FINANCE COMMITTEE SPECIAL MEETING NOTICE

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

ANNOUNCEMENT - Any person may make a video or audio recording of an open session of a meeting, or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. Any person intending to make such recording shall notify the Chair forthwith. All Documents referenced or used during the meeting must be submitted in duplicate to the Chair, pursuant to the Open Meeting and Public Records Law. All documents shall become part of the official record of the meeting.

SCHEDULE OF BUSINESS

Agenda attached

NOTICE: The listing of Agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

CITY COUNCIL OF GARDNER

ELIZABETH J. KAZINSKAS
Chair, Finance Committee

*Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Finance Committee will be conducted via remote participation and broadcast live on Gardner YouTube Channel. The audio recording, transcript, or other comprehensive record of proceedings will be posted on the City's website as soon as possible after the meeting.
CITY OF GARDNER, MASSACHUSETTS
FINANCE COMMITTEE SPECIAL MEETING
Wednesday – June 24, 2020 – 5:30 PM
Remotely via Zoom

AGENDA

CALL TO ORDER

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

1-1 An Order Appropriating $40,000.00 from Sewer Surplus to Sewer, Energy and Utilities Expenses.

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

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

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

ADJOURNMENT

Items listed on the Agenda are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.
AN ORDER APPROPRIATING FROM SEWER SURPLUS TO SEWER, ENERGY AND UTILITIES.

ORDERED:

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

Highway  
Water  
Sewer  
Forestry  
Parks/Playgrounds  
Cemeteries

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

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

RE: Energy and Utilities Shortfall

June 9, 2020

Dear Acting Mayor Kazinskas:

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

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

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

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

Sincerely,

Dane E. Arnold, Director  
Department of Public Works

PC:  Public Service Committee  
      John Richard, City Auditor  
      Chris Coughlin, City Engineer
Hi Alan,
I was asked to provide some backup info for the water and sewer energy and utility shortfall.

Attached are the MUNIS print outs for the line items showing the deficit in each line item ("Available").

The "Actual (Memo)" in the printout is what we have spent year to date, not including the months of May and June bills.

I divided the "Actual" by 10 (months) coming up with the average amount spent each month and based my request on what I thought I would need to the end of the year.

*I did add some to the water estimate based on summer usage is always higher and the pumps are running longer.

I copied the Finance Committee, but could you please distribute to anyone else who may need this information.

If anyone needs anything else, please feel free to give me a call.

Thank you,

Dane E. Arnold, Director
Department of Public Works

50 Manca Drive
Gardner, MA 01440
Phone: 978-630-8195
darnold@gardner-ma.gov

From: Alan Agnelli <aagnelli@gardner-ma.gov>
Sent: Monday, June 22, 2020 10:17 AM
To: Alan Agnelli <aagnelli@gardner-ma.gov>
Subject: City Council Special Meeting - Wednesday, June 24, 2020 at 6:00 PM - Remotely

Ladies and Gentlemen:

Please find attached the Special Meeting Notice and Agenda for Wednesday’s Meeting. Link to Packet:
https://www.gardner-ma.gov/AgendaCenter/ViewFile/Agenda/06242020-2665

Sincerely,
SEWER

Account
Fund 610  SEWER FUND
Org 614-0  SEWER DP
Object 52110  ENERGY & U
Project  

Acct 610-406-440-52110
Account Name ENERGY & UTILITIES
Type Expense  Status Active
Rollup  
Sub-Rollup  
Multi-Fund  

4 Year Comparison

<table>
<thead>
<tr>
<th></th>
<th>Current Year</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fiscal Year 2020</td>
<td>Fiscal Year 2019</td>
</tr>
<tr>
<td>Original Budget</td>
<td>170,000.00</td>
<td>112,300.00</td>
</tr>
<tr>
<td>Transfers In</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>.00</td>
<td>-78,187.74</td>
</tr>
<tr>
<td>Revised Budget</td>
<td>170,000.00</td>
<td>34,112.26</td>
</tr>
<tr>
<td>Actual (Memo)</td>
<td>176,541.25</td>
<td>34,112.26</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>Requisitions</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>Available</td>
<td>4,541.25</td>
<td>.00</td>
</tr>
<tr>
<td>Percent Used</td>
<td>.100</td>
<td>.00</td>
</tr>
</tbody>
</table>

$176,541.25 / 10 = $17,650 (MONTHLY)

May & June UNPAID
$17,650 x 2 + $6,541.25
= $40,000
To: City Council

Re: Money Orders for consideration on June 24, 2020

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

These balances are as of June 19, 2020:

