

PRESIDENT
Elizabeth J. Kazinskas

COUNCILLORS AT LARGE
Calvin D. Brooks
Craig R. Cormier
Brad E. Heglin
Judy A. Mack
George C. Tyros

WARD 1 COUNCILLOR
David Thibault-Muñoz

WARD 2 COUNCILLOR
Dana M. Heath

WARD 3 COUNCILLOR
Paul G. Tassone

WARD 4 COUNCILLOR
Karen G. Hardern

WARD 5 COUNCILLOR
Alek Dernalowicz, Esq.

CITY OF GARDNER
MASSACHUSETTS 01440-2630

OFFICE OF THE
CITY COUNCIL



FINANCE COMMITTEE MEETING NOTICE

Date: Wednesday, December 11, 2024
Time: 8:00 A.M.
Location: City Council Chambers, City Hall

AGENDA

CALL TO ORDER

ANNOUNCEMENT OF OPEN MEETING RECORDINGS

Any person may make a video or audio recording of an open session of a meeting, or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. Any person intending to make such recording shall notify the Chair forthwith. All Documents and exhibits used or referenced at the meeting must be submitted in duplicate to the City Clerk, as they become part of the Meeting Minutes.

I. Reading and Approval of Meeting Minutes

- October 2, 2024
- October 16, 2024
- October 30, 2024
- November 15, 2024

II. Department Update

Fire Department update with Fire Chief Greg Lagoy

III. First Time on the Agenda

11450 – An Order Appropriating \$800,000.00 from Sewer Retained Earnings Surplus to Sewer Lechate Pump Station Improvements. *Page 14*

11451 – An Order Appropriating \$150,000.00 from Water Retained Earning Surplus to Water Repairs to Mains Account. *Page 18*

ADJOURNMENT

NOTICE: The listing of Agenda items are those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

CITY COUNCIL OF GARDNER

Elizabeth J. Kazinskas

ELIZABETH J. KAZINSKAS

Chair, Finance Committee

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF OCTOBER 2, 2024

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

Finance Committee Members Councillor Aleksander Dernalowicz and Councillor Judy Mack were also present.

Also participating Mayor Michael Nicholson, City Assessor Chris Kumar, City Treasurer Jennifer Dymek, City Auditor John Richard, and Assistant City Clerk Jayen Kumar.

Review and Approval of Meeting Minutes

On a motion made by Councillor Aleksander Dernalowicz and seconded by Councillor Judy Mack, it was voted to waive the reading and to accept the Finance Committee Meeting Minutes of:

- April 10, 2024
- May 1, 2024
- May 15, 2024
- May 29, 2024
- June 12, 2024

#11395 – A Communication from the Mayor Regarding the Certification of Valuations Changes and Qualified Comparable Sales

On a motion made by Councillor Dernalowicz and seconded by Councillor Mack, it was voted to recommend to the City Council to place the communication on file.

3 yeas, motion passes.

#11396 – A Communication from the Mayor Regarding the Certification of City ValuationsLA4.

On a motion made by Councillor Dernalowicz and seconded by Councillor Mack, it was voted to recommend to the City Council to place the communication on file.

3 yeas, motion passes.

11397 – A Communication from the Mayor Regarding the Certification of New Growth – LA13.

On a motion made by Councillor Dernalowicz and seconded by Councillor Mack, it was voted to recommend to the City Council to place the communication on file.

3 yeas, motion passes.

11398 – A Communication from the Mayor Regarding City Employee Health Insurance Rates.

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF OCTOBER 2, 2024

On a motion made by Councillor Dernalowicz and seconded by Councillor Mack, it was voted to recommend to the City Council to place the communication on file.

3 yeas, motion passes.

11399 – A Measure Authorizing the Mayor to Enter into a Grant Agreement Lease with the Gardner Community Action Committee for a use of a portion of the space at the Waterford Community Center located at 62 Waterford Street.

On a motion by Councillor Dernalowicz and seconded by Councillor Mack, it was voted to recommend to the City Council to pass the measure:

3 yeas, motion passes.

