CITY OF GARDNER  
MASSACHUSETTS 01440-2630

OFFICE OF THE  
CITY COUNCIL

June 22, 2020

CITY COUNCIL SPECIAL MEETING

Date: Wednesday, June 24, 2020  
Time: 6:00 P.M.  
Location: Remotely*

AGENDA

10291 – An Order Appropriating $40,000.00 from Sewer Surplus to Sewer, Energy and Utilities Expenses (Finance Committee).

10292 – An Order Appropriating $30,444.00 from Sewer Surplus to Public Works Department, New Equipment (Finance Committee).

10293 – An Order Appropriating $60,000.00 from Water Surplus to Water, Energy and Utilities Expenses (Finance Committee).

10294 – An Order Appropriating $13,500.00 from Free Cash to Elections and Registrations, Operating Expenses (Finance Committee).

CITY COUNCIL OF GARDNER  
Elizabeth J. Kazinskas  
ELIZABETH J. KAZINSKAS  
Council President

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.

*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 Gardner City Council will be conducted via remote participation and broadcast live on Gardner Educational Television, Channel 8, and the City’s YouTube Channel. The audio or video recording, transcript, or other comprehensive record of proceedings will be posted on the City’s website as soon as possible after the meeting.
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
50 Main 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,

[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").

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 Details
- **Fund**: 610
- **Org**: 610410
- **Object**: 521110
- **Project**: 521110
- **Acct**: 610-400-440-52110
- **Acct name**: ENERGY & UTILITIES
- **Type**: Expense
- **Status**: Active

### 4 Year Comparison

<table>
<thead>
<tr>
<th>Year</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><strong>Original Budget</strong></td>
<td>170,000.00</td>
<td>112,300.00</td>
</tr>
<tr>
<td><strong>Transfers In</strong></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Transfers Out</strong></td>
<td>0.00</td>
<td>-78,187.74</td>
</tr>
<tr>
<td><strong>Revised Budget</strong></td>
<td>170,000.00</td>
<td>34,112.26</td>
</tr>
<tr>
<td><strong>Actual (Memo)</strong></td>
<td>176,541.25</td>
<td>34,112.26</td>
</tr>
<tr>
<td><strong>Encumbrances</strong></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Requisitions</strong></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Available</strong></td>
<td>4,541.25</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Percent used</strong></td>
<td>102.85%</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

**Note**: The available amount is 4,541.25. The calculation for the June payment is as follows:

\[
\frac{176,541.25}{10} = 17,650 \text{ (months)}
\]

**May & June Unpaid**

\[
17,650 \times 2 + 45,412.5 = 90,000
\]
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>
</thead>
<tbody>
<tr>
<td>Sewer Enterprise Fund 61000-31500</td>
<td>$5,520,563</td>
</tr>
<tr>
<td>to Sewer for Energy and Utilities</td>
<td></td>
</tr>
<tr>
<td>Expenditures 61440-52110 $40,000</td>
<td>$5,480,563</td>
</tr>
<tr>
<td>To PW Dept for New Equipment 14421-55123 $30,444</td>
<td>$5,450,119</td>
</tr>
<tr>
<td></td>
<td>$5,460,119</td>
</tr>
</tbody>
</table>

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

Sincerely

[Signature]

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.
CITY OF GARDNER
Department of Public Works

Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries

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

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

RE: Cover Material Transfer

June 9, 2020

Dear Acting Mayor Kazinskas:

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

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

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

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

Sincerely,

[Signature]

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>61000-31500</td>
<td>$ 5,520,563</td>
</tr>
<tr>
<td>61440-52110</td>
<td>$ 5,480,563</td>
</tr>
<tr>
<td>14421-55123</td>
<td>$ 5,450,119</td>
</tr>
</tbody>
</table>

Sewer Enterprise Fund

to Sewer for Energy and Utilities
Expenditures
To PW Dept for New Equipment

The Snow & Ice account currently has available $2,663.28
14421-62210

Sincerely

John Richard

John Richard
City Auditor

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

ORDERED:

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

Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries

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

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

RE: Energy and Utilities Shortfall

June 9, 2020

Dear Acting Mayor Kazinskas:

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

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

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

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

Sincerely,

Dane E. Arnold, Director
Department of Public Works

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

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<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Water Enterprise Fund
02000-31500 $1,083,264

  to Water Dept for Energy and Utilities Expenditures
  62450-52110 $60,000 $1,023,264

$1,023,264

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

Sincerely

John Richard

John Richard
City Auditor

copies: Mayor
City Clerk
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

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Phone: 978-630-8195  
darnold@gardner-ma.gov

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Ladies and Gentlemen:

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https://www.gardner-ma.gov/AgendaCenter/ViewFile/Agenda/06242020-2665

Sincerely,
WATER

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>WATER FUND</th>
<th>Org</th>
<th>WATER EXP</th>
<th>Object</th>
<th>52110</th>
<th>Project</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Acct</th>
<th>620-600-450-52110</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Acct name</th>
<th>ENERGY &amp; UTILITIES</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>True</th>
<th>Expense</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Rollup</th>
<th>Sub-Rollup</th>
</tr>
</thead>
</table>

| Multi Fund |

<table>
<thead>
<tr>
<th>4 Year Comparison</th>
<th>Current Year</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year 2020</td>
<td>Fiscal Year 2019</td>
<td>Fiscal Year 2018</td>
</tr>
<tr>
<td>Original Budget</td>
<td>240,000.00</td>
<td>161,800.00</td>
</tr>
<tr>
<td>Transfers In</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>Revised Budget</td>
<td>240,000.00</td>
<td>241,285.77</td>
</tr>
<tr>
<td>Actual (Memo)</td>
<td>241,285.77</td>
<td>41,712.95</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>Requests</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>Available</td>
<td>-1,285.77</td>
<td>.05</td>
</tr>
<tr>
<td>Percent used</td>
<td>100.54</td>
<td>100.00</td>
</tr>
</tbody>
</table>

\[ \frac{241,285}{10} = 24,128 \text{ (MONTHS)} \]

May & June unpaid

\[ 24,200 \times 2 + 1285.77 \]

\[ \leq 50,000 \]

* Summer \( \Rightarrow \) water usage increase

ask \$60,000
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

Re: Money Orders for consideration on June 24, 2020

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<tr>
<td>10000-35400</td>
<td>$575,004.93</td>
</tr>
<tr>
<td>11162-52***</td>
<td>$561,504.93</td>
</tr>
<tr>
<td>13,500.00</td>
<td>$561,504.93</td>
</tr>
</tbody>
</table>

The Snow & Ice account currently has available $2,853.28 (Acc# 14421-62210). Current Stabilization Fund Balance $2,840,954.81

Sincerely,

John Richard

John Richard
City Auditor

copies: Acting Mayor
City Clerk