrating progress for future grant applications.
- F&O advised the City the NGrid backcharge was unknown and suggested the potential for \$1 million, however, the City requested a lesser amount be carried in the estimate so as not to overwhelm the project cost and available grant funds.

Please let know if you need anything else.

Melissa Trombley Cressotti (she / her)  
 Civil Engineer

**FUSS & O'NEILL**

Solve better. Go further.

(413) 333-5473 | cell: (413) 519-0757  
1550 Main Street Suite 400 | Springfield, MA 01103  
CT MA ME NH NY RI VT  
[www.FandO.com](http://www.FandO.com) | [Instagram](#) | [Vimeo](#) | [Facebook](#) | [LinkedIn](#) | [YouTube](#)

---

**From:** Jason Stevens <jstevens@gardner-ma.gov>  
**Sent:** Thursday, March 5, 2026 9:52 AM  
**To:** Melissa Cressotti <Melissa.Cressotti@fando.com>  
**Cc:** Paul Fleming <Paul.Fleming@fando.com>; Charlie Waskiewicz <Charlie.Waskiewicz@fando.com>  
**Subject:** RE: Gardner Rear Main: NGrid Service Agreement & Cost Breakdown

**This Message is from an external sender.**

---

Hi all,

Wanted to circle back prior to our meeting tomorrow with some of the asks in my below email. Appreciated talking though the history of the direction given by Trevor on moving forward without having a clear direction from National Grid on whether that original estimate was going to be accurate.

I'm not sure if I mentioned this, but given the history of the estimate and your experiences with this, a short narrative on the direction you've been given that has brought us to this point would be helpful. This can be based off the information provided at our meeting, I'll need this to answer any questions I get asked from city council when I bring the resolution to utilize our remaining city funds. If I could have this by Thursday, March 19, that would be great.

Aside from that, I wanted to check on whether any further discussions with National Grid have happened and if they've given the cost breakdown a second look, and whether the attached OPC from 2018 is the one that we've been referencing for the original \$260,000 estimate for National Grid's work?

Thank you,  
Jason

## Jason Stevens

Director of Community Development & Planning  
Gardner City Hall  
95 Pleasant Street, Room 201  
Gardner, MA 01440  
Direct: [978-991-5842](tel:978-991-5842)  
[www.gardner-ma.gov](http://www.gardner-ma.gov)

---

**From:** Jason Stevens  
**Sent:** Wednesday, February 25, 2026 1:00 PM  
**To:** Melissa Cressotti <Melissa.Cressotti@fando.com>  
**Cc:** Paul Fleming <Paul.Fleming@fando.com>; Charlie Waskiewicz <Charlie.Waskiewicz@fando.com>  
**Subject:** RE: Gardner Rear Main: NGrid Service Agreement & Cost Breakdown

Hi Melissa and team,



I wanted to circle back to see if there were any more conversations with National Grid on more information regarding the cost estimate. I had a sit down with the Mayor and in order to move what funding sources I have available, this will need to go in front of the city council as a resolution so I will be drafting that now.

One question I could also use some help with, would you be able to send over a digital copy of the original estimate for this work priced at \$260,000? I'll have to include a copy of it in the resolution and properly date it when mentioned.

Thank you,  
Jason

## Jason Stevens

Director of Community Development & Planning  
Gardner City Hall  
95 Pleasant Street, Room 201  
Gardner, MA 01440  
Direct: [978-991-5842](tel:978-991-5842)  
[www.gardner-ma.gov](http://www.gardner-ma.gov)

---

**From:** Jason Stevens

**Sent:** Tuesday, February 17, 2026 3:21 PM

**To:** Melissa Cressotti <[Melissa.Cressotti@fando.com](mailto:Melissa.Cressotti@fando.com)>

**Cc:** Paul Fleming <[Paul.Fleming@fando.com](mailto:Paul.Fleming@fando.com)>; Charlie Waskiewicz <[Charlie.Waskiewicz@fando.com](mailto:Charlie.Waskiewicz@fando.com)>

**Subject:** RE: Gardner Rear Main: NGrid Service Agreement & Cost Breakdown

Hi Melissa,

Thanks for this email.

Has there been any word from National Grid on the cost breakdown? And am I understanding this correctly that the original estimate was for \$260,000 where the actual cost came back at \$922,357.33? There have been some years past since the estimate was originally made and those years have seen some incredible levels of inflation for construction materials and electrical equipment, but I will have to have a conversation with the mayor about this and ensure that the project has the funding to see costs overrun over \$650,000.

Thank you,  
Jason

## Jason Stevens

Director of Community Development & Planning  
Gardner City Hall  
95 Pleasant Street, Room 201  
Gardner, MA 01440  
Direct: [978-991-5842](tel:978-991-5842)  
[www.gardner-ma.gov](http://www.gardner-ma.gov)

---

**From:** Melissa Cressotti <[Melissa.Cressotti@fando.com](mailto:Melissa.Cressotti@fando.com)>  
**Sent:** Thursday, February 12, 2026 10:29 AM  
**To:** Jason Stevens <[jstevens@gardner-ma.gov](mailto:jstevens@gardner-ma.gov)>  
**Cc:** Paul Fleming <[Paul.Fleming@fando.com](mailto:Paul.Fleming@fando.com)>; Charlie Waskiewicz <[Charlie.Waskiewicz@fando.com](mailto:Charlie.Waskiewicz@fando.com)>  
**Subject:** [EXTERNAL] Gardner Rear Main: NGrid Service Agreement & Cost Breakdown

**CAUTION: This email originated from a sender outside of the City of Gardner mail system. Do not click on links or open attachments unless you verify the sender and know the content is safe.**

**CAUTION: This email originated from a sender outside of the City of Gardner mail system. Do not click on links or open attachments unless you verify the sender and know the content is safe.**

---

Jason,  
Attached please find the service agreement and cost breakdown from National Grid. See below email from NGrid with additional details.

Additionally, we identified \$260k in our original estimate and Charlie is reaching back out to NGrid for more detail and information.

Warm Regards,  
Melissa

Melissa Trombley Cressotti (she / her)  
Civil Engineer

**FUSS & O'NEILL**  
Solve better. Go further.

(413) 333-5473 | cell: (413) 519-0757  
1550 Main Street Suite 400 | Springfield, MA 01103

CT MA ME NH NY RI VT

[www.FandO.com](http://www.FandO.com) | [Instagram](#) | [Vimeo](#) | [Facebook](#) | [LinkedIn](#) | [YouTube](#)

---

**From:** Shannon Young <[Shannon.Young@nationalgrid.com](mailto:Shannon.Young@nationalgrid.com)>  
**Sent:** Friday, February 6, 2026 12:40 PM  
**To:** Charlie Waskiewicz <[charlie.waskiewicz@fando.com](mailto:charlie.waskiewicz@fando.com)>  
**Cc:** Paul Fleming <[Paul.Fleming@fando.com](mailto:Paul.Fleming@fando.com)>; Melissa Cressotti <[Melissa.Cressotti@fando.com](mailto:Melissa.Cressotti@fando.com)>  
**Subject:** RE: [EXTERNAL] RE: WR 31259321 (old work request 31105017) at 0 W Lynde St., Gardner

**This Message is from an external sender.**

---

Hi Charlie,

I will need design to review the below and mark on the sketch. I will reach out to them for assistance and get back to you!

Please see the attached Service Agreement for the above project. The service agreement contains our scope of work and the amount of the customer's contribution. Please review, sign and email back to me, so I can progress this job.

Please note that this service agreement is valid for 90 days after it is sent. After 90 days has passed, the service agreement will no longer be valid and costs for the job will need to be recalculated accordingly.

Please do not remit payment at this time. Once I receive the signed service agreement, I will have an invoice generated for you.

Thank you,

**Shannon Young**

(she/her/hers)

Representative – MA Electric Customer Connections

NE Electric Connections

55 Bearfoot Rd. Northborough, MA 01532

**Nationalgrid**

508-571-4008

Please visit <https://ngus.force.com/electric/s/> to check the status of your Work Request online

This email and any attachments are intended for the addressee(s) only and are subject to the data classification below (if any). Regardless of the data classification provided (or lack thereof), the content may contain information that is confidential or privileged.

If you are not the intended recipient, please notify the sender immediately and then delete the email and any attachments. You should not disclose, copy or take any action in reliance on this transmission. You may report the matter by contacting us via our [UK Contacts](#) or [US Contacts](#) pages (accessed by clicking on the appropriate link).

Please ensure you have adequate malware protection before you open or detach any attachments or links from this transmission. National Grid plc and each of its direct and indirect affiliates, wherever organized or operating, shall have no liability for any malware, viruses, or other harmful code, or for loss, damage, disruption, or expense arising from or in connection with the same.

An email reply to this address may be subject to monitoring for operational reasons or lawful business practices – for more information on how we process your personal data please see our [UK Privacy Notice](#) (for UK individuals) or [US Privacy Notice](#) (for US individuals).

**Disclaimer**

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by Mimecast, a leader in email security and cyber resilience. Mimecast integrates email defenses with brand protection, security awareness training, web security, compliance and other essential capabilities. Mimecast helps protect large and small organizations from malicious activity, human error and technology failure; and to lead the movement toward building a more resilient world. To find out more, visit our website.

**NON-STANDARD COSTS:** Cost of work and/or facilities required in excess of those which are necessary to meet the customer's electric distribution service requirements.

**SCOPE OF WORK:** Moving OH pole line UG,m refeeding services to UG. Installing new switchgear

<b>Cost Component</b>	<b>Amount</b>	<b>Description</b>
Install Labor	\$ 108,571.65	
Removal Labor ( <i>non-taxable</i> )	\$ 54,956.30	
Operations & Maintenance ( <i>non-taxable</i> )	\$ 5,076.20	
Transportation	\$ 10,817.96	Truck expenses, fuel, maintenance, etc.
Materials	\$ 334,074.45	Materials and associated equipment listed in above Install Labor
Contractor Costs ( <i>if applicable</i> )	\$ 248,882.40	
Additional Items	\$ -	
Joint Pole Billing	\$ -	
<b>Initial Non-Standard Costs</b>	<b>\$ 762,378.96</b>	
Income Tax Liability	\$ 111,181.44	CIAC is viewed as income and National Grid is charged a tax which is passed on to the customer
Donated Property Tax (Non-Standard)	\$ 48,796.92	Tax on the value of donated property material (Non-Standard)
<b>Total Non-Standard Costs to Customer</b>	<b>\$ 922,357.33</b>	<b>Paid by the customer</b>

**SYSTEM IMPROVEMENT COSTS:** Work completed in conjunction with aCUSTOMER's project but performed at National Grid's expense, as the work improves the capacity or reliability of the system related to the CUSTOMER's project but will benefit other CUSTOMERS in the area as well.

