

**CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE MEETING
Tuesday – September 3, 2019 – 6:30 PM
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.

- 1-1 Review and Approval of the Minutes of the July 30, 2019 Regular Meeting and the August 6, 2019 and August 12, 2019 Special Meetings.

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

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

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

- 4-1 An Ordinance to Amend the Code of the City of Gardner, Chapter 171, Thereof, Entitled “Personnel,” to Change Compensation Schedule “Exhibit E – Non-Union Employees” City Treasurer/Collector.

- 4-2 An Ordinance to Amend the Code of the City of Gardner, Chapter 171, Thereof, Entitled “Personnel,” to Change Compensation Schedule “Exhibit B – City Council.”

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

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

ADJOURNMENT

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

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JULY 30, 2019

The Finance Committee meeting was called to order by President Scott Joseph Graves at 9:00 a.m. in the City Council Chamber, Room 219, City Hall.

Finance Committee Members present were Council President Scott Joseph Graves and Councillors Ronald Cormier and James Walsh.

Others participating or in attendance: City Auditor John Richard; Contributory Retirement Board Chairperson Denise Merriam; Human Resources Director Debra Pond; DPW Director Dane Arnold; City Engineer Chris Coughlin; and, City Clerk Alan Agnelli.

President Graves asked if anyone present planned to record the meeting, in accordance with the requirements of the Open Meeting Law, as follows:

Any person may make a video or audio recording of the open session of this meeting so long as it does not interfere with the conduct of the meeting. All documents and exhibits used or referenced at this meeting shall be submitted in duplicate to the City Clerk, as they become part of the minutes of the meeting. Is there anyone present who will be recording this meeting?

No one responded.

1-1 Reading and Approval of Minutes of Prior Meeting.

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to approve the Minutes of the June 12, 2019 Regular Meeting, as printed.

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

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

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

AN ORDER TO RAISE AND APPROPRIATE A SUM OF MONEY FOR THE SCHOOL DEPARTMENT BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 TO JUNE 30, 2020.

ORDER: To raise and appropriate for the expense of the City of Gardner for the Fiscal Year beginning July 1, 2019 to June 30, 2020 sums as designated below for the expenditures of the School Department in the amount of FOUR HUNDRED FIFTY FOUR THOUSAND TWO HUNDRED NINETY DOLLARS (\$454,290).

School	School Expenses	\$454,290
--------	-----------------	-----------

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JULY 30, 2019

2-2 An Order Rescinding Order No. 12879, An Order Appropriating \$177,316.00 from Available Funds – Cable Commission Fees Reserved – to the FY2020 Cable Commission Budget.

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

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

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

AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE FUNDS – CABLE COMMISSION FEES RESERVED – TO CABLE COMMISSION BUDGET FOR THE FICAL YEAR BEGINNING JULY 1, 2019 TO JUNE 30, 2020

ORDER: That there be and is hereby appropriated for the Fiscal Year beginning July 1, 2019 to June 30, 2020 the sum of ONE HUNDRED SEVENTY-SEVEN THOUSAND, THREE HUNDRED SIXTEEN DOLLARS (\$177,316) from Available Funds-Cable Commission Fees Reserved to the Cable Commission budget.

2-2.1 An Order Appropriating \$177,316.00 from Available Funds – Cable Commission Fees Reserved – to the FY2020 Cable Commission Budget.

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

AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE FUNDS – CABLE COMMISSION FEES RESERVED – TO CABLE COMMISSION BUDGET FOR THE FICAL YEAR BEGINNING JULY 1, 2019 TO JUNE 30, 2020

ORDER: That there be and is hereby appropriated for the Fiscal Year beginning July 1, 2019 to June 30, 2020 the sum of ONE HUNDRED SEVENTY-SEVEN THOUSAND, THREE HUNDRED SIXTEEN DOLLARS (\$177,316) from Available Funds-Cable Commission Fees Reserved to the Cable Commission budget. Any unused funds will revert back to the Cable Commission Fees Reserved Fund at year end.

