

**WARD COUNCILLORS**

1 – David R. Thibault-Muñoz  
2 – Dana M. Heath  
3 – Paul G. Tassone  
4 – Karen G. Hardern  
5 – Aleksander H. Dernalowicz, Esq.

**COUNCIL PRESIDENT**

George C. Tyros



**COUNCILLORS AT LARGE**

Calvin D. Brooks  
Craig R. Cormier  
Brad E. Heglin  
Elizabeth J. Kazinskas  
Judy A. Mack

## City of Gardner Massachusetts



### CALENDAR FOR THE MEETING

*of*

**MONDAY MARCH 2, 2026  
CITY COUNCIL CHAMBER  
7:30 P.M.**

### ORDER OF BUSINESS

- I. CALL TO ORDER**
- II. CALL OF THE ROLL OF COUNCILLORS**
- III. OPENING PRAYER**
- IV. PLEDGE OF ALLEGIANCE**
- V. 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.
- VI. READING OF MINUTES OF PRIOR MEETING(S)**
  - December 1, 2025, Regular Meeting
  - December 15, 2025, Regular Meeting
- VII. PUBLIC HEARINGS**
- VIII. COMMUNICATIONS FROM THE MAYOR**
- IX. PETITIONS, APPLICATIONS, COMMUNICATIONS, ETC.**

## **X. REPORTS OF STANDING COMMITTEES**

### **SERVICE COMMITTEE**

**11754** – High Street – National Grid to Relocate 2 Jointly Owned Poles on High Street beginning at a point approximately 10’ feet south of the centerline of the intersection of High Street and Newton Street and continuing approximately 120’ feet in an east direction. Relocating P30 and P31 on High Street to alleviate clearance issues to new construction being built on Newton Street. *(1/20/2026 In City Council, referred to Public Service Committee and schedule a public hearing; 1/30/2026 Appeared in Public Service Committee; 2/2/2026 Public Hearing; 2/19/2026 Referred to City Council) Page 38*

### **FINANCE COMMITTEE**

**11776** - An Ordinance to Amend Exhibit F of Attachment 1 of Chapter 8 of the Code of the City of Gardner, thereof entitled “Primary Non-Union Compensation Schedule,” by adding a new Section 10 to cover temporary positions. *(Appeared in Finance Committee 2/10/2026; Referred to City Council 2/24/2026) Page 45*

**11777** - An Ordinance to Amend Exhibit F of Attachment 1 of Chapter 8 of the Code of the City of Gardner, thereof entitled “Primary Non-Union Compensation Schedule.” *(Appeared in Finance Committee 2/10/2026; Referred to City Council 2/24/2026) Page 47*

**11778** - Donation Acceptance Order - Council-on-Aging. *(Appeared in Finance Committee 2/10/2026; Referred to City Council 2/24/2026) Page 51*

**11779** - Donation Acceptance Order - Gardner Animal Shelter. *(Appeared in Finance Committee 2/10/2026; Referred to City Council 2/24/2026) Page 54*

**11780** - Donation Acceptance Order - Youth Center. *(Appeared in Finance Committee 2/10/2026; Referred to City Council 2/24/2026) Page 59*

**11781** - Donation Acceptance Order - Police Department. *(Appeared in Finance Committee 2/10/2026; Referred to City Council 2/24/2026) Page 63*

**11782** - Donation Acceptance Order - Gardner Community Action Team. *(Appeared in Finance Committee 2/10/2026; Referred to City Council 2/24/2026) Page 66*

**11783** - Donation Acceptance Order - Fire Department. *(Appeared in Finance Committee 2/10/2026; Referred to City Council 2/24/2026) Page 69*

### **ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE**

**11772** - An Ordinance to Amend the Code of the City of Gardner, Chapter 675, Thereof Entitled Zoning, to Remove Article IX, Thereof Entitled "Signs and Advertising Devices," and Move it to a New Non-Zoning Chapter to be Numbered Chapter 665. *(Appeared in Economic and Community Development Committee 2/13/2026; Referred to City Council 2/25/2026) Page 72*

**XI. UNFINISHED BUSINESS AND MATTERS FOR RECONSIDERATION**

**XII. NEW BUSINESS**

**XIII. EXECUTIVE SESSION**

MGL C.30A, §22(f) To have a determination that the City Council can release the minutes of April 19, 2022, from Executive Session regarding only Zhong v. City of Gardner and take no further action. For reason, the Chair of the City Council has declared and it is confirmed by roll call vote, that City Council is;

*Exemption #3 To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (MGL c.30A, §21(3)); and*

*Exemption #6 To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (MGL c.30A, §21(6)).*

**XIV. COUNCIL COMMENTS AND REMARKS**

**XV. CLOSING PRAYER**

**XVI. ADJOURNMENT**

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Items listed on the Council Calendar are those reasonably anticipated by the Council President 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.

**REGULAR MEETING OF DECEMBER 1, 2025**

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Regular Meeting of the City Council was held in the City Council Chamber, Room 219, City Hall, on Monday evening, December 1, 2025.

**CALL TO ORDER**

President Geoge Tyros called the meeting to order at 7:30 o'clock p.m.

**CALL OF THE ROLL**

Assistant City Clerk Jayen Kumar called the Roll of Members. Eleven (11) Councillors were present including President George Tyros and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Elizabeth Kazinskas, Judy Mack, Paul Tassone and David Thibault-Muñoz.

**OPENING PRAYER****PLEDGE OF ALLEGIANCE**

President Tyros led the Council in reciting the "Pledge of Allegiance".

**OPEN MEETING RECORDING & PUBLIC RECORDS ANNOUNCEMENT**

President Tyros announced to the assembly that the Open Meeting Recording and Public Records 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 recordings shall notify the Chair forthwith. All documents and exhibits used or referenced at the meeting must be submitted in duplicate to the chair as they become part of the meeting minutes pursuant to General Law Chapter 38 Section 20.

**READING & ACCEPTANCE OF MINUTES**

On a motion made by Councillor Brad Heglin and seconded by Council2025, Paul Tassone, it was voted, eleven (11) yeas, President George Tyros and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Elizabeth Kazinskas, Judy Mack, Paul Tassone and David Thibault-Muñoz to waive the reading and

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accept the minutes of August 4, 2025, Regular Meeting, August 18, 2025 Committee of the Whole, and September 2, 2025, Regular Meeting.

**PUBLIC HEARINGS****#11716**

President Tyros opened the public hearing on An Application submitted by E.J. Wyson Trucking for a Flammable License located at 163 & 169 Colony Road.

The President called for persons wishing to testify in favor of the Petition.

Eric Wyson, President of Wyson Trucking, Westminster, MA, spoke in favor. Mr. Wyson stated that he has operated in the city for approximately 30 years. He explained that he is applying for the license because the company has grown and seeks to remain in full compliance with all state and city rules and regulations. He clarified that Wyson Trucking operates a trucking company delivering products throughout New England. He further explained that state requirements mandate a license for each vehicle stored in the yard as if it were fully loaded. He noted that while the yard may appear to function as a bulk plant, it is actually used to house the company's rolling stock.

The President thrice called for persons wishing to testify in opposition. There being none, President Tyros closed the hearing.

**#11730**

President Tyros opened the public hearing on Plan #3082599 Pleasant Street, Main Street, W Lynde Street – National Grid to Install a new hand Hole in the sidewalk on Pleasant Street. Install new transformer pad with bollards in the sidewalk behind 8 Main Street and extend the sidewalk out around the pad to make room for pedestrians. Install duct bank between the hand hole and pad ~140', and between the pad and existing MH200 on W Lynde Street.

The President called for persons wishing to testify in favor of the Petition.

Will Fontaine, representative from National Grid, office located at 20 Harrison Ave, Athol, MA, spoke in favor. He explained that the purpose of the project is to provide electrical service to a customer located at 2 Parker Street, across from the proposed transformer location. Mr. Fontaine noted that the project has been in development for several years. He stated that the original plan to install a pad-mounted transformer in a nearby bank parking lot across Parker Street fell through at the last minute. He described the site as challenging to serve because it is surrounded on all sides by buildings or roadways where power

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infrastructure is not currently available. As a result, National Grid is proposing to extend power under Parker Street in order to provide service to the property. Mr. Fontaine added that the electrical upgrade will support the customers' business growth and noted that the building also contains residential apartments.

Mayor Michael Nicholson, 131 Crestwood Drive, Gardner, MA, spoke in favor. He explained that the project is part of the broader Rear Main Street Revitalization Project, which includes relocating certain overhead utility poles underground. He stated that, as previously noted by the representative from National Grid, the electrical work involves installing a new transformer that will connect underground conduit from Rear Main Street to the Garbose building at 2–10 Parker Street (known locally as the location of Nails 2000 for reference). The Mayor explained that the building currently contains its original wiring, which must be upgraded to meet modern electrical standards in order to support the planned redevelopment. The project includes upper-floor apartment units and lower-floor commercial space, all of which require an updated electrical system to accommodate the proposed buildout. He noted that the developer initially planned to locate the transformer across the street at the former Bank of America building. However, after that property was sold, the new owner chose not to include the transformer as part of their project, and those discussions were discontinued. The developer subsequently approached the City to explore partnering opportunities, particularly since the City was already undertaking electrical infrastructure work as part of the Rear Main Street project. The transformer proposal emerged from that coordination effort. Mayor Nicholson stated that the administration supports the project. He added that Director Stevens has been working with the applicant and that the plans are under review by all appropriate City departments.

The President thrice called for persons wishing to testify in opposition. There being none, President Tyros closed the hearing.

**#11731**

President Tyros opened the public hearing on Plan #31105017 Derby Drive, W Lynde Street – National Grid to install new hand hole in W Lynde near back of 8 Main Street with conduit from there to Pad 200-1 to refeed 8 Main Street. Replacing old conduits to Pads 200-1 and 200-2. Installing ~204 of conduit from MH200 to new SGMH-1 at rear of 58 Main Street off Derby Drive.

Will Fontaine, representative from National Grid, office located at 20 Harrison Ave, Athol, MA, spoke in favor. He stated that his portion represents the main bulk of the project that has been in development for several years. He explained that the work will begin from the

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existing Manhole 200, which currently feeds the area. From that manhole, the project will extend toward the proposed pad location at 2 Parker Street. As part of the work, National Grid will need to refeed the candy shop, which is currently supplied from a backyard pole line. Mr. Fontaine stated that the project includes installing several new manholes in the rear area. The new infrastructure will then feed back up to the poles and ultimately reconnect out to Main Street. Regarding scheduling, he noted that billing must first be completed, after which the logistics team and overhead crews will review the project to determine the timing and method of construction.

The President thrice called for persons wishing to testify in opposition. There being none, President Tyros closed the hearing.

PETITIONS, APPLICATIONS, COMMUNICATIONS, ETC.

**#11734**

Councillor Elizabeth Kazinskas briefly provided additional context regarding the two Open Meeting Law complaints filed against the Gardner City Council in May and July of 2024. Both complaints were reviewed together by the Massachusetts Attorney General's Office and received the official determination in November 2025. The full letter is included in our packet.

The Attorney General reached three key conclusions:

First, the allegations concerning the August 7 and September 18, 2023, meetings were not reviewed because they were filed beyond the 30-day statutory deadline.

Second, December 4, 2023, executive session was properly held for a legitimate purpose, the notice was sufficient, and the discussion stayed within that purpose.

Third, the Council's June 3, 2024, review of the December 4 executive session minutes was timely and consistent with legal requirements. The Attorney General also clarified that there is no requirement to read executive session minutes aloud or distribute them unless a member of the public requests a copy.

Ultimately, the Attorney General found no violations by the City Council, and the matter is fully resolved.

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Councillor Kazinskas also wanted to emphasize that while the Council fully supports transparency and accountability, filing a complaint does not automatically mean a violation occurred. These reviews require significant time and public resources, and the complaint process should be used responsibly.

On a motion made by Councillor Elizabeth Kazinskas and seconded by Councillor Aleksander Dernalowicz, it was voted to place on file, *A Ruling from the Attorney General Relative to an Open Meeting Law Complaint Filed by Paul DeMeo.*

11 yeas, motion passes.

**REPORTS OF STANDING COMMITTEE**  
**SERVICE COMMITTEE**

**#11730**

On a motion made by Councillor Paul Tassone and seconded by Councillor Craig Corner, it was voted to grant, *Plan #3082599 Pleasant Street, Main Street, W Lynde Street – National Grid to Install a new hand Hole in the sidewalk on Pleasant Street. Install new transformer pad with bollards in the sidewalk behind 8 Main Street and extend the sidewalk out around the pad to make room for pedestrians. Install duct bank between the hand hole and pad ~140', and between the pad and existing MH200 on W Lynde Street.*

11 yeas, motion passes.

**#11731**

On a motion made by Councillor Paul Tassone and seconded by Councillor Craig Corner, it was voted to grant, *Plan #31105017 Derby Drive, W Lynde Street – National Grid to install new hand hole in W Lynde near back of 8 Main Street with conduit from there to Pad 200-1 to refeed 8 Main Street. Replacing old conduits to Pads 200-1 and 200-2. Installing ~204 of conduit from MH200 to new SGMH-1 at rear of 58 Main Street off Derby Drive.*

11 yeas, motion passes.

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**REPORTS OF STANDING COMMITTEE**  
**SAFETY COMMITTEE****#11716**

On a motion made by Councillor Craig Cormier and seconded by Councillor Karen Hardern, it was voted to grant, *An Application submitted by E.J. Wyson Trucking for a Flammable License located at 163 & 169 Colony Road.*

11 yeas, motion passes.