**SCOPE OF WORK:** Moving OH pole line UG,m refeeding services to UG. Installing new switchgear

<b>Cost Component</b>	<b>Amount</b>	<b>Description</b>
Install Labor	\$ -	
Removal Labor	\$ -	
Transportation	\$ -	Truck expenses, fuel, maintenance, etc.
Materials	\$ -	Materials and associated equipment listed in above Install Labor
Contractor Costs	\$26,320.12	~100' of conduit replacement to Pads 200-1 and 200-2 SI due to UG wanting conduit with thin walls replaced with better conduit.
Additional Overhead Costs		Costs associated with obtaining contractor bid/payments
<b>Total System Improvement Costs</b>	<b>\$ 26,320.12</b>	<b>Paid by National Grid</b>

WR# 31105017

Derby Dr. Gardner

Gardner, MA

Associated WRs

30825999 - 2-10 Parker, for install of Pad200-3 and service HH on Main St

31157531 - 8 Main St - Discnct Siphon svc from P2, Reconct @HH5661, refed from Pad200-1 to HH

31157514 - 36-38 Main St. - D/R from OH to UG from new Pad2

31206842 - 40-44 Main St. - D/R from OH to UG from new Pad3

31206842 - 46-54 Main St. - D/R from OH to UG from new Pad4

31132414 - 58 Main St (rear) - New svc for park utility shed fed from Pad5

31082996 - 66-72 Main St - D/R from OH to UG from new Pad5

31208088 - 74 Main St - D/R from OH to UG from new Pad5

31088726 - 78 Main St - D/R from OH to UG from new Pad5

WR# 31105017

Derby Dr. Gardner, MA

NGrid UG to:

MH200

-Remove cables to Pads200-1 and 200-2

-Remove cables to Riser Poles 1 and 1-50

-Install new PME-9 SG at SGMH 5643

-Install 3-1C 500CU ~240' to new SGMH5643 SW#321127

-Install 3-1C #2CU ~240' to 1st 100E Fuse

-Install 3-1C #2CU ~50' to Pad200-2

-(Work captured under Child WR30825999 - Loop out of

Pad200-2 w/ 3ph #2CU & FIs, back to MH200, then feed

Pad200-3)

-Loop out of Pad200-3 w/ 1ph #2CU & FI, back to MH200, then feed to Pad200-1

NGrid CIVIL to:

-Remove/abandon conduits going from MH200 to pads200-1 & 200-2, and to riser poles 1 and 1-50

-Install new HDHH 5661

-Install new conduits to Pads 200-1, 200-2, and from Pad200-1 toHDHH5661

-Install new conduits from MH200 to new SGMH5643

-(Coordinate work with Child WR30825999 for Pad200-3 and conduits install to MH200 and secondary conduits to new HH in Main St)

NGrid OH to:

Remove all OH Poles, wires, equipment, risers, xfrmr, srvc From and including P0-50 to P6. P7 to be new riser pole.

-Install new 3ph riser w/ disconnects dvc#321132

CUSTOMER to:

-Install MHs 5643, 5640, & 5641, Pads 2,3,4&5, and all conduits between, as well as to P7

NGrid UG to:

- Install 500Cu cable from MH5643 Sw# 321128 to riserP7 ~520'
- Install 75kVA 3ph xfmrs at Pads 2,3,& 4, and a 167kVA 10 xfrmr at Pad5
- Install #2Cu from second 100E fuse position from MH5643 and loop in and out of each xfrmr pad w/ FIs according to One-line

NGrid OH to:

Remove all OH Poles, wires, equipment, risers, xfrmr, srvc From and including P0-50 to P6. P7 to be new riser pole.

- Install new 3ph riser w/ disconnects dvc#321132

CUSTOMER to:

- Install MHs 5643, 5640, & 5641, Pads 2,3,4&5, and all conduits between, as well as to P7

NGrid UG to:

- Install 500Cu cable from MH5643 Sw# 321128 to riserP7 ~520'
- Install 75kVA 3ph xfmrs at Pads 2,3,& 4, and a 167kVA 10 xfrmr at Pad5
- Install #2Cu from second 100E fuse position from MH5643 and loop in and out of each xfrmr pad w/ FIs according to One-line

NGrid OH to:

Remove all OH Poles, wires, equipment, risers, xfrmr, srvc From and including P0-50 to P6. P7 to be new riser pole.

- Install new 3ph riser w/ disconnects dvc#321132

-Remove crib cut @P8 to feed service off P7

CUSTOMER to:

-Install MHs 5643, 5640, & 5641, Pads 2,3,4&5, and all conduits between, as well as to P7

NGrid UG to:

-Install 500Cu cable from MH5643 Sw# 321128 to riserP7 ~520'  
-Install 75kVA 3ph xfrmrs at Pads 2,3,& 4, and a 167kVA 10 xfrmr at Pad5  
-Install #2Cu from second 100E fuse position from MH5643 and loop in and out of each xfrmr pad w/ FIs according to One-line

Child/associated WRs

30825999 - 2-10 Parker, for install of Pad200-3 and service HH on Main St

31157531 - 8 Main St - Discnct Siphon svc from P2, Reconct @HH5661, refed from Pad200-1 to HH

31157514 - 36-38 Main St. - D/R from OH to UG from new Pad2

31206842 - 40-44 Main St. - D/R from OH to UG from new Pad3

31206842 - 46-54 Main St. - D/R from OH to UG from new Pad4

31132414 - 58 Main St (rear) - New svc for park utility shed fed from Pad5

31082996 - 66-72 Main St - D/R from OH to UG from new Pad5

31208088 - 74 Main St - D/R from OH to UG from new Pad5

31088726 - 78 Main St - D/R from OH to UG from new Pad5

NGrid UG to:



## MH200

- Remove cables to Pads200-1 and 200-2
- Remove cables to Riser Poles 1 and 1-50
- Install new PME-9 SG at SGMH 5643
- Install 3-1C 500CU ~240' to new SGMH5643 SW#321127
- Install 3-1C #2CU ~240' to 1st 100E Fuse
- Install 3-1C #2CU ~50' to Pad200-2
- (Work captured under Child WR30825999 - Loop out of Pad200-2 w/ 3ph #2CU & FIs, back to MH200, then feed Pad200-3)
- Loop out of Pad200-3 w/ 1ph #2CU & FI, back to MH200, then feed to Pad200-1

## NGrid CIVIL to:

- Remove/abandon conduits going from MH200 to pads200-1 & 200-2, and to riser poles 1 and 1-50
- Install new HDHH 5661
- Install new conduits to Pads 200-1, 200-2, and from Pad200-1 toHDHH5661
- Install new conduits from MH200 to new SGMH5643
- (Coordinate work with Child WR30825999 for Pad200-3 and conduits install to MH200 and secondary conduits to new HH in Main St)

## NGrid OH to:

Remove all OH Poles, wires, equipment, risers, xfrmr, srvc From

and including P0-50 to P6. P7 to be new riser pole.

-Install new 3ph riser w/ disconnects dvc#321132

CUSTOMER to:

-Install MHs 5643, 5640, & 5641, Pads 2,3,4&5, and all conduits between, as well as to P7

NGrid UG to:

-Install 500Cu cable from MH5643 Sw# 321128 to riserP7 ~520'

-Install 75kVA 3ph xfrmrs at Pads 2,3,& 4, and a 167kVA 10 xfrmr at Pad5

-Install #2Cu from second 100E fuse position from MH5643 and loop in and out of each xfrmr pad w/ FIs according to One-line

NGrid OH to:

Remove all OH Poles, wires, equipment, risers, xfrmr, srvc From and including P0-50 to P6. P7 to be new riser pole.

-Install new 3ph riser w/ disconnects dvc#321132

CUSTOMER to:

-Install MHs 5643, 5640, & 5641, Pads 2,3,4&5, and all conduits between, as well as to P7

NGrid UG to:

-Install 500Cu cable from MH5643 Sw# 321128 to riserP7 ~520'

-Install 75kVA 3ph xfrmrs at Pads 2,3,& 4, and a 167kVA 10 xfrmr at Pad5

-Install #2Cu from second 100E fuse position from MH5643 and loop in and out of each xfrmr pad w/ FIs according to One-line

NGrid OH to:

Remove all OH Poles, wires, equipment, risers, xfrmr, srvc From and including P0-50 to P6. P7 to be new riser pole.