2-3 An Order Rescinding Order No. 12880, An Order Appropriating \$110,550.00 from Available Funds – Parking Meter Receipts Reserved – to Various Accounts for FY2020.

Citing the Mayor's correspondence of July 24, 2019, City Auditor John Richard informed the Committee that by rescinding the original Order and substituting a new Order with the phrase "Any unused funds will revert back to the Parking Meter

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JULY 30, 2019

Receipts Reserved Fund at year end,” any end-of-year unused funds will remain in the Fees Reserved account to be used to grow the fund for future years.

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

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

AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE FUNDS-PARKING METER RECEIPTS RESERVED TO VARIOUS ACCOUNTS FOR THE FICAL YEAR BEGINNING JULY 1, 2019 TO JUNE 30, 2020.

ORDER: That there be and is hereby appropriated for the Fiscal Year beginning July 1, 2019 to June 30, 2020 the sum of ONE HUNDRED TEN THOUSAND, FIVE HUNDRED FIFTY DOLLARS (\$110,550.00) from Available Funds-Parking Meter Receipts Reserved to the following accounts:

City Treasurer	Parking Meter Clerk Salary	\$ 12,730.00
City Treasurer	Parking Meter Maintenance	25,000.00
Police	Parking Meter Patrol	21,420.00
Public Works	Parking Meter Maintenance	20,000.00
Public Works	DPW Maint. Crew Sal & Wages	31,400.00

2-3.1 An Order Appropriating \$110,550.00 from Available Funds – Parking Meter Receipts Reserved – to Various Accounts for FY2020.

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

AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE FUNDS-PARKING METER RECEIPTS RESERVED TO VARIOUS ACCOUNTS FOR THE FICAL YEAR BEGINNING JULY 1, 2019 TO JUNE 30, 2020.

ORDER: That there be and is hereby appropriated for the Fiscal Year beginning July 1, 2019 to June 30, 2020 the sum of ONE HUNDRED TEN THOUSAND, FIVE HUNDRED FIFTY DOLLARS (\$110,550.00) from Available Funds-Parking Meter Receipts Reserved to the following accounts:

City Treasurer	Parking Meter Clerk Salary	\$ 12,730.00
City Treasurer	Parking Meter Maintenance	25,000.00
Police	Parking Meter Patrol	21,420.00
Public Works	Parking Meter Maintenance	20,000.00
Public Works	DPW Maint. Crew Sal & Wages	31,400.00

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

3-1 A Measure Confirming the Mayor's Appointment of M. Paul Carlberg to the position of Member, Redevelopment Authority, for term expiring June 26, 2024.

Councillor Ronald Cormier stated that, contrary to recent communications, the City Council's role in appointments "is only to confirm," and "not selection."

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

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend that the City Council confirm the Mayor's Appointment of M. Paul Carlberg to the position of Member, Redevelopment Authority, for term expiring June 26, 2024.

3-2 A Measure Confirming the Mayor's Appointment of Sebazius Athame to the position of Member, Disability Commission, for term expiring July 18, 2022.

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend that the City Council confirm the Mayor's Appointment of Sebazius Athame to the position of Member, Disability Commission, for term expiring July 18, 2022.

3-3 A Measure Confirming the Mayor's Appointment of Jason Pelavin to the position of Member, Bandstand Committee, for term expiring July 16, 2020.

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend that the City Council confirm the Mayor's Appointment of Jason Pelavin to the position of Member, Bandstand Committee, for term expiring July 16, 2020.

3-4 A Measure Confirming the Mayor's Appointment of Donna Russo to the position of Member, Bandstand Committee, for term expiring July 16, 2022.

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend that the City Council confirm the Mayor's Appointment of Donna Russo to the position of Member, Bandstand Committee, for term expiring July 16, 2022.

3-5 A Measure Confirming the Mayor's Appointment of Michael Zlotnik to the position of Member, Bandstand Committee, for term expiring July 16, 2021.

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend that the City Council confirm the Mayor's Appointment of Michael Zlotnik to the position of Member, Bandstand Committee, for term expiring July 16, 2021.

