The Finance Committee meeting was called to order remotely by Council President Elizabeth Kazinskas at 5:30 p.m. Finance Committee Members Councillors Ronald Cormier and James Walsh were present via Zoom. Councillors Scott Joseph Graves and Karen Hardern were also present via Zoom.

Also participating remotely via Zoom were City Auditor John Richard; Public Works Director Dane Arnold; and, City Clerk Alan Agnelli.

President Kazinskas announced that 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 on Zoom. 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 and the meeting is being broadcast live on Gardner’s YouTube Channel.

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

Public Works Director Dane Arnold noted the following:

- $40,000 budget shortfall in the account which provides for all utility costs for sewer facilities, pump stations, and the Sewer Department’s share of DPW building expenses. Includes NGRID, Unitil, Templeton Light, Comcast, etc.
- FY2020 Budget estimate was short. City assumed control of facilities this year and consulted with Suez to arrive at estimate. City provided with $240k estimate and City did not follow-up with “low estimate.”
- All utility expenses were formerly borne by Suez, which was included in their Contract.

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

**AN ORDER APPROPRIATING FROM SEWER SURPLUS TO SEWER, ENERGY AND UTILITIES.**

ORDER: 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.

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

Public Works Director Dane Arnold reported that the Order represents reimbursement to the City from the Sewer Department to pay for cover material used at the Sludge Landfill. In prior years, the costs were “a lump sum bid” included in the Suez Contract. When the City assumed control of sewer facilities in July, 2019, the City took
responsibility for the cover material. The City estimated $3/year for the cover material, represents about one-half the cost of sand material. The City recorded the amount of material removed from the sand bank which amounted to 10,400 yards.

Councillor Cormier questioned whether the City would be purchasing the material on the open market.

Mr. Arnold stated that Suez, in their bid, had a lump sum cost of about $70,000 that the City paid Suez to purchase the cover material. The City’s cost represents about one-half the cost of the amount that the City paid to Suez.

Councillor Walsh said that he understood that the Sewer Department is reimbursing the City for the cost of the sand, but questioned the reason that funds are being appropriated from Sewer Surplus to the Public Works Department to New Equipment.

Mr. Arnold stated that hauling the material results in “wear and tear” on the DPW equipment – the loaders, dump trucks, etc.

Councillor Walsh then questioned how the funds would be expended in the current Fiscal Year’s budget.

Mr. Arnold suggested that the appropriation would fund part of a dump truck or a pickup truck for the DPW, but that no specific piece of equipment has been identified at this time, but that it would be related to the work being performed. He added that the funds would have to be encumbered (to FY2021).

Addressing City Auditor John Richard, Councillor Walsh asked if the appropriation could be encumbered.

Mr. Richard responded, saying that the funds can be encumbered as long as the purpose is stated.

Councillor Walsh asked that if the funds go to the General Fund, what account would be appropriate.

Mr. Richard responded, saying that if not to a specific account, then the funds “would fall to Free Cash.”

Councillor Walsh then asked that if the funds are encumbered, could they be used for the FY21 DPW Budget.

Mr. Richard responded, “Yes.”

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, on call of the roll, it was voted to recommend to the City Council that the following Order ought to pass:
AN ORDER APPROPRIATING FROM SEWER SURPLUS TO PUBLIC WORKS DEPARTMENT, NEW EQUIPMENT.

ORDER: 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.

1-3 An Order Appropriating $60,000.00 from Water Surplus to Water, Energy and Utilities Expenses.
DPW Director Dane Arnold reported that the same budgeting situation occurred in the Water Department, as well, whereby energy and utility expenses were underestimated for FY2020, which cover the Crystal Lake, Snake Pond, and the James Street Pump Stations. The $60,000 estimate includes a $5,000 per month buffer (above the average of $24,000 per month) since the pumps operate more in the summer months. The appropriation should cover the current $1,300 deficit and pay for May and June.

Councillor Cormier questioned whether the projected expenditures were included with the FY2021 Budget.

Mr. Arnold stated that if the proposed budget did not include the higher estimates, then a Supplemental Budget request would have to be submitted.

AN ORDER APPROPRIATING FROM WATER SURPLUS TO WATER, ENERGY AND UTILITIES.
ORDER: 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.

1-4 An Order Appropriating $13,500.00 from Free Cash to Elections and Registrations, Operating Expenses.
City Clerk informed the Committee that $9,550 of the Appropriation is for postage for the June 2 Preliminary and June 30 Election. Of that amount, $5,550 for the Early Voting Application mass mailing and $2,000 for each election for Early and Absentee ballot outgoing and return postage. Additional costs for envelopes, paper, and associated supplies.

AN ORDER APPROPRIATING FROM FREE CASH TO ELECTIONS AND REGISTRATIONS, OPERATING EXPENSES.
ORDER: 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.

ADJOURNMENT
On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, on call of the roll, it was voted to adjourn at 5:45 p.m.
June 22, 2020

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

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

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 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 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
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 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: 61490 - SEWER DP
- Object: 52110 - ENERGY & U
- Project: ....

<table>
<thead>
<tr>
<th>4 Year Comparison</th>
<th>Current Year</th>
<th>History</th>
<th>Fiscal Year 2020</th>
<th>Fiscal Year 2019</th>
<th>Fiscal Year 2018</th>
<th>Fiscal Year 2017</th>
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</thead>
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<td>170,000.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Transfers In</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers Out</td>
<td>.00</td>
<td></td>
<td>-78,187.74</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revised Budget</td>
<td>170,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual (Memo)</td>
<td>176,541.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Encumbrances</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requisitions</td>
<td>.00</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Available</td>
<td>-6,541.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Percent used</td>
<td>3.89%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

$76,541 / 10 = $7,650

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>
</thead>
<tbody>
<tr>
<td>61000-31500</td>
<td>$5,520,563</td>
</tr>
<tr>
<td>61440-52110</td>
<td>$40,000</td>
</tr>
<tr>
<td>14421-55123</td>
<td>$30,444</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.
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,

Dane E. Arnold, Director  
Department of Public Works

PC  
Public Service Committee  
John Richard, City Auditor  
Chris Coughlin, City Engineer
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 Expenditures 61440-52110</td>
<td>$40,000</td>
</tr>
<tr>
<td>To PW Dept for New Equipment 14421-55123</td>
<td>$30,444</td>
</tr>
<tr>
<td>The Snow &amp; Ice account currently has available $2,663.28 14421-52210</td>
<td>$5,450,119</td>
</tr>
</tbody>
</table>

Sincerely

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,

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,
$241,285/10 = $24,128

May & June unpaid

$24,200 x 2 + $1,285.77

≥ $50,000

* Summer = water usage increase ask $60,000
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>Water Enterprise Fund 62000-31500 to</td>
<td>$1,083,264</td>
</tr>
<tr>
<td>Water Dept for Energy and Utilities 62450-52110</td>
<td>$60,000</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
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,

[Signature]
Alan L. Agnelli
City Clerk
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>Free Cash</td>
<td></td>
</tr>
<tr>
<td>10000-35400</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>11162-62***</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

John Richard
City Auditor

copies Acting Mayor
City Clerk