#11289 – An Ordinance to Amend the Code of the City of Gardner, Part 1, thereof entitled “Administrative Legislation.

More time was requested and there were no objections. MORE TIME was granted.

ADJOURNMENT

On a motion by Councillor Mack and seconded by Councillor Dernalowicz, it was voted to adjourn at 8:39 a.m.

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF OCTOBER 16, 2024

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

Finance Committee Member Councillor Aleksander Dernalowicz was also present. Councillor Judy Mack was absent.

Also participating Mayor Michael Nicholson, City Auditor John Richard, and City Clerk Titi Siriphan.

11404 – An Order to Raise and Appropriate \$157,951.00 for the Debt Service Department for Operating Expenditure Budget for the Fiscal Year Beginning July 1, 2024, to June 30, 2025

On a motion made by Councillor Dernalowicz and seconded by President Kazinskas, it was voted to recommend to the City Council to adopt the order:

AN ORDER TO RAISE AND APPROPRIATE A SUM OF MONEY FOR THE DEBT SERVICE DEPARTMENT FOR OPERATING EXPENDITURE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 TO JUNE 30, 2025.

ORDERED: To raise and appropriate for the expense of the City of Gardner for the Fiscal Year beginning July 1, 2024 to June 30, 2025 sums as designated below for the expenditures of the Debt Service department, Operating Expenditure budget, in the amount of ONE HUNDRED, FIFTY-SEVEN THOUSAND NINE HUNDRED FIFTY-ONE DOLLARS 00/100 (\$157,951.00):

Debt Service Dept	Principal-Inside Debt Expense	\$ 157,951.00
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2 yeas, motion passes.

11405 – An Order Authorizing \$16,626.86 Payment of Prior Year Expenditure for Public Building Utilities.

On a motion made by President Kazinskas and seconded by Councillor Dernalowicz, it was voted to recommend to the City Council to adopt the order:

AUTHORIZING PAYMENT OF PRIOR YEAR OPERATING EXPENDITURE

ORDERED: To authorize payment of prior year MAYOR UNCLASSIFIED operating expenditure account for prior year, as follows:

FY2024	ENERGY & UTILITIES WSB	\$16,577.21
FY2023	ENERGY & UTILITIES WSB	\$49.65

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF OCTOBER 16, 2024

2 yeas, motion passes.

#11289 – An Ordinance to Amend the Code of the City of Gardner, Part 1, thereof entitled “Administrative Legislation.”

More time was requested and there were no objections. MORE TIME was granted.

#11402 – An Order Authorizing the City to Enter into a 5-year Contract for Grant Writing and Government Outreach Services.

On a motion made by Councillor Dernalowicz and seconded by President Kazinskas, it was voted to recommend to the City Council to grant the measure:

AUTHORIZING FIVE-YEAR CONTRACT PERIOD
GRANT WRITING & GOVERNMENT OUTREACH SERVICES

VOTED: To authorize the City to enter into a contract not to exceed five (5) years for Grant Writing and Government Outreach Services, pursuant to the provisions of Massachusetts General Law, Chapter 30B, section 12 and under the terms outlined in the Purchasing Agent's October 2, 2024, Memorandum.

2 yeas, motion passes.

ADJOURNMENT

On a motion by Councillor Dernalowicz and seconded by President Kazinskas, it was voted to adjourn at 8:22 a.m.

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF OCTOBER 30, 2024

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

Finance Committee Members Councillor Aleksander Dernalowicz and Councillor Judy Mack were also present.

Also participating Mayor Michael Nicholson, City Auditor John Richard, Human Resource Director Amand Morse and City Clerk Titi Siriphan.

Department Update

Human Resources, Director Amanda Morse

Director Morse informed the Committee of updates in their department:

- Updating policies and policies.
- Adding Veterans to the tax credit.
- A new lottery system for VIPS workers. They will be chosen through a lottery system.
- Gardner pool registrations, they are trying to go cashless.
- Working with department heads and the union to update job descriptions as positions become available.
- Open enrollment for medical insurance has gone up 12%.
- Working on a wellness initiative with Blue Cross Blue Shield. City employees can receive a \$5,000.00 credit to use throughout the year.

