

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

TUESDAY, APRIL 22, 2025
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)**
 - February 18, 2025, Regular Meeting
 - March 3, 2025, Regular Meeting
- VII. PUBLIC HEARINGS**
- VIII. COMMUNICATIONS FROM THE MAYOR**
- IX. PETITIONS, APPLICATIONS, COMMUNICATIONS, ETC.**
- X. REPORTS OF STANDING COMMITTEES**

PUBLIC WELFARE COMMITTEE

11520 - A Measure Authorizing the Administration to enter into an Intermunicipal Agreement with the Town of Winchendon for Veterans Services for FY2025 through FY2027. *Page 16*

FINANCE COMMITTEE

11482 - Discussions regarding the City's Health Insurance Payments and Trust Fund. *Page 25*

11521 - An Order Authorizing \$282.36 of Prior Year Salary Expenditure from Solid Waste Enterprise Account to the Transfer Station Monitor. *Page 27*

11522 - An Order Transferring \$10,000.00 from Community Development Cler/Assistant Salaries & Wages to Community Development Professional Services Operating Expenditure. *Page 30*

11524 - An Order Accepting Donations for the Gardner Flowerpot Program. *Page 32*

11525 - An Order Accepting Donations to the Gardner Animal Shelter. *Page 37*

11526 - A Measure Authorizing the City to Enter into a Contract for up to Five (5) Years for On-Call Engineering Services. *Page 43*

ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE

11530 - April Economic and Community Development Update. *Page 46*

11510 - An Order Authorizing the Creation of an Economic Development and Finance Manager for the position for the Community Development and Planning Department and Approving the Job Description for said position. *Page 47*

11511 - An Ordinance to Amend the Code of the City of Gardner, Chapter 171, thereof entitled "Personnel," to amend Schedule E, thereof entitled "Non-Union Compensation Schedule," to add the position of Economic Development and Finance Manager *Page 53*

11514 - A Communication from the Mayor Regarding the Appointment of and Ad-Hoc Advisory Committee to Take Part in the Drafting of the City's First Master Plan. *Page 55*

XI. UNFINISHED BUSINESS AND MATTERS FOR RECONSIDERATION

XII. NEW BUSINESS

XIII. COUNCIL COMMENTS AND REMARKS

XIV. CLOSING PRAYER

XV. ADJOURNMENT

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 FEBRUARY 18, 2025**

Regular Meeting of the City Council was held in the City Council Chamber, Room 219, City Hall, on Tuesday evening, February 18, 2025.

CALL TO ORDER

City Clerk Titi Siriphan called the meeting to order at 7:30 o'clock p.m.

CALL OF THE ROLL

City Clerk Titi Siriphan called the Roll of Members. Ten (10) Councillors were present including Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Elizabeth Kazinskas, Judy Mack, Paul Tassone (via phone conference), and David Thibault-Muñoz. President George Tyros was absent.

NOMINATIONS FOR COUCIL PRESIDENT PRO-TEM

Councillor Aleksander Dernalowicz nominates Councillor Elizabeth Kazinskas, seconded by Councillor Brad Heglin. City Clerk Titi Siriphan announced twice if there were any further nominations. There being no further nominations, the City Clerk entertained a motion to close nominations.

On a motion made by Councillor Aleksander Dernalowicz, and seconded by Councillor Judy Mack, it was voted on call of the roll, nine (9) yeas, Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Judy Mack, Paul Tassone, and David Thibault-Muñoz to close the nominations.

On call of the roll: Councillor Calvin D. Brooks voting for ELIZABETH KAZINSKAS
Councillor Craig R. Cormier voting for ELIZABETH KAZINSKAS
Councillor Aleksander H. Dernalowicz voting for ELIZABETH KAZINSKAS
Councillor Karen G. Hardern voting for ELIZABETH KAZINSKAS
Councillor Dana M. Heath voting for ELIZABETH KAZINSKAS
Councillor Brad E. Heglin voting for ELIZABETH KAZINSKAS
Councillor Judy A. Mack voting for ELIZABETH KAZINSKAS
Councillor Paul G. Tassone voting for ELIZABETH KAZINSKAS
Councillor David Thibault-Muñoz voting ELIZABETH KAZINSKAS

Having received nine (9) votes, Councillor Elizabeth Kazinskas was elected Council President Pro-tem.

REGULAR MEETING OF FEBRUARY 18, 2025

OPENING PRAYERPLEDGE OF ALLEGIANCE

President Pro-tem Kazinskas led the Council in reciting the “Pledge of Allegiance”.

OPEN MEETING RECORDING & PUBLIC RECORDS ANNOUNCEMENT

President Pro-tem Kazinskas 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 Craig Cormier and seconded by Councillor Dana Heath, it was voted, ten (10) yeas, President Pro-tem Elizabeth Kazinskas and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Judy Mack, Paul Tassone and David Thibault-Muñoz to waive the reading and accept the minutes of December 16, 2024 Regular Meeting and January 6, 2025 Regular Meeting.