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JULY 30, 2019

3-6 A Measure Confirming the Mayor's Appointments of Elections Officers for terms expiring August 31, 2020.

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to recommend that the City Council confirm the Mayor's Appointments of Elections Officers for terms expiring August 31, 2020, as follows:

WARD 1A

Warden	Norman	H.	Beauregard	147 Oak Street
Clerk	Roland	D.	Mailloux, Jr.	20 Teaberry Lane
Inspector	Shirley	B.	Bunarowski	182 Graham Street #1
Inspector	Sally	Q.	Hartshorn	61 Elm Street
Inspector	Jacqueline	M.	Kraskouskas	222 Bickford Hill Road
Inspector	Ellen	T.	Kudravetz	90 Cherry Street
Inspector	Michael	L.	Kudravetz	90 Cherry Street
Inspector	Erana	E.	Landry	298 Park Street
Inspector	Glenice	M.	Rossignol	103 Highland Street

WARD 1B

Warden	Lynn	M.	Roux	203 Betty Spring Road
Clerk	Gloria	C.	Bourgeois	47 Racette Avenue
Inspector	Carolyn		Fournier	158 Ash Street
Inspector	Carlene	A.	Kemp	108 Opal Lane
Inspector	Carolyn	A.	LaBonte	169 Summer Street
Inspector	Valerie	D.	Spar	20 Plymouth Street
Inspector	Marjorie	J.	Whittemore	47 Lake Street, A606

WARD 2A

Warden	Clifton	J.	Melatti	37 Rosewood Drive
Clerk	Donna	M.	Lehtinen	203 Green Street
Inspector	Alice	P.	Anderson	34 Chapman Park
Inspector	Joseph	R.	Andrews	139 Euclid Street
Inspector	Carol	A.	Cormier	47 Lake Street, A207
Inspector	Robert	J.	Cormier	47 Lake Street, A207
Inspector	Mary	L.	Glotch	47 Montvale Road
Inspector	Dianne	A.	Hunt	28 Osgood Street, #1
Inspector	Cathy	T.	Leger	134 Greenwood Place
Inspector	Annette	M.	Melanson	178 Waterford Street

WARD 2B

Warden	Donald	J.	Cosentino	131 Lovewell Street
Clerk	Nancy	M.	Girouard	110 Marquette Street
Inspector	Val	J.	Cormier	166 Acadia Road
Inspector	Aline		Cosentino	131 Lovewell Street
Inspector	Patricia	A.	LeBlanc	66 Conant Street
Inspector	Roger	R.	LeBlanc	66 Conant Street
Inspector	Patricia	A.	Lewis	32 Water Wheel Circle, Templeton

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JULY 30, 2019

Inspector	Priscilla	J.	Proulx	228 Washington Street
Inspector	Marcia	J.	White	92 Ryan Street

WARD 3A

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

WARD 3B

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

WARD 4A

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

WARD 4B

Warden	Marjorie	F.	Tetzloff	317 Pine Street	
Clerk	David	E.	Tetzloff	317 Pine Street	
Inspector	Ann		Chandler	133 Pleasant Street, #2	
Inspector	Brian	J.	Dickens	65 Krantz Road	Winchendon
Inspector	Susan		Greninger	194 Central Street, #315	
Inspector	Theresa	H.	Hillman	155 Champagne Road	
Inspector	Diane	R.	Jasiewicz	36 Robillard Street	
Inspector	Jacqueline	M.	LaPrade	322 Pine Street	

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JULY 30, 2019

Inspector Charlene A. Wilson 44 Olde Colonial Dr, U1

WARD 5A

Warden Paul A. Spano 33 Adams Street
Clerk Barbara D. LeBlanc 37 Bayberry Drive
Inspector Sandra J. Barton 331 High Street
Inspector Carole A. Baublis 252 Union Street
Inspector Judith T. Collette 47 Kendall Street
Inspector Claire M. Lagasse 131 Champagne Road
Inspector Charles R. LeBlanc 37 Bayberry Drive
Inspector Gloria M. O'Malley 80 Kendall Pond Rd West