-Install new 3ph riser w/ disconnects dvc#321132

-Remove crib cut @P8 to feed service off P7

CUSTOMER to:

-Install MHs 5643, 5640, & 5641, Pads 2,3,4&5, and all conduits between, as well as to P7

NGrid UG to:

-Install 500Cu cable from MH5643 Sw# 321128 to riserP7 ~520'

-Install 75kVA 3ph xfrmrs at Pads 2,3,& 4, and a 167kVA 10 xfrmr at Pad5

-Install #2Cu from second 100E fuse position from MH5643 and loop in and out of each xfrmr pad w/ FIs according to One-line

Child/associated WRs

30825999 - 2-10 Parker, for install of Pad200-3 and service HH on Main St

31157531 - 8 Main St - Discnct Siphon svc from P2, Reconct @HH5661, refed from Pad200-1 to HH

31157514 - 36-38 Main St. - D/R from OH to UG from new Pad2

31206842 - 40-44 Main St. - D/R from OH to UG from new Pad3

31206842 - 46-54 Main St. - D/R from OH to UG from new Pad4

31132414 - 58 Main St (rear) - New svc for park utility shed fed from Pad5

31082996 - 66-72 Main St - D/R from OH to UG from new Pad5

31208088 - 74 Main St - D/R from OH to UG from new Pad5

31088726 - 78 Main St - D/R from OH to UG from new Pad5

NGrid UG to:

MH200

-Remove cables to Pads200-1 and 200-2

-Remove cables to Riser Poles 1 and 1-50

-Install new PME-9 SG at SGMH 5643

-Install 3-1C 500CU ~240' to new SGMH5643 SW#321127

-Install 3-1C #2CU ~240' to 1st 100E Fuse

-Install 3-1C #2CU ~50' to Pad200-2

-(Work captured under Child WR30825999 - Loop out of

Pad200-2 w/ 3ph #2CU & Fls, back to MH200, then feed

Pad200-3)

-Loop out of Pad200-3 w/ 1ph #2CU & FI, back to MH200, then

feed to Pad200-1

NGrid CIVIL to:

-Remove/abandon conduits going from MH200 to pads200-1

& 200-2, and to riser poles 1 and 1-50

-Install new HDHH 5661

-Install new conduits to Pads 200-1, 200-2, and from

Pad200-1 toHDHH5661

-Install new conduits from MH200 to new SGMH5643

-(Coordinate work with Child WR30825999 for Pad200-3

and conduits install to MH200 and secondary conduits to new HH in Main St)

NGrid OH to:

Remove all OH Poles, wires, equipment, risers, xfrmr, srvc From and including P0-50 to P6. P7 to be new riser pole.

-Install new 3ph riser w/ disconnects dvc#321132

CUSTOMER to:

-Install MHs 5643, 5640, & 5641, Pads 2,3,4&5, and all conduits between, as well as to P7

NGrid UG to:

-Install 500Cu cable from MH5643 Sw# 321128 to riserP7 ~520'

-Install 75kVA 3ph xfrmrs at Pads 2,3,& 4, and a 167kVA 10 xfrmr at Pad5

-Install #2Cu from second 100E fuse position from MH5643 and loop in and out of each xfrmr pad w/ FIs according to One-line

NGrid OH to:

Remove all OH Poles, wires, equipment, risers, xfrmr, srvc From and including P0-50 to P6. P7 to be new riser pole.

-Install new 3ph riser w/ disconnects dvc#321132

CUSTOMER to:

-Install MHs 5643, 5640, & 5641, Pads 2,3,4&5, and all conduits

between, as well as to P7

NGrid UG to:

- Install 500Cu cable from MH5643 Sw# 321128 to riserP7 ~520'
- Install 75kVA 3ph xfrmrs at Pads 2,3,& 4, and a 167kVA 10 xfrmr at Pad5
- Install #2Cu from second 100E fuse position from MH5643 and loop in and out of each xfrmr pad w/ FIs according to One-line

NGrid OH to:

Remove all OH Poles, wires, equipment, risers, xfrmr, srvc From and including P0-50 to P6. P7 to be new riser pole.

- Install new 3ph riser w/ disconnects dvc#321132
- Remove crib cut @P8 to feed service off P7

CUSTOMER to:

- Install MHs 5643, 5640, & 5641, Pads 2,3,4&5, and all conduits between, as well as to P7

NGrid UG to:

- Install 500Cu cable from MH5643 Sw# 321128 to riserP7 ~520'
- Install 75kVA 3ph xfrmrs at Pads 2,3,& 4, and a 167kVA 10 xfrmr at Pad5
- Install #2Cu from second 100E fuse position from MH5643 and loop in and out of each xfrmr pad w/ FIs according to One-line

## MassWorks Infrastructure Program

### Reimbursement Request Form

Submission of this form is required to request a drawdown of funds from your MassWorks Infrastructure Grant. Requests must be based on work completed or materials delivered, as evidenced by invoices of eligible costs and/or other documentation approved by EOED. **Copies of invoices and/or other approved documentation will be required for the approval and processing of any request.**

**Incomplete forms will necessitate further review and may result in payment delays.**

### General Information

Date of Request	10/29/2025
Public Entity	City of Gardner
Project Name	Rear Main Street Revitalization – Phase II
Contract ID	21MWIPGARDNERRMAINST
Preparer's Name	Jason Stevens
Preparer's Email	jstevens@gardner-ma.gov
Dates of Work Covered (MM/DD/YY-MM/DD/YY)	6/17/25-10/15/2025

### Project Budget

Please complete the budget table below. **Deviations in line items that exceed 25% of the total contract amount must be approved by EOED and, in some cases, may require a contract amendment.**

### REAR MAIN

Spending Category Line Item	<u>A</u> Contract Budget	<u>B</u> Requested to Date	<u>C</u> Remaining Balance = A - B	<u>D</u> Amount of <u>this</u> Request	<u>E</u> New Balance = C - D
Design / Engineering / Bidding	\$150,000	\$314,681.69	-\$164,681.69	\$0.00	-\$164,681.69
<b>Construction</b>					
Land Takings	-				
Demolition/Remediation	-	\$0.00	\$0.00	\$0.00	\$0.00
Mobilization/Demobilization	\$25,000	\$3,585.30	\$21,414.70	\$16,000.00	\$5,414.70

Water/Sewer/Drainage	\$790,416	\$47,652.00	\$742,764.00	\$181,700.00	\$561,064.00
Utility Relocation	\$200,000	\$14,250.00	\$185,750.00	\$11,000.00	\$174,750.00
Roadways	\$353,000	\$0.00	\$353,000.00	\$179,000.00	\$174,000.00
Sidewalks/Curbing/Streetscapes	\$971,461	\$5,581.25	\$965,879.75	\$97,400.00	\$868,479.75
Electrical/Lighting	\$274,200	\$0.00	\$274,200.00	\$48,000.00	\$226,200.00
Bridges/Culverts	-	\$0.00		\$0.00	\$0.00
Contingency	\$322,912	\$3,809.50	\$319,102.50	\$0.00	\$319,102.50
<b>Other Expenses</b>					
Construction Admin./Project Mgt.	\$130,000	\$53,798.50	\$76,201.50	\$30,650.00	45,551.50
Traffic Control/Public Safety Details	\$30,000	\$0.00	\$30,000.00	\$4,500.00	\$25,500.00
Other: Site Work	\$853,011	\$83,905.90	\$769,105.10	\$183,717.33	\$443,562.27
Other:	-				\$0.00
<b>Total</b>	<b>\$4,100,000.00</b>	<b>\$527,264.14</b>	<b>\$3,572,735.86</b>	<b>\$751,967.33</b>	<b>\$2,820,768.53</b>

## WILKENS ROAD

Spending Category Line Item	<u>A</u> Contract Budget	<u>B</u> Requested to Date	<u>C</u> Remaining Balance = A - B	<u>D</u> Amount of this Request	<u>E</u> New Balance = C - D
Design / Engineering / Bidding	-				
<b>Construction</b>					
Land Takings	-				
Demolition/Remediation	-				
Mobilization/Demobilization	-				
Water/Sewer/Drainage	\$16,675	\$16,675.00	\$0.00	\$0.00	\$0.00
Utility Relocation	-				
Roadways	\$838,288.50	\$388,875.68	\$449,412.82	\$0.00	\$449,412.82
Sidewalks/Curbing/Streetscapes	\$109,750	\$109,750.00	\$0.00	\$0.00	\$0.00
Electrical/Lighting	-				
Bridges/Culverts	-				
Contingency	-				
<b>Other Expenses</b>					
Construction Admin./Project Mgt.	-				
Traffic Control/Public Safety Details	\$35,286.50	\$35,286.50	\$0.00	\$0.00	\$0.00
Other: Site Work	-				
Other:	-				
<b>Total</b>	<b>\$1,000,000</b>	<b>\$550,587.18</b>	<b>\$449,412.82</b>	<b>\$0.00</b>	<b>\$449,412.82</b>



Supporting Documentation

Based on invoices and/or other documentation approved by EOED, please complete the table below to support this request. **All documents must be submitted as attachments. Any Contractor Applications for Payment must include a corresponding schedule of values.**

Please insert additional rows as needed.

**REAR MAIN**

Invoice Date MM/DD/YY	Work Start Date for <i>this</i> Invoice MM/DD/YY	Vendor Name	Invoiced Amount	Requested Reimb Amount
08/15/25	06/17/25-07/30/25	UEL Contractors, Inc.	\$122,634.55	\$122,634.55
09/23/25	08/01/25-08/30/25	UEL Contractors, Inc.	\$264,812.50	\$264,812.50
10/13/25	08/31/25-09/30/25	UEL Contractors, Inc.	\$327,346.56	\$327,346.56
07/23/25	05/24/25-06/27/25	Fuss & O'Neill	\$6,258.98	\$6,258.98
10/14//25	06/28/25-09/19/25	Fuss & O'Neill	\$30,914.74	\$30,914.74
<b>Total</b>				\$751,967.33

**WILKENS ROAD**

Invoice Date MM/DD/YY	Work Start Date for <i>this</i> Invoice MM/DD/YY	Vendor Name	Invoiced Amount	Requested Reimb Amount
<b>Total</b>				

**REAR MAIN**

## Work Completed

Please briefly summarize the work completed and/or materials delivered in association with the documentation listed above.

Over the last three months, the project has continued on with the completion and installation of the drainage system, water service, sewer piping, underground communication conduit and wire, additional cuts and fills, curbing, catch basins, and installation of lighting pole bases.

Submittals have also been continuously coming in including the following:

PCO 6 – Added Conduit per RDI (original and revised), PCO 7 – materials at landscape areas (original and revised), PCO 8 – Hydrant Materials, PCO 9 – T&M for obstructions and unsuitable

RFI 19 – National Grid Address List, RFI 20 – existing utility poles, RFI 21 – utility shed foundation, RFI 22 – Existing waterline, RFI 23 – Communications conduit, RFI 24 – Meter pit, RFI 25 – concrete thickness, RFI 26 – National Grid poles with lights, RFI 27 – ramp transitions, RFI 28 - handholes

Submittal 008B – Revised project schedule, CU 101 – meter pit location

Due to the lack of response from National Grid on their review and approval of the proposed development, the contractor has had to do items out of initial order as much of the site is reliant on confirming the design of the electrical conduits, manholes, and wire placement. I've only recently gotten direction from their team on 10/20 in regards to what forms need to be filled for new easements to be made to ensure their approval of the design due to the additional equipment being placed on the site. These easement forms will be filled for the outstanding commercial properties and submitted to ensure continued progress can be made in the next quarter.