REPORTS OF STANDING COMMITTEESFINANCE COMMITTEE**#11481**

On a motion made by Councillor Brad Heglin and seconded by Councillor Aleksander Dernalowicz, it was voted, ten (10) yeas, President Pro-tem Elizabeth Kazinskas and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Judy Mack, Paul Tassone and David Thibault-Muñoz to approve and send to second and final printing, *An Ordinance to Amend the Code of the City of Gardner, Chapter 171, thereof entitled Personnel, to add the position of Human Resources Manager to the Compensation Schedule.*

AN ORDINANCE TO AMEND SECTION 68 OF THE CHAPTER 171 OF THE CODE OF THE CITY OF GARDNER, ENTITLED PERSONNEL COMPENSATION SCHEDULE



REGULAR MEETING OF FEBRUARY 18, 2025

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

SECTION 1: Section 68 of Chapter 171 of the Code of the City of Gardner entitled Personnel Compensation Schedule, be amended by adding the following to said section of the code:
B. Non-Union Direct and Supervisory Staff Positions

Position	Grade	Annual Weekly
HR Manager		\$63,316

SECTION 2: This ordinance shall take effect upon passage and publication as required by law.

#11482

Councillor Aleksander Dernalowicz informed the Council that this item would remain on the Finance agenda and that everyone should view their committee for continued updates. The Health Trust balance, as of January 31st, there is over \$1.4 million higher than it was in December. Monthly withholding journal entries were not completed for several months. This process has been updated with additional safeguards as well as automatic reporting capabilities. The money was always in the city’s account but not being accounted for properly. The Auditor noted that a comfortable balance would be between \$1.8 – 2 million. While they are still short, the account is in a more comfortable position than previously reported.

On a motion made by Councillor Aleksander Dernalowicz and seconded by Councillor Judy Mack, it was voted, ten (10) yeas, President Pro-tem Elizabeth Kazinskas and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Judy Mack, Paul Tassone and David Thibault-Muñoz, to remove the item from the City Council calendar and have it remain on the Finance Committee agenda for updates and discussion, *Discussions regarding the City’s Health Insurance Payments and Trust Fund.*

#11497

On a motion made by Councillor Aleksander Dernalowicz and seconded by Councillor Judy Mack, it was voted, ten (10) yeas, President Pro-tem Elizabeth Kazinskas and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Judy Mack, Paul Tassone and David Thibault-Muñoz, to place on file, *A Communication from the Mayor Regarding the Contract with Keller Partners, Co. for Grant Writing and Lobbying Services.*



REGULAR MEETING OF FEBRUARY 18, 2025

#11499

Councillor Calvin Brooks spoke in opposition to the order. He does not agree with approving an order that will take 30 years to pay off for a range of smaller projects that happen to be next in line of the Capital Improvement list.

On a motion made by Councillor Aleksander Dernalowicz and seconded by Councillor Judy Mack, it was voted, nine (9) yeas, President Pro-tem Elizabeth Kazinskas and Councillors, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Judy Mack, Paul Tassone and David Thibault-Muñoz; one (1) nay, Councillor Calvin Brooks; to adopt the order:

ORDER NO. ____

IN CITY COUNCIL _____, 2025

AN ORDER TO REAPPROPRIATE UNEXPENDED BOND PROCEEDS TO OTHER CAPITAL PROJECTS

BE IT ORDERED, BY THE CITY COUNCIL OF THE CITY OF GARDNER AS FOLLOWS:

That eight million one hundred sixty-one thousand dollars and zero cents (\$8,161,000.00) is appropriated to pay costs of the following capital projects, each of which have a useful life of at least 30 years:

Project Description	Amount
Gardner High School Auditorium Upgrades	\$1,500,000.00
Gardner High School Bathroom Upgrades	\$50,000.00
Gardner High School Locker Room Replacement	\$2,000,000.00
Gardner High School Stair Tread Replacement	\$80,000.00
Gardner Middle School Storefront Replacement	\$50,000.00
Gardner Middle School Roof Replacement Project	\$1,200,000.00
Community Center Bathroom Renovation	\$200,000.00
Community Center Electrical Upgrades	\$525,000.00
Community Center Door Replacements	\$150,000.00
Community Center Roof Repairs	\$6,000.00
Community Center Flooring	\$200,000.00
Greenwood Pool Administration and Storage Building Siding	\$100,000.00
Greenwood Pool Administration and Storage Buildings Roof Replace	\$125,000.00
City Hall Electrical Service Upgrade	\$525,000.00
City Hall Façade Improvements	\$50,000.00
City Hall Bathroom Renovations	\$85,000.00



REGULAR MEETING OF FEBRUARY 18, 2025

City Hall Entryway Repairs	\$115,000.00
Perry Auditorium Window and Door Replacements	\$400,000.00
Rear Main Street Construction	\$800,000.00
TOTAL:	\$8,161,000.00

and that to meet this appropriation, eight million one hundred sixty-one thousand dollars and zero cents (\$8,161,000.00) shall be transferred from a portion of the amount borrowed on June 23, 2022, to pay costs of the Waterford Street Elementary School replacement project, which project is complete and no liability remains, such funds being no longer needed to complete that project, in accordance with G.L. c, 44, §20.