<table>
<thead>
<tr>
<th>Money Order</th>
<th>Balance</th>
</tr>
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<tbody>
<tr>
<td>Sewer Enterprise Fund 61000-31500 to Sewer for Energy and Utilities 61440-52110</td>
<td>$5,520,563</td>
</tr>
<tr>
<td>Sewer Enterprise Fund 61000-31500 to PW Dept for New Equipment 14421-55123</td>
<td>$5,480,563</td>
</tr>
<tr>
<td>Sewer Enterprise Fund 61000-31500 to PW Dept for New Equipment 14421-55123</td>
<td>$5,450,119</td>
</tr>
</tbody>
</table>

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

Sincerely

John Richard
City Auditor

copies: Mayor
City Clerk
AN ORDER APPROPRIATING FROM SEWER SURPLUS TO PUBLIC WORKS DEPARTMENT, NEW EQUIPMENT.

ORDERED:

That there be and is hereby appropriated the sum of Thirty Thousand Four Hundred Forty-Four Dollars and No Cents ($30,444.00) from Sewer Surplus to Public Works Department, New Equipment.
Acting Mayor Elizabeth Kazinskas  
City Hall  
95 Pleasant Street  
Gardner, MA 01440

RE: Cover Material Transfer  

June 9, 2020  

Dear Acting Mayor Kazinskas:

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

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

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

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

Sincerely,

Dane E. Arnold, Director  
Department of Public Works

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

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<td>Expenditures</td>
<td>$40,000</td>
</tr>
<tr>
<td>To PW Dept for New Equipment 14421-55123</td>
<td>$30,444</td>
</tr>
<tr>
<td></td>
<td>$5,450,119</td>
</tr>
</tbody>
</table>

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

Sincerely

John Richard

John Richard
City Auditor

copies: Mayor
City Clerk
AN ORDER APPROPRIATING FROM WATER SURPLUS TO WATER, ENERGY AND UTILITIES.

ORDERED:

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

Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries

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

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

RE: Energy and Utilities Shortfall

June 9, 2020

Dear Acting Mayor Kazinskas:

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

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

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

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

Sincerely,

[Signature]

Dane E. Arnold, Director
Department of Public Works

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

I was asked to provide some backup info for the water and sewer energy and utility shortfall.

Attached are the MUNIS print outs for the line items showing the deficit in each line item ("Available").

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I divided the "Actual" by 10 (months) coming up with the average amount spent each month and based my request on what I thought I would need to the end of the year.
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If anyone needs anything else, please feel free to give me a call

Thank you,

Dane E. Arnold, Director
Department of Public Works

50 Manca Drive
Gardner, MA 01440
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Sincerely,
WATER

$241,285 / 10 = $24,128
(MONTHS)

MAY & JUNE UNPAID

$24,200 \times 2 + $1285.77

= $50,000 -

* SUMMER \Rightarrow WATER USAGE INCREASE ASK $60,000
To: City Council

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<td></td>
</tr>
<tr>
<td>Water Enterprise Fund</td>
<td>$1,083,264</td>
</tr>
<tr>
<td>62000-31500 to Water Dept for Energy and Utilities Expenditures</td>
<td>$60,000</td>
</tr>
<tr>
<td>62450-52110</td>
<td>$1,023,264</td>
</tr>
<tr>
<td></td>
<td>$1,023,264</td>
</tr>
</tbody>
</table>

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

14421-52210

Sincerely

John Richard

John Richard
City Auditor

copies: Mayor
City Clerk
AN ORDER APPROPRIATING FROM FREE CASH TO ELECTIONS AND REGISTRATIONS, OPERATING EXPENSES.

ORDERED:

That there be and is hereby appropriated the sum of Thirteen Thousand Five Hundred and No Cents ($13,500.00) from Free Cash to Elections and Registrations, Operating Expenses.
June 18, 2020

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

Re: FY2020 Elections & Registration Supplemental Appropriation

Dear Acting Mayor Kazinskas:

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

Thank you very much for your attention and consideration.

Very truly yours,

Alan L. Agnelli
City Clerk
To City Council

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</thead>
<tbody>
<tr>
<td>Free Cash</td>
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</tr>
<tr>
<td>10000-55408</td>
<td>$575,004 93</td>
</tr>
<tr>
<td>to Elections &amp; Reg for Operating Expenditures</td>
<td>$561,504 93</td>
</tr>
<tr>
<td>11162-52***</td>
<td>13,500.00</td>
</tr>
</tbody>
</table>

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

Sincerely

John Richard

copies Acting Mayor
City Clerk