## Final Request?

Is this your final reimbursement request?  Yes  No

## WILKENS ROAD

### Work Completed

Please briefly summarize the work completed and/or materials delivered in association with the documentation listed above.

The paving of Freddette/Wilkins Road has been fully completed.

## Final Request?

Is this your final reimbursement request?  Yes  No

**If yes, please contact your EOED contract manager to request a Contract Closeout Form.**

**Certification:**

By signing below, I, Jason Stevens, hereby certify that the information and expenditures enumerated on this form are true, accurate, and in compliance with applicable state and local rules and regulations. I further certify that these expenditures were made in accordance with a fully executed Contract with EOED, based on our application to the MassWorks Infrastructure Program (MWIP), and that all funds disbursed through this request shall only be used to pay for expenditures that have been disclosed to and approved by EOED.

Signature: Jason Stevens Date: 10/29/2025

**Once complete, sign, scan, and submit this form via email with required attachments to your EOED contract manager.**

## MassWorks Infrastructure Program

### Reimbursement Request Form

Submission of this form is required to request a drawdown of funds from your MassWorks Infrastructure Grant. Requests must be based on work completed or materials delivered, as evidenced by invoices of eligible costs and/or other documentation approved by EOED. **Copies of invoices and/or other approved documentation will be required for the approval and processing of any request.**

**Incomplete forms will necessitate further review and may result in payment delays.**

### General Information

Date of Request	1/21/2026
Public Entity	City of Gardner
Project Name	Rear Main Street Revitalization – Phase II
Contract ID	21MWIPGARDNERRMAINST
Preparer's Name	Jason Stevens
Preparer's Email	jstevens@gardner-ma.gov
Dates of Work Covered (MM/DD/YY-MM/DD/YY)	10/15/25-1/15/26

### Project Budget

Please complete the budget table below. **Deviations in line items that exceed 25% of the total contract amount must be approved by EOED and, in some cases, may require a contract amendment.**

### REAR MAIN/WILKENS ROAD REVITALIZATION

Spending Category Line Item	<u>A</u> Adjusted Budget	<u>B</u> Requested to Date	<u>C</u> Remaining Balance = A - B	<u>D</u> Amount of <u>this</u> Request	<u>E</u> New Balance = C - D
Design / Engineering / Bidding	\$300,000.00	\$346,604.37	\$(46,604.37)	\$0.00	\$(46,604.37)
<b>Construction</b>					
Land Takings	-				
Demolition/Remediation	-	\$0.00	\$0.00	\$0.00	\$0.00
Mobilization/Demobilization	\$25,000.00	\$19,585.30	\$5,414.70	\$0.00	\$5,414.70

Water/Sewer/Drainage	\$807,091.00	\$329,352.00	\$477,739.00	\$10,000.00	\$467,739.00
Utility Relocation	\$200,000.00	\$25,250.50	\$174,749.50	\$0.00	\$174,749.50
Roadways	\$1,191,288.50	\$641,657.50	\$549,631.00	\$59,500.00	\$490,131.00
Sidewalks/Curbing/Streetscapes	\$1,081,211.00	\$133,349.26	\$947,861.74	\$105,500.00	\$842,361.74
Electrical/Lighting	\$274,200.00	\$48,000.00	\$226,200.00	\$66,000.00	\$160,200.00
Bridges/Culverts	-	\$0.00	\$0.00	\$0.00	\$0.00
Contingency	\$322,912.00	\$3,809.50	\$319,102.50	\$2,000.00	\$317,102.50
<b>Other Expenses</b>					
Construction Admin./Project Mgt.	\$130,000.00	\$105,803.07	\$24,196.93	\$27,855.00	(\$3,658.07)
Traffic Control/Public Safety Details	\$65,286.50	\$4,500.00	\$60,786.50	\$0.00	\$60,786.50
Other: Site Work	\$703,011.00	\$309,448.23	\$393,562.77	\$2,928.69	\$390,634.08
Other:	-				
<b>Total</b>	<b>\$5,100,000.00</b>	<b>\$1,967,359.73</b>	<b>\$3,132,640.27</b>	<b>\$273,783.69</b>	<b>\$2,858,856.58</b>

### Supporting Documentation

Based on invoices and/or other documentation approved by EOED, please complete the table below to support this request. **All documents must be submitted as attachments. Any Contractor Applications for Payment must include a corresponding schedule of values.**

**Please insert additional rows as needed.**

### REAR MAIN

Invoice Date MM/DD/YY	Work Start Date for <i>this</i> Invoice MM/DD/YY	Vendor Name	Invoiced Amount	Requested Reimb Amount
12/16/2025	10/31/25-11/30/25	UEL Contractors, Inc.	\$179,217.50	\$159,217.50
11/07/25	10/01/25-10/30/25	UEL Contractors, Inc.	\$192,019.87	\$109,193.69
11/18/25	09/15/25-10/17/25	Fuss & O'Neill	\$10,178.50	\$5,372.50
<b>Total</b>				<b>\$273,783.69</b>

### REAR MAIN

#### Work Completed

Please briefly summarize the work completed and/or materials delivered in association with the documentation listed above.

During Q2 2026, the City of Gardner and its project teams at Fuss & O'Neill and UEL Contractors have all continued active construction and coordination efforts on the Rear Main Street Project.

During mid to late October, construction focused on underground utilities and concrete infrastructure. Work included installation of precast concrete curbing, underground water lines between the equipment shed and splash pad, electrical conduits and light pole bases, and ongoing grading and concrete pours. Concrete work was managed with cold-weather protection to maintain progress. During this period, Change Order No. 2 was advanced for City execution, and design clarifications related to the meter pit, splash pad, irrigation, and shed (RFI-024) were reviewed and refined, with pricing coordinated once full design responses were received. Additional work on the project related to the unforeseen and unsuitable conditions which was not a part of the original proposed project and grant were taken out from the invoiced amounts to reflect only work that is encompassing of the original grant's scope of work.

Following that into early November, construction activity expanded across the site. Electrical conduit installation progressed, light pole bases were completed, sidewalks and curbing were installed, and water infrastructure was extended toward final tie-in locations, including work along Derby Street. Additional RFIs addressing ramp transitions and handholes were reviewed and resolved to address field conditions and maintain consistency with approved plans.

Coordination with National Grid represented a critical path item. I worked closely with National Grid to remind them of the timeliness of the project's need for electrical design approvals, experiencing delays that lasted until 11/20 when we finally received the approved civil sketch for the trench and underground wires/conduit equipment from Will Fontaine at National Grid. When the sketch was received, it allowed construction to proceed without revised engineering plans. Water tie-ins within the alley were completed, including documentation of previously unmarked utilities for inclusion in final as-built drawings. Construction continued on electrical systems, sidewalks, grading, and preparation for the equipment shed slab.

As winter conditions emerged in December, construction activities shifted to tasks suitable for cold-weather conditions. Splash pad piping and drainage were completed, electrical work associated with the splash pad and primary electrical infrastructure advanced, and utility vaults were installed with minor field adjustments approved for as-built documentation. Shed permitting was completed, and slab placement was scheduled subject to temperature conditions. Sidewalk and curbing installation continued selectively as weather allowed. In consideration of the work in December, the engineering team at Fuss & O'Neill have not yet approved the December pay req, but will likely be around \$109,000.00 and will be submitted in the Q3 2026 report/reimbursement request.

Overall, the Rear Main Project achieved substantial progress between October and January.

### Final Request?

Is this your final reimbursement request?  Yes  No

## WILKENS ROAD

### Work Completed

Please briefly summarize the work completed and/or materials delivered in association with the documentation listed above.

The paving of Freddette/Wilkins Road has been fully completed.

### Final Request?

Is this your final reimbursement request?  Yes  No

**If yes, please contact your EOED contract manager to request a Contract Closeout Form.**

### Certification:

By signing below, I, Jason Stevens, hereby certify that the information and expenditures enumerated on this form are true, accurate, and in compliance with applicable state and local rules and regulations. I further certify that these expenditures were made in accordance with a fully executed Contract with EOED, based on our application to the MassWorks Infrastructure Program (MWIP), and that all funds disbursed through this request shall only be used to pay for expenditures that have been disclosed to and approved by EOED.

Signature: Jason Stevens Date: 1/21/2025

**Once complete, sign, scan, and submit this form via email with required attachments to your EOED contract manager.**

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

Instructions on reverse side

PAGE ONE OF 2

TO (OWNER): City of Gardner
Department of Community Development and Planning
City Hall
Gardner, MA 01440

PROJECT:

Rear Main Revitalization
Project - Phase 1

APPLICATION NO: 2024-13-10

Distribution to:

PERIOD TO: 1/30/26

OWNER

FROM (CONTRACTOR): UEL Contractors, Inc.
65 Parker Street
Clinton, MA 01510

VIA

PROJECT NO: 2025-891

ARCHITECT

CONTRACTOR

CONTRACT FOR:

CONTRACT DATE: 7/26/24

CONTRACTOR'S APPLICATION FOR PAYMENT:

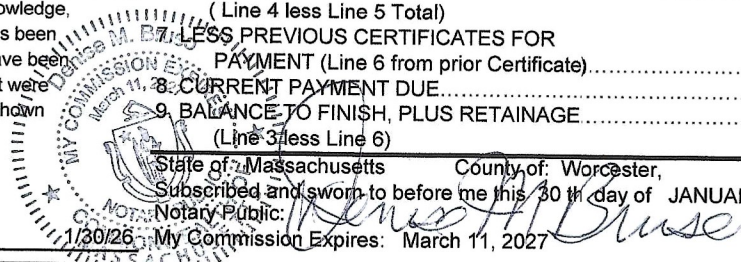
Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

Table with columns: CHANGE ORDER SUMMARY, ADDITIONS, DEDUCTIONS. Rows include Change Orders approved in previous months by Owner, Approved this Month, and TOTALS.