REPORTS OF STANDING COMMITTEES
APPOINTMENTS COMMITTEE

#11472

On a motion made by Councillor Brad Heglin and seconded by Councillor Aleksander Dernalowicz, it was voted ten (10) yeas, President Pro-tem Elizabeth Kazinskas and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Judy Mack, Paul Tassone and David Thibault-Muñoz, to remove from the calendar, *A Measure Confirming the Mayor's Appointment of Robert Oliva, to the position of City Engineer, for term expiring January 16, 2025*. The committee was not able to meet with the appointee before the meeting.

#11473

On a motion made by Councillor Brad Heglin and seconded by Councillor Dana Heath, it was voted ten (10) yeas, President Pro-tem Elizabeth Kazinskas and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Judy Mack, Paul Tassone and David Thibault-Muñoz, to confirm, *A Measure Confirming the Mayor's Appointment of Christine Oliva Kumar, to the position of City Assessor, for term expiring January 16, 2028*.

#11483

On a motion made by Councillor Dana Heath and seconded by Councillor Brad Heglin, it was voted ten (10) yeas, President Pro-tem Elizabeth Kazinskas and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Judy Mack, Paul Tassone and David Thibault-Muñoz, to confirm, *A Measure Confirming the Mayor's Appointment of Eric McAvene, to the position of Police Chief, for term expiring January 16, 2028*.

REGULAR MEETING OF FEBRUARY 18, 2025

#11484

On a motion made by Councillor Dana Heath and seconded by Councillor Brad Heglin, it was voted ten (10) yeas, President Pro-tem Elizabeth Kazinskas and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Judy Mack, Paul Tassone and David Thibault-Muñoz, to confirm, *A Measure Confirming the Mayor's Appointment of Nicholas Maroni, to the position of Deputy Chief of Police, for term expiring January 16, 2028.*

#11488

On a motion made by Councillor Brad Heglin and seconded by Councillor Dana Heath, it was voted ten (10) yeas, President Pro-tem Elizabeth Kazinskas and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Judy Mack, Paul Tassone and David Thibault-Muñoz, to confirm, *A Measure Confirming the Mayor's Appointment of Tina Sbrega, Trustee, to the position of Williams-Rockwell Educational Gift Fund, for term expiring January 15, 2028.*

#11489

On a motion made by Councillor Dana Heath and seconded by Councillor Brad Heglin, it was voted ten (10) yeas, President Pro-tem Elizabeth Kazinskas and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Judy Mack, Paul Tassone and David Thibault-Muñoz, to confirm, *A Measure Confirming the Mayor's Appointment of Autumn Brown, to the position of Animal Control Officer, for term expiring January 16, 2028.*

#11490

On a motion made by Councillor Dana Heath and seconded by Councillor Brad Heglin, it was voted ten (10) yeas, President Pro-tem Elizabeth Kazinskas and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Judy Mack, Paul Tassone and David Thibault-Muñoz, to confirm, *A Measure Confirming the Mayor's Appointment of Alana Meserve, to the position of Animal Control Officer, for term expiring January 16, 2028.*

#11491

On a motion made by Councillor Dana Heath and seconded by Councillor Brad Heglin, it was voted ten (10) yeas, President Pro-tem Elizabeth Kazinskas and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Judy Mack, Paul Tassone and David Thibault-Muñoz, to confirm, *A Measure Confirming the*

REGULAR MEETING OF FEBRUARY 18, 2025

Mayor's Appointment of Cheryl Slack, to the position of Animal Control Officer, for term expiring January 16, 2028.

#11496

On a motion made by Councillor Brad Heglin and seconded by Councillor Dana Heath, it was voted ten (10) yeas, President Pro-tem Elizabeth Kazinskas and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Judy Mack, Paul Tassone and David Thibault-Muñoz, to confirm, *A Measure Confirming the Mayor's Appointment of Anne Hurst, to the position of Disability Commission Member, for term expiring January 16, 2028.*

REPORTS OF STANDING COMMITTEES**ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE****#11498**

On a motion made by Councillor Dana Heath and seconded by Councillor Aleksander Dernalowicz, it was voted ten (10) yeas, President Pro-tem Elizabeth Kazinskas and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Judy Mack, Paul Tassone and David Thibault-Muñoz, to send to first printing, *An Ordinance to Amend the Code of the City of Gardner, Chapter 7, thereof entitled "Boards and Commissions," as amended by Item 11289 as enacted on Dec 16, 2024, to add a new Section 6 to be entitled, "Community Development Block Grant Steering Committee."*

CLOSING PRAYER**ADJOURNMENT**

On a motion by Councillor Calvin Brooks and seconded by Councillor Craig Cormier, it was voted, to adjourn at 8:53 p.m.