WARD 5B

Warden Marcelle S. Cormier 55 Wickman Drive
Clerk Barbara A. Yablonski 195 Sherman Street
Inspector Patricia L. Cormier 365 Pearl Street
Inspector Stephen E. Cormier 365 Pearl Street
Inspector William Edwards 4 Sunrise Lane
Inspector Dorothy E. Leger-Lore 31 Lennon Street, Unit B
Inspector Melissa A. Paulhus 144 Sawyer Street
Inspector Leonette M. Roy 49 Temple Street
Inspector Doris H. St. John 204 Willis Road
Inspector Marcia A. Stone 185 Bridge Street
Inspector Mary Ann Suchocki 154 Sand Street
Inspector Edward S. Yablonski 195 Sherman Street

3-7 City Treasurer/Collector of Taxes Search.

President Graves stated that the Committee will discuss the interview and recommendation process, noting that the selection of a City Treasurer and Collector of Taxes is solely within the purview of the City Council. He added that the Human Resources Director provided each Committee member with copies of the resumes of the applicants and that each member, after review, should inform the other members of those applicants that they believe warrant an interview.

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

President Graves recommended the following applicants for interviews:

- Melanie Rajaniemi
- John Macleod
- Abbie Jenkins

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JULY 30, 2019

Councillor Walsh recommended the following applicants for interviews:

- Melanie Rajaniemi
- Chris Grady
- Jennifer Dymek

Councillor Cormier recommended the following applicants for interviews:

- Jennifer Dymek
- John Macleod
- Melanie Rajaniemi

HR Director Debra Pond informed the Committee that Mayor Hawke recommended the following candidates for interviews:

- Mary Ann Brum
- Melanie Rajaniemi
- Kristina Germano
- Maurice Beaulieu

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

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

The Committee decided to invite the following for interviews on Tuesday, August 6, 2019 at 9:00 a.m.

- Jennifer Dymek
- John Macleod
- Melanie Rajaniemi
- Chris Grady
- Abbie Jenkins

4-1 An Ordinance to Amend the Code of the City of Gardner, Chapter 171 Thereof, Entitled "Personnel," to Change Compensation Schedule "Exhibit A –Mayor."

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

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

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted, two (2) yeas, Councillors Ronald Cormier and James Walsh; one (1) nay, President Scott Graves, to recommend to the City Council that the following Ordinance be ordered to First Printing:

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JULY 30, 2019

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 171 THEREOF, ENTITLED "PERSONNEL" TO CHANGE COMPENSATION SCHEDULE EXHIBITS A AND B.

Be it Ordained by the City Council of the City of Gardner as follows:

Section 1. Section 171-68 of Chapter 171, Personnel, of the Code of the City of Gardner is hereby amended by deleting and repealing Compensation Schedule Exhibit A and inserting in place thereof, the following:

Exhibit A

Mayor

Effective 1-2-2018	Effective 1-6-2020
\$92,196.00	\$94,040.00

Section 2. Effective date.

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

4-2 An Ordinance to Amend the Code of the City of Gardner, Chapter 171 Thereof, Entitled "Personnel," to Change Compensation Schedule "Exhibit B – City Council."

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

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

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted, two (2) yeas, Councillors Ronald Cormier and James Walsh; one (1) nay, President Scott Graves, to recommend to the City Council that the following Ordinance be ordered to First Printing:

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 171 THEREOF, ENTITLED "PERSONNEL" TO CHANGE COMPENSATION SCHEDULE EXHIBITS A AND B.

Be it Ordained by the City Council of the City of Gardner as follows:

Section 1. Section 171-68 of Chapter 171, Personnel, of the Code of the City of Gardner is hereby amended by deleting and repealing Compensation Schedule Exhibit B and inserting in place thereof, the following:

Exhibit B

City Council

Position	Effective 1-2-2018	Effective 1-6-2020
President	\$ 10,707.00	\$ 10,921.00
Councillor	\$ 7,326.00	\$ 7,473.00

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JULY 30, 2019

Section 2. Effective date.