City Treasurer/Collector

City Treasurer/Collector Jennifer Dymek was not present but submitted written testimony:

MEMORANDUM

TO: Council President Elizabeth Kazinskas
Councilor Aleksander Dernalowicz
Councilor Judy Mack

FR: Jennifer Dymek
Treasurer/Tax Collector

DT: October 24, 2024

RE: Department Update

The Treasurer/Collector's office is preparing for a busy week with 2nd quarter Real Estate and Personal Property taxes due on November 1. We expect about 3,200 tax bills to be paid by real estate escrow and

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF OCTOBER 30, 2024

the balance to be direct payments from the property owners. The City sent 7,131 bills, totaling \$16,797,678.68, on July 1, 2024. We've collected 58.43% of the total billed, or \$9,814,295.41.

With the new version of Munis, we've been able to start making EFT payments to vendors. This has been a wonderful addition which allows us to cut back on the number of checks printed, and on the postage expense connected to mailing the checks. It also helps with check fraud. In the past 6 months, we've had two fraud attempts, with physical checks. In both cases, the checks were "washed" to have the payee name changed and the dollar amount was increased on one. With the security we have in place at the bank, the checks were caught before being paid. We continue to put EFT forms in with the mailed checks to encourage more vendors to sign up.

The tax title process, for unpaid FY22 taxes, has been completed. Thirteen properties had tax liens filed. In FY25, five properties have redeemed their tax titles. There are still 95 titled properties with a total value of \$2.2 million (not including interest and fees). Thirty of those properties are in land court with the City's tax title attorneys.

We continue to make improvements to the payroll process. Last fiscal year, we implemented emailing direct deposit advices. This year any new hire paperwork, or employment change forms, are uploaded directly to the employee master file. It allows instant access to the information in the Personnel office, School Department, and the Treasurer's office. We also have online access with our optional benefits provider and life insurance provider so that we can make changes without having to wait for mail/email confirmations.

The department is current on reconciliations. We are reconciled, with the Auditor's office, through September 30, 2024.

Auditor, City Auditor John Richard

Auditor Richard informed the Committee of updates in their office:

- Free cash was certified on October 8th at 2.6 million.
- Working on \$514k that went against free cash.
- Tax recap is in the system and waiting until Monday for it to be certified. Everything should be completed by November. It's the earliest the tax recap has been certified.
- Starting the FY2026 budget.
- Dealing with Blue Cross issues.

#11289 – An Ordinance to Amend the Code of the City of Gardner, Part 1, thereof entitled "Administrative Legislation.

More time was requested and there were no objections. MORE TIME was granted.

#11407 – A Measure Authorizing a Five (5) Year Contract for School Transportation Services

On a motion made by Councillor Mack and seconded by Councillor Dernalowicz, it was voted to recommend to the City Council to grant the measure:

AUTHORIZING FIVE-YEAR CONTRACT PERIOD SCHOOL TRANSPORTATION SERVICES

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF OCTOBER 30, 2024

Voted: To Authorize the City to enter into a contract not to exceed five (5) years for School Transportation Services, pursuant to the provisions of Massachusetts General Laws, Chapter 30B, Section 12 and under the terms outlined in the Purchasing Agent's October 15, 2024, Memorandum.

3 yeas, motion passes.

#11408 – An Order Accepting the Provisions of Section 5N of Chapter 59 of the General Laws, to Establish a Veteran Property Tax Work-Off Program.

On a motion made by Councillor Dernalowicz and seconded by Councillor Mack, it was voted to recommend to the City Council to grant the measure:

AN ORDER ACCEPTING THE PROVISIONS OF SECTION SN OF CHAPTER 59 OF THE GENERAL LAWS OF THE COMMONWEALTH TO ESTABLISH A PROPERTY TAX WORK-OFF PROGRAM FOR VETERANS

VOTED: To accept the provisions of Section SN of Chapter 59 of the General Laws of the Commonwealth, empowering the City of Gardner to create and implement a property tax work-off program for Veterans domiciled in Gardner, and to set the limit of the reduction in property tax liability for those participating at one thousand dollars (\$1,000.00) per fiscal year.