Accepted by the City Council:

**REGULAR MEETING OF MARCH 3, 2025**

Regular Meeting of the City Council was held in the City Council Chamber, Room 219, City Hall, on Monday evening, March 3, 2025.

CALL TO ORDER

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

CALL OF THE ROLL

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

On a motion made by Councillor Elizabeth Kazinskas and seconded by Councillor Judy Mack, it was voted, eight (8) yeas, President George Tyros and Councillors Calvin Brooks, Craig Cormier, Karen Hardern, Brad Heglin, Elizabeth Kazinskas, Judy Mack, and David Thibault-Muñoz to waive the reading and accept the minutes of January 21, 2025, Regular Meeting.

REPORTS OF STANDING COMMITTEES**WELFARE COMMITTEE**



REGULAR MEETING OF MARCH 3, 2025

On a motion made by Councillor Judy Mack and seconded by Councillor Elizabeth Kazinskas, it was voted to refer to the Planning Board for further study, report and set a recommendation, *An amendment to the Zoning Ordinance Chapter 675, submitted by Chair City Church and Ten (10) registered voters, to add a new section entitled "Historic Preservation Project", amending the table of uses to allow or the same by special permit, amending the Article VII Off-Street Parking, Loading and Drive-Through Standards, §675-740, to facilitate Historic Preservation Projects, additional amendments to the Relief from Parking Regulations to be applied generally and additional amendments more specifically stated in the petition and attachments.*

8 yeas, motion passes.

REPORTS OF STANDING COMMITTEES**FINANCE COMMITTEE****#11502**

Councillor Judy Mack would like to commend the City Assessor for the work she did on the LA19 report.

On a motion made by Councillor Judy Mack and seconded by Councillor Brad Heglin, it was voted to place on file, *A Communication from the Mayor Regarding the Certification of the City's FY24 LA19.*

8 yeas, motion passes.

#11503

Councillor Calvin Brooks recused himself from discussion to this measure as he has a conflict of interest. One of the easements is on his property.

Councillor Brad Heglin requested more time on *An Order of Taking for Easements (temporary and/or permanent) by Eminent Domain for the Purpose of the Safe Routes to School Project for various properties located on Elm Street in the area between Temple Street and Cherry Street.*

There were no objections, more time was granted.

REPORTS OF STANDING COMMITTEES**ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE****#11498**



REGULAR MEETING OF MARCH 3, 2025

On a motion made by Councillor Elizabeth Kazinskas and seconded by Councillor Judy Mack, it was voted send to second and final printing, *An Ordinance to Amend the Code of the City of Gardner, Chapter 7, thereof entitled "Boards and Commissions," as amended by Item 11289 as enacted on Dec 16, 2024, to add a new Section 6 to be entitled, "Community Development Block Grant Steering Committee."*

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 7, THEREOF ENTITLED, "BOARDS AND COMMISSIONS," AS AMENDED BY ITEM 11289 AS ADOPTED ON DECEMBER 16, 2024, TO ADD A NEW SECTION 6 TO BE ENTITLED "COMMUNITY DEVELOPMENT BLOCK GRANT STEERING COMMITTEE
BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF GARDNER AS FOLLOWS:

SECTION 1: Chapter 7 of the Code of the City of Gardner, as amended though Item 11289 adopted by the City Council on December 16, 2024 and enacted with the Mayor's signature on December 17, 2024, be amended by adding a new Section 6 to be entitled "Community Development Block Grant Steering Committee," to read as follows:

Section 6: Community Development Block Grant Steering Committee

A. Establishment

i. There is hereby established a Community Development Block Grant Steering Committee who shall have oversight over all proposals and projects funded by Community Development Block Grant Funding.

B. Membership

- i. The Committee shall be chaired by the Director of the Department of Community Development and Planning or their designee.
- ii. The Mayor, or their designee, shall be a member of the Committee.
- iii. The Mayor shall annually appoint one (1) members of the committee who shall not be subject to confirmation by the City Council.
- iv. The City Council President, or their designee, shall serve as a member of the Committee.
- v. The City Council President shall annually appoint one (1) members of the committee who shall not be subject to confirmation by the City Council. This appointee may be a member of the City Council, at the discretion of the City



REGULAR MEETING OF MARCH 3, 2025

Council President, but membership of the City Council shall not be a requirement of this appointment.

- vi. The Mayor and City Council President shall notify the City Council, in writing, of the annual appointments made to the Committee.

C. Technical and Staff Assistance

- i. The Assistant Director of the Department of Community Development and Planning shall serve as a non-voting, ex-officio member of the Committee.
- ii. The Director of Community Development may assign the staff of the department to provide any and all necessary technical and staff assistance to the committee as deemed necessary.

D. Meetings

- i. The Committee shall meet monthly. The Committee may waive this requirement upon written approval by both the Mayor and the City Council President.
- ii. The Committee shall annually submit to the Mayor and the City Council the proposed funding plan for funds received by the Community Development Block Grant Program.
- iii. The Committee shall also review and have oversight over all projects funded by the Community Development Block Grant.