**#11552**

On a motion made by Councillor Craig Cormier and seconded by Councillor Aleksander Dernalowicz, it was voted to place on file, *A Communication from Traffic Commission Regarding the Number of Vehicles Towed Under the City's Winter Parking Ban Procedures.*

**#11737**

Councillor Craig Cormier informed the Council that this ordinance came out of item #11552, which was a communication from the traffic commission. The Traffic Commission recommended implementing a seasonal parking ban from January 1 through March 1. The committee has met several times to review and work through this proposal and to develop the ordinance before us tonight. After those discussions, the committee voted unanimously in favor of advancing the ordinance. Councillor Cormier mentioned that there was a public hearing for the proposed ordinance. Both the Chief and Deputy Chief of the Gardner Police Department spoke in favor of the proposed ordinance. They also received communication from the Deputy Director of the Gardner Department of Public Works, Mr. Arnold, who likewise expressed support for the item. No one spoke in opposition during the public hearing.

Councillor Judy Mack expressed several concerns of the proposed ordinance. She noted that the ordinance was received in the City Clerk's Office on September 9 and brought before the Council on December 1. She further stated that the City Solicitor provided recommended changes on November 5, and she questioned whether those changes were presented in a timely manner. Councillor Mack also raised concerns about the notification of the public hearing, observing that no members of the public attended. She questioned whether the hearing had been sufficiently publicized, noting that she did not see information posted on the City website, at City Hall, or on social media platforms. She suggested that holding the hearing during a regular City Council meeting, similar to other recent public hearings, may have resulted in greater public awareness and participation.

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She stated that she believes the proposed changes are not fair to the public if introduced without adequate notice. She expressed concern that a hybrid parking ban system could be confusing and suggested that the City should adopt either fixed dates or another single, consistent approach. If fixed dates are used, she recommended extending them to match the prior December through April timeframe, referencing information previously provided indicating that there were fewer parking issues during that period.

Councillor Mack also suggested that the current \$25 fine should be reevaluated, stating that a higher fine may improve compliance with parking ban regulations. In her view, the ordinance as a whole should be revised and reviewed more comprehensively, rather than amending only the off-street parking ban section. She expressed concern that implementing changes at this stage, with the ordinance requiring two printings and final passage by the end of the month to take effect January 1, is unreasonable. Councillor Mack stated that she would prefer to leave the current system in place for this winter season and revisit a revised plan next year, with adequate advance notice to the public. She concluded by stating that she would not be voting in favor of the proposed ordinance.

Councillor Brad Heglin also expressed some concerns to the proposed ordinance. He raised a question through the Chair to the committee regarding data referenced in support of the proposed ordinance. He noted that one of the data points presented covered the period from September 2025 to the present and indicated that 177 vehicles had been towed for winter parking bans. Councillor Heglin stated that, to his knowledge, no winter parking bans had yet been implemented during that timeframe and asked for clarification as to how that figure was calculated and where the number originated. He further observed that the data for 2024 reflected approximately 60 towing's, while the figure presented for 2025 was 177, suggesting that the higher number may have been an error.

Councillor Craig Cormier responded that, if he recalled correctly, the 2025 data referenced reflected towing's from the beginning of the calendar year through September 25, 2025, rather than from September 25 to the present.

Councillor Calvin Brooks voiced support for the proposed winter parking ban amendment, citing concerns from police and public works officials about the time and resources spent towing vehicles during Code Red snow emergencies. He noted that those efforts divert personnel from public safety duties and snowplowing operations. The proposal would implement an overnight parking ban during the snowy months as a practical, targeted approach. Councillor Brooks emphasized that residents are responsible for removing their vehicles during declared bans to ensure streets can be cleared safely and efficiently.

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Councillor Paul Tassone stated that he would be supporting the proposed amendment. After hearing testimony from the Chief and Deputy Chief earlier in the meeting, he expressed agreement that adjustments to the current system are warranted. While acknowledging the need to provide residents with time to adapt to the changes, Councillor Tassone indicated that, from an effectiveness standpoint, he anticipates the city may eventually implement the winter parking ban from December through March, when the majority of snowfall typically occurs. He also noted that under the current Code Red system, he received multiple complaints over the past year regarding vehicles being towed and, in some cases, damaged during towing. Based on both those concerns and the statistics presented, he suggested that the existing approach does not appear to be the most effective method. Councillor Tassone concluded by reaffirming his support for the amendment.

Police Chief Eric McAvene addressed the City Council with their concerns. He stated that the current Code Red parking system has reduced urgency among residents to move their vehicles during snow events. He noted that officers spend significant overnight hours knocking on doors to avoid towing cars, which strains limited staffing and diverts resources from other public safety calls. Chief McAvene explained that under the former seasonal parking ban, early warnings and ticketing helped build compliance, resulting in clear streets and more efficient plowing. He stated that a seasonal or hybrid approach, particularly during peak winter month, would improve operations and public safety. He also affirmed that, if adopted, the department would implement a structured notification plan, including warnings and public outreach, to inform residents of the changes.

Councillor Judy Mack clarified that she is not opposed to implementing a winter parking ban but expressed concern about the timing of the proposed change. She stated that her primary objection is to introduce adjustments later in the season rather than at the start of winter. Referencing data discussed during the meeting, Councillor Mack noted that the previous seasonal system appeared to be more effective. She indicated support for a December through March timeframe, explaining that a consistent seasonal approach helps establish routine compliance among residents. Councillor Mack also raised concerns about the reliability of the current Code Red notification system, stating that she did not receive all alerts on her landline. She suggested this could present broader communication challenges. In closing, she reiterated that, while she would have preferred the change be implemented earlier in the season for fairness to the public, she would respect the Council's final decision.

On a motion made by Councillor Craig Cormier and seconded by Councillor Karen Hardern, it was voted to send the ordinance to first printing, *An Ordinance to Amend the Code of the*

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*City of Gardner, Chapter 600, Entitled "Vehicles and Traffic," Section 24, Entitled "Parking Prohibited on Certain Streets."*

10 yeas, 1 nay, Councillor Judy Mack, motion passes.

**REPORTS OF STANDING COMMITTEE**  
**WELFARE COMMITTEE**

**#11688**

On a motion made by Councillor Judy Mack and seconded by Councillor David Thibault-Muñoz, it was voted on call of the roll to send to second and final printing, eleven (11) yeas, President George Tyros and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Elizabeth Kazinskas, Judy Mack, Paul Tassone and David Thibault-Muñoz, *An Ordinance to Amend Chapter 675 of the Code of The City of Gardner, Thereof Entitled "Zoning," To Allow for The Operation and Use of Cottage Kitchens in Residential Districts Within the City of Gardner.*

**#11704**

Point of order taken by Councillor Brad Heglin. Councillor Heglin stated that the draft does not accurately reflect amendments adopted at the previous meeting. Specifically, Councillor Heglin referenced his prior amendment to Section 3, Subsection E, Clause 3, which replaced the phrase "may be rented or occupied by family members" with "shall." While the word "may" had been removed in the revised draft, he noted that the full sentence had not been properly amended to reflect the Council's action. He characterized the issue as minor but procedural in nature and deferred to the Council President for guidance on how to correct the discrepancy before proceeding.

President Tyros announced a brief recess so that Assistant City Clerk can make copies of the corrected ordinance amendment for the City Council.

Councillor Judy Mack stated that it was important to note that all Council members received communication from the Director of Community Development and Planning, Jason Stevens, indicating that the Planning Board was not in full support of the recommended amendment as it had been presented to them.

On a motion made by Councillor Judy Mack and seconded by Councillor David Thibault-Muñoz, it was voted on call of the roll to send to second and final printing, eleven (11) yeas, President George Tyros and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Elizabeth Kazinskas, Judy Mack, Paul Tassone and David Thibault-Muñoz, *An Ordinance to Amend Chapter 675 of the Code of the City of Gardner, thereof Entitled Zoning, To Promote Housing Growth and Production in the City.*

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## #11739

Councillor Judy Mack provided an update on matters related to the Public Welfare Committee. The committee includes Councillors Heath and Thibault-Muñoz and held meetings on September 30, October 16, and November 18. Due to the volume of information, she highlighted key points from each meeting:

- **Cable Commission:** Upgrading equipment, adding programming in collaboration with the Gardner Police Department, expanding high school sports coverage, and purchasing new cameras to enhance live broadcasts. TV studio equipment updates are planned due to outdated Windows 10 systems.
- **Veterans Services:** New director and assistant managing increased claims and participating in Veterans Day events. The committee discussed limiting additional town workloads to maintain service quality.
- **Levi Heywood Memorial Library:** Successful summer reading program for children, teens, and adults; expanded weekly hours to 50, enabling increased state funding.
- **Historical Commission:** Archiving collections, repairing gravestones, preserving historical items, and requesting volunteer assistance.
- **Golf Commission:** Strong season despite limited rainfall, new full-time mechanic hired, plans to purchase additional equipment for the next season.
- **Greenwood Pool:** Successful season including Sunday openings; upcoming capital improvements needed, including pool resurfacing and splash park repairs. Lifeguard pay increases for FY27 are under consideration.
- **Disability Commission:** Addressing ADA accessibility at Maki Park and advocating for expanded handicap parking downtown.
- **Recreation Department:** Successful summer program with 353 participants; upcoming summer camps, athletic clinics, and basketball programs are planned, with enrollment ongoing.
- **Council on Aging:** Senior Center offering meals, social activities, workshops, and health resources to support over 600 seniors weekly; ongoing volunteer opportunities noted.
- **Airport Commission:** Reconstruction of Runway 18-36 completed with FAA funding; wildlife hazard assessment pending; Lifelight and MIT using airport; need for increased funding for equipment and maintenance; plans to expand community engagement and revenue through local clubs.




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Councillor Mack emphasized the extensive contributions of city staff, volunteers, and commission members in maintaining and improving city services. She noted that detailed department updates are included in the official meeting minutes for further reference. On a motion made by Councillor Judy Mack and seconded by Councillor Dana Heath, it was voted to accept the submitted report by Councillor Judy Mack on *the Public Welfare Committee Update*.

11 yeas, motion passes.

**REPORTS OF STANDING COMMITTEE**  
**FINANCE COMMITTEE**

**#11721**

On a motion made by Councillor Judy Mack and seconded by Councillor Aleksander Dernalowicz, it was voted on call of the roll to adopt the order, eleven (11) yeas, President Tyros and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Elizabeth Kazinskas, Judy Mack, Paul Tassone and David Thibault-Muñoz.

AN ORDER TRANSFERRING APPROPRIATIONS FROM HEALTH DEPT/SOLID WASTE SAL & WAGES TO HEALTH/SOLID WASTE DEPT OPERATING EXPENDTURES.

*ORDERED:* That there be and is hereby transferred the appropriations sum of Eleven Thousand Dollars and No Cents (\$11,000.00) from Health/Solid Waste Dept Salaries & Wages to Health/Solid Waste Dept Operating Expenditures as follows:

BOH/SOLID WASTE Equipment Expense	\$11,000.00
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**#11723**

On a motion made by Councillor Brad Heglin and seconded by Councillor Aleksander Dernalowicz, it was voted on call of the roll, to adopt the order and direct the Finance Committee to study the salt shed payment structure, eleven (11) yeas, President Tyros and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Elizabeth Kazinskas, Judy Mack, Paul Tassone and David Thibault-Muñoz.

AN ORDER APPROPRIATING FROM FREE CASH TO STABILIZATION TRUST.

*ORDERED:* That there be and is hereby appropriated the sum of One Hundred Thousand Nine Hundred Seventy-Five Dollars and No Cents (\$100,975.00) from Free Cash to Stabilization Trust.



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**#11727**

On a motion made by Councillor Brad Heglin and seconded by Councillor Aleksander Dernalowicz, it was voted on call of the roll, eleven (11) yeas, President Tyros and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Elizabeth Kazinskas, Judy Mack, Paul Tassone and David Thibault-Muñoz, to adopt the order:

AN ORDER APPROPRIATING FROM FREE CASH TO LANDFILL PUMP REPAIR.

ORDERED: That there be and is hereby appropriate the sum of One Hundred Thousand Dollars and No Cents (\$100,000.00) from Free Cash to the Landfill Pump Account.

**#11733**

On a motion made by Councillor Brad Heglin and seconded by Councillor Judy Mack, it was voted to amend the ordinance regarding Exhibit F, titled Primary Non-Union Employee Compensation Schedule.

He explained that, similar to previous corrections, the amendment is intended to address a transcription error affecting library staff compensation. Specifically, two positions, the Building Maintenance Craftsman and Technician, were at risk of being underpaid due to errors in copying and pasting salary figures. The proposed amendment would strike Group 3B in its entirety and replace it with corrected figures to ensure proper compensation. Councillor Heglin emphasized the need to identify and correct mistakes promptly when they are discovered.

Library Staff									
Building Maintenance Craftsman	3B	\$ 25.00	\$ 25.38	\$ 25.76	\$ 26.14	\$ 26.53	\$ 26.93		
Building Maintenance Technician	3B	\$ 23.00	\$ 23.35	\$ 23.70	\$ 24.05	\$ 24.41	\$ 24.78		
Staff Librarian	3B	\$ 24.49	\$ 24.86	\$ 25.23	\$ 25.61	\$ 25.99	\$ 26.38		
Senior Library Technician	3B	\$ 22.31	\$ 22.64	\$ 22.98	\$ 23.33	\$ 23.68	\$ 24.03		
Library Technician	3B	\$ 21.04	\$ 21.36	\$ 21.68	\$ 22.00	\$ 22.33	\$ 22.67		
Library Clerical Staff	3B	\$ 15.76	\$ 16.00	\$ 16.24	\$ 16.48	\$ 16.73	\$ 16.98		

A brief recess was taken so that the Council had time to review the proposed amendment.

11 yeas, the amendment passes.