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

5-1 **A Measure Authorizing the Public Works Director to File Applications and Execute Agreements for Grant and/or Loan Assistance Relating to Water Pollution Abatement Projects.**

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

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

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

AUTHORITY TO FILE

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

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

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

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

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

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JULY 30, 2019

2. That the purpose of said grant(s) and/or loan(s), if awarded, shall be to fund construction activities.
3. That if said award is made the Applicant agrees to pay those costs which constitute the required Applicant's share of the project cost.

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

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

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

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

NEW BUSINESS

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

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

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

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

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, it was voted to recommend that the City Council order the following Ordinance to First Printing:

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JULY 30, 2019

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

Be it Ordained by the City Council of the City of Gardner as follows:

Section 1. Section 171-68 of Chapter 171, Personnel, of the Code of the City of Gardner is hereby amended by striking from Compensation Schedule "Exhibit C", the following:

<u>Position</u>	<u>Annual Stipend</u>
Retirement Board	
Member [MGL c. 32, §20(6)]	\$ 3,000.00

And inserting in place thereof, the following:

<u>Position</u>	<u>Annual Stipend</u>
Retirement Board	
Member [MGL c. 32, §20(6)]	\$ 3,500.00 <i>(Effective 7/1/2019)</i>

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

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

And inserting in place thereof, the following:

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

Section 3. Effective date.

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

ADJOURNMENT

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to adjourn at 10:04 a.m.

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF AUGUST 6, 2019

The Finance Committee meeting was called to order by President Scott Joseph Graves at 9:00 a.m. in the City Council Chamber, Room 219, City Hall.

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

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

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

The Finance Committee meeting was called back to order by President Scott Joseph Graves at 10:30 a.m. in the City Council Chamber, Room 219, City Hall.

Finance Committee Members present were Council President Scott Joseph Graves and Councillors Ronald Cormier and James Walsh.

Others participating or in attendance: Mayor Mark Hawke; City Auditor John Richard; Human Resources Director Debra Pond; and, City Clerk Alan Agnelli.

President Graves asked if anyone present planned to record the meeting, in accordance with the requirements of the Open Meeting Law, as follows:

Any person may make a video or audio recording of the open session of this meeting so long as it does not interfere with the conduct of the meeting. All documents and exhibits used or referenced at this meeting shall be submitted in duplicate to the City Clerk, as they become part of the minutes of the meeting. Is there anyone present who will be recording this meeting?

No one responded.

INTERVIEWS

Christopher Grady

- Employed as a Deputy Tax Collector for Kelley & Ryan Associates in Worcester since 2011. Employed by Kelley & Ryan as a CSR beginning in 2007.
- Manages the Worcester Regional Office located the RMV and fills-in at the Boston Office occasionally. Worcester is comprised of 4 staff persons. Handles delinquent Excise, Boat Excise, and Parking tickets for over 200 Massachusetts cities and towns. Gardner contracts with Kelley & Ryan for its deputy collector services.

Mr. Grady stated that his understanding of the positions includes banking services, tax collections, municipal lien certificates, payroll, and contact with the public. He added that he does not have any Tax Title experience, but is familiar with the process and does not have any

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF AUGUST 6, 2019

departmental budgeting experience, but reconciles bank statements on a daily basis. He said that he is comfortable stepping into a role of supervisor, adding that he “leads by example,” is able to give direction when necessary, and is reliable and a hard worker.

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

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

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

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

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

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

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

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

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

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

Jennifer Dymek

- Employed with the City of Gardner since 2003.
- Currently Director of Purchasing and Civil Enforcement since June, 2016.
- Assistant Director of Community Development and Planning from 2008 to 2016 and Financial Manager from 2003 until 2008.
- Private sector financial positions with Dymek Custom Builders and Barre Savings Bank.
- Bachelor of Science in Business Administration, concentration in accounting, from Fitchburg State College.