SECTION 2: All Sections of Chapter 7 of the Code of the City of Gardner, thereof entitled “Boards and Commissions” be re-numbered accordingly following the addition of the new Section 6.

SECTION 3: This ordinance shall take effect upon passage and publication as required by law.

8 years, motion passes.

COUNCIL COMMENTS AND REMARKS

President Tyros mentioned that he would like to notify constituents that anytime they deal with City Hall matters, he recommends cc'ing their City Ward or at Large Councillor for assistance. The President also asks fellow Councillors to take the time to learn from department heads in order to have better communications with constituents, City Councillors and department heads.



REGULAR MEETING OF MARCH 18, 2025

CLOSING PRAYER

ADJOURNMENT

On a motion by Councillor Elizabeth Kazinskas and seconded by Councillor Calvin Brooks, it was voted, to adjourn at 7:38 p.m.

8 yeas, motion passes

Accepted by the City Council:

DRAFT



**Wachusett District
Veterans' Services**

95 Pleasant Street, Room 14
Gardner, MA 01440
978.630.4017 (office)
978.630.4057 (fax)

Cory Hasselmann
Veterans' Services Director
chasselmann@gardner-ma.gov

Dear President Tyros,

April 14, 2025

May I request The Welfare Committee have an emergency meeting to address the intermunicipal agreement ("IMA") between City of Gardner and Town of Winchendon so as to not interfere with Ch. 115 payments being sent to Town of Winchendon veterans and dependents?

My hope is the Gardner City Council can vote and finalize this agreement at the May 5th meeting.

Please let me know if I can provide anything to help this process.

Sincerely,

Cory Hasselmann



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

April 7, 2025

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

RE: An Measure Authorizing the Administration to Enter into an Intermunicipal Agreement with the Town of Winchendon for Veterans Services for FY2025 through FY2027

Dear Mr. President and Councilors,

As you are well aware, the City of Gardner provides Veterans Services for Gardner, Ashburnham, Westminster, Princeton, and Ashby.

The Town of Winchendon has approached the City and is requesting to join our Veterans Service District. In conversations with Director Hasselman, the City does have the capacity to undertake this addition.

For the other towns that the City provides this service to, we charge \$2/population of the Community, since our minimum staffing levels, set by the General Laws of the Commonwealth, are dictated by full community population.

The City's current staffing in the Veterans Service Office is sufficient for this addition without the need for additional staff, per the minimum staffing requirements of the Commonwealth.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner

**TOWN OF WINCHENDON AND CITY OF GARDNER
MUNICIPAL AGREEMENT
VETERAN SERVICES**

This Intermunicipal Agreement, made and entered into this 1st day of May 2025, pursuant to the provisions of Massachusetts General Laws, Chapter 40, Section 4A, by and between the town of Winchendon, a municipal corporation within the County of Worcester and the Commonwealth of Massachusetts, acting by and through its Town Manager, hereinafter referred to as "Winchendon," and the City of Gardner, a municipal corporation within the County of Worcester and the Commonwealth of Massachusetts, acting by and through its Mayor, hereinafter referred to as "Gardner" (collectively referred to as the "Municipalities").

WITNESSETH

WHEREAS, the Municipalities have determined that they share a need for veteran services; and

WHEREAS, the Municipalities have determined that the sharing of the benefits and costs of those services would be beneficial to each Municipality, and

WHEREAS, this Agreement shall provide for the terms, conditions and liabilities of the parties with respect to these services, including, but not limited to terms of cooperation and obligations of each Municipality relative to cost of shared human resources, training, facilities, and operating costs; and

WHEREAS, the Winchendon Town Manager and the Gardner City Council authorized the Mayor to enter into this agreement in accordance with the provisions of G.L.c. 40, Section 4A.

NOW, THEREFORE, in consideration of the promises and mutual benefits to be derived by the parties hereto, the parties agree as follows:

1. The Winchendon Town Manager and the Gardner Mayor will be the Municipalities respective representatives to oversee the cooperative arrangement. The approval of the Winchendon Town Manager and Gardner Mayor will be required to amend this Agreement.
2. All the privileges and immunities from liability and exemptions from laws, by-laws, ordinances and regulations that veteran services officers employed by any of the parties hereto have in their own jurisdictions shall be effective in the jurisdiction in which they are giving assistance unless otherwise prohibited by law.
3. The shared veteran services officer shall have all of the authority under the applicable provisions of the Massachusetts General Laws as well as the by-laws of

Winchendon and the City of Gardner city ordinances in which veteran services are being provided.

