

PRESIDENT
Elizabeth J. Kazinskas

COUNCILLORS AT LARGE
James S. Boone
Craig R. Cormier
Ronald F. Cormier
Judy A. Mack
George C. Tyros

CITY OF GARDNER
MASSACHUSETTS 01440-2630

OFFICE OF THE
CITY COUNCIL



WARD 1 COUNCILLOR
James M. Walsh, Esq.

WARD 2 COUNCILLOR
Dana M. Heath

WARD 3 COUNCILLOR
Paul Tassone

WARD 4 COUNCILLOR
Karen G. Hardern

WARD 5 COUNCILLOR
Alek Dernalowicz, Esq.

June 15, 2023

FINANCE COMMITTEE MEETING NOTICE

Date: Tuesday, June 20, 2023
Time: 6:30 P.M.
Location: City Council Chambers, Room 219, 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. First Time on the Agenda

11018 – An Order Authorizing \$150,000.00 from Golf Surplus Retained Earnings Enterprise Fund Account to Golf Supplies Expense.

11019 – An Order Appropriating \$89,547.00 from Free Cash to the Fire Department – Overtime Salary Expense Account.

11020 – An Order Appropriating \$31,408.47 from Available Water Funds-Variou Receipts Reserved to Salary Account for the Fiscal Year Beginning July 1, 2023 to June 30, 2024.

11021 – An Order Transferring \$14,000.00 from City Hall Custodian Salaries & Wages to Operating Expenditures.

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 - Executive Department

Mayor Michael J. Nicholson

June 5, 2023

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

RE: Retained Earnings Appropriation Request – Golf Department Supplies

Dear Madam President and Councilors,

The Administration has begun the process of closing out any deficits that may exist in the current FY2023 operating budget due to unanticipated expenses that were not thought of in June of 2022 when the budget was adopted.

The attached Retained Earnings Appropriation Request is being submitted to close the existing deficit in the Golf Department's supplies account.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING A SUM OF MONEY FROM GOLF SURPLUS
RETAINED EARNINGS ENTERPRISE FUND ACCOUNT TO GOLF SUPPLIES
EXPENSE

ORDERED:

That there be and is hereby appropriated the sum of One Hundred Fifty Thousand Dollars and No Cents (\$150,000.00) from Golf Surplus Retained Earnings Enterprise Fund to Golf Supplies Expense.

CITY OF GARDNER GOLF COURSE COMMISSION

Golf Commission Office:

Gardner City Hall
95 Pleasant Street, Rm 226
Gardner, MA 01440
(978) 630-4001
CMeagher@gardner-ma.gov
www.gardner-ma.gov



William Frank, Superintendent
100 Eaton St., Gardner, MA 01440

Daniel Berry, Golf Pro Shop Manager
152 Eaton St., Gardner, MA 01440

(978) 632-9703
www.gardnergolfcourse.com

May 26, 2023

The Honorable Michael Nicholson
Mayor of Gardner
95 Pleasant Street
Gardner, MA 01440

TRANSFER FROM CERTIFIED CASH RESERVE

Dear Mayor Nicholson:

The golf commission is seeking approval from the City Council for a transfer of \$150,000.00 from our certified cash reserve. The transfer will be used to cover budget deficits in Account 52231 Golf Course Supplies.

Thank you for your prompt attention in this matter. If you have any questions, please call me at 978-632-0340.

Sincerely,

Jeffrey J. Gallant, Chairman



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 June 14, 2023

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

These balances are as of June 08, 2023:

		<u>Money Order</u>	<u>Balance</u>
Golf Enterprise Retained Earnings Fund	63000-35400		\$317,448
to Golf Course Supplies Expenditures	63640-52231	\$ 150,000	\$167,448
			\$167,448

The Snow & Ice account currently has available (\$1,881.44)
 14421-52210

Sincerely

John Richard

John Richard
 City Auditor

copies: Mayor
 City Clerk



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

June 5, 2023

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

RE: Free Cash Appropriation Request – Fire Department Overtime

Dear Madam President and Councilors,

The Administration has begun the process of closing out any deficits that may exist in the current FY2023 operating budget due to unanticipated expenses that were not thought of in June of 2022 when the budget was adopted.