Councillor Calvin Brooks stated that he will not be supporting the proposed ordinance for the reasons he expressed at the previous meeting. While he acknowledged and appreciated the action taken to adjust compensation for non-union employees, he noted continued objections to Sections 5 and 7 of the ordinances. He also thanked the Mayor and staff for correcting the rates for library building maintenance personnel and noted that rates for pool staff and summer recreation programs are scheduled for review in the spring. Councillor Brooks added

REGULAR MEETING OF DECEMBER 1, 2025

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that a preliminary cost estimate for FY26 indicates that the ordinance would result in an increase in payroll of approximately \$185,000.

Councillor Elizabeth Kazinskas expressed strong support for the proposed non-union salary ordinance, describing it as a long-overdue modernization of the system, which has not been updated in over 20 years. She emphasized that the update is necessary to improve hiring and retention, reward employee longevity, and provide the city with flexibility in staffing without penalizing employees who move between departments. Councillor Kazinskas credited Councillor Brad Heglin for his work on the ordinance. She also underscored the value of assistant and support staff, stating that their contributions matter and are fully recognized by the Council. Councillor Kazinskas stressed that department heads are expected to properly train and develop their staff, a standard she affirmed is regularly met and exceeded in Gardner. Overall, she framed the ordinance as essential for attracting and retaining skilled personnel critical to the city's operations.

Councillor Paul Tassone emphasized that employee retention depends more on workplace environment than salary. He stated that how employees are treated and whether they feel valued and acknowledged are the primary factors that encourage staff to remain with the city. While recognizing the importance of competitive pay, Councillor Tassone highlighted that year-to-year recognition, performance evaluations, and fostering a positive work culture are essential for retaining personnel in Gardner.

Councillor Brad Heglin addressed concerns regarding the language in the proposed salary ordinance, particularly as it relates to assistants. He emphasized that certain assistant roles—such as assistant auditor or assistant treasurer involve training and specialization across all duties of the department, distinguishing them from more clerical positions like executive assistants or secretaries. He stated that he supports keeping the current language in the ordinance to reflect this distinction. Councillor Heglin also sought clarification from Councillor Calvin Brooks on whether opposition to the ordinance stems primarily from language concerns or from cost considerations, noting the payroll increase discussed during the meeting. He expressed a desire to better understand the objections.

Councillor Calvin Brooks clarified that his earlier reference to cost was simply to acknowledge the financial impact, similar to settling a labor contract, and not an objection to fair compensation.

Regarding the language in the ordinance, he identified two main concerns:

1. **Step Increases and Reappointments (Section 7):** He opposed linking step increases to reappointment by the Mayor and Council. Councillor Brooks believes step increases

REGULAR MEETING OF DECEMBER 1, 2025

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should reflect an employee's performance and work rather than depend on formal reappointment processes.

2. **Time in Position vs. Time with the City:** He argued that eligibility for increases should be based on time in the specific role, not total city tenure. Using the example of the Assistant Auditor, he explained that day-to-day responsibilities do not fully overlap with the City Auditor's duties. Therefore, long service in an assistant role does not automatically prepare someone for advancement to the department head position. He emphasized that experience in the role itself is what matters for progression, not just overall tenure with the city.

Councillor Brooks concluded that these concerns are meant to ensure fairness and accuracy in evaluating compensation and advancement.

Councillor Aleksander Dernalowicz commented on the treatment and development of assistant positions within the city. He noted that the ordinance allows discretion for the Mayor and Council regarding how years of service are counted toward compensation. He emphasized that assistant roles such as the Assistant Auditor should include training and career development opportunities. Councillor Dernalowicz stressed the importance of ensuring that all assistant positions provide pathways for employees to grow in their skills, advance within the city, or pursue career opportunities elsewhere, highlighting professional development as a key component of retention.

On a motion made by Councillor Aleksander Dernalowicz and seconded by Councillor Judy Mack, it was voted on call of the roll to adopt and send to second and final printing, as amended, *An Ordinance to Amend the Code of the City of Gardner, Chapter 8, Attachment E, thereof entitled "Non-Union Compensation Schedule" by removing positions into a new Attachment F and setting the compensation for such positions.* Nine (9) yeas, President Tyros and Councillors Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Elizabeth Kazinskas, Judy Mack, and Paul Tassone; two (2) nays, Councillors Calvin Brooks and David Thibault-Muñoz.

Full adopted ordinance, attached.

**#11735**

On a motion made by Councillor Aleksander Dernalowicz and seconded by Councillor Brad Heglin, it was voted on call of the roll, eleven (11) yeas, President Tyros and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Elizabeth Kazinskas, Judy Mack, Paul Tassone and David Thibault-Muñoz, to adopt the order:

AN ORDER APPROPRIATING FROM FREE CASH TO LANDFILL CLOSURE EXPENDITURES.



## REGULAR MEETING OF DECEMBER 1, 2025

ORDERED: That there be and is hereby appropriated the sum of Ninety Five Thousand Dollars and No Cents (\$95,000.00) from Free Cash to Landfill Closure Expenditures.

**#11736**

Councillor Aleksander Dernalowicz point of order. The order should read “transferring”, not appropriating.”

President George Tyros acknowledged the point of order.

On a motion made by Councillor Aleksander Dernalowicz and seconded by Councillor Judy Mack, it was voted on call of the roll, eleven (11) yeas, President Tyros and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Elizabeth Kazinskas, Judy Mack, Paul Tassone and David Thibault-Muñoz, to adopt the order:

AN ORDER TRANSFERRING APPROPRIATIONS FROM LAW DEPT SAL & WAGES TO LAW DEPT OPERATING EXPENDTURES.

ORDERED: That there be and is hereby transferred the appropriations sum of Fifteen Thousand Dollars and No Cents (\$15,000.00) from Law Dept Salaries & Wages to Law Dept Operating Expenditures as follows:

Outside Counsel Expense	\$15,000.00
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**#11738**

On a motion made by Councillor Aleksander Dernalowicz and seconded by Councillor Judy Mack, it was voted to adopt, *A Measure to Set and Determine the Step Designations for Various Non-Union Employees of the City of Gardner, Pursuant to Exhibit F of Chapter 8 of the Code of the City of Gardner.*

A MEASURE RATIFYING THE MAYOR'S RECOMMENDATIONS FOR STEP DESIGNATIONS FOR NON-UNION EMPLOYEES CLASSIFIED IN ATTACHMENT F CHAPTER 8 OF THE CODE OF THE CITY OF GARDNER

BE IT HEREBY ENACTED BY THE CITY COUNCIL OF THE CITY OF GARDNER AS FOLLOWS:

That the designation of steps for the purpose of compensation in accordance with the provisions of Attachment F of Chapter 8 of the Code of the City of Gardner be ordered as listed in the attached document at the recommendation of the mayor.

11 yeas, motion passes.

REGULAR MEETING OF DECEMBER 1, 2025

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**COUNCIL COMMENTS AND REMARKS**

Councillor Dana Heath honored Officer Smith for 28 years of dedicated service with the Gardner Police Department. He praised his integrity, compassion, and unwavering commitment to protecting and serving the community, noting the lasting impact of his work. Councillor Heath also acknowledged Officer Smith's personal interests with a lighthearted remark about him being a Bears fan. He extended thanks on behalf of the Council and community, recognizing his contributions and noting that he will be deeply missed. Councillor Heath congratulated him on a well-earned and well-deserved retirement.

**ADJOURNMENT**

On a motion by Councillor Paul Tassone and seconded by Councillor Judy Mack, it was voted, to adjourn at 9:17 p.m.

**Accepted by the City Council:**

**An Ordinance to Amend the Code of the City of Gardner, Chapter 8, Thereof Entitled "Personnel," amended by vote of the City Council on December 16, 2024, to add the following new exhibit, "Exhibit F" thereof entitled "Primary Non-Union Employee Compensation Schedule"**

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

**SECTION 1:**

The Code of the City of Gardner, Chapter 8, Thereof Entitled "Personnel," is hereby amended to add the following new exhibit "Exhibit F" of Attachment 1, thereof entitled "Primary Non-Union Employee Compensation Schedule,"

**Section 1:** The compensation of listed non-union employees in Exhibit F of the City of Gardner shall be set according to the Exhibit F Schedule. Any employee not listed in Exhibit F, who is listed in Exhibit E, and subject to Exhibit E, shall be paid at the rate listed in Exhibit E.

**Section 2:** Determination of Starting Step for Employees Hired On or After December 2, 2025

- (1) The Mayor, or for employees in Group 1B or 2B, the Council President may, subject to Council approval, consider years of service with the City of Gardner in determination of the employee's starting step based on the following criteria:
  - (a) An employee must have a minimum of 5 years service in prior positions to qualify;
  - (b) Credited time shall only be awarded in quarters and shall not exceed 75% of the total prior time of employment;
  - (c) The similarity in substance and skill of the prior position to the new position.
  - (d) The similarity in qualifications of the prior position to the new position.
- (2) The Mayor, or for employees in Group 1B or 2B, the Council President may, subject to Council approval, consider years of service with another employer in determination of the employee's starting step based on the following criteria:

No. 1694  
Ordinance

- (a) An employee must have a minimum of 5 years service in prior positions to qualify;
  - (b) Credited time shall only be awarded in quarters and shall not exceed 50% of the total prior time of continuous employment;
  - (c) The similarity in substance and skill of the prior position to the new position.
  - (d) The similarity in qualifications of the prior position to the new position.
- (3) The maximum credited time awarded shall not exceed 10 years.

**Section 3:** Movement to a Position with Lower Pay Grade

When an employee is moved to a position with a lower pay grade, whether voluntarily or involuntarily, the employee shall be placed at the highest step in the lower pay step that does not exceed their current rate of pay. If the current pay rate falls below the starting salary of the new position, the employee shall be placed at the starting salary of the lower grade.

**Section 4:** Step Rate Effective

The step placement associated with a position change shall be effective on the date the personnel action takes effect, or if the step placement requires Council approval, it shall be effective on the date of the vote of the Council.

**Section 5:** Determination of Step for Personnel Employed On December 1, 2025

An employee's step level shall be determined by the total number of years in the current position and the following;

- (1) The Mayor, or for employees in Group 1B or 2B, the Council President may, subject to Council approval, consider years of service with the City of Gardner in determination of the employee's step based on the following criteria:
  - (a) Credited time shall only be awarded in quarters and shall not exceed 75% of the total prior time of employment;
  - (b) The maximum credited time awarded shall not exceed 10 years;
  - (c) The similarity in substance and skill of the prior position to the new position;
  - (d) The similarity in qualifications of the prior position to the new position.

No. 1694  
Ordinance

(2) The Mayor, or for employees in Group 1B or 2B, the Council President must submit all recommendations for credited service time for current employees eligible for consideration by this section to the Council for approval by December 8, 2025 and the council must act to approve, amend, or disapprove by December 31, 2025, after which each employee's years of service is finalized per this ordinance.

**Section 6:** Retroactive Effective Date

Salaries affected by this ordinance for employees in all Groups except 3A shall be in effect retroactive to July 1, 2025.

Salaries affected by this ordinance for employees in Groups 3A shall be in effect to June 1, 2026.

**Section 7:** Eligibility for Pay Step Advancement

No employee subject to Council appointment or confirmation shall advance to a higher pay step if their appointment has expired. If confirmation is later conferred by the City Council, the employee may receive retroactive salary owed from the appointment expiration date forward if separately approved by the City Council.

**Section 8:** Review of Compensation Schedule

The City Council shall establish procedures to review Attachment 1, Exhibit F, thereof entitled "Primary Non-Union Employee Compensation Schedule". The first review shall take place in fiscal year 2028, and every third fiscal year thereafter.

**Section 9:** Report on Implementation

The Mayor shall submit to the Council by February 1, 2026, a report detailing the implementation of this ordinance. It shall include information about processes and procedures to ensure completion of all retroactive impacts on this ordinance, and steps to ensure sustained accurate application.

**SECTION 2:**

This ordinance shall take effect upon passage and publication as required by law.