Table with columns: Description, Amount. Rows include 1. ORIGINAL CONTRACT SUM, 2. Net change by Change Orders, 3. CONTRACT SUM TO DATE, 4. TOTAL COMPLETED & STORED TO DATE, 5. RETAINAGE, 6. TOTAL EARNED LESS RETAINAGE, 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT, 8. CURRENT PAYMENT DUE, 9. BALANCE TO FINISH, PLUS RETAINAGE.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: UEL Contractors, Inc.
By: [Signature] DATE: 1/30/26



State of Massachusetts County of Worcester
Subscribed and sworn to before me this 30th day of JANUARY, 2026
Notary Public: [Signature]
My Commission Expires: March 11, 2027

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$42,845.00

(Attached explanation if amount certified differs from the amount applied for.)

Engineer/Architect: Fuss & O'Neill

By: [Signature] Date: February 17, 2026

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein, Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Owners Agent



CITY OF GARDNER  
 REAR MAIN STREET REVITALIZATION PROJECT  
 PHASE 1 - NORTH

DATE: 1/30/26  
 INVOICE # 2024-13-10

DESCRIPTION OF WORK	SCHEDULED VALUE	PREVIOUS INVOICE	THIS INVOICE	STORED MATERIALS	TOTAL COMPLETED AND STORED TO DATE	PERCENT COMPLETE	BALANCE TO FINISH	RETAINAGE
<b>ITEM #1 - SITE CLEARING \$60,000</b>								
TREE CLEARING	14,000.00	14,000.00			14,000.00	100.00%	0.00	700.00
STUMP & GRUB	29,000.00	29,000.00			29,000.00	100.00%	0.00	1,450.00
SWPPP	8,000.00	8,000.00			8,000.00	100.00%	0.00	400.00
OH&P	9,000.00	9,000.00			9,000.00	100.00%	0.00	450.00
<b>ITEM #2 - SITE EROSION &amp; SEDIMENT CONTROLS \$20,000</b>								
SILT SACKS	1,000.00	722.00	50.00		772.00	77.20%	228.00	38.60
TEMP FENCE & CONTROLS	13,000.00	9,886.00	500.00		10,386.00	79.89%	2,614.00	519.30
CONSTRUCTION ENTRANCE	3,000.00	2,446.00	50.00		2,496.00	83.20%	504.00	124.80
OH&P	3,000.00	2,446.00	50.00		2,496.00	83.20%	504.00	124.80
<b>ITEM #3 - SITE DEMOLITION AND PREP \$534,000</b>								
DEMO, HOT TOP, SIDEWALKS, CONCRETE PADS	47,000.00	47,000.00			47,000.00	100.00%	0.00	2,350.00
CUTS/FILL	32,000.00	32,000.00			32,000.00	100.00%	0.00	1,600.00
LEDGE ALLOWANCE - 300 CY	30,000.00				0.00	0.00%	30,000.00	0.00
CUT/CAP AND REMOVE UTILITIES	21,000.00	21,000.00			21,000.00	100.00%	0.00	1,050.00
ROUGH GRADE	50,000.00	47,000.00			47,000.00	94.00%	3,000.00	2,350.00
GRAVEL IMPORT	160,000.00	110,000.00			110,000.00	68.75%	50,000.00	5,500.00
SPREAD AND COMPACT	49,000.00	39,500.00			39,500.00	80.61%	9,500.00	1,975.00
FINE GRADE	45,000.00	20,000.00			20,000.00	44.44%	25,000.00	1,000.00
SURVEY	20,000.00	17,000.00			17,000.00	85.00%	3,000.00	850.00
OH&P	80,000.00	55,430.00			55,430.00	69.29%	24,570.00	2,771.50
<b>ITEM #4 - SITE RESTORATION \$1,569,000</b>								
SUBSURFACE INFILTRATION SYSTEM	65,000.00	65,000.00			65,000.00	100.00%	0.00	3,250.00
CATCH BASINS AND MANHOLES	73,000.00	73,000.00			73,000.00	100.00%	0.00	3,650.00
DRAINAGE PIPE	37,000.00	37,000.00			37,000.00	100.00%	0.00	1,850.00
WATER QUALITY UNIT	15,000.00	15,000.00			15,000.00	100.00%	0.00	750.00
WATER	72,000.00	62,000.00			62,000.00	86.11%	10,000.00	3,100.00
SEWER	42,000.00	30,860.00			30,860.00	73.48%	11,140.00	1,543.00
PLAZA WALKS	89,000.00				0.00	0.00%	89,000.00	0.00
SIDEWALKS	58,000.00	25,000.00			25,000.00	43.10%	33,000.00	1,250.00
DUMPSTER PADS	28,000.00	7,500.00			7,500.00	26.79%	20,500.00	375.00
UTILITY SHED PAD	22,000.00		22,000.00		22,000.00	100.00%	0.00	1,100.00
BUILDING	32,000.00				0.00	0.00%	32,000.00	0.00
<b>SUB TOTAL OR TOTAL</b>	<b>1,147,000.00</b>	<b>779,790.00</b>	<b>22,650.00</b>	<b>0.00</b>	<b>802,440.00</b>	<b>69.96%</b>	<b>344,560.00</b>	<b>40,122.00</b>

CITY OF GARDNER  
 REAR MAIN STREET REVITALIZATION PROJECT  
 PHASE 1 - NORTH

DATE: 1/30/26  
 INVOICE # 2024-13-10

DESCRIPTION OF WORK	SCHEDULED VALUE	PREVIOUS INVOICE	THIS INVOICE	STORED MATERIALS	TOTAL COMPLETED AND STORED TO DATE	PERCENT COMPLETE	BALANCE TO FINISH	RETAINAGE
CURBING	70,000.00	60,000.00			60,000.00	85.71%	10,000.00	3,000.00
PAVING	149,000.00				0.00	0.00%	149,000.00	0.00
STAMPED PAVEMENT	78,000.00				0.00	0.00%	78,000.00	0.00
BRICK PAVERS	92,000.00				0.00	0.00%	92,000.00	0.00
FENCING	86,000.00				0.00	0.00%	86,000.00	0.00
LOAM & SEED	16,000.00				0.00	0.00%	16,000.00	0.00
LANDSCAPING	60,000.00				0.00	0.00%	60,000.00	0.00
IRRIGATION	35,000.00				0.00	0.00%	35,000.00	0.00
SITE FURNISHINGS	78,000.00	22,000.00			22,000.00	28.21%	56,000.00	1,100.00
SPRAY FEATURES	76,000.00	70,000.00			70,000.00	92.11%	6,000.00	3,500.00
LINE STRIPING	5,000.00				0.00	0.00%	5,000.00	0.00
SHADE SHELTER	56,000.00	51,000.00			51,000.00	91.07%	5,000.00	2,550.00
OH&P	235,000.00	108,775.00	2,200.00		110,975.00	47.22%	124,025.00	5,548.75
<b>ITEM #5 - SITE ELECTRICAL \$1,160,000</b>								
MOBILIZATION	16,000.00	16,000.00			16,000.00	100.00%	0.00	800.00
SUBMITTALS	8,000.00	4,000.00			4,000.00	50.00%	4,000.00	200.00
F&I SERVICE/LIGHTING FEEDERS	85,000.00				0.00	0.00%	85,000.00	0.00
F&I LIGHTING FIXTURES	182,200.00				0.00	0.00%	182,200.00	0.00
F&I LIGHTING CONTROLS	28,000.00				0.00	0.00%	28,000.00	0.00
F&I POWER INCLUDING PEDESTALS	60,000.00				0.00	0.00%	60,000.00	0.00
F&I CONDUIT/WIRE TO FOUNTAIN AND SEWER PU	77,000.00				0.00	0.00%	77,000.00	0.00
F&I 3 EV CHARGING STATIONS	50,100.00				0.00	0.00%	50,100.00	0.00
F&I PVC TO NGRID, COMCAST & VERIZON	46,000.00	23,000.00			23,000.00	50.00%	23,000.00	1,150.00
F&I ELECTRICAL SERVICE EQUIPMENT	128,000.00				0.00	0.00%	128,000.00	0.00
F&I SERVICE CONDUIT TO BUILDING	144,870.00				0.00	0.00%	144,870.00	0.00
CLOSEOUT	3,658.00				0.00	0.00%	3,658.00	0.00
COMMUNICATION HAND HOLES	54,000.00	50,000.00			50,000.00	92.59%	4,000.00	2,500.00
TRANSFORMER PADS	9,472.00				0.00	0.00%	9,472.00	0.00
VAULTS	39,000.00	20,000.00			20,000.00	51.28%	19,000.00	1,000.00
EXCAVATION & BACKFILL	40,000.00	15,000.00	5,000.00		20,000.00	50.00%	20,000.00	1,000.00
CONCRETE ENCLASEMENT	26,000.00		10,000.00		10,000.00	38.46%	16,000.00	500.00
LIGHT POLE BASES	20,000.00	20,000.00			20,000.00	100.00%	0.00	1,000.00
OH&P	142,700.00	22,010.00	1,000.00		23,010.00	16.12%	119,690.00	1,150.50
<b>SUB TOTAL OR TOTAL</b>	<b>3,343,000.00</b>	<b>1,261,575.00</b>	<b>40,850.00</b>	<b>0.00</b>	<b>1,302,425.00</b>	<b>38.96%</b>	<b>2,040,575.00</b>	<b>65,121.25</b>