The attached Free Cash Appropriation Request is being submitted to close the existing deficit in the Fire Department's Overtime line item.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO THE FIRE DEPARTMENT – OVERTIME SALARY EXPENSE ACCOUNT.

ORDERED:

That there be and is hereby appropriated the sum of Eighty-Nine Thousand Five Hundred Forty-Seven Dollars and No Cents (\$89,547.00) from Free Cash to the Fire Department – Overtime Salary Expense Account.



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 June 14, 2023

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

These balances are as of June 8, 2023:

			<u>Money Order</u>	<u>Balance</u>
Free Cash	10000-35400			\$89,547.00
Fire Dept for OT Salaries Expenditures	12220-51030	\$	89,547.00	\$0.00
				\$0.00

The Snow & Ice account currently has available (\$1,881.44)
 14421-52210

Sincerely

copies: Mayor
 City Clerk

John Richard

John Richard
 City Auditor



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

RECEIVED
2023 JUN -7 PM 2:25
CITY CLERK'S OFFICE
GARDNER, MA

June 7, 2023

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

RE: Retained Earnings Appropriation Request- Water Enterprise Salaries

Dear Madam President and Councilors,

Following the adoption of the FY2024 Operating Budget, it was noticed that there was a salary line item in the Water Enterprise Budget that was not accounted for.

The attached request would fund this position for the upcoming fiscal year.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING AN ADDITIONAL SUM OF MONEY FROM AVAILABLE WATER FUNDS-VARIOUS RECEIPTS RESERVED TO SALARY ACCOUNT FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 TO JUNE 30, 2024.

ORDERED:

That there be and is hereby appropriated for the Fiscal Year beginning July 1, 2023 to June 30, 2024 the additional sum of THIRTY-ONE THOUSAND, FOUR HUNDRED EIGHT DOLLARS 47/100 CENTS (\$31,408.47) from Available Water Funds-Receipts Reserved to the following accounts:

Water Dept Clerk/Asst Salary & Wages

\$31,408.47



CITY of GARDNER
Office of the City Auditor

John Richard, City Auditor
95 Pleasant Street, Room 114
Gardner, MA 01440
Phone: 978-632-1900 ext. 8020 • Fax: 978-630-3778
Email: jrichard@gardner-ma.gov

June 06, 2023

RE: Additional Water Fund Appropriation for July 1, 2023 thru June 30, 2023 Budget year to cover salary line item

Dear Mayor:

In reviewing my FY24 Salary Budget notes for the Water dept Clerk/Asst Salary & Wage line item Acct# 62450-51012 I only projected for one employee's salary. Currently this line item covers two employees. So, the updated budget projection for this line item for FY24 would be \$61,941.47. That is at difference of \$31,408.47 that would need to be raised and appropriated. Please find Money Order attached.

Thank you.

John Richard

John Richard
City Auditor



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

June 15, 2023

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

RE: Appropriation Transfer Request – City Hall Maintenance Wages to Expenses

Dear Madam President and Councilors,

As we work to close out the fiscal year, we are looking to close any gaps that currently exist in the FY2023 operating budget.

The attached request is being submitted to transfer funds from the salary appropriation for the City Hall Maintenance Staff to cover expense costs incurred by the department during the fiscal year.

These funds are surplus due to there being a period between a night custodian resigned a new custodian was hired.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER TRANSFERRING APPROPRIATIONS FROM CITY HALL
CUSTODIAN SALARIES & WAGES TO OPERATING EXPENDITURES.

ORDERED:

That there be and is hereby transferred the appropriations sum of Fourteen
Thousand Dollars and No Cents (\$14,000.00) from City Hall Custodian Salaries &
Wages to Operating Expenditures.

REPAIRS&MAINT	\$8,000
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ENERGY & UTILITIES	\$6,000
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