No. 1694  
Ordinance

**Primary Non-Union Employee Compensation Schedule**

Position	Group	Pay Grade	Starting Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7		
		Years of Service % Increase	Less than 3	3 Years 3.25%	6 Years 3.25%	9 Years 3.25%	12 Years 3.25%	15 Years 3.25%	18 Years 3.25%	21 Years 3.25%		
<b>Department Heads and Senior Supervisory Staff</b>												
Chief of Police	1A											
		Bachelors	\$ 131,010.00	\$ 135,267.83	\$ 139,664.03	\$ 144,203.11	\$ 148,889.71	\$ 153,728.63	\$ 158,724.81	\$ 163,883.36		
		Masters	\$ 136,468.75	\$ 140,903.98	\$ 145,483.36	\$ 150,211.57	\$ 155,093.45	\$ 160,133.99	\$ 165,338.34	\$ 170,711.84		
Deputy Chief of Police	1A											
		Bachelors	\$ 112,301.80	\$ 115,951.61	\$ 119,720.04	\$ 123,610.94	\$ 127,628.29	\$ 131,776.21	\$ 136,058.94	\$ 140,480.85		
		Masters	\$ 117,064.38	\$ 120,868.97	\$ 124,797.21	\$ 128,853.12	\$ 133,040.85	\$ 137,364.68	\$ 141,829.03	\$ 146,438.47		
Fire Chief	1A											
		Bachelors	\$ 112,101.80	\$ 115,745.11	\$ 119,506.82	\$ 123,390.80	\$ 127,401.00	\$ 131,541.53	\$ 135,816.63	\$ 140,230.67		
		Masters	\$ 117,101.80	\$ 120,907.61	\$ 124,837.11	\$ 128,894.31	\$ 133,083.38	\$ 137,408.59	\$ 141,874.37	\$ 146,485.28		
City Solicitor	1A		\$ 91,000.00	\$ 93,957.50	\$ 97,011.12	\$ 100,163.98	\$ 103,419.31	\$ 106,780.44	\$ 110,250.80	\$ 113,833.95		
Director of Human Resources	1A		\$ 103,000.00	\$ 106,347.50	\$ 109,803.79	\$ 113,372.42	\$ 117,057.02	\$ 120,861.37	\$ 124,789.37	\$ 128,845.02		
City Clerk	1B		\$ 90,150.00	\$ 93,079.88	\$ 96,104.97	\$ 99,228.38	\$ 102,453.30	\$ 105,783.04	\$ 109,220.99	\$ 112,770.67		
<b>Direct and Supervisory Staff</b>												
		Pay Grade	Starting Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7		
		Years of Service % Increase	Less than 1	1 Year 2.00%	2 Years 2.00%	4 Years 2.00%	6 Years 2.00%	8 Years 2.00%	10 Years 2.00%	12 Years 2.00%		
Airport Manager	2		\$ 27,594.01	\$ 28,145.89	\$ 28,708.81	\$ 29,282.98	\$ 29,868.64	\$ 30,466.02	\$ 31,075.34	\$ 31,696.84		
Assistant City Solicitor	2		\$ 50,192.00	\$ 51,195.84	\$ 52,219.76	\$ 53,264.15	\$ 54,329.43	\$ 55,416.02	\$ 56,524.34	\$ 57,654.83		
Assistant Director of Community Development	2		\$ 75,500.00	\$ 77,010.00	\$ 78,550.20	\$ 80,121.20	\$ 81,723.63	\$ 83,358.10	\$ 85,025.26	\$ 86,725.77		
Assistant Library Director	2		\$ 67,750.00	\$ 69,105.00	\$ 70,487.10	\$ 71,896.84	\$ 73,334.78	\$ 74,801.47	\$ 76,297.50	\$ 77,823.45		
Assistant Veteran's Service Agent	2		\$ 57,800.00	\$ 58,956.00	\$ 60,135.12	\$ 61,337.82	\$ 62,564.58	\$ 63,815.87	\$ 65,092.19	\$ 66,394.03		
Conservation/Planning Agent	2		\$ 66,413.00	\$ 67,741.26	\$ 69,096.09	\$ 70,478.01	\$ 71,887.57	\$ 73,325.32	\$ 74,791.82	\$ 76,287.66		
Director of Public Safety Regional Dispatch Center	2		\$ 84,103.50	\$ 85,785.57	\$ 87,501.28	\$ 89,251.31	\$ 91,036.33	\$ 92,857.06	\$ 94,714.20	\$ 96,608.49		
Economic Development and Finance Manager	2		\$ 85,000.00	\$ 86,700.00	\$ 88,434.00	\$ 90,202.68	\$ 92,006.73	\$ 93,846.87	\$ 95,723.81	\$ 97,638.28		
Executive Secretary	2		\$ 54,000.00	\$ 55,080.00	\$ 56,181.60	\$ 57,305.23	\$ 58,451.34	\$ 59,620.36	\$ 60,812.77	\$ 62,029.03		
Executive Aide	2		\$ 57,500.00	\$ 58,650.00	\$ 59,823.00	\$ 61,019.46	\$ 62,239.85	\$ 63,484.65	\$ 64,754.34	\$ 66,049.43		
GIS Coordinator	2		\$ 80,400.00	\$ 82,008.00	\$ 83,648.16	\$ 85,321.12	\$ 87,027.55	\$ 88,768.10	\$ 90,543.46	\$ 92,354.33		
Human Resources Manager	2		\$ 64,000.00	\$ 65,280.00	\$ 66,585.60	\$ 67,917.31	\$ 69,275.66	\$ 70,661.17	\$ 72,074.39	\$ 73,515.88		
IT Systems Manager	2		\$ 72,024.00	\$ 73,464.48	\$ 74,933.77	\$ 76,432.44	\$ 77,961.09	\$ 79,520.32	\$ 81,110.72	\$ 82,732.94		
Transfer Station Supervisor	2		\$ 52,024.00	\$ 53,064.48	\$ 54,125.77	\$ 55,208.28	\$ 56,312.45	\$ 57,438.70	\$ 58,587.47	\$ 59,759.22		
Youth Center Director	2		\$ 65,000.00	\$ 66,300.00	\$ 67,626.00	\$ 68,978.52	\$ 70,358.09	\$ 71,765.25	\$ 73,200.56	\$ 74,664.57		
Business Manager - DPW	2		\$ 40,396.00	\$ 41,203.92	\$ 42,028.00	\$ 42,868.56	\$ 43,725.93	\$ 44,600.45	\$ 45,492.46	\$ 46,402.31		
Prevention Coordinator	2		\$ 54,121.00	\$ 55,203.42	\$ 56,307.49	\$ 57,433.64	\$ 58,582.31	\$ 59,753.96	\$ 60,949.04	\$ 62,168.02		
Domestic Violence Advocate	2		\$ 45,160.00	\$ 46,063.20	\$ 46,984.46	\$ 47,924.15	\$ 48,882.64	\$ 49,860.29	\$ 50,857.49	\$ 51,874.64		
Assistant City Clerk	2B		\$ 55,000.50	\$ 56,100.51	\$ 57,222.52	\$ 58,366.97	\$ 59,534.31	\$ 60,725.00	\$ 61,939.50	\$ 63,178.29		
Assistant City Auditor	2B		\$ 56,250.50	\$ 57,375.51	\$ 58,523.02	\$ 59,693.48	\$ 60,887.35	\$ 62,105.10	\$ 63,347.20	\$ 64,614.14		
Assistant City Treasurer/Collector	2B		\$ 57,400.50	\$ 58,548.51	\$ 59,719.48	\$ 60,913.87	\$ 62,132.15	\$ 63,374.79	\$ 64,642.29	\$ 65,935.13		
Paid on Annual Basis												
Civil Defense Director	2C		\$ 10,250.00	\$ 10,455.00	\$ 10,664.10	\$ 10,877.38	\$ 11,094.93	\$ 11,316.83	\$ 11,543.16	\$ 11,774.03		
Sealer of Weights & Measures	2C		\$ 10,250.00	\$ 10,455.00	\$ 10,664.10	\$ 10,877.38	\$ 11,094.93	\$ 11,316.83	\$ 11,543.16	\$ 11,774.03		
Paid on Weekly Basis												
Golf Professional	2D		\$ 1,325.00	\$ 1,351.50	\$ 1,378.53	\$ 1,406.10	\$ 1,434.22	\$ 1,462.91	\$ 1,492.17	\$ 1,522.01		
Golf Pro Manager	2D		\$ 1,200.00	\$ 1,224.00	\$ 1,248.48	\$ 1,273.45	\$ 1,298.92	\$ 1,324.90	\$ 1,351.39	\$ 1,378.42		
<b>Hourly Staff</b>												
<b>City Administration</b>												
		Pay Grade	Starting Salary	Step 1	Step 2	Step 3	Step 4	Step 5				
		Years of Service % Increase	Less than 1	1 Year 1.50%	2 Years 1.50%	3 Years 1.50%	4 Years 1.50%	5 Years 1.50%				
Administrative Assistant	3		\$ 18.96	\$ 19.24	\$ 19.53	\$ 19.83	\$ 20.12	\$ 20.43				
Administrative Coordinator	3		\$ 18.27	\$ 18.54	\$ 18.82	\$ 19.10	\$ 19.39	\$ 19.68				
Administrative Clerk	3		\$ 17.46	\$ 17.72	\$ 17.99	\$ 18.26	\$ 18.53	\$ 18.81				
Animal Shelter Attendant	3		\$ 15.75	\$ 15.99	\$ 16.23	\$ 16.47	\$ 16.72	\$ 16.97				
Council on Aging Coordinator	3		\$ 16.00	\$ 16.24	\$ 16.48	\$ 16.73	\$ 16.98	\$ 17.24				
Data Collector	3		\$ 16.00	\$ 16.24								
Financial Administrator	3		\$ 19.66	\$ 19.95								
Financial Clerk	3		\$ 17.81	\$ 18.08								
Parking Meter Clerk	3		\$ 18.65	\$ 18.93	\$ 19.21	\$ 19.50	\$ 19.79	\$ 20.09				
Transfer Station Monitor	3		\$ 16.07	\$ 16.31	\$ 16.56	\$ 16.80	\$ 17.06	\$ 17.31				
Assistant Youth Center Director	3		\$ 20.00	\$ 20.30	\$ 20.60							
Election Warden	3		\$ 17.00									
Election Inspector	3		\$ 15.00									
Election Clerk	3		\$ 16.00									
Assistant Recreation Director	3		\$ 26.25	\$ 26.64	\$ 27.04							
Recreational Playground Supervisor (T-5)	3		\$ 17.50	\$ 17.76	\$ 18.03							
Recreational Support Staff	3		\$ 15.50	\$ 15.73	\$ 15.97							
Special Detail Police Officer	3		\$ 53.00									
Temporary Seasonal Laborer	3		\$ 15.75									
Temporary Seasonal Technical	3		\$ 17.00									
<b>Pool Staff</b>												
Certified Pool Operator/Head Lifeguard	3A		\$ 25.00	\$ 25.38	\$ 25.76							
Certified Pool Operator/Lifeguard	3A		\$ 21.00	\$ 21.32	\$ 21.63							
Head Life Guard	3A		\$ 20.00	\$ 20.30	\$ 20.60							
Lifeguard	3A		\$ 19.00	\$ 19.29	\$ 19.57							
<b>Library Staff</b>												
Building Maintenance Craftsman	3B		\$ 25.00	\$ 25.38	\$ 25.76	\$ 26.14	\$ 26.53	\$ 26.93				
Building Maintenance Technician	3B		\$ 23.00	\$ 23.35	\$ 23.70	\$ 24.05	\$ 24.41	\$ 24.78				
Staff Librarian	3B		\$ 24.49	\$ 24.86	\$ 25.23	\$ 25.61	\$ 25.99	\$ 26.38				
Senior Library Technician	3B		\$ 22.31	\$ 22.64	\$ 22.98	\$ 23.33	\$ 23.68	\$ 24.03				
Library Technician	3B		\$ 21.04	\$ 21.36	\$ 21.68	\$ 22.00	\$ 22.33	\$ 22.67				
Library Clerical Staff	3B		\$ 15.76	\$ 16.00	\$ 16.24	\$ 16.48	\$ 16.73	\$ 16.98				
<b>Golf Course Staff</b>												
Golf Pro Shop Supervisor	3C		\$ 15.77	\$ 16.01	\$ 16.25	\$ 16.49	\$ 16.74	\$ 16.99				
Grounds Maintenance Worker	3C		\$ 18.55	\$ 18.83	\$ 19.11	\$ 19.40	\$ 19.69	\$ 19.98				
Mechanic	3C		\$ 18.55	\$ 18.83	\$ 19.11	\$ 19.40	\$ 19.69	\$ 19.98				
Working Foreman - Grounds Maintenance Worker	3C		\$ 22.81	\$ 23.15	\$ 23.50	\$ 23.85	\$ 24.21	\$ 24.57				
Working Foreman - Mechanic	3C		\$ 22.81	\$ 23.15	\$ 23.50	\$ 23.85	\$ 24.21	\$ 24.57				
Golf Course Laborer/Pro Shop Assistant	3C		\$ 15.50	\$ 15.73	\$ 15.97	\$ 16.21	\$ 16.45	\$ 16.70				
Golf Course Groundsman	3C		\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.51	\$ 17.78				
Golf Course Ranger	3C		\$ 15.50	\$ 15.73	\$ 15.97	\$ 16.21	\$ 16.45	\$ 16.70				
<b>Special</b>												
Recreation Season Coach	4		\$ 750.00	Paid Per Sport & Per Season								

**REGULAR MEETING OF DECEMBER 15, 2025**

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Regular Meeting of the City Council was held in the City Council Chamber, Room 219, City Hall, on Monday evening, December 15, 2025.

**CALL TO ORDER**

President Geoge Tyros called the meeting to order at 7:30 o'clock p.m.

**CALL OF THE ROLL**

Assistant City Clerk Jayen Kumar called the Roll of Members. Eight (8) Councillors were present including President George Tyros and Councillors Calvin Brooks, Craig Cormier, Dana Heath, Brad Heglin, Elizabeth Kazinskas, Judy Mack, and David Thibault-Muñoz. Councillors Aleksander Dernalowicz, Karen Hardern, and Paul Tassone were absent.

**OPENING PRAYER****PLEDGE OF ALLEGIANCE**

President Tyros led the Council in reciting the "Pledge of Allegiance".

**OPEN MEETING RECORDING & PUBLIC RECORDS ANNOUNCEMENT**

President Tyros announced to the assembly that the Open Meeting Recording and Public Records 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 recordings shall notify the Chair forthwith. All documents and exhibits used or referenced at the meeting must be submitted in duplicate to the chair as they become part of the meeting minutes pursuant to General Law Chapter 38 Section 20.

**READING & ACCEPTANCE OF MINUTES**

There were no meeting minutes present.

REGULAR MEETING OF DECEMBER 15, 2025

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REPORTS OF STANDING COMMITTEE  
SERVICE COMMITTEE

**#11750**

Councillor Craig Cormier informed the Council that the Public Service Committee met on Friday with department heads in attendance. Department heads provided their updates, which are included in the meeting packets for review.

Councillor Brad Heglin thanked the Council President and standing committees for the increased department head updates, stating they have been a productive use of time. He noted, however, that some reports could benefit from improved clarity and context to make them more useful for Council decision-making. He encouraged broader use of the reporting template developed by the Council President to promote consistency. He further referenced the DPW update, specifically a line stating, "James Street water pump station bids opened, no auditor," which was highlighted in the packet. He indicated that the statement raised questions and prompted him to review the committee meeting for additional context. While acknowledging the current absence of an auditor, he noted that state law provides that, in the auditor's absence, the assistant may perform the auditor's duties with the same authority and responsibilities. He expressed hope that future updates will provide additional explanation regarding the issue with the James Street pump station.