3 yeas, motion passes.

#11409 – A Communication from the Mayor Regarding the Certification of FY2024 Free Cash.

On a motion made by Councillor Dernalowicz and seconded by Councillor Mack, it was voted to recommend to the City Council to place the communication on file.

3 yeas, motion passes.

#11410 – A Communication from the Mayor Regarding the Certification of FY2024 Enterprise Fund Retained Earnings

On a motion made by Councillor Dernalowicz and seconded by Councillor Mack, it was voted to recommend to the City Council to place the communication on file.

3 yeas, motion passes.

ADJOURNMENT

On a motion by Councillor Mack and seconded by Councillor Dernalowicz, it was voted to adjourn at 8:52 a.m.

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF NOVEMBER 15, 2024

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

Finance Committee Members Councillor Aleksander Dernalowicz and Councillor Judy Mack were also present.

Also participating Mayor Michael Nicholson, City Auditor John Richard, and City Clerk Titi Siriphan.

Reading and Approval of Meeting Minute(s)

On a motion made by Councillor Judy Mack and seconded by Councillor Aleksander Dernalowicz, it was voted to waive the reading and to accept the Finance Committee Meeting Minutes of August 5, 2024, and September 16, 2024.

Department Update

Community Development & Planning, Assistant Director Evan Cudmore

Assistant Director Cudmore informed the Committee of the following:

- Rear Main Street phase 2 is under construction.
- Bike trail still under construction and should be completed in the spring.
- Maki Park – addressing the accessibility.
- Industrial Park, currently developing concept plan.
- Planning Board currently has a proposed compass land definitive subdivision proposal.
- Community Development block grant updates, FY2022-2023, current open projects are the Greenwood Pool and the 205-213 Main Street demolition.
- Downtown phase 4 is complete.

Information Technology, Robert O’Keefe

Director O’Keefe was not available for the meeting but submitted written testimony:

As for general items with IT for the past and coming year I am always focused on security.

We just had an outside firm audit us and of 10,102 possible issues there have found 83 critical and 132 high items that may need to be remediated. We have already started that remediation and will continue until all that we agree are completed.

A comparison of security with other area municipalities would be as follows:

Security Scorecard.com is a web-based cyber security scoring system. They follow most cyber security frameworks, and they have a score for every municipality therefore it is a good way to review how we stand against others.

Here is a review of our security score as compared to other communities near us:

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF NOVEMBER 15, 2024

Scores for our area

Gardner	99	A
Westminster	98	A
Ashburnham	95	A
Hubbardston	NO SCORE	
Fitchburg	76	C
Mahar Regional School	75	C
Leominster	69	D
Winchendon	61	D
Gardner School District	47	F

Here is a review of the communities with the highest paid tech directors:

Natick	\$183K	82	D
Haverhill	\$168K	91	A
Shrewsbury	\$167K	69	D
Cohasset	\$159K	69	D
Arlington	\$157 K	95	A
Danvers	\$151K	65	D

Bob OKeefe
Director of Technology

#11431 – A Communication from the Mayor Regarding the Certification of the FY2025 Tax Rate, Tax Levy, and Tax Recapitulation.

On a motion made by Councillor Dernalowicz and seconded by Councillor Mack, it was voted to recommend to the City Council to place the measure on file.

3 yeas, motion passes.

#11424 – An Order Appropriating \$131,809.00 from Free Cash to the City’s Stabilization Account.

On a motion made by Councillor Mack and seconded by Councillor Dernalowicz, it was voted to recommend to the City Council to adopt the order:

AN ORDER APPROPRIATING FROM FREE CASH TO STABILIZATION.

ORDERED: That there be and is hereby appropriated the sum of One Hundred Thirty-One Thousand Eight Hundred Nine Dollars and No Cents (\$131,809.00) from Free Cash to Stabilization.

3 yeas, motion passes.