4. Term. The term of this Agreement is for two (2) years and two (2) months from FY2025 through FY2027 commencing on May 1, 2025 and ending on June 30, 2027 unless or until terminated by the parties hereto on written notice. Such notice to dissolve this partnership or renew the contract shall be provided one hundred eighty (180) days prior to the end of the then current fiscal year and withdrawal from the agreement will be effective as of the last day of the fiscal year. In the event that Winchendon fails to pay any invoice to Gardner in a timely manner, or in the event Winchendon fails to approve a veteran services budget, as provided for herein and that is subject to appropriation by the Winchendon Town Manager, then Gardner may immediately suspend its services under this Agreement for non-performance. Upon receipt of the past due payments, together with adequate assurances of payment for future services, Gardner may commence performing its services again.
5. Cost sharing. During the term of this Agreement, Winchendon will bear the costs of the Veteran's Service Officer according to the following fee schedules:
 - a. Winchendon:
 - i. Fiscal Year 2025: \$3,454.66 (May 1, 2025 - June 30, 2025)
 - ii. Fiscal Year 2026: \$20,728.00
 - iii. Fiscal Year 2027: \$21,349.84

with said costs based upon an approved veteran service budget subject to appropriation by Town Meeting and appropriation by the Gardner City Council, which will provide for the complete cost of wages, maintenance of the Veterans' Services Office, employee stipends, and supplies and training. Any modification(s) to this schedule must be agreed to in writing by each of the respective Town Manager and Gardner City Council and will take effect in the following fiscal year.

6. Services and Office Community Hours. Veterans' Services to be provided as part of the intermunicipal agreement are outlined in Massachusetts General Law Chapter 115, the by-laws of Winchendon, Gardner ordinances, and the job description of the Veteran Services Officer, incorporated herein by reference.

Gardner, as the host municipality, shall provide office space and adequate support during designated office hours. Each municipality will allow the Veteran Services Officer to assist veterans and other eligible persons from each of the participating municipalities in this agreement during designated office hours to facilitate regional service delivery.

7. Dispute Resolution. In the event any disputes or questions arise between the parties as to the interpretation of the agreement or the satisfactory performance by any of the parties of the services and other responsibilities provided for in the

contract, the parties first agree to try in good faith to settle the dispute through negotiation, then try resorting to other dispute resolution procedures, before proceeding to litigation.

8. Reports. Gardner shall, upon request of Winchendon, provide Winchendon with reports on the services provided and annual reports of expenditures and revenues of all accounts necessary to provide a complete picture of the financial condition of the shared function.
9. Notice. Any and all notices, or other communications required or permitted under this Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the Town Manager and the Gardner Mayor at the addresses set forth below or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivery by hand, if so mailed, when deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service, when deposited with such delivery service.

Town Manager
Town of Winchendon
109 Front Street
Winchendon, MA 01475

Mayor
City of Gardner
95 Pleasant Street
Gardner, MA 01440

10. This Agreement constitutes the entire agreement of the parties and supersedes any prior agreements or understandings, whether oral or in writing, between them. This Agreement may not be changed or modified except by a written instrument in accordance with the provisions above.
11. This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts, the provisions of which shall not be deemed waived by any provision hereof, and the parties hereto submit to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.
12. If any provision of this Agreement is declared to be illegal, unenforceable, or void, then the parties shall be relieved of all obligations under that provision provided, however, that the remainder of the Agreement shall be enforced to the fullest extent permitted by law.

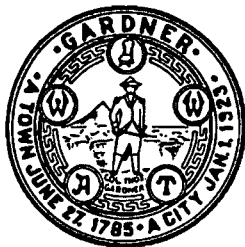
In witness thereof, the parties hereto have executed this Agreement as of the first date written above.

For the City of Gardner

Michael J. Nicholson, Mayor

For the Town of Winchendon

Bill McKinney, Town Manager



Wachusett District

Veterans' Services

95 Pleasant Street, Room 14

Gardner, MA 01440

978.630.4017 (office)

chasselmann@gardner-ma.gov

Cory Hasselmann
Veterans' Services Director

April 3, 2025

Commonwealth of Massachusetts
Executive Office of Veterans Services
600 Washington Street, 7th Floor
Boston, MA 02111

Ms. Rada:

Please be advised that the Town of Winchendon wishes to apply to be added to the Wachusett Veterans' Services District that currently includes the City and Towns of Gardner, Westminster, Ashburnham, Princeton, and Ashby pursuant to M.G.L. c. 115 §§ 10, 11 and 14; 108 CMR 12:00, and 1972 Mass. Acts c. 471 §§ 1-3, *et seq.*

Please see the below required information needed for this collaboration according to the April 2011 publication, "A Guide for Establishing Veterans' Services Districts Under Chapter 115."

District Name: **Wachusett**

Municipality Populations:

Gardner: 21,287

Westminster: 8,213

Ashburnham: 6,315

Princeton: 3,495

Ashby: 3,193

Winchendon: 10,364

District Total: 52,867

Ref: M.G.L. c. 115 §§ 2, 10 and 14; 1972 Mass. Acts c. 471, §§ 1-3, *et seq.*

Personnel Staffing for Wachusett District:

Full-time District Director (Currently staffed)

Full-time Assistant Director (In process of hiring)

Full-time Administrative Assistant (Currently staffed)

Ref: M.G.L. c. 4 § 7(43); M.G.L. c. 115 §§ 1, 3, 10, 11 and 14; 1972 Mass. Acts c. 471, §§ 1-3, *et seq.*; 108 CMR 2.02; 108 CMR 12.00

Reasonable Geographical Proximity of Municipalities within the District:

All cities and towns within this district are adjoining another community within the district.