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF AUGUST 6, 2019

Ms. Dymek informed the Committee that she has a keen interest in finance and accounting, represented by the municipal and private sector financial positions that she has held in the past. She said that she has always had an interest in the City Treasurer's position, since it offers opportunities for modernization of systems. She added that she is very good with money management and financial analysis.

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

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

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

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

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

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

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

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

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

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

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

Ms. Dymek stated that she her current role in the Tax Title Process involves disposition of property, but that she would need to learn the remainder of the process.

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF AUGUST 6, 2019

Councillor Walsh questioned her goal to become DOR-certified if she is named to the positions.

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

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

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

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

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

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

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

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

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

Abby Jenkins

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

Ms. Jenkins informed the Committee that her current position is being relocated to Mexico. She is seeking a new career, one that provides a challenging role in finance. She just completed a Masters’ Degree in Accounting. She now holds 2 MBAs.

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF AUGUST 6, 2019

Ms. Jenkins noted her varied experience in a number of financial positions, from Anna Maria College, various positions with GFA Federal Credit Union, and three different positions with Johnson Controls (formerly Simplex and TYCO).

Councillor Walsh questioned her experience developing budgets.

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

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

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

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

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

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

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

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

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

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

On inquiry, Ms. Jenkins stated that she is seeking a long-term position in a new career and noted that in her current position, she implemented a SharePoint process for e-mails.

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF AUGUST 6, 2019

The Committee decided to schedule its last interview with Melanie Rajaniemi for Monday, August 12, at 4:00 p.m. and to schedule a Special Meeting at 6:00 p.m. to elect the City Treasurer and City Collector of Taxes.

ADJOURNMENT

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, it was voted to adjourn at 12:37 p.m.

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF AUGUST 12, 2019

The Finance Committee meeting was called to order by President Scott Joseph Graves at 4:00 p.m. in the City Council Chamber, Room 219, City Hall.

Finance Committee Members present were Council President Scott Joseph Graves and Councillors Ronald Cormier and James Walsh.

Others participating or in attendance: Mayor Mark Hawke; City Auditor John Richard; Human Resources Director Debra Pond; and, City Clerk Alan Agnelli.

President Graves asked if anyone present planned to record the meeting, in accordance with the requirements of the Open Meeting Law, as follows:

Any person may make a video or audio recording of the open session of this meeting so long as it does not interfere with the conduct of the meeting. All documents and exhibits used or referenced at this meeting shall be submitted in duplicate to the City Clerk, as they become part of the minutes of the meeting. Is there anyone present who will be recording this meeting?

No one responded.

INTERVIEW

Melanie Rajaniemi

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

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

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

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

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

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

On questioning by Mayor Hawke, Ms. Rajaniemi stated that she has undertaken short and

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF AUGUST 12, 2019

long-term borrowing (highway and new school), but not investments.

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

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

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

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

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

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

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

President Graves asked Ms. Rajaniemi about her salary expectations.

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

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

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

Councillor Walsh and President Graves expressed concern that the 45-day advance notice requirement appeared to be a disadvantage, since the City needs to act swiftly to replace Ms. Daigle, who is retiring on the 16th of August.

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF AUGUST 12, 2019

HR Director Debra Pond added that it takes time to schedule CORI and drug tests for new employees.

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

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

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

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

Councillor James Walsh seconded the motion.

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

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

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

Mayor Hawke questioned the starting compensation.

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

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

ADJOURNMENT

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

RECEIVED

August 14, 2019

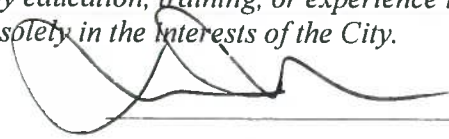
2019 AUG 15 AM 3: 52
Commonwealth of Massachusetts

Worcester County

City of Gardner

CERTIFICATE OF APPOINTMENT

I appoint Nancy Binder to the position of Member, Bandstand Committee and I certify
143 Graham Street, Gardner, MA
that in my opinion he/she is a person specially fitted by education, training, or experience to perform the
duties of said office, and that I make the appointment solely in the interests of the City.