#11425 – An Order Appropriating \$263,617.00 from Free Cash to the DPW Road Resurfacing Account.

On a motion made by Councillor Dernalowicz and seconded by Councillor Mack, it was voted to recommend to the City Council to adopt the order:

AN ORDER APPROPRIATING FROM FREE CASH TO DEPARTMENT OF PUBLIC WORKS DEPT. - ROAD RESURFACING EXPENSE ACCOUNT.

ORDERED: That there be and is hereby appropriated the sum of Two Hundred Sixty-Three Thousand Six Hundred Seventeen Dollars and No Cents (\$263,617.00) from Free Cash to Department of Public Works Dept. - Road Resurfacing Expense Account.

3 yeas, motion passes.

#11426 – An Order Appropriating \$26,362.00 from Free Cash to the City's Other Post Employee Benefit (OPEB) Stabilization Account.

On a motion made by Councillor Dernalowicz and seconded by Councillor Mack, it was voted to recommend to the City Council to adopt the order:

AN ORDER APPROPRIATING FROM FREE CASH TO THE OTHER POST-EMPLOYMENT BENEFITS LIABILITY TRUST FUND.

ORDERED: That there be and is hereby appropriated the sum of Twenty-Six Thousand Three Hundred Sixty-Two Dollars and No Cents (\$26,362.00) from Free Cash to the Other Post-Employment Benefits Liability Trust Fund.

3 yeas, motion passes.

#11427 – An Order Appropriating \$75,000.00 from Free Cash to Landfill Closure Account.

On a motion made by Councillor Dernalowicz and seconded by Councillor Mack, it was voted to recommend to the City Council to adopt the order:

AN ORDER APPROPRIATING FROM FREE CASH TO LANDFILL CLOSURE EXPENDITURES.

ORDERED: That there be and is hereby appropriated the sum of Seventy-Five Thousand Dollars and No Cents (\$75,000.00) from Free Cash to Landfill Closure Expenditures.

3 yeas, motion passes.

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF NOVEMBER 15, 2024

#11428 – An Order Appropriating \$100,000.00 from Free Cash to the Mayor’s Unclassified Professional Services Grant Writing Expense Account.

On a motion made by Councillor Dernalowicz and seconded by Councillor Mack, it was voted to recommend to the City Council to adopt the order:

AN ORDER APPROPRIATING FROM FREE CASH TO LANDFILL CLOSURE EXPENDITURES.

ORDERED: That there be and is hereby appropriated the sum of Seventy-Five Thousand Dollars and No Cents (\$75,000.00) from Free Cash to Landfill Closure Expenditures.

3 yeas, motion passes.

#11429 – An Order Appropriating \$95,000.00 from Free Cash to the Information Technology Equipment Expense Account.

On a motion made by Councillor Mack and seconded by Councillor Dernalowicz, it was voted to recommend to the City Council to adopt the order:

AN ORDER APPROPRIATING FROM FREE CASH TO THE INFORMATION TECHNOLOGY DEPARTMENT.

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 the Information Technology Equipment Expense Account.

3 yeas, motion passes.

#11430 – An Order Appropriating \$77,000.00 from Golf Retained Earnings to Golf New Vehicles Account.

On a motion made by Councillor Mack and seconded by President Kazinskas, it was voted to recommend to the City Council to adopt the order:

AN ORDER REQUESTING A TRANSFER FROM GOLF SURPLUS/RETAINED EARNINGS TO NEW VEHICLE EXPENDITURES.

ORDERED: That there be and is hereby transfer the sum of Seventy-Seven Thousand Dollars and 00/100 (\$77,000.00) from Golf Surplus/Retained Earnings to New Vehicle Expenditures.

2 yeas, motion passes. Councillor Dernalowicz abstained.

#11419 – A Measure Authorizing the City to Enter Into a Contract for Up to Five (5) Years for Police Department Body Camera Cloud Storage.