Ref: M.G.L. c. 115 §§ 2, 10 and 14; 1972 Mass. Acts c. 471, §§ 1-3, *et seq.*; 108 CMR 12:00.

Business Hours and Locations within the District:

At the time of publishing, the Wachusett Veterans' Services District's main office is located in the Gardner city hall, separate and apart from other city offices and maintains regular business hours from 8:00 a.m. to 4:30 p.m. Monday through Thursday and Fridays from 8:00 a.m. to 1:00 p.m. The main office will be staffed with the full-time administrative assistant. Gardner, as the host municipality, shall provide office space and adequate support during designated office hours. Each municipality will allow the Veterans' Services District Director and Assistant District Director to assist veterans and other eligible persons from each of the participating municipalities in this agreement during designated office hours to facilitate regional service delivery. Veterans may request services in the town in which they reside by appointment and the Director and/or VSO will commute to such communities.

Inter-Municipal Agreement of the Wachusett Veterans' Services District:

VETERANS' SERVICES INTER-MUNICIPAL AGREEMENT

Between the City of Gardner and the Towns of Ashburnham, Princeton, Westminster, and Ashby. Pursuant to c. 40, sec. 4A, this Agreement, is hereby entered into and is effective from this first day of May 2025, by and between the City of Gardner and the Towns of Ashburnham, Ashby, Princeton, Westminster, and Winchendon. This agreement contractually enables the Director of Gardner's Veterans Services Office (hereafter "the Gardner Office"), and such other Veterans Service Officers as shall be on staff of such office, to perform the duties of such office for all of the towns which are party to this agreement. The term of this contract shall be for Fiscal Year 2025 through 2027.

1. Such duties will be performed in the Gardner's office of the City's Veterans' Services Officer during regularly scheduled business hours or in the member towns during weekly office hours there.
2. It is understood and agreed that the distribution of benefits payable to Veterans in the member towns under the provisions of Chapter 115 of the Massachusetts General Laws shall be paid by the Treasurer of the member Town in which that Veteran resides.

3. It is understood and agreed that the seventy-five percent (75%) reimbursement of Veterans' benefits from the Commonwealth of Massachusetts will be credited to the member Town in which that Veteran resides.

4. The Veterans' Service Officer of Gardner shall serve as the Director of the Gardner Office and will supervise all Staff in their duties as related to the Office in the various Towns.

5. For the Fiscal Year 2025, each member community will be responsible for its own procurement of flags. Beginning in FY 2026, each member town will contribute 25% of the cost of procuring flags for their community to the Gardner Office to procure and distribute all flags.

This agreement may be renewed following Fiscal Year 2027 and every 3 years after.

City of Gardner

Michael J. Nicholson, Mayor

Date

Town of Winchendon

Bill McKinney, Town Manager

Date

Titi Siriphan

From: George Tyros
Sent: Wednesday, January 29, 2025 8:54 PM
To: Alek Dernalowicz; Titi Siriphan
Subject: Re: Finance Committee - January 29, 2025 Meeting Recap

Thank you Mr. Chair,

Madam Clerk,

Please add items 11479, 11480, 11481 to the next Council agenda.

Please create an item 'Discussions in regard to the City's Health Insurance Payments and Trust Fund' and assign it to the Finance Committee.

Thank you both,
 George

From: Alek Dernalowicz <adernalowicz@gardner-ma.gov>
Sent: Wednesday, January 29, 2025 8:48 PM
To: Titi Siriphan <tsiriphan@gardner-ma.gov>; George Tyros <gtyros@gardner-ma.gov>
Subject: Finance Committee - January 29, 2025 Meeting Recap

Mr. President and Madam Clerk,

Below is a recap of the the actions taken at the January 29, 2025 Finance Committee Meeting. They are organized into sections based on the outcome at the meeting.

Assigned/Referred Items - To Place On The Full Council Calendar:

- 11479 – A Communication from the Mayor regarding the City's Health Insurance Payments and Trust Fund.
- 11480 – An Order Authorizing the City to Borrow \$100,000 for the Feasibility Study and Schematic Design of the Middle School Roof Replacement Project in Conjunction with the Massachusetts School Building Authority.
- 11481 –An Ordinance to Amend the Code of the City of Gardner, Chapter 171, thereof entitled Personnel, to add the position of Human Resources Manager to the Compensation Schedule.

New Items Originating in Committee - To Place On The Full Council Calendar:

- None

New Items Originating in Committee - To Place On The Finance Committee Calendar:

- Discussions in regard to the City's Health Insurance Payments and Trust Fund

- o Note: This proposal was made via motion during discussion and related to *11479 – A 11482 Communication from the Mayor regarding the City's Health Insurance Payments and Trust Fund*. This will require a new item number .