On a motion made by Councillor Craig Cormier and seconded by Councillor Elizabeth Kazinskas, it was voted to place on file, *November Public Service Committee Update*.

8 yeas, motion passes.

REPORTS OF STANDING COMMITTEE  
SAFETY COMMITTEE

**#11737**

On a motion made by Councillor Craig Cormier and seconded by Councillor Calvin Brooks to send to second and final printing, *An Ordinance to Amend the Code of the City of Gardner, Chapter 600, Entitled "Vehicles and Traffic," Section 24, Entitled "Parking Prohibited on Certain Streets."*

REGULAR MEETING OF DECEMBER 15, 2025

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Councillor Cormier proposed an amendment to clarify the title and language of the ordinance. The motion was seconded by Councillor Calvin Brooks. He moved to amend the title to read: *“An Ordinance to Amend the Code of the City of Gardner, Chapter 600 entitled Vehicles and Traffic, Section 23 entitled All Night Parking, and Chapter 512 entitled Parking, Section 2 entitled Removal of Vehicles by City and Section 4 entitled Schedule of Fines.”* He further moved to remove the footnote provided by the Legal Department and to add the following sentence at the end of the ordinance: *“This ordinance shall be effective upon passage and publication as required by law.”*

Councillor Cormier stated that the purpose of the amendment was to clarify the title, as the ordinance affects three sections of the City Code. He explained that the changes are intended to clearly define what the parking ban would cover and to differentiate between a winter parking ban and a Code Red parking ban. He noted that the remaining changes were for clarity and housekeeping purposes.

Councillor Mack requested clarification regarding the amendment proposed by Councillor Cormier, noting that he referenced Section 23 while the agenda listed Section 24. It was clarified that Section 24 was incorrect and that the proper reference is Section 23. She further noted that the agenda should reflect that correction. Councillor Mack also asked whether the added language stating the ordinance would take effect upon passage and publication would result in implementation prior to January 1, given that the current ordinance specifies the winter parking ban begins January 1.

A brief recess was taken for the Assistant Clerk to distribute copies of the amended ordinance.

On a motion made by Councillor Craig Cormier and seconded by Councillor Elizabeth Kazinskas, it was voted to withdraw Councillor Craig Cormier’s amendment.

8 yeas, motion passes.

On a motion made by Councillor Craig Cormier and seconded by Councillor Elizabeth Kazinskas, it was voted to remove from the calendar, *An Ordinance to Amend the Code of the City of Gardner, Chapter 600, Entitled “Vehicles and Traffic,” Section 24, Entitled “Parking Prohibited on Certain Streets.”*

8 yeas, motion passes.

REGULAR MEETING OF DECEMBER 15, 2025

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**#11741**

On a motion made by Councillor Craig Cormier and seconded by Councillor Brooks, it was voted to grant, *Applications for Motor Vehicle Dealers Licenses, Class II for the following:*

- a. AC Auto Clinic, 411 Parker Street
- b. Gardner Auto Mart, Inc., 182 West Street
- c. Gardner Motors, LLC, 119 Pearson Blvd
- d. Mike's Auto, 251 E Broadway
- e. Ric's Radiator Repair Used Car Sales, 800 W Broadway
- f. J. Wood, Inc., 361 West Street
- g. Riverside Auto, 65 Riverside Road
- h. TJ & Sons Auto Repair and Towing, Inc.
- i. MTM Auto, LLC, 207 E Broadway
- j. FJ Drive Zone Corp., 407 Chestnut Street

8 yeas, motion passes.

**#11742**

On a motion made by Councillor Craig Cormier and seconded by Councillor Brooks, it was voted to grant, *Applications for Motor Vehicle Dealers Licenses, Class III for:*

- a. Riverside Auto, 65 Riverside Road

8 yeas, motion passes.

**#11751**

Councillor Cormier reported that the Public Safety Committee received updates from the Fire, Police, and Health Departments. The full reports are included in the meeting packet.

**Fire Department:** The department remains fully staffed. They are proceeding with a grant for new radios; however, due to price increases, they will receive 37 of the 42 originally quoted. Repairs to the truck bay ceiling have been completed. Monty Tech students are working on the Emergency Operations Center kitchen, with completion expected in the spring.

**Police Department:** One new officer recently graduated from the academy, with another expected to graduate at the end of January. Three additional candidates are being considered, with hopes of returning to full staffing by the fall despite recent retirements and upcoming departures. Domestic violence advocates began work on December 3, have eliminated the backlog, and are responding to calls within hours.

**Health Department:** A new director has been hired and will begin January 5. The department plans to fill remaining vacancies thereafter. Staff recently completed a tabletop emergency preparedness exercise with the state and are finalizing updated response plans. There have been no heat-related complaints; landlords have generally addressed issues promptly. Repairs to the leachate pump are underway and expected to be completed by April.



## REGULAR MEETING OF DECEMBER 15, 2025

No update was provided by the Building Department.

On a motion made by Councillor Craig Cormier and seconded by Councillor Brooks, it was voted to place on file, *November Public Safety Committee Update*.

8 yeas, motion passes.

**REPORTS OF STANDING COMMITTEE**  
**FINANCE COMMITTEE**

**#11743**

On a motion made by Councillor Brad Heglin and seconded by Councillor Judy Mack, it was voted on call of the roll, eight (8) yeas, President Tyros and Councillors Calvin Brooks, Craig Cormier, Dana Heath, Brad Heglin, Elizabeth Kazinskas, Judy Mack, and David Thibault-Muñoz, to adopt the order:

AN ORDER TRANSFERRING APPROPRIATIONS FROM AUDITOR DEPT SAL & WAGES TO AUDITOR DEPT OPERATING EXPENDITURES.

*ORDERED:* That there be and is hereby transferred the appropriations sum of Ten Thousand Eight Hundred Sixty Seven Dollars and Eighty Cents (\$10,687.80) from Auditor Dept Salaries & Wages to Auditor Dept Operating Expenditures as follows:

Professional Services Expense	\$10,867.80
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**#11745**

Councillor Judy Mack informed the City Council that the transfer is for the purchase of a new Owl device for use in the City Council Chambers, as submitted by Council President Tyros. She explained that the additional device will ensure reliable recording of meetings, allow the current Owl to be used in other meeting locations, and provide a backup if needed. The funds are available due to unused appropriations in the salary line related to Councillor Heglin's stipend. Councillor Mack made a motion to authorize the transfer, seconded by Councillor Heglin.

Councillor Elizabeth Kazinskas clarified for the public that Councillor Heglin does not receive a stipend because he is an employee of the School Department. She noted that this is consistent with past practice, referencing that Councillor Mack likewise did not receive a stipend while employed by the School Department.

On a motion made by Councillor Judy Mack and seconded by Councillor Brad Heglin, it was voted on call of the roll, eight (8) yeas, President Tyros and Councillors Calvin Brooks, Craig

REGULAR MEETING OF DECEMBER 15, 2025

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Cormier, Dana Heath, Brad Heglin, Elizabeth Kazinskas, Judy Mack, and David Thibault-Muñoz, to adopt the order:

AN ORDER TRANSFERRING APPROPRIATIONS FROM CITY COUNCIL DEPT SAL & WAGES TO CITY COUNCIL DEPT EXPENDITURES

ORDERED: That there be and is hereby transferred the appropriations sum of one thousand six hundred twenty-two dollars and seventy- nine cents (\$1,622.79) from city council dept salaries and wages to city council department expenditures as follows:

OFFICE SUPPLIES EXPENSE: \$1,622.79

**REPORTS OF STANDING COMMITTEE**  
**ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE**

**#11454**

Councillor Elizabeth Kazinskas requested more time. She noted that the Economic and Community Development Committee reviewed the matter throughout the year, most recently on December 12, and commended Director Stevens for his leadership and transparency in addressing issues identified in a prior report. After learning that Mayor Nicholson would be absent, she determined it was appropriate to delay the item, stating that the Mayor's presence is important when recognizing a department head. She formally requested more time on the item.

More time was granted on *Report on the Investigation of the Maki Park Project*.

**#11747**

Councillor Elizabeth Kazinskas provided the November following update:

**Maki Park**

- Additional time has been spent reviewing the Maki Park project.
- Maki Park remains fenced off and is not yet open to the public.
- Installation of railings and an accessible table is still pending and has been delayed due to weather conditions.
- Director Stevens will provide a full project report at an upcoming meeting.

**205-213 Main Street and Garbose Property**

- Both projects are undergoing the same review process.
- 205–213 Main Street is progressing as planned.
- The Garbose property appraisal is complete, pending an environmental premium cost estimate.
- Once received, the project will proceed with a land disclosure agreement through the Executive Office of Housing & Livable Communities, as it falls under urban renewal.

REGULAR MEETING OF DECEMBER 15, 2025

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## 827 Green Street

- A public hearing was held regarding the stormwater plan.
- No public or Planning Board comments were received.
- The matter remains open as it continues through the review process.

## Rear Main Street Project

- No additional scheduling delays reported.
- Completion date remains May 31.
- National Grid will review the site for pole relocation, wiring, and electrical work.
- Masonry and concrete work remain dependent on weather.
- Work will continue as conditions permit while maintaining the current completion timeline.

## City Master Plan

- Public open house is held on October 30.
- Office hours for feedback held December 9.
- Public notices are posted at City Hall and on the City website.
- Community feedback is ongoing.

## Greenwood Pool Project

- Phase One (full demolition) is complete and came in approximately \$148,000 under budget.
  - \$38,000 awarded to MVOC (downtown Gardner).
  - \$110,000 awarded to the Gardner CAC.
  - Funds were prior-year CDBG funds required to be distributed by year-end.
  - Distribution discussed in detail at the November CDBG Steering Committee meeting.
- Phase Two: Greenwood Memorial Pavilion
  - Identified as an upcoming Economic Development project.
  - Plans to apply for CDBG funding.
  - If approved, bidding is anticipated this winter with hoped-for construction next spring, pending funding and related factors.

## Hazard Mitigation Plan

- Open house on action item prioritization held December 3 (recording available on the City's YouTube channel).
- Physical surveys are available at the City Clerk's and City Treasurer's offices.
- Digital survey available by contacting Director Stevens.
- Chapters 1–5 completed and reviewed.
- Chapters 6–8 in progress prior to full presentation to the Planning Board and City Council.

REGULAR MEETING OF DECEMBER 15, 2025

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## Proposed Housing Developments

- Century Way and Pearl Plan have been submitted for preliminary site plan review.

On a motion made by Councillor Elizabeth Kazinskas and seconded by Councillor Brad Heglin, it was voted to place the update on file.

8 yeas, motion passes.

**NEW BUSINESS****#11748**

Councillor Mack encouraged fellow Councillors to review the two-page report included in the packet, highlighting the success of the Gardner Community Youth Center since its launch this fall. The report notes 60 registered members, with approximately 20 students attending daily, demonstrating a strong need for the program in the community. She stated that the center is in ongoing need of donations, particularly after-school snacks and drinks, and encouraged anyone interested in contributing to contact Director Hughey. She thanked the staff and youth changemakers who are supporting the center through programs and activities, noting that the program is expected to continue growing throughout the school year with support from the City Council and new community partnerships.

On a motion made by Councillor Elizabeth Kazinskas and seconded by Councillor Elizabeth Kazinskas, it was voted to place the update on file.

8 yeas, motion passes.

**#11749**

Councillor Brad Heglin reported that the Special Committee met twice to thoroughly review and revise the Auditor's job description prior to hiring a new auditor, with detailed discussion at both meetings. During the process, the committee discovered that unauthorized changes had previously been made to the job description, and possibly to others, outside the required approval process. He reminded the Council that any changes to job descriptions must be approved by a majority vote of the City Council under Chapter 3, Section 6. He suggested the Council consider conducting a comprehensive review of all job descriptions moving forward.

On a motion made by Councillor Brad Heglin and seconded by Councillor Judy Mack, it was voted to approve the *Code of the City of Gardner CH 3 § 3-6 Job descriptions - Approval for the City Auditor Job Description*.

Full job description attached.

8 yeas, motion passes.



REGULAR MEETING OF DECEMBER 15, 2025

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**COUNCIL COMMENTS AND REMARKS**

President Tyros would like to wish Councillor Brad Heglin a happy birthday whose birthday is later this week. His second remark, he would like to thank fellow Councillors for this past year. It has been an honor to serve as President. He wishes everyone a happy and safe holiday

**ADJOURNMENT**

On a motion by Councillor Elizabeth Kazinskas and seconded by Councillor Craig Cormier, it was voted to adjourn at 8:10 p.m.

**Accepted by the City Council:**

DRAFT

<b>Job Title:</b>	<b>City Auditor</b>
<b>Position Status:</b>	<b>Exempt</b>
<b>Report to:</b>	<b>City Council President</b>
<b>Date:</b>	<b>December 2025</b>

**Position Purpose:**

Responsible for formulating policies, plans, procedures for and coordinating the application of audit and accounting procedures; the accuracy and efficiency of municipal and departmental accounting systems; providing the necessary information to prepare annual City budget; assisting the City Council on municipal fiscal affairs. Establishes department short- and long-range goals and objectives, plans and performs other duties as required, and is responsible for financial oversight of the City.

**Supervision:**

*Supervision Scope:* Performs highly responsible functions of a complex and technical nature requiring the significant exercise of judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards.