On a motion made by Councillor Dernalowicz and seconded by Councillor Mack, it was voted to recommend to the City Council to grant the measure:

AUTHORIZING FIVE-YEAR CONTRACT PERIOD POLICE BODY CAM STORAGE

VOTED: To authorize the City to enter into a contract not to exceed five (5) years for Police body cam storage, pursuant to the provisions of Massachusetts General Law, Chapter 30B, section 12 and under the terms outlined in the Purchasing Agent's Memorandum.

3 yeas, motion passes.

#11420 – A Measure Declaring Surplus for the Purpose of Disposal of Land and Buildings at 73 Stuart Street.

On a motion made by Councillor Mack and seconded by Councillor Dernalowicz, it was voted to recommend to the City Council to grant the measure:

DECLARING SURPLUS FOR PURPOSE OF DISPOSAL OF LAND AND BUILDINGS AT 73 STUART STREET

VOTED: To declare surplus for the purpose of disposal, in accordance with prevailing General Laws, all land and buildings at 73 Stuart Street, further identified on the City of Gardner Assessor's Map as M32-00024-00006, to establish as a minimum amount of \$77,400 to be paid for any conveyance of said property, and to authorize the Mayor to convey said land, or part thereof, for such amount or a larger amount, and upon such other terms as the mayor shall consider proper in accordance with this Vote.

3 yeas, motion passes.

ADJOURNMENT

On a motion by Councillor Mack and seconded by Councillor Dernalowicz, it was voted to adjourn at 8:42 a.m.



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

December 6, 2024

Hon. Elizabeth J. Kazinskas, Council President
And City Councilors
Gardner City Hall, Rm 121
95 Pleasant Street
Gardner, MA 01440

RECEIVED
2024 DEC - 6 AM 11:38
CITY CLERK'S OFFICE
GARDNER, MA

RE: An Order Appropriating \$800,000.00 from Sewer Retained Earnings Surplus to Sewer Lechate Pump Station Improvements

Dear Madam President and Councilors,

The City's leachate pump station was originally installed in the mid-1980s and handles flow from both the City's solid waste and sludge landfills as well as portions of the gravity run portion of the sewer collection system.

This pump station is in large need of repair due to being past its useful life. This appropriation request is being put forward to undergo these necessary repairs.

Respectfully Submitted,

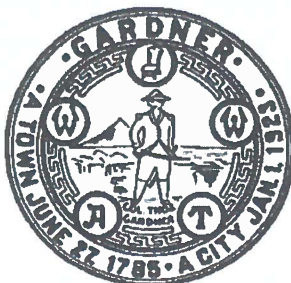
Michael J. Nicholson
Mayor, City of Gardner

AN ORDER REQUESTING A TRANSFER FROM SEWER SURPLUS/RETAINED EARNINGS TO SEWER DEPT PUMP STATION EXPENDITURES.

ORDERED:

That there be and is hereby transfer the sum of Eight Hundred Thousand Dollars and 00/100 (\$800,000) from Sewer Surplus/Retained Earnings to Sewer Dept Pump Station Expenditures.

CITY OF GARDNER
Department of Public Works



Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries

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

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

RE: Leachate Pump Station Upgrades

December 6, 2024

Dear Mayor Nicholson:

The Sewer Department is requesting an **\$800,000** from available Sewer Retained Earnings for improvements to the Leachate Pump Station.

The Leachate Pump Station was built in the mid-1980's and is beyond its useful life. This Pump Station handles flow from the Sludge Landfill and Sanitary Landfill located on West Street and pumps approximately 2200 feet to the gravity portion of the collection system further east on West Street.

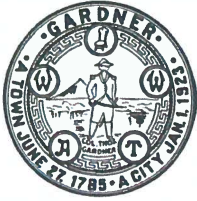
The design for the project is complete and we received an engineer's estimate of \$760,000, but requesting an addition \$40,000 for any unforeseen issues that may arise during construction. This project is currently out to bid, and we are hoping to start construction in the late spring.

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

Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC: Public Service Committee
John Richard, City Auditor



CITY of GARDNER
Office of the City Auditor

John Richard, City Auditor
 95 Pleasant Street, Room 126
 Gardner, MA 01440

Phone: 978-632-1900 ext. 8020 • Fax: 978-630-3778
 Email: jrichard@gardner-ma.gov

To: City Council

Re: Money Orders for consideration on December 11, 2024

Listed below are balances in various ledger accounts that pertain to Money Order transfers for your consideration.