Mark P. Hawke
Mayor

Confirmed by City Council _____

Alan L. Agnelli
City Clerk

Expires: August 14, 2022

Worcester, ss., _____

Then personally appeared the above named Nancy Binder and made oath that he/she
would faithfully and impartially perform the duties of the office of Member, Bandstand Committee
according to law and the best of his/her abilities.

Before me,

City Clerk

Chapter 303 Acts of 1975
and
Chapter 409 Acts of 1983

Received _____

RECEIVED

August 14, 2019

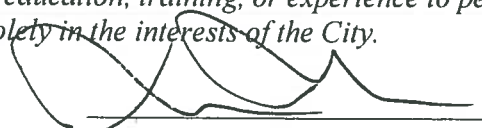
2019 AUG 15 AM 8:31
CITY OF GARDNER
Worcester County

Commonwealth of Massachusetts

City of Gardner

CERTIFICATE OF APPOINTMENT

I appoint Edward Vipond to the position of Member, Bandstand Committee and I certify
168 Willis Road, Gardner, MA
that in my opinion he/she is a person specially fitted by education, training, or experience to perform the
duties of said office, and that I make the appointment solely in the interests of the City.



Mark P. Hawke
Mayor

Confirmed by City Council _____

Alan L. Agnelli
City Clerk

Expires: August 14, 2022

Worcester, ss., _____

Then personally appeared the above named Edward Vipond and made oath that he/she
would faithfully and impartially perform the duties of the office of Member, Bandstand Committee
according to law and the best of his/her abilities.

Before me,

City Clerk

Chapter 303 Acts of 1975
and
Chapter 409 Acts of 1983

Received _____

August 21, 2019

2019 AUG 21 PM 2:21

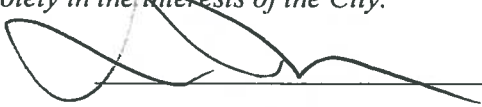
Commonwealth of Massachusetts

Worcester County

City of Gardner

CERTIFICATE OF APPOINTMENT

I appoint Sandra Barton to the position of Member, Council on Aging, and I certify
31 High Street, Gardner, MA
that in my opinion he/she is a person specially fitted by education, training, or experience to perform the
duties of said office, and that I make the appointment solely in the interests of the City.



Mark P. Hawke
Mayor

Confirmed by City Council _____

Alan L. Agnelli
City Clerk

Expires: August 21, 2022

Worcester, ss., _____

Then personally appeared the above named Sandra Barton and made oath that he/she
would faithfully and impartially perform the duties of the office of Member, Council on Aging
according to law and the best of his/her abilities.

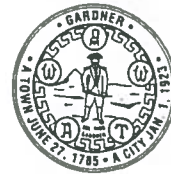
Before me,

City Clerk

Chapter 303 Acts of 1975
and
Chapter 409 Acts of 1983

Received _____

City of Gardner, *Executive Department*



Mark Hawke, Mayor
August 14, 2019

2019 AUG 21 AM 10:36

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

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

Dear President Graves and Councilors,

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

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

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

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

Respectfully,

Mark Hawke
Mayor, City of Gardner

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 171 THEREOF, ENTITLED "PERSONNEL," TO CHANGE THE COMPENSATION OF SCHEDULE 1, YEARLY SALARY OF THE CITY TREASURER/COLLECTOR.

Be it ordained by the City Council of the City of Gardner as follows:

Section 1. Section 171-68 of Chapter 171, Personnel, of the Code of the City of Gardner is hereby amended to change the salary of the Treasurer/Collector, as follows:

Position	Effective 1/2/2018 Current	Effective 8/16/2019
Treasurer/Collector	\$84,118.88	\$82,708.88
MGL c 32 Sec20(6)	300.00	300.00
Total	84,418.88	83,008.88

Section 2. This ordinance shall become effective upon passage and publication as required by law.