

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF MAY 31, 2023

The Finance Committee meeting was called to order by Council President Elizabeth Kazinskas at 8:00 AM in the City Council Chamber, Room 219, City Hall.

Finance Committee Members Councillor Aleksander Dernalowicz, and Ronald Cormier were also present.

Also participating were Mayor Michael Nicholson; City Auditor John Richard; DPW Director Dane Arnold; City Engineer Rob Oliva; Business Manager Chris Coughlin; City Assessor Chris Kumar; Purchasing Director Josh Cormier; Human Resource Director Deb Pond; IT Director Bob O'Keefe; City Treasurer Jennifer Dymek; Building Commissioner Tom Zuppa; Community Development and Planning Director Trevor Beauregard; and City Clerk Titi Siriphan.

FIRST TIME ON THE AGENDA

11009 An Order Authorizing \$300.09 Payment of Prior Year Expenditure for Police Salary Expenditure.

Mayor Nicholson informed the Committee that while conducting the end of the fiscal year procedures, it was discovered that the City's financial departments that they had missed one of the police patrol officer's college degrees when calculating payroll. Per the City's collective bargaining contract, police officers' pay scale is based off the education levels they hold.

On a motion made by Councillor Ronald Cormier and seconded by Councillor Aleksander Dernalowicz, to recommend to the City Council that the following ORDER ought to pass:

AUTHORIZING PAYMENT OF PRIOR YEAR SALARY EXPENDITURE

ORDERED: To authorize payment of prior year POLICE salary expenditure account for prior year, as follows:

FY2022	POLICE/PATROLMEN SAL ACCT	\$300.09
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11011 An Order Transferring \$10,500.00 from Building Inspector Department, Department Head Salaries to Professional Services Expenditures.

On a motion made by Councillor Aleksander Dernalowicz and seconded by Councillor Ronald Cormier, to recommend to the City Council that the following ORDER ought to pass:

AN ORDER TRANSFERRING APPROPRIATIONS FROM BUILDING INSPECTOR DEPT, DEPT HEAD SALARIES TO PROFESSIONAL SERVICES EXPENDITURES.

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ORDERED: That there be and is hereby transferred the appropriations sum of TEN Thousand FIVE Hundred Dollars and No Cents (\$10,500.00) from Building Inspector Department, Department Head Salaries to Professional Services Expenditures.

11012 An Order Transferring \$5,000.00 from Human Resource Department, Department Head Salaries to Pool Department Professional Services Expenditure.

Mayor Nicholson informed the Committee that the amount approved in the salary line item for the Director of Human Resources was higher than what was approved by the City Council in the FY2023 Compensation Schedule Ordinance, as such, there is a surplus existing in this account. This transfer request is being submitted to hire a Certified Pool Operator contractor to assist in opening the Greenwood Outdoor Pool this year.

On a motion made by Councillor Ronald Cormier and seconded by Councillor Aleksander Dernalowicz, it was voted to recommend to the City Council that the following ORDER ought to pass:

AN ORDER TRANSFERRING APPROPRIATIONS FROM HUMAN RESOURCE DEPT, DEPT HEAD SALARIES TO POOL DEPT PROFESSIONAL SERVICES EXPENDITURES.

ORDERED: That there be and is hereby transferred the appropriations sum of FIVE Thousand Dollars and No Cents (\$5,000.00) from Human Resource Department, Department Head Salaries to Pool Department Professional Services Expenditures.

11014 An Order Transferring \$307,000.00 from Sewer Surplus/Retained Earnings to Sewer Department Operating Expenditures.

On a motion made by Councillor Aleksander Dernalowicz and seconded by Councillor Ronald Cormier, it was voted to recommend to the City Council that the following ORDER ought to pass:

AN ORDER APPROPRIATING FROM SEWER SURPLUS TO SLUDGE LANDFILL EXPENSE.

ORDERED: That there be and is hereby appropriated the sum of Three Hundred Seven Thousand Dollars and No Cents (\$307,000.00) from Sewer Surplus to Sludge Landfill Expense.

11015 An Order Transferring \$39,348.00 from Sewer Surplus/Retained Earnings to DPW Department New Equipment.

Mayor Nicholson informed the Committee that this appropriation is related to the

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Sewer Department purchasing sand from the DPW gravel bank. This must be treated as a sale due to the aforementioned statutes and regulations.

On a motion made by Councillor Aleksander Dernalowicz and seconded by Councillor Ronald Cormier, it was voted to recommend to the City Council that the following ORDER ought to pass:

AN ORDER REQUESTING A TRANSFER FROM SEWER SURPLUS/RETAINED EARNINGS TO DPW DEPT NEW EQUIPMENT.

ORDERED: That there be and is hereby transfer the sum of Thirty-Nine Thousand Three Hundred Forty-Eight Dollars and 00/100 (\$39,348.00) from Sewer Surplus/Retained Earnings to DPW New Equipment as follows:

DPW NEW EQUIPMENT	\$39,348.00
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11016 A Measure Authorizing the Mayor to Execute the Subordination for case number#11-293 for the Purpose of the Community Development Housing Rehabilitation Program.

On a motion made by Councillor Aleksander Dernalowicz and seconded by Councillor Ronald Cormier, it was voted to recommend to the City Council that to APPROVE the following RESOLUTION:

RESOLUTION

WHEREAS, in the opinion of the City Council of the City of Gardner that the intent and purpose of the Community Development Housing Rehabilitation Program is to maintain safe, affordable housing units for low to moderate income families by financially assisting owners of such properties, it is therefore resolved that:

The Mayor is duly authorized to execute the Subordination for case #111-293 in the amount of \$26,000.00 subject to review and approval as to form by the City Solicitor. The term of the loan is 15 years expiring on June 7, 2028.

REFERRED TO FINANCE COMMITTEE

10990 An Order Appropriating \$14,925.00 from Free Cash to the IT Department City Hall Copy Machine Account.

IT Director Bob O'Keefe informed the Committee that leasing a copy machine is not feasible and sees no benefit to it. The current machine has lasted 11 years.

On a motion made by Councillor Aleksander Dernalowicz and seconded by

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Councillor Ronald Cormier, it was voted to recommend to the City Council that the following ORDER ought to pass:

AN ORDER APPROPRIATING FROM FREE CASH TO THE IT DEPT – NEW EQUIPMENT EXPENSE ACCOUNT.

ORDERED: That there be and is hereby appropriated the sum of Fourteen Thousand Nine Hundred Twenty-Five Dollars and No Cents (\$14,925.00) from Free Cash to the New Equipment Expense Account.

FY2024 BUDGET HEARINGS

- ❖ City Council
- ❖ Mayor
- ❖ Mayor's Unclassified
- ❖ Assessor
- ❖ Contributory Retirement Board
- ❖ Purchasing
- ❖ Civil Enforcement
- ❖ Information Technology
- ❖ Community Development and Planning
- ❖ Human Resources
- ❖ Employee Benefits
- ❖ Auditor
- ❖ Treasurer/Collector
- ❖ Debt Service
- ❖ Insurance
- ❖ Law
- ❖ City Clerk
- ❖ Elections

Mayor Nicholson submitted the following FY2024 Budget to the Finance Committee: (the budget is attached to the end of these meeting minutes)

ADJOURNMENT

On a motion by Councillor Aleksander Dernalowicz and seconded by Councillor Ronald Cormier it was voted to adjourn at 8:50 a.m.