CITY OF GARDNER  
 REAR MAIN STREET REVITALIZATION PROJECT  
 PHASE 1 - NORTH

DATE:  
 INVOICE #

DESCRIPTION OF WORK	SCHEDULED VALUE	PREVIOUS INVOICE	THIS INVOICE	STORED MATERIALS	TOTAL COMPLETED AND STORED TO DATE	PERCENT COMPLETE	BALANCE TO FINISH	RETAINAGE
<b>ITEM #6 - GENERAL CONDITIONS \$300,000</b>								
BOND AND INSURANCE	67,000.00	67,000.00			67,000.00	100.00%	0.00	3,350.00
SUPERVISION	120,000.00	91,640.00	2,500.00		94,140.00	78.45%	25,860.00	4,707.00
PROJECT MANAGEMENT	45,000.00	32,140.00	1,000.00		33,140.00	73.64%	11,860.00	1,657.00
GENERAL CONDITIONS	21,000.00	15,162.00	250.00		15,412.00	73.39%	5,588.00	770.60
MOBILIZATION	17,000.00	3,774.00			3,774.00	22.20%	13,226.00	188.70
OH&P	30,000.00	23,660.00	500.00		24,160.00	80.53%	5,840.00	1,208.00
CHANGE ORDERS					0.00	#DIV/0!	0.00	0.00
CO#1					0.00	#DIV/0!	0.00	0.00
SURFACE SEALER	1,619.09				0.00	#DIV/0!	0.00	0.00
UNSUITABLE MATERIAL/VEHICULAR TRAFFIC ARE	261,003.50	246,000.00			0.00	0.00%	1,619.09	0.00
UNSUITABLE MATERIALS OVER HARDSCAPE ARE/	30,705.08	20,000.00			246,000.00	94.25%	15,003.50	12,300.00
STORMWATER DRAINAGE RECHARGE AREA	157,685.33	157,685.33			20,000.00	65.14%	10,705.08	1,000.00
UNFORESEEN STRUCTURES	82,797.00	82,797.00			157,685.33	100.00%	0.00	7,884.27
CO#2					82,797.00	100.00%	0.00	4,139.85
ADDED UNDERGROUND CONDUIT	61,673.94				0.00	0.00%	61,673.94	0.00
UNSUITABLE MATERIAL REMEDIATION FOR LANDSCAPE AR	53,830.34	20,000.00			20,000.00	37.15%	33,830.34	1,000.00
T&M UNFORESEEN STRUCTURES	(19,970.82)	(19,970.82)			-19,970.82	100.00%	0.00	(998.54)
<b>SUB TOTAL OR TOTAL</b>	<b>4,272,343.46</b>	<b>2,001,462.51</b>	<b>45,100.00</b>	<b>0.00</b>	<b>2,046,562.51</b>	<b>47.90%</b>	<b>2,225,780.95</b>	<b>102,328.13</b>

**CITY OF GARDNER  
FY2027 BUDGET PROPOSAL  
AS OF 03/24/26**

LINE#	ORG	OBJ	DESCRIPTION	2025 ACTUAL	2026 BUDGET	2026 REVISED	2026 YTD ACTUAL	2027 DEPARTMENT	2027 MAYOR
1	11111	CITY COUNCIL							
2	11111	51010	COUNCILORS SALARIES	\$ 88,917	\$ 98,381	\$ 96,758	\$ 67,348	\$ 98,381	\$ -
3	11111	51012	CLERK/ASST SAL & WAGES	\$ 3,500	\$ 3,500	\$ 3,500	\$ 2,625	\$ 3,500	\$ -
4	11111	51023	TEMP SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	11111	52050	MINOR EQUIPMENT	\$ -	\$ 400	\$ 400	\$ -	\$ -	\$ -
6	11111	52150	COMMUNICATIONS	\$ 5,298	\$ 10,185	\$ 10,185	\$ 8,455	\$ 7,500	\$ -
7	11111	52170	PROFESSIONAL DEV & TRAVEL	\$ 863	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -
8	11111	52190	PROFESSIONAL SERVICES	\$ 1,284	\$ 1,940	\$ 1,940	\$ 5,831	\$ -	\$ -
9	11111	52230	OFFICE SUPPLIES	\$ 634	\$ 970	\$ 2,593	\$ 156	\$ -	\$ -
10	11111	62050	ENCUMB MINOR EQUIPMENT	\$ -		\$ 8,000	\$ 7,930		
11	11111	55010	GOVERNMENT PICTURE	\$ 458	\$ -	\$ -	\$ 400	\$ 500	\$ -
12	11111	62150	ENCUMB COMMUNICATIONS	\$ -	\$ -	\$ 380	\$ 380	\$ -	\$ -
13	11111	65010	ENCUMB GOV PICTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	11111	68308	ENCUMB CC CHAMBER AUGMT EXP	\$ 955	\$ -	\$ 12,665	\$ 213	\$ -	\$ -
15									
16	TOTAL	CITY COUNCIL		\$ 101,909	\$ 117,376	\$ 138,421	\$ 93,338	\$ 109,881	\$ -



---

## Item Assignments

---

**From** George Tyros <gtyros@gardner-ma.gov>

**Date** Tue 3/24/2026 10:40 PM

**To** Jayen Kumar <jkumar@gardner-ma.gov>

**Cc** Titi Siriphan <tsiriphan@gardner-ma.gov>; Alek Dernalowicz <adernalowicz@gardner-ma.gov>

 2 attachments (60 KB)

FY27 Council Budget Proposal\_Council President.pdf; FY27 Council Budget Proposal\_Council President.xlsx;

Jay, please assign the Resolution in the folder to Finance.

Please create the following items for the Finance Committee:

1. FY2027 City Council Budget Proposal by the Council President (attached)
2. Discussion on City Council Budget Transfers

Thank you,  
George

**George Tyros**  
*Council President &  
Councillor At-Large  
City of Gardner*

-----  
978.340.1449  
gtyros@gardner-ma.gov  
gardner-ma.gov\citycouncil

A MEASURE RATIFYING THE COUNCIL PRESIDENT'S  
RECOMMENDATION FOR STEP DESIGNATION FOR THE CITY  
AUDITOR.

BE IT HEREBY ENACTED BY THE CITY COUNCIL OF THE CITY  
OF GARDNER AS FOLLOWS: That the designation of steps for the  
purpose of compensation in accordance with the provisions of  
Attachment F of Chapter 8 of the Code of the City of Gardner be  
ordered as follows for the City Auditor Position at the recommendation  
of the Council President:

Position	Employee	Group	Step	Years Credit
City Auditor	Karen Butler	1B	2	7.5



---

**Re: Item Assignments**

---

**From** George Tyros <gtyros@gardner-ma.gov>  
**Date** Wed 3/25/2026 11:23 AM  
**To** Jayen Kumar <jkumar@gardner-ma.gov>  
**Cc** Titi Siriphan <tsiriphan@gardner-ma.gov>; Alek Dernalowicz <adernalowicz@gardner-ma.gov>

Thanks Jay, one more item for Finance:

A MEASURE RATIFYING THE COUNCIL PRESIDENT'S  
RECOMMENDATION FOR STEP DESIGNATION FOR THE  
CITY AUDITOR.

---

**From:** Jayen Kumar <jkumar@gardner-ma.gov>  
**Sent:** Wednesday, March 25, 2026 10:32 AM  
**To:** George Tyros <gtyros@gardner-ma.gov>  
**Cc:** Titi Siriphan <tsiriphan@gardner-ma.gov>; Alek Dernalowicz <adernalowicz@gardner-ma.gov>  
**Subject:** Re: Item Assignments

Good morning President Tyros,

Will do! Please let me know if you need anything else.

Regards,  
Jay

Jayen Kumar  
Assistant City Clerk  
City of Gardner  
95 Pleasant Street, Room 121  
Gardner, MA 01440  
Phone: 978-630-4058  
Fax: 978-630-2589

---

**From:** George Tyros <gtyros@gardner-ma.gov>  
**Sent:** Tuesday, March 24, 2026 10:40 PM  
**To:** Jayen Kumar <jkumar@gardner-ma.gov>  
**Cc:** Titi Siriphan <tsiriphan@gardner-ma.gov>; Alek Dernalowicz <adernalowicz@gardner-ma.gov>  
**Subject:** Item Assignments

Jay, please assign the Resolution in the folder to Finance.

Please create the following items for the Finance Committee:

1. FY2027 City Council Budget Proposal by the Council President (attached)
2. Discussion on City Council Budget Transfers

Thank you,  
George

**George Tyros**  
*Council President &  
Councillor At-Large  
City of Gardner*

-----  
978.340.1449  
gtyros@gardner-ma.gov  
gardner-ma.gov\citycouncil



**Titi Siriphan**

---

**From:** George Tyros  
**Sent:** Wednesday, January 29, 2025 8:54 PM  
**To:** Alek Dernalowicz; Titi Siriphan  
**Subject:** Re: Finance Committee - January 29, 2025 Meeting Recap

Thank you Mr. Chair,

Madam Clerk,

Please add items 11479, 11480, 11481 to the next Council agenda.

Please create an item 'Discussions in regard to the City's Health Insurance Payments and Trust Fund' and assign it to the Finance Committee.

Thank you both,  
 George

---

**From:** Alek Dernalowicz <adernalowicz@gardner-ma.gov>  
**Sent:** Wednesday, January 29, 2025 8:48 PM  
**To:** Titi Siriphan <tsiriphan@gardner-ma.gov>; George Tyros <gtyros@gardner-ma.gov>  
**Subject:** Finance Committee - January 29, 2025 Meeting Recap

Mr. President and Madam Clerk,

Below is a recap of the the actions taken at the January 29, 2025 Finance Committee Meeting. They are organized into sections based on the outcome at the meeting.

**Assigned/Referred Items - To Place On The Full Council Calendar:**

- 11479 – A Communication from the Mayor regarding the City's Health Insurance Payments and Trust Fund.
- 11480 – An Order Authorizing the City to Borrow \$100,000 for the Feasibility Study and Schematic Design of the Middle School Roof Replacement Project in Conjunction with the Massachusetts School Building Authority.
- 11481 –An Ordinance to Amend the Code of the City of Gardner, Chapter 171, thereof entitled Personnel, to add the position of Human Resources Manager to the Compensation Schedule.

**New Items Originating in Committee - To Place On The Full Council Calendar:**

- None

**New Items Originating in Committee - To Place On The Finance Committee Calendar:**

- Discussions in regard to the City's Health Insurance Payments and Trust Fund

- o Note: This proposal was made via motion during discussion and related to *11479 – A 11482 Communication from the Mayor regarding the City's Health Insurance Payments and Trust Fund*. This will require a new item number .