*Supervision Received:* Works under the policy direction of the City Council President. Employee functions independently referring specific problems to the City Council President only where clarification or interpretation of City policy or procedure is required. Resolves most problems independently, keeping the City Council informed of progress, problems, and implications of decisions.

*Supervision Given:* Has direct supervisory responsibility for two full-time department employees. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; and providing performance reviews of employees.

**Job Environment:**

Work is performed under typical office conditions; noise level is moderate.

Operates computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

Makes regular contacts with local, state, and federal offices, department heads, Bond Consultants, Credit Rating Agency, Auditing Firm, and outside legal counsel. Has limited contact with the general public. Contacts are in person, by telephone, and in writing, and involve furnishing routine information as well as discussing complex financial issues. Contacts require some discretion, resourcefulness, and persuasiveness to achieve desired objectives.

Has access to all municipal financial information and significant confidential information, including bid proposals, negotiating positions and legal proceedings.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Manages the Office of the City Auditor; supervises staff; devises and maintains the department budget. Develops and implements the City's accounting system and procedures; provides timely and accurate financial information and ensures the integrity of the financial data by instituting proper internal controls; ensures that no claim or payable against the City is fraudulent, unlawful, or excessive as prescribed by Massachusetts General Laws. Reviews and approves all cash receipts for posting to the general ledger.

Assists with the annual budget preparation; prepares and distributes revenue and expenditure budget request forms to departments. Provides objective financial data and analysis to the Mayor on various budget issues as needed during the Mayor's review of department estimates. Prepares, analyzes, and distributes budget reports to departments and City Council, as requested.

Answers questions from various sources regarding the preparation, analysis, and financial impact of the annual budget.

Prepares and presents to the City Council a complete financial analysis of the revenue and expenditure outlook for the budget year under review.

Prepares the published annual budget books.

Reviews and approves all journal entries posted to the general ledger.

Reviews and certifies purchase contracts.

Calculates the costs and related appropriation of collective bargaining agreements.

Coordinates the City's annual independent financial audit.

Performs or coordinates completion of various periodic reconciliations related to accounts payable; accounts receivable; fixed assets; cash; budget; and debt.

Reviews and approves all warrants for vendor invoices and payrolls.

Prepare all financial statements and other analyses for the annual calculations and certifications of the City's Free Cash as of June 30.

Review all requests for supplemental appropriations.

Maintains MUNIS software user permissions and access protocols to protect the financial database. Coordinates and assists in executing annual MUNIS updates. Create new Fund entities

in MUNIS as needed.

Serves as ex-officio voting member of the Retirement Board.

Oversees and manages all functions of the City's Health Insurance Trust Fund.

Attends meetings as requested by the City Council.

Updates City Auditor web page on the City website by posting new reports and other pertinent data as it becomes available.

Complies with federal, state, and local requirements by studying existing and new legislation, anticipating future legislation, enforcing adherence to requirements, filing financial reports, advising management on needed actions. Prepare data for and coordinate the completion of the financial schedules and reports to the State.

Interprets financial policies, objectives, and requirements. Periodically conduct a detailed review of the city's financial statements and general financial condition with bond rating agencies. Review the financial position of each Fund in the general ledger on a perpetual cycle throughout the year; follow-up with the department heads.

Maintains office staff by selecting, orienting, training, coaching, and disciplining employees, planning, monitoring, and appraising job results.

Maintains professional and technical knowledge by participating in professional development and/or continuing education opportunities.

### **Recommended Minimum Qualifications:**

#### Education, Skills and Experience:

Bachelor's degree in accounting, finance or a related field; master's degree in accounting, management preferred; more than five years of progressively responsible experience in accounting or financial management; experience in municipal accounting preferred; or any equivalent combination of education, training and experience. Prior supervisory experience required. Experience in a medium-to-large-scale accounting environment preferred.

#### Special Requirement:

Certified Public Accountant (CPA) or Certified Government Accountant (CGA) preferred. Certified Government Management Accountant is required. Trained in MUNIS financial accounting computer software, or other similar financial-related software programs preferred.

#### Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of the principles and practices of municipal accounting and of applicable provisions of the Massachusetts General Laws. Working knowledge of computer

applications for accounting and financial management. Specific knowledge of municipal fund accounting, budgeting, and financial reporting.

*Ability:* Ability to critically read, interpret, and execute local, state, and federal laws relating to municipal financial activity. Ability to analyze and interpret financial data and to present findings clearly in written and oral form. Ability to establish and maintain cooperative relationships with City officials and governmental representatives. Ability to supervise and coordinate the work of employees and to maintain effective working relationships with employees. Ability to establish goals and objectives for the department. Ability to recognize city-wide priorities and work cooperatively to support their accomplishment. Ability to identify and analyze complex issues and to develop appropriate recommendations. Ability to discover errors that are difficult to detect and could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, or deterioration of the City's financial position, as errors may have legal ramifications.

*Skill:* Skill in utilizing a variety of computer and accounting software systems. Skill with MUNIS, Microsoft Office Suite, Internet browsers, Web editing software, Lotus Notes, and other related programs. Aptitude for numbers and details. Strong organizational and analytical skills. Excellent public speaking skills and decision-making skills

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Minimal physical effort is required to perform essential functions under typical office conditions. Ability to operate a keyboard and calculator and view computer screens for an extended period of time. Regularly required to convey financial information to others.

**Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference checks; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

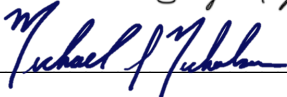
*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

Employee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Approved by Human Resources:  Date: 12/4/2025

Approved by City Council President:  Date: 12-4-25

Acknowledged by Mayor:  Date: 12/12/25

*The City of Gardner is an EOE/AA employer: Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.*



**CITY OF GARDNER**  
**MASSACHUSETTS 01440-2630**

OFFICE OF THE  
**CITY CLERK**

Room 121, City Hall  
Tel (978) 630-4058  
Fax (978) 630-2589

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**NOTICE TO ABUTTERS**

January 23, 2026

TO ABUTTERS AND OTHER INTERESTED PARTIES:

Pursuant to the provisions of M.G.L., c. 166, §22, you are hereby notified that a Public Hearing will be conducted on **MONDAY, FEBRUARY 2, 2026 at 7:30 o'clock P.M.** on the petition of Massachusetts Electric Company, d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. for permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protective fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked:

**11754** – High Street – National Grid to Relocate 2 Jointly Owned Poles on High Street beginning at a point approximately 10' feet south of the centerline of the intersection of High Street and Newton Street and continuing approximately 120' feet in an east direction. Relocating P30 and P31 on High Street to alleviate clearance issues to new construction being built on Newton Street.

A sketch of the proposed pole location is attached for your edification.

CITY COUNCIL OF GARDNER

By: TITI SIRIPHAN  
City Clerk



**ENGINEERING DEPARTMENT**  
**CITY OF GARDNER**  
50 Manca Drive, Gardner MA 01440

Robert E. Oliva, City Engineer  
Telephone (978) 630-8195  
roliva@gardner-ma.gov

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**PROJECT REVIEW MEMORANDUM**

**To:** George Tyros, City Council President  
**Cc:** Dane Arnold, DPW Director  
Titi Siriphan, City Clerk  
**From:** Robert Oliva – City Engineer *REO*  
**Date:** January 13, 2026  
**Project:** National Grid City Council Petition – High Street  
City Council Item #11754

National Grid has submitted a pole petition for removing two existing poles and replacing them with new poles in slightly different locations on High Street. This is required due to the construction of a new home on the corner of High and Newton Street. I have inspected the proposed locations, reviewed the petition application, and my only comment that is an existing street light on pole P30 will need to be relocated to the new P30.

**nationalgrid**

RECEIVED  
2025 DEC 23 A 11:34  
CITY CLERK'S OFFICE  
GARDNER, MA

November 17, 2025

City of Gardner

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID and VERIZON, covering joint NATIONAL GRID-VERIZON pole location(s)

If you have any questions regarding this permit please contact:

Please notify National Grid's Vincent LoGuidice of the hearing date / time at 978-255-5558 or [Vincent.LoGuidice@NationalGrid.com](mailto:Vincent.LoGuidice@NationalGrid.com).

If this petition meets with your approval, please return an executed copy to each of the above named Companies.

National Grid Contact: Vincent LoGuidice; 1101 Turnpike Street; North Andover, MA 01845

Very truly yours,

Zylmar Garcia  
Name: Distribution Design Supervisor  
Supervisor, Distribution Design

Enclosures

Questions contact – Evan Loosigian 774-823-5889

RECEIVED

**PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS**

NOV 23 A 11:34

North Andover, Massachusetts

CITY CLERK'S OFFICE  
GARDNER, MA

To the City Council  
Of Gardner, Massachusetts

Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

High St - National Grid to Relocate 2 JO Poles on High St beginning at a point approximately 10' feet south of the centerline of the intersection of High St and Newton St and continuing approximately 120' feet in an east direction. Relocating P30 and P31 on High St to alleviate clearance issues to new construction being built on Newton St.

Location approximately as shown on plan attached

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – High St – Gardner – Massachusetts.

No.# 31139440 November 17, 2025

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a  
NATIONAL GRID *Eylmar Garcia*

BY \_\_\_\_\_  
Engineering Department

VERIZON NEW ENGLAND, INC.

BY \_\_\_\_\_  
Manager / Right of Way

RECEIVED

2025 DEC 23 A 11: 34

CITY CLERK'S OFFICE  
GARDNER, MA

**ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS**

To the City Council - Gardner, Massachusetts

Notice having been given and public hearing held, as provided by law,  
IT IS HEREBY ORDERED:

that Massachusetts Electric Company d/b/a National Grid and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 17th day of November, 2025.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked - High St - Gardner - Massachusetts

November 17, 2025. Filed with this order. WR # 31139440.

There may be attached to said poles by Massachusetts Electric Company d/b/a National Grid and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

High St - National Grid to Relocate 2 JO Poles on High St beginning at a point approximately 10' feet south of the centerline of the intersection of High St and Newton St and continuing approximately 120' feet in an east direction. Relocating P30 and P31 on High St to alleviate clearance issues to new construction being built on Newton St.

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the  
of the City/Town of \_\_\_\_\_, Massachusetts held on the \_\_\_\_\_ day of \_\_\_\_\_ 20 .

\_\_\_\_\_  
Massachusetts  
City/Town Clerk.  
20 .

Received and entered in the records of location orders of the City/Town of

Book Page

Attest:  
City/Town Clerk

I hereby certify that on 20 , at o'clock, M  
at a public hearing was held on the petition of  
Massachusetts Electric Company d/b/a National Grid and VERIZON NEW ENGLAND, INC.

for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and  
that we mailed at least seven days before said hearing a written notice of the time and place of said  
hearing to each of the owners of real estate (as determined by the last preceding assessment for  
taxation) along the ways or parts of ways upon which the Company is permitted to erect  
poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

.....  
.....  
.....  
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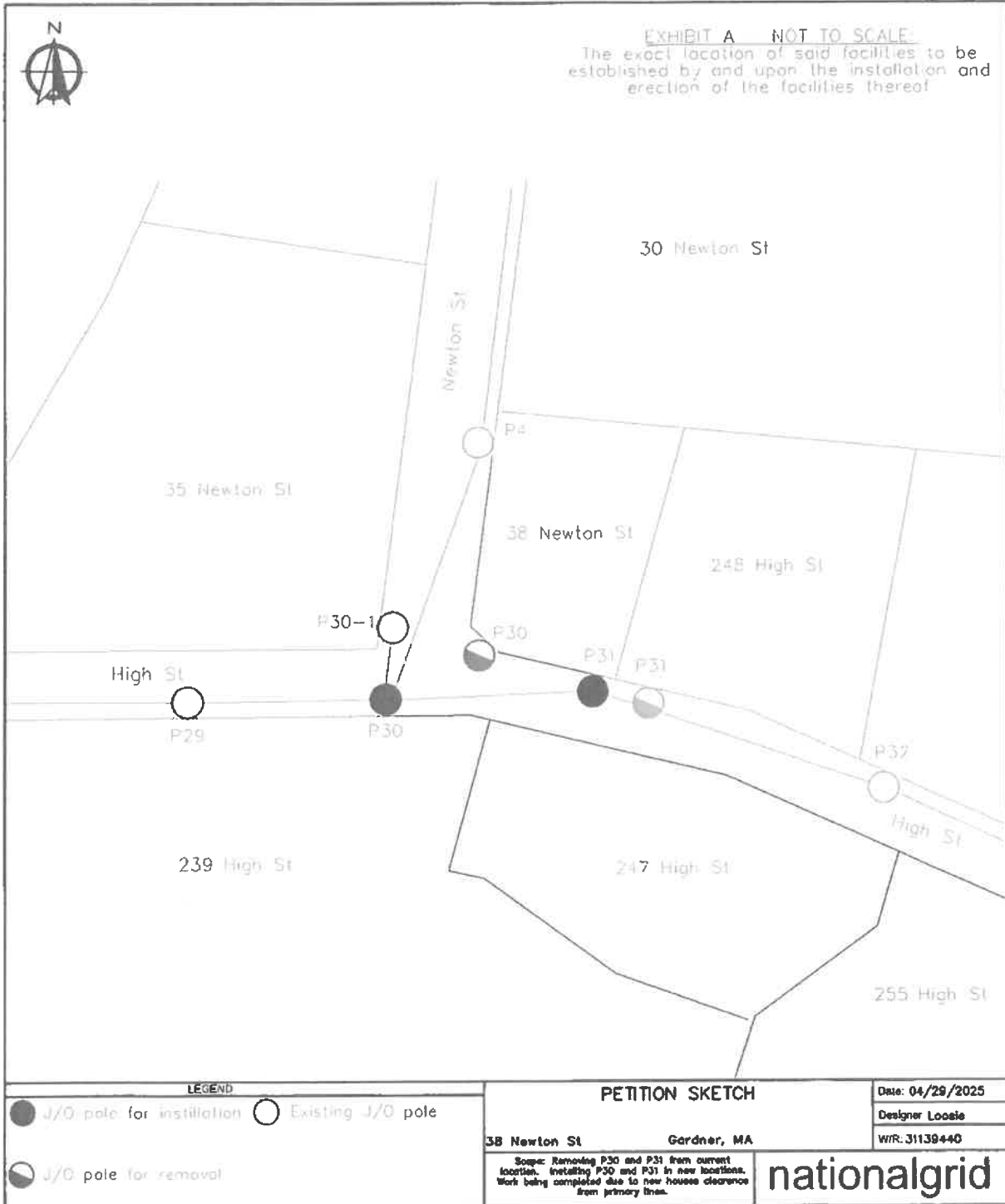
Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of  
hearing with notice adopted by the of the City of  
Massachusetts, on the day of 20 , and recorded with the  
records of location orders of the said City, Book , Page . This certified copy  
is made under the provisions of Chapter 166 of General Laws and any additions thereto or  
amendments thereof.