In Subcommittee - To Remain With The Finance Committee:

- 11457 – An Ordinance to Amend the Code of the City of Gardner to have the Community Development Block Grant Steering Committee Meet Monthly.
- 11454 – Report on the Investigation of the Maki Park Project.
- 11477 – Discussions in Regard to Internal Working Groups Review of the Salary Study.

I have retained the *"New Items Originating in Committee - To Place on the Full Calendar"* subsection to avoid confusion with *"New Items Originating in Committee - To Place on the Finance Committee Calendar"*.

Please let me know if you have any questions.

Best,

--

Aleksander H. Dernalowicz, Esq.
Ward 5 City Councillor
(978) 632-0243



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

April 7, 2025

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

RE: An Order Authorizing Payment of a Prior Year Salary Expenditure from the Solid Waste Enterprise Account for the Transfer Station Monitor

Dear Mr. President and Councilors,

The General Laws of the Commonwealth require City Council approval to pay all expenses that were due in a previous fiscal year.

The City's transfer station monitor was due a step increase at the end of the last fiscal year that was not given at the correct time.

This authorization corrects that issue.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner

AUTHORIZING PAYMENT OF PRIOR YEAR SALARY EXPENDITURE

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

FY2024	TRANSFER STATION MONITOR SAL	\$282.36
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FY24 BRIAN HARRIS RETRO FROM 04-19-24 THRU 06-30-24

Emp #	Last Name	First Name	Pay	Desc	Org Code	Obj Code	Old Rate	New Rate	Diff	Hrs	Amount
1670	HARRIS	BRIAN	100	SAL & WAGES	65430	51018	\$ 15.6100	\$ 16.6500	\$ 1.0400	271.5	\$ 282.36



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

April 7, 2025

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

RE: An Order Transferring \$10,000.00 from Community Development Clerk/Asst Salaries & Wages to Community Development Professional Services Operating Expenditure

Dear Mr. President and Councilors,

The General Laws of the Commonwealth require City Council approval on all transfers that are made between salary accounts to operating expense accounts.

Ms. Christine Martines Fucile, who recently retired as the Administrative Assistant in the Community Development and Planning Department, has agreed to come back on a contract basis to help train the new assistant in the Department, Ms. Susan Storm.

Since Mrs. Fucile is joining as a contract, the funding has to be transferred, as a contract payment is considered an operating expense. The funds are available from the time period when the position was vacant before Ms. Storm's hire.

This has been done several times in the past to help train new City employees.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER TRANSFERRING APPROPRIATIONS FROM COMMUNITY
DEVELOPMENT CLERK/ASST SALARIES & WAGES TO PROFESSIONAL
SERVICES OPERATING EXPENDTURES.

ORDERED:

That there be and is hereby transferred the appropriations sum of Ten Thousand Dollars and No Cents (\$10,000.00) from Community Development Clerk/Asst Salaries & Wages to Professional Service Operating Expenditures.



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

April 7, 2025

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

RE: An Order Accepting Donations for the Gardner Flower Pot Program

Dear Mr. President and Councilors,

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

The attached document requests acceptance of all donations made to the 2025 Gardner Flower Pot Program to date in 2025.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner

ACCEPTANCE OF DONATIONS AND GIFTS
FLOWERPOT DONATIONS

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

COMPANY/ORG NAME	CONTACT NAME	EMAIL	PHONE	PAID DATE	AMOUNT	PAID VIA	QTY
Advanced Cable Ties	Ken Tomasetti	reception@actfs.com	978-630-3900	11/25/24	\$300.00	CHECK	2
Alyssa's Place Peer Recovery Center	Brady Wagoner	bwagoner@gaamha.org	978.364.0920	3/7/25	\$150.00	UNIPAY	1
Athol Orange Auto School	Christine Mailloux	a.o.driveschl@verizon.net	978-249-9388	3/6/25	\$150.00	UNIPAY	1
Athol Savings Bank	Alyssa Zelesky	azelesky@ibankasb.com	978-249-3200	12/6/24	\$300.00	CHECK	2
Atkinson Auto	Melissa Tortora	atkinsonauto549@gmail.com	978-632-1945	12/4/24	\$150.00	CHECK	1
Aubuchon	Scott Kulesza	scott.kulesza@hardwarestore.com	978.630.4500	3/18/25	\$300.00	CHECK	2
Babs Auto Body	Juan Servin	babsautobody@outlook.com	978-632-2650	3/20/25	\$150.00	UNIPAY	1
Candor Realty	Jonathan Bombaci	bombacire@gmail.com	978-877-0722	1/13/25	\$150.00	UNIPAY	1
Care Central VNA & Hospice, Inc.	Holly Chaffee	sbonneau@carecentralvna.org	978-632-1230	1/8/25	\$150.00	UNIPAY	1
Chair City Oil	Mary Tourigny	mrsbtumaker@hotmail.com	978-632-4600	3/24/25	\$150.00	UNIPAY	1
Concrete Solutions	Tim Crory	tim