These balances are as of December 6, 2024:

			<u>Money Order</u>		<u>Balance</u>
Sewer Enterprise Fund					
61000-31500					\$ 5,364,214
	To Sewer Dept for Pump Station Expense	61440-58614	\$ 800,000	\$	4,564,214
				\$	4,564,214

Sincerely

John Richard

John Richard
 City Auditor

copies: Mayor
 City Clerk



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

December 6, 2024

Hon. Elizabeth J. Kazinskas, Council President
And City Councilors
Gardner City Hall, Rm 121
95 Pleasant Street
Gardner, MA 01440

RECEIVED
2024 DEC - 6 AM 11: 38
CITY CLERK'S OFFICE
GARDNER, MA

RE: An Order Appropriating \$150,000.00 from Water Retained Earnings Surplus to Water Repairs to Mains Account

Dear Madam President and Councilors,

As we have continued to make improvements to the City's water system, the Administration is looking to implement a new valve exercising program to ensure that we are replacing our valves in a timely manner to prevent any instances of them either breaking open or shut once operated.

This request is being put forward to implement this program.

Respectfully Submitted,

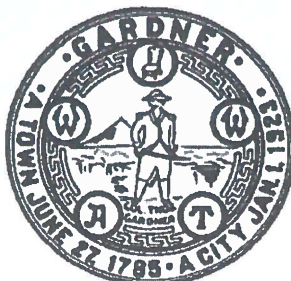
Michael J. Nicholson
Mayor, City of Gardner

AN ORDER REQUESTING A TRANSFER FROM WATER SURPLUS/RETAINED EARNINGS TO WATER DEPT REPAIRS TO MAINS EXPENDITURES.

ORDERED:

That there be and is hereby transfer the sum of One Hundred, Fifty Thousand Dollars and 00/100 (\$150,000) from Water Surplus/Retained Earnings to Water Dept Repairs to Mains Expenditures.

CITY OF GARDNER
Department of Public Works



Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries

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

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

RE: Repairs to Mains Shortfall

March 28, 2024

Dear Mayor Nicholson:

The Water Department is requesting the **\$150,000** from the available **Water Surplus** to create a **Valve Exercising** line item to implement a Valve Exercising program to the water valves in the water system.

The Water System has over 1,000 water valves in the system and the Water Department is now required to exercise them as part of an annual report to be submitted to the DEP. Some of these valves are 100 years old and will no doubt either break open or shut once they are operated. These valves will need to be repaired or replaced in a timely manor to assure proper water flow and water quality to the system.

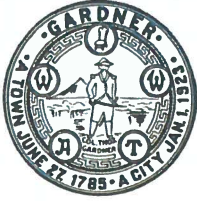
The plan is to exercise, log the condition, and replace the valves as needed as we proceed through this process. The \$150,000 will most likely not cover the costs to complete the first round of this exercising program for the entire system. This process will most likely take a couple of years to complete and then become an on-going maintenance project in the future. Each valve will be cleaned, exercised, and then a plug placed in the stem to prevent debris from reaching the valve. The thought is once each valve is exercised, they are less likely to break in the future.

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

Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC: Public Service Committee
John Richard, City Auditor



CITY of GARDNER
Office of the City Auditor

John Richard, City Auditor
 95 Pleasant Street, Room 126
 Gardner, MA 01440

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To: City Council

Re: Money Orders for consideration on December 11, 2024

Listed below are balances in various ledger accounts that pertain to Money Order transfers for your consideration.

These balances are as of December 6, 2024:

	<u>Money Order</u>	<u>Balance</u>
Water Enterprise Fund		
62000-31500		\$ 1,741,670
To Water Dept for Repairs to Mains Expense 62450-52031	\$ 150,000.00	\$ 1,591,670
		\$ 1,591,670

Sincerely

John Richard

John Richard
 City Auditor

copies: Mayor
 City Clerk