**In Subcommittee - To Remain With The Finance Committee:**

- 11457 – An Ordinance to Amend the Code of the City of Gardner to have the Community Development Block Grant Steering Committee Meet Monthly.
- 11454 – Report on the Investigation of the Maki Park Project.
- 11477 – Discussions in Regard to Internal Working Groups Review of the Salary Study.

I have retained the *"New Items Originating in Committee - To Place on the Full Calendar"* subsection to avoid confusion with *"New Items Originating in Committee - To Place on the Finance Committee Calendar"*.

Please let me know if you have any questions.

Best,

--

Aleksander H. Dernalowicz, Esq.  
Ward 5 City Councillor  
(978) 632-0243

**Facilities Manager Discussion**

A proposal by President Tyros that the City Council discuss the current state of facilities management for all municipal buildings to evaluate the proper management, cost-effectiveness, current practices, and to explore potential improvements, ensuring responsible stewardship of city assets.

**RECEIVED**

2025 APR - 3 P 3: 59

CITY CLERK'S OFFICE  
GARROVER, MA



## City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

---

April 28, 2025

Hon. Aleksander H. Dernalowicz, Chair  
And Finance Committee Members  
Gardner City Hall, Rm 121  
95 Pleasant Street  
Gardner, MA 01440

RE: Additional Information Requested for Item #11518: A Proposal by President Tyros that the City Council discuss the current state of facilities management for all municipal buildings

Dear Mr. Chairman and Councilors,

At the previous Finance Committee meetings, it was requested that the Administration provide a break down of the City's facilities management breakdown.

All School Department buildings are maintained by the School Department's custodial contractor- Mora's Cleaning. Their grounds and larger facilities projects are overseen by the School Departments' facilities manager, Wayne Anderson, who has three staff members under him.

The City's Water and Wastewater treatment plants are maintained by the City's contractor overseeing those plants- Veolia.

The DPW buildings are maintained by the staff at the DPW.

The Gardner Senior Center and Greenwood Memorial Pool are maintained by a shared maintenance staff member who assists with the pool in the summer months. This staff member reports jointly to Director Ellis and Director Morse and is a member of the AFSCME Union.

The Gardner Police Department has their own facilities maintenance manager. When this person is out, the City Hall maintenance staff covers the rounds at the police station. This staff member reports to Chief McAvene and is a member of the AFSCME Union.

City Hall has a Maintenance Manager who oversees one additional staff member. The manager works from 7am to 3:30pm, and the night shift maintenance manager works from 1pm to 9:30pm. Aside from being the back up staff for the Police Station, they also oversee any additional facilities that the City has- Waterford Community Center, School Street School, Helen Mae Sauter, Etc. These staff members report to Commissioner Zuppa and are members of the AFSCME Union.

The Levi Heywood Memorial Library has three non-union maintenance positions who oversee all of the work there and report to Director Klements.

Respectfully Submitted,

Michael J. Nicholson  
Mayor, City of Gardner

**A RESOLUTION RELATING TO THE WITHDRAWAL OF FUNDS FROM  
THE STABILIZATION ACCOUNT AND THE CONSTRUCTION OF THE  
NEW DEPARTMENT OF PUBLIC WORKS SALT SHED**

**WHEREAS**, On January 25, 2024 the Mayor submitted to the City Council a request to withdraw Six Hundred Twenty Five Thousand dollars from the Stabilization Account for the construction of a new salt shed; and

**WHEREAS**, The Mayor described this plan as a “loan from ourselves” that included a repayment plan which would be fulfilled by increasing the amount of money deposited from ‘free cash’ on an annual basis to be an additional ten percent of the total certified funds on top of the regular five percent;

**NOW THEREFORE**, the City Council hereby expresses its will that the stabilization fund should be made whole from this withdrawal as judged by the following conditions:

1. The deposit of six hundred twenty five thousand dollars plus the interest those funds would have otherwise accrued had they not been withdrawn.

2. Only funds deposited that make total annual deposits into the stabilization account to exceed five percent of the total certified free cash amount for that fiscal year will be credited towards repayment of the original withdrawal; and

**FURTHER**, Until such time that the repayment conditions are met, the City Council will not consider the matter concluded, and will strictly scrutinize requests for appropriations from ‘free cash’ that would cause to prevent funds from being available for repayment.

---

George Tyros, City Council President  
On Behalf of the City Council of the City of Gardner

**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

Mayor Nicholson and City Councilors  
95 Pleasant Street  
Gardner, MA 01440

January 30, 2026

RE: Salt Shed

Dear Mayor Nicholson and City Councilors;

The salt shed project is approximately 95% complete and is currently in use. The remaining work includes installation of lighting and site loaming and seeding. The lighting will be completed by the City's on-call electrical contractor; a purchase order has already been generated and charged to the appropriate account. Loaming and seeding will be performed in the spring, with an estimated cost ranging from \$2,000 to \$10,000, depending on whether traditional seeding or hydroseeding is selected.

The original budget for the project was \$625,000. Due to a significant portion of the work being completed in-house by the Department of Public Works, total expenditures to date are \$540,789, leaving a remaining balance of \$84,210.39. This total also includes \$19,000 for the purchase of two used cab and chassis units, which will replace two existing salt trucks dating back to 1988 that the Mayor approved a few months ago.

If you have any questions, feel free to reach out by phone or email.

Sincerely,

Dane E. Arnold, Director  
Department of Public Works

Fiscal	2024	2025	2026 (YTD)	FY26 per policy	Difference between appropriation and policy
Principal	\$ 2,972,902.89	\$ 3,405,984.49	\$ 3,446,990.43		
Transfers	\$ 128,978.00	\$ 261,809.00	\$ 100,975.00	\$ 375,000.00	\$ 274,025.00
Interest	\$ 92,392.00	\$ 171,272.00	\$ 55,929.83		\$ 118,741.58 Difference
% of Interest	2.98%	4.67%	1.62%		
Interest without Salt Shed*	\$ 111,008.12	\$ 172,141.30	\$ 58,489.83		
Difference Salt Shed v without	\$ 18,616.12	\$ 869.30	\$ 2,560.00		
	<b>Total Lost Interest</b>		<b>\$ 22,045.42</b>		

Total Deposit Appropriations	\$ 491,762.00
Salt Shed Appropriation	\$ (625,000.00)
Total Interest without SS	\$ (22,045.42)
<b>Left to bring back whole</b>	<b>\$ (155,283.42)</b>

\* Interest without Salt Shed Formula:

2024 (Principal + Transfers + 625,000)\*%of Interest Line

2025 (Principal+2024 Difference Salt Shed v Without + Transfers)\* % of Interest

2026 (Principal+2025 Difference Salt Shed v Without + Transfers)\* % of Interest

Note: December 2025 Interest \$2,187.99

<b>Fiscal</b>	<b>2024</b>	<b>2025</b>	<b>2026 (YTD)</b>
Principal	\$ 2,972,902.89	\$ 3,405,984.49	\$ 3,446,990.43
Transfers	\$ 128,978.00	\$ 261,809.00	\$ 100,975.00
Interest	\$ 92,392.00	\$ 171,272.00	\$ 55,929.83
% of Interest	2.98%	4.67%	1.62%
Interest without Salt Shed*	\$ 111,008.12	\$ 172,141.30	\$ 58,489.83
Difference Salt Shed v without	\$ 18,616.12	\$ 869.30	\$ 2,560.00
		<b>Total Lost Interest</b>	<b>\$ 22,045.42</b>

Total Deposit Appropriations	\$ 491,762.00
Salt Shed Appropriation	\$ (625,000.00)
Total Interest without SS	\$ (22,045.42)
<b>Left to bring back whole</b>	<b>\$ (155,283.42)</b>

\* Interest without Salt Shed Formula:

2024 (Principal + Transfers + 625,000)\*%of Interest Line

2025 (Principal+2024 Difference Salt Shed v Without + Transfers)\* % of Interest

2026 (Principal+2025 Difference Salt Shed v Without + Transfers)\* % of Interest

Note: December 2025 Interest \$2,187.99



**STABILIZATION TRUST ACCOUNT HISTORY AS OF 10/31/25**

Description	2026 Actual	2025 Actual	2024 Actual	2023 Actual	2022 Actual	2021 Actual	2020 Actual	2019 Actual
F/B STABILIZATION TRUST BALANCE	\$ 3,446,990.43	\$ 3,405,984.49	\$ 2,972,902.89	\$ 3,376,531.97	\$ 3,188,962.31	\$ 2,938,257.22	\$ 2,651,095.74	\$ 2,284,737.78
FC TRANSFERS	\$ -	\$ 261,809.00	\$ 128,978.00	\$ 130,819.00	\$ 180,582.00	\$ 220,913.06	\$ 309,484.00	\$ 223,429.00
INTEREST	\$ 41,005.94	\$ 171,272.60	\$ 92,392.92	\$ 56,750.66	\$ 70,123.09	\$ 66,248.42	\$ 56,509.96	\$ 41,425.35
OTHER TRANSFERS	\$ -	\$ -	\$ (625,000.00)					\$ (601,947.00)

Appropriations Since Salt Shed	
FY2024	\$ 128,978.00
FY2025	\$ 261,809.00
FY2026	\$ 100,975.00
<b>Total</b>	<b>\$ 491,762.00</b>
<b>Difference from Salt Shed Appropriation</b>	<b>\$ 133,238.00</b>
<b>Interest Since Salt Shed</b>	
FY2024	\$ 92,392.92
FY2025	\$ 171,272.60
FY2026 (YTD)	\$ 41,005.94
<b>Total</b>	<b>\$ 304,671.46</b>



---

**Salt Shed Item - Finance Committee**

---

**From** Brad E. Heglin <bheglin@gardner-ma.gov>

**Date** Mon 12/8/2025 7:14 PM

**To** Jayen Kumar <jkumar@gardner-ma.gov>

**Cc** Titi Siriphan <tsiriphan@gardner-ma.gov>

Greetings and salutations,

I wanted to flag, in case it was missed, that at the last full council meeting on an item pertaining to free cash/stabilization I made the following motion that was approved:

We accept the order appropriating \$100,975.00 from Free Cash to the City Stabilization Account

AND

**We direct the Finance Committee to study and report on the salt shed repayment issue.**

The bottom part, boldened and underlined, means a new item needs to be created for the next (not this upcoming 12/10 meeting but the subsequent one) finance committee agenda.