Attest:  
City/Town Clerk

DO NOT USE THIS SPACE FOR ANYTHING





**City of Gardner - Executive Department**  
**Mayor Michael J. Nicholson**

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February 5, 2026

Hon. George C. Tyros, Council President  
And City Councilors  
Gardner City Hall, Rm 121  
95 Pleasant Street  
Gardner, MA 01440

RE: An Ordinance to Amend Exhibit F of Attachment 1 of Chapter 8 of the Code of the City of Gardner, thereof entitled "Primary Non-Union Compensation Schedule," by adding a new Section 10 to cover temporary positions

Dear Mr. President and Councilors,

During conversations with Director Morse, it was brought to my attention that in the past, there had been situations where positions that are normally covered under various collective bargaining agreements have had to be temporarily filled due to vacancy, absence, illness, injury, etc.

When a full-time position is hired by these positions, their rate of compensation is covered by their respective collective bargaining agreements. However, part-time, temporary, seasonal, and intermittent staff are not covered by these agreements as they are ineligible for union membership under those classifications. As a result, these temporary positions do not have a documented rate of pay, leaving the City to have to hire these employees at 1099 contractors rather than employees.

The attached proposal seeks to rectify this by adding language to the Non Union Compensation ordinance stating that these positions would be paid the same rate of pay as those covered in the collective bargaining agreement for that position on a regular basis.

Respectfully Submitted,

Michael J. Nicholson  
Mayor, City of Gardner

**An Ordinance to Amend Exhibit F of Attachment 1 of Chapter 8 of the Code of the City of Gardner, thereof entitled “Primary Non-Union Compensation Schedule” to add a new Section 10, regarding Temporary Positions.**

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

**SECTION 1:** That a new Section 10 be added to Exhibit F of Attachment 1 of Chapter 8 of the Code of the City of Gardner, thereof entitled “Primary Non-Union Compensation Schedule,” to read as follows:

Section 10: In the event the City hires a temporary employee - due to illness, injury, absence, vacancy, or other purpose - to cover the duties of a positions that falls under a collective bargaining contract, the temporary employee shall be paid at the rate listed in the collective bargaining contract for that position.

**SECTION 2:** That this ordinance take effect upon passage and publication as required by law.



**City of Gardner - Executive Department**  
**Mayor Michael J. Nicholson**

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February 5, 2026

Hon. George C. Tyros, Council President  
And City Councilors  
Gardner City Hall, Rm 121  
95 Pleasant Street  
Gardner, MA 01440

RE: An Ordinance to Amend Exhibit F of Attachment 1 of Chapter 8 of the Code of the City of Gardner, thereof entitled "Primary Non-Union Compensation Schedule."

Dear Mr. President and Councilors,

At the February 2<sup>nd</sup>, 2026, meeting of the City Council, I informed the City Council of certain changes that the Administration would be proposing for the newly updated Non-Union Compensation Schedule Ordinance.

Those changes are reflected in the attached ordinance amendment proposal.

I also want to note that the language of the ordinance did already address the June 1<sup>st</sup>, 2026, effective start day for the lifeguards, so this did not need to be amended.

Respectfully Submitted,

Michael J. Nicholson  
Mayor, City of Gardner

**An Ordinance to Amend the Code of the City of Gardner, Exhibit F of Attachment 1 of Chapter 8 of the Code of the City of Gardner, thereof entitled “Primary Non-Union Compensation Schedule.”**

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

**SECTION 1:** That the following positions be removed from Exhibit E of Attachment 1 of Chapter 8 of the Code of the City of Gardner, thereof entitled “Non-Union Compensation Schedule”:

- Veteran’s Director
- Council on Aging Director
- Purchasing Agent/Civil Enforcement Director
- City Auditor
- Director of Community Development and Planning

**SECTION 2:** That the schedule listed in Attachment 1 of this ordinance be added to Exhibit F of Attachment 1 of Chapter 8 of the Code of the City of Gardner, thereof entitled “Primary Non-Union Compensation Schedule.”

**SECTION 3:** That Section 3C of Exhibit F of Attachment 1 of Chapter 8 of the Code of the City of Gardner, thereof entitled “Golf Course Staff,” be stricken and replaced with the schedule listed in Attachment 2 of this ordinance.

**SECTION 4:** That this ordinance shall take effect upon passage and publication as required by law.



## Attachment 2

11777

		Pay Grade	Starting Salary	Step 1	Step 2	Step 3	Step 4	Step 5
		Years of Service	Less than 1	1 Year	2 Years	3 Years	4 Years	5 Years
		% Increase		1.50%	1.50%	1.50%	1.50%	1.50%
Hourly Staff								
Golf Course Staff								
Mechanic	3C		\$21.75	\$22.08	\$22.75	\$23.09	\$23.75	\$24.11
Grounds Maintenance Worker	3C		\$21.75	\$22.08	\$22.75	\$23.09	\$23.75	\$24.11



**City of Gardner - Executive Department**

**Mayor Michael J. Nicholson**

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February 5, 2026

**George C. Tyros**  
**President**  
**Gardner City Council**  
**95 Pleasant Street**  
**Gardner, MA 01440**

**RE: Donation Acceptance Order – Council-on-Aging**

Dear Mr. President and Councilors,

As you are aware, Massachusetts General Laws require the City Council vote to accept all donations made to the City on a periodic basis.

The attached documentation requests acceptance of all donations made to the Council-on-Aging in calendar year 2025. We greatly appreciate the generosity of all who have donated to the City's departments and programs throughout the year.

Please do not hesitate to reach out with any questions.

Respectfully Submitted,

Michael J. Nicholson  
Mayor, City of Gardner

**ACCEPTANCE OF DONATIONS AND GIFTS  
TO THE COUNCIL ON AGING**

***VOTED:*** That the City of Gardner is authorized to accept certain donations and gifts for use by the Council on Aging in their various programs, said acceptance in accordance with the provisions of Chapter 44, Section 53A½ of the General Laws.

# CITY OF GARDNER

MASSACHUSETTS 01440

## COUNCIL ON AGING

Charles P. McKean Building  
294 Pleasant Street



T: (978) 630-4067

F: (978) 632-5965

December 16, 2025

Mayor Michael J. Nicholson  
95 Pleasant Street  
Gardner, MA 01440

Dear Mayor Nicholson,

Please see below an update of donations received since our last correspondence dated October 27, 2025.

The Gardner Senior Center/Council on Aging received the following monetary and material donations over \$500 which we are asking you and the members of the Gardner City Council to accept.

**Cash Donations \$2000.00**

- The Knowlton Foundation \$1250.00
- Act Fastening Solutions \$1000.00
- Gardner Lions Club \$750.00

**Mission of Grace Church \$4700.00**

- ♦Baby Grand Piano
- ♦Console Piano
- ♦Floor Fans (3)
- ♦Display Rack
- ♦Folding Chairs (26)
- ♦Misc Office supplies
- ♦Misc cleaning supplies/equipment
- ♦Misc Janitorial supplies/equipment
- ♦Misc program supplies (canopy, mic stands, pots & pans, catering racks)

**Helen Lepkowski \$1500.00**

- ♦Misc accent furniture
- Holiday items

The Gardner Council on Aging is so thankful to this generous community, not only for the direct financial and material support, but also for the unlimited amount of support for our work including advertisements in our newsletter and volunteer work for our senior community. We are equally grateful for the continued support and encouragement of your office and that of Gardner City Council for the work we do.

If you have any questions or need any additional information, please feel free to contact me by email at [mellis@gardner-ma.gov](mailto:mellis@gardner-ma.gov), or by phone at 978-630-4067.

Sincerely,

Michael F. Ellis  
Director, Gardner Senior Center



**City of Gardner - Executive Department**  
**Mayor Michael J. Nicholson**

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February 5, 2026

**George C. Tyros**  
**President**  
**Gardner City Council**  
**95 Pleasant Street**  
**Gardner, MA 01440**

**RE: Donation Acceptance Order – Gardner Animal Shelter**

Dear Mr. President and Councilors,

As you are aware, Massachusetts General Laws require the City Council vote to accept all donations made to the City on a periodic basis.

The attached documentation requests acceptance of all donations made to the Gardner Animal Shelter in calendar year 2025. We greatly appreciate the generosity of all who have donated to the City's departments and programs throughout the year.

Please do not hesitate to reach out with any questions.

Respectfully Submitted,

Michael J. Nicholson  
Mayor, City of Gardner

**ACCEPTANCE OF DONATIONS AND GIFTS**  
**GARDNER ANIMAL CONTROL SHELTER DONATIONS**

***VOTED:*** That the City of Gardner is authorized to accept certain donations and gifts for use by the Gardner Animal Control Shelter, said acceptance in accordance with the provisions of Chapter 44, Section 53A½ of the General Laws.

Date	Donation Description	Source	Rec'd by	
12/1/2025	1 box dog treats, 48 cans kitten food, 1 large temptations, 1 jar soft milk bones, 3 6 cans cat food, dish cloths	Donation Bin	MJ	
12/2/2025	12 bags dog food	Tractor Supply	MJ	
12/5/2025	12 cans cat food, 12 blankets, lg dog bed, small bag dog food	Donation Bin	AN	
12/8/2025	3 dog puzzle toys, 4 dryer balls, 1 can pumpkin, 2 bags cat treats	Stephanie Zuppa	MJ	
12/9/2025	(2) HD space heaters, 2 10 ft HD surge suppressor ext cords & 1 bottle of drano	Bushey Family	MJ	
12/9/2025	big dog bed, 6 dog treats, toys, 24 towels, 48 small can dog food, 12 large cans dog food, 4 fleece blankets, 20 martingale collars	Donation Bin	MJ	
12/11/2025	7 toys, 2 blankets, 1 dog bed, 48 cans can dog food, 32 cans cat food	Donation Bin	AN	
12/12/2025	#2044 \$300.00	Jean Zdanowicz 100 Sunrise Lane, Gard	AN	Turnover # M15-AC
12/12/2025	#2085 \$600.00	Jane Zdanowicz 100 Sunrise Lane, Gard	AN	Turnover # M15-AC
12/12/2025	48 cans cat/kitten food, 3 cat beds, toys, kitty pillows, 1 bag cat food, 1 bag dog food	Donation Bin	AN	
12/13/2025	(4) 40 lb bags of generic dog food, (2) bags taste of the wild adult dog food, 1 bag wellness adult dog food, 1 bag wellness puppy food, 5 bags old mother Hubbard dog treats, kong toys, milk bones, 2 containers cat litter, benebones, cat treats, misc dog treats, 10 dog toys, 24 cans cat food, 12 cans dog food, plastic dog bowls, yellow bandanas.	The Good Earth – Xmas Supply Drive with Jasmine Martin Photography	MJ	
12/13/2025	\$100.00 Ck 2601	Paulette Poegel 399 South Rd, Templeton, MA 01468	AN	Turnover # M15-AC
12/15/2025	2 towels, 50 lbs dog food, 1 50 # cat food, 6 small boxes milk bones	Donation Bin	AN	

12/16/2025	2 blankets, 2 comforters, 40 cans cat food, 2 bags temptations cat treats	Donation Bin	AN
12/17/2025	2 dog beds, 4 bags dog treats, 1 box temptations, 11 cans dog food, 5 cans renal failure cat food, 3 cans cat food, 2 3# bags cat food, 4 cans urinary support cat food, 2 blankets & 4 packages puppy pads	Donation Bin	JB
12/17/2025	19 new fleece blankets, 8 bags pellets, 3 kitty beds, 47 rolls paper towels, 10 new dog toys, 3 slow-feed licking mats, 3 bags dog treats, 7 collars, 7 cat toys, 3 pks lickables cat food, 4 cat collars, 2 containers disinfecting wipes, 4 gal bleach, 32 trash bags, bag of towels, 2 bottles laundry detergent, 16 # cat food, 3 lbs kitten food, 15 # dog food	In person delivery from Gonzales - Butterfield - Willyard & Connor Families. 196 Waterford St. Gardner, MA 978-868-2233	MJ
12/17/2025	Ck 114996 \$1,000.	Former Mayor Daniel & Mrs Karen Kelley 154 Barthel Ave Gardner MA 01440	Turnover # M15-AC MJ
12/18/2025	Ck 1108 \$200.	John Lamont in Memory of wife Rita Lamont 16 Newton Rd, Westminster, MA 01473	Turnover # M15-AC MJ
12/18/2025	2 cans cat food, 2 used dog toys, 1 28# expired dog food	Donation Bin	MJ
12/19/2025	3 BAGS PELLETS, LR TEMPTATION CAT TREATS, DOG COOKIES, DOG BONE	Donation Bin	TW

12/19/2025	6 containers clorox wipes, 3 jugs of bleach, 6 lg dawn dish soap, 1 jug laundry det, 16 rolls paper towels, \$10. walmart GC, 7 cans pumpkin, 6 small blankets, 1 leash, 1 harness, 5 dog collars, 16 oz temptations cat treats, 5.6 oz soft dog treats, 32 cans cat food, 5 big blankets, 6 bags of blankets, 8 bags pellets	Sydni Ayers abetterbalancedk9 200 Narrows road, Westminster, MA, United States, Massachusetts
		+1 978-726-3764 TW
12/20/2025	10 cans cat food, 3 cat toys, 5 cans pumpkin, 28 bottles of bleach	Donation Bin AN
12/21/2025	3 bags dog treats, 1 dog bed	Donation Bin TW
12/22/2025	4 bags dog treats, 1 sm bag cat food, 1 sm bag dog food	Donation Bin TW
12/23/2025	22 pk lickables cat treats, 8 cans cat food, 1 dog jacket, 4 pks dental sticks, 47# bag dog food, 3 jars peanut butter	Donation Bin TW
12/28/2026	30 cans wet dog food, 1 box dog treats, 4 sm cans cat food	Donation Bin TW Rindge Tractor Supply 21
12/31/2026	Multiple bags of dry dog & cat food	Commercial Ln, Rindge, NH 03461 603-899-6863 ET



February 5, 2026

**George C. Tyros**  
**President**  
**Gardner City Council**  
**95 Pleasant Street**  
**Gardner, MA 01440**

**RE:** Donation Acceptance Order – Youth Center

Dear Mr. President and Councilors,

As you are aware, Massachusetts General Laws require the City Council vote to accept all donations made to the City on a periodic basis.

The attached documentation requests acceptance of all donations made to the Youth Center in calendar year 2025. We greatly appreciate the generosity of all who have donated to the City's departments and programs throughout the year.

Please do not hesitate to reach out with any questions.

Respectfully Submitted,

Michael J. Nicholson  
Mayor, City of Gardner

**ACCEPTANCE OF DONATIONS AND GIFTS  
TO THE YOUTH CENTER**

***VOTED:*** That the City of Gardner is authorized to accept certain donations and gifts for use by the Youth Center in their various programs, said acceptance in accordance with the provisions of Chapter 44, Section 53A½ of the General Laws.

## Youth Center Donations 08/01/25 - 01/09/26

Date	Description	Source	Received By	Estimated Value
8/29/2025	Interactive Whiteboard	Boys & Girls Club of Fitchburg and Leominster	BH	\$500
9/2/2025	Snacks	Dana Heath	BH	\$150
9/3/2025	Snacks and Drinks	Judy Mack	BH	\$150
9/5/2025	Pencils, Paper, Erasers	Door Drop-Off	BH	\$50
9/26/2025	6 Pizzas	Gardner Ale House	BH	\$96.30
10/1/2025	Transporation (Wood's Ambulance)	Jonathan Zlotnik	BH	\$620
10/1/2025	Chips	Dana Heath	BH	\$150
10/3/2025	Board Games	Deborah Roliski	BH	\$20
10/10/2025	Chicken and Jojo's from Duguays	Jonathan Zlotnik	BH	\$150
10/13/2025	Art Supplies	Victoria Kazinskas	BH	\$150
10/27/2025	Various Books	Karrie Powers	BH	\$20
10/31/2025	Pizza From Garden Seafood & Pizza	George Tyros	BH	\$116
11/1/2025	Transporation (Wood's Ambulance)	Jonathan Zlotnik	BH	\$670





**City of Gardner - Executive Department**

**Mayor Michael J. Nicholson**

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February 5, 2026

**George C. Tyros**  
**President**  
**Gardner City Council**  
**95 Pleasant Street**  
**Gardner, MA 01440**

**RE: Donation Acceptance Order – Police Department**

Dear Mr. President and Councilors,

As you are aware, Massachusetts General Laws require the City Council vote to accept all donations made to the City on a periodic basis.

The attached documentation requests acceptance of all donations made to the Police Department's Community Policing Program in calendar year 2025. We greatly appreciate the generosity of all who have donated to the City's departments and programs throughout the year.

Please do not hesitate to reach out with any questions.

Respectfully Submitted,

Michael J. Nicholson  
Mayor, City of Gardner

**ACCEPTANCE OF DONATIONS AND GIFTS**  
**COMMUNITY POLICING DONATIONS**

***VOTED:*** That the City of Gardner is authorized to accept certain donations for the Community Policing Program and gifts for use by the Police Department, said acceptance in accordance with the provisions of Chapter 44, Section 53A½ of the General Laws.

**CITY OF GARDNER POLICE DEPARTMENT**

200 Main Street  
Gardner, Massachusetts 01440  
Phone: (978) 632-5600  
Fax: (978) 632-9045



Eric P. McAvene  
Chief of Police

Nicholas P. Maroni  
Deputy Chief of Police

December 11, 2025

The Honorable Michael J. Nicholson, Mayor  
Gardner City Hall  
95 Pleasant Street  
Gardner, MA 01440

Re: Acceptance of \$5,000 donation from Lynn Barrieau, in the memory of Deputy Chief Rock Barrieau (ret.), toward Gardner Police community policing programs

Dear Mayor Nicholson,

The Gardner Police Department has received a donation to our community policing program in the amount of \$5,000 from Lynn Barrieau, in memory of her husband, retired Gardner Police Deputy Chief Rock Barrieau.

Lynn has been a constant supporter of the Gardner Police Department's Community Policing Program since Rock's passing in February 2017. Past donations have gone to help pay for equipment and extras for the Junior Police Academy and other community outreach programs. We would not be able to continue improve, expand and enhance the program without Lynn's support.

Rock Barrieau was one of Gardner's first permanently assigned community policing officers back in the early 1990's. His community engagement efforts went on long before and long after he moved on from that assignment. We are humbled and honored to keep his memory alive through our continued community policing efforts. We will be renaming the annual Junior Police Academy in 2026 to honor Rock's memory and legacy.

We are grateful for the generosity of Lynn Barrieau and her family. I am asking that this donation be accepted by the city as gifts, as required by law.

Very truly yours,

Eric P. McAvene  
Chief of Police

**City of Gardner - Executive Department****Mayor Michael J. Nicholson**

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February 5, 2026

**George C. Tyros**  
**President**  
**Gardner City Council**  
**95 Pleasant Street**  
**Gardner, MA 01440**

**RE: Donation Acceptance Order – Gardner Community Action Team**

Dear Mr. President and Councilors,

As you are aware, Massachusetts General Laws require the City Council vote to accept all donations made to the City on a periodic basis.

The attached documentation requests acceptance of all donations made to the Gardner Community Action Team in calendar year 2025. We greatly appreciate the generosity of all who have donated to the City's departments and programs throughout the year.

Please do not hesitate to reach out with any questions.

Respectfully Submitted,

Michael J. Nicholson  
Mayor, City of Gardner

**ACCEPTANCE OF DONATIONS AND GIFTS  
TO THE GARDNER COMMUNITY ACTION TEAM**

***VOTED:*** That the City of Gardner is authorized to accept certain donations and gifts for use by the GCAT Program in their various programs, said acceptance in accordance with the provisions of Chapter 44, Section 53A½ of the General Laws.

# GARDNER, MA



## G/L ACCOUNT DETAIL

Org: 21512      Object: 44140  
 HEALTH PREV TRAINING FEE REV      210 -500-512-44140 -

YEAR	PER JOURNAL	EFF DATE	SRC	T	PO/REF2	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM	DESC	COMMENTS
2025	12	415	06/30/2025	CRP	1	1926161	-250.00	Y		0	TURNOVER		BOH 25-16
2025	12	241	06/30/2025	CRP	1	1924005	-750.00	Y		0	TURNOVER		BOH 25-15
2025	12	91	06/30/2025	CRP	1	1922328	-250.00	Y		0	TURNOVER		BOH 25-15
2025	11	156	05/31/2025	CRP	1	1918394	-400.00	Y		0	TURNOVER		BOH 25-14
2025	09	272	03/31/2025	CRP	1	1904175	-400.00	Y		0	TURNOVER		BOH 25-11
2025	09	194	03/31/2025	CRP	1	1902720	-400.00	Y		0	TURNOVER		BOH 25-11
2025	09	141	03/31/2025	CRP	1	1901696	-700.00	Y		0	TURNOVER		BOH 25-11
2025	08	200	02/28/2025	CRP	1	1892767	-500.00	Y		0	TURNOVER		BOH 25-10
2025	08	155	02/28/2025	CRP	1	1889621	-28.00	Y		0	TURNOVER		BOH 25-10
2025	04	229	10/31/2024	CRP	1	1858177	-1,000.00	Y		0	TURNOVER		BOH 25-10
2025	03	89	09/30/2024	CRP	1	1852157	-250.00	Y		0	TURNOVER		BOH 25-43
2025	02	260	08/31/2024	CRP	1	1850446	-250.00	Y		0	TURNOVER		BOH 25-28
2025	01	132	07/31/2024	CRP	1	1837749	-300.00	Y		0	TURNOVER		BOH 25-22

Total Amount: -5,478.00

\*\* END OF REPORT - Generated by Jackie Leger \*\*



*City of Gardner - Executive Department*

**Mayor Michael J. Nicholson**

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February 5, 2026

**George C. Tyros**  
**President**  
**Gardner City Council**  
**95 Pleasant Street**  
**Gardner, MA 01440**

**RE: Donation Acceptance Order – Fire Department**

Dear Mr. President and Councilors,

As you are aware, Massachusetts General Laws require the City Council vote to accept all donations made to the City on a periodic basis.

The attached documentation requests acceptance of all donations made to the Fire Department in calendar year 2025. We greatly appreciate the generosity of all who have donated to the City's departments and programs throughout the year.

Please do not hesitate to reach out with any questions.

Respectfully Submitted,

Michael J. Nicholson  
Mayor, City of Gardner

**ACCEPTANCE OF DONATIONS AND GIFTS  
FIRE DEPARTMENT**

***VOTED:*** That the City of Gardner is authorized to accept certain donations and gifts for use by the Fire Department, said acceptance in accordance with the provisions of Chapter 44, Section 53A½ of the General Laws.

**In Memory of Peter Osowski**

\$50.00  
\$100.00  
\$25.00  
**\$175.00**

June Osowski  
Cheryl Osowski  
Peter & Karen Silva

**In Memory of Ann E. Chapman**

\$50.00  
\$300.00  
\$100.00  
\$100.00  
\$25.00  
\$100.00  
\$50.00  
\$50.00  
\$50.00  
\$100.00  
\$25.00  
\$200.00  
\$50.00  
\$200.00  
\$40.00  
**\$1,490.00**  
  
**\$1,665.00**

Brenda Kelly  
Margaret Skamycz  
Donna/Francis Hakkinen  
Donna/Francis Hakkinen  
Carol Smith  
Johh/Ann Awdycki  
David & Cindy Healy/Pam (Godfrey) Clark  
Alda Smith  
John Tarpey  
Maureen Prince  
August/Sherry Anderson  
Elanie Ehnstrom  
Glenn Chapman  
Wanda Goodwin  
Bill/Denise/Michael/Tanisha/Nick/Ally/Ayla Chapman  
Joseph Walsh

**Total**



## City of Gardner

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January 13, 2026

Hon. George C. Tyros, Council President  
And City Councilors  
Gardner City Hall, Rm 121  
95 Pleasant Street  
Gardner, MA 01440

RECEIVED  
2026 JAN 29 A 11: 16  
CITY OF GARDNER OFFICE  
GARDNER, MA

RE: An Ordinance To Amend The Code Of The City Of Gardner, Chapter 675, Thereof Entitled Zoning, To Remove Article IX, Thereof Entitled "Signs And Advertising Devices," And Move It To A New Non-Zoning Chapter To Be Numbered Chapter 665

Dear Mr. President and Councilors,

We hereby submit the attached zoning ordinance amendment proposal.

Respectfully Submitted,

Judy A. Mack  
Councillor At-Large  
Gardner City Council

Michael J. Nicholson  
Mayor, City of Gardner

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 675,  
THEREOF ENTITLED ZONING, TO REMOVE ARTICLE IX, THEREOF ENTITLED “SIGNS  
AND ADVERTISING DEVICES,” AND MOVE IT TO A NEW NON-ZONING CHAPTER TO BE  
NUMBERED CHAPTER 665**

**PREAMBLE:**

WHEREAS, the City of Gardner is looking to promote business growth and make things easier for individuals to open and expand business opportunities in the City; and

WHEREAS, the City of Gardner and its officials have received feedback from residents and prospective business owners of the restrictive natures of the City’s current ordinance regarding signs and advertising devices; and

WHEREAS, the City of Gardner is looking for greater flexibility in evaluating, adapting, and evolving its ordinances regarding the placement, regulation, and requirements for signs and advertising devices;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GARDNER AS FOLLOWS:

**SECTION 1:** Article IX of Chapter 675 of the Zoning Code of the City of Gardner, thereof entitled “Signs and Advertising Devices,” be removed from the City’s Zoning Code and created as a new non-zoning chapter to be numbered and entitled “Chapter 665: Signs and Advertising Devices.”

**SECTION 2:** That the Articles and Sections of Chapter 675 be renumbered accordingly to account for this removal.

**SECTION 3:** That the Sections of the new Chapter 665 be renumbered accordingly as Sections 1 through 9

**SECTION 4:** Severability

If any provision of this section is held to be invalid by a court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provisions, which shall remain in full force and effect.

**SECTION 5:** That this ordinance take effect upon passage and publication as required by the General Laws of the Commonwealth and the Charter of the City of Gardner for all Zoning Ordinance procedures and timelines.