Thank you for your attention to this matter.

Sincerely,  
Brad

Woodford Electric, inc.

74 Sand St  
 Gardner MA. 01440

# Estimate

Date	Estimate #
1/13/2026	4595

Name / Address
Gardner DPW 50 Manca Drive Gardner, Ma. 01440

Terms	Due Date	Project
Net 30	2/12/2026	

Description	Qty	Rate	Total
Install 1, 20' light pole with 2 flood heads to illuminate the entrance and the side lot. Lighting to be controlled with dusk to dawn sensors. Light pole will need excavation and concrete.	1	16,000.00	16,000.00
Install a flood light at the peak of the shed entrance to illuminate the area in the front of the shed.			
Install 2 high bay fixtures in the shed to illuminate the interior.			
Flood light and interior lighting to be controlled by a single pole switch located on the left side of the entrance. Excavation, backfill, concrete work by others.		0.00	0.00
		<b>Total</b>	\$16,000.00

Phone #
978-730-8870



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

---

February 26, 2026

Hon. George C. Tyros, Council President  
And City Councilors  
Gardner City Hall, Rm 121  
95 Pleasant Street  
Gardner, MA 01440

RE: An Order Transferring the sum of \$3,588.00 from Auditing Department Salaries to Auditing Department Expense Account – Professional Services

Dear Mr. President and Councilors,

At the meeting of December 15<sup>th</sup>, 2025, the City Council voted to approve the transfer of \$10,867.80 from the City Auditor salary line item to the Auditing Department Professional Services Account to cover the cost of the interim auditing firm while the search for a new auditor took place.

The attached transfer request is being submitted to cover the difference between what the final bill came to and what was transferred in December.

A copy of the invoice is attached for your review.

Respectfully Submitted,

Michael J. Nicholson  
Mayor, City of Gardner

AN ORDER TRANSFERRING APPROPRIATIONS FROM AUDITOR DEPT SAL & WAGES TO AUDITOR DEPT OPERATING EXPENDITURES.

*ORDERED:*

That there be and is hereby transferred the appropriations sum of Three Thousand Five Hundred Eighty-Eight Dollars and No Cents (\$0.00) from Auditor Dept Salaries & Wages to Auditor Dept Operating Expenditures as follows:

Professional Services Expense	\$3,588.00
-------------------------------	------------



Learn how our digital team can use your data to improve your operations.

11799

<b>Account Name</b>	City of Gardner, MA
<b>Account Number</b>	A335523
<b>Authorization Number</b>	1008000000
<b>Invoice Total</b>	\$14,455.09
<b>Invoice Number</b>	L261074640
<b>Invoice Date</b>	02/18/2026

Direct billing inquiries to 844-325-1836.

**Please pay your bill online at [CLAAconnect.com/billpay](https://CLAAconnect.com/billpay) - CLA's preferred method of payment.**

Finance charges will be assessed at 1.25% monthly, 15% annually.

**Due Upon Receipt**

Ship To Address: 95 Pleasant Street, Gardner, MA 01440, United States of America

Service / Work Description	Amount
Accounting Services	\$ 13,766.75
Technology and Client Support Fee	\$688.34
Sales Tax	\$0.00
<b>Invoice Total</b>	<b>\$14,455.09</b>

Please detach and remit payment to the address below.

**We appreciate your business and referrals**

0829709A335523000144550900L2610746401

Remit to:  
 CliftonLarsonAllen LLP  
 P.O. Box 829709  
 Philadelphia, PA 19182-9709

City of Gardner, MA  
 95 Pleasant Street  
 Gardner, MA 01440

Amount Remitted     \$ \_\_\_\_\_  
 Account Number        A335523  
 Invoice Number         L261074640

Worker	Transaction Date	Hours	Rate To Bill	Amount To Bill	Memo
Hannah York	12/19/2025	0.50	320.00	160.00	Call with City Attorney
Betsy Macey	1/6/2026	1.00	210.00	210.00	Kick of meeting, Call with Bob setting up Munis access, Debrief with Hannah to go over next steps
Betsy Macey	1/7/2026	2.00	210.00	420.00	Working on FY26 Actuals and updating FY27 Working budget file / Call with Shawn running reports
Betsy Macey	1/8/2026	2.50	210.00	525.00	Working on FY26 Actuals and updating FY27 Working budget file
Betsy Macey	1/9/2026	2.75	210.00	577.50	Starting account analysis and call with Shawn going over analysis needed
Betsy Macey	1/13/2026	1.00	210.00	210.00	Running Reports and updating them for 2027 budgeting
Betsy Macey	1/14/2026	1.50	210.00	315.00	Call with Hannah, responding to emails providing requested information and audit information, and working on projections file
Katherine Pomeroy	1/14/2026	0.25	210.00	52.50	OPEB actuarial call with Betsy Macey
Betsy Macey	1/15/2026	3.25	210.00	682.50	Emails, addressing audit questions, downloading and reviewing fixed asset support, starting to complete enterprise fund file
Katherine Pomeroy	1/15/2026	1.25	210.00	262.50	Call for City of Gardner audit requests, fixed assets, pension information
Shawn McGoldrick	1/15/2026	1.00	290.00	290.00	Meeting w/Betsy on questions and reports (.25). FY25 fixed asset initial prep and scrub (.75)
Michael Mencion	1/16/2026	2.75	165.00	453.75	FY25 fixed assets - YTDB scrubbing
Shawn McGoldrick	1/16/2026	0.50	290.00	145.00	Fixed asset work w/Mike and Betsy.
Betsy Macey	1/19/2026	1.25	210.00	262.50	Drafting email for disposals and reaching out for points of contact, working on enterprise fund file
Eric Mason	1/19/2026	1.00	260.00	260.00	Meeting to review indirect costs Document review
Betsy Macey	1/20/2026	1.25	210.00	262.50	Call with Katherine looking at health insurance email from Deb
Eric Mason	1/20/2026	0.50	260.00	130.00	Document review for indirect costs
Katherine Pomeroy	1/20/2026	4.75	210.00	997.50	Researching City Share vs. Employee Share of Health Insurance Trust fund
Michael Mencion	1/20/2026	1.95	165.00	321.75	FY25 fixed assets - YTDB scrub, additions updates
Betsy Macey	1/21/2026	1.00	210.00	210.00	Drafting and sending email regarding disposals for audit, reviewing enterprise fund file for FY25 for actuary
Eric Mason	1/21/2026	1.25	260.00	325.00	Indirect documentation review Meeting
Michael Mencion	1/21/2026	2.45	165.00	404.25	FY25 fixed assets - YTDB scrub, additions updates, invoice request list updates
Shawn McGoldrick	1/21/2026	0.40	290.00	116.00	Going over fixed assets questions and indirect questions.
Betsy Macey	1/22/2026	8.25	210.00	1,732.50	Pulling invoices for fixed asset addition request from auditors, running and updating requested report for enterprise funds, setting up new project/accounts for free cash request and new fire fighter assistance grant, including researching prior grant and reviewing grant documents
Katherine Pomeroy	1/22/2026	1.00	210.00	210.00	Grant accounts and match questions and research
Shawn McGoldrick	1/22/2026	0.50	290.00	145.00	Working with Betsy on free cash questions and chart of account set up options

Worker	Transaction Date	Hours	Rate To Bill	Amount To Bill	Memo
Betsy Macey	1/26/2026	2.75	210.00	577.50	Working on files requested by HR for 1095's / Running Snow & Ice expense reports
Katherine Pomeroy	1/26/2026	2.50	210.00	525.00	Calls with Betsy Macey on ACA reporting and grant accounting
Michael Mencion	1/26/2026	3.25	165.00	536.25	FY25 fixed assets - additions/invoice reviews & updates
Shawn McGoldrick	1/26/2026	0.50	290.00	145.00	Fixed asset addition review
Michael Mencion	1/27/2026	0.50	165.00	82.50	FY25 fixed assets - additions/invoice reviews & updates
Shawn McGoldrick	1/28/2026	0.40	290.00	116.00	School retirement/health indirect cost allocation
Betsy Macey	1/29/2026	0.50	210.00	105.00	Meeting with Shawn regarding school budget information and mass trails grant
Michael Mencion	1/29/2026	0.25	165.00	41.25	FY25 fixed assets - additions/invoice reviews & updates
Shawn McGoldrick	1/29/2026	0.50	290.00	145.00	Working with Betsy on budgetary adjustments and FY27 budgeting.
Betsy Macey	1/30/2026	4.75	210.00	997.50	Pulling Reports for Health/Dental Insurance to address DOR inquiry // Call with Mark Regarding Indirect costs // Updating ACA Files and Running Additional Reports requested by Amanda // Running Health insurance reports and looking at internal service fund to analyze expenses to date // Call with Hannah and Shawn
Katherine Pomeroy	1/30/2026	2.50	210.00	525.00	Investigating City/employee share health insurance, journal entries, CBAs
Shawn McGoldrick	1/30/2026	1.00	290.00	290.00	Indirect call w/Betsy and Mark. Subsequent report running and research. Internal service fund research.
		<u>65.20</u>		<u>13,766.75</u>	Subtotal
				<u>688.34</u>	5% Technology Fee
				<u>14,455.09</u>	Total Bill





---

**Finance Committee**

---

**From** Alek Dernalowicz <adernalowicz@gardner-ma.gov>

**Date** Wed 3/4/2026 9:03 AM

**To** Jayen Kumar <jkumar@gardner-ma.gov>

**Cc** Titi Siriphan <tsiriphan@gardner-ma.gov>; George Tyros <gtyros@gardner-ma.gov>

Jay,

Can you have these items on the agenda for the next meeting as well:

1. Lifeline Update
2. Health Insurance Trust Fund Status

Thanks,  
Dern

--

Aleksander H. Dernalowicz, Esq.  
Ward 5 City Councillor  
(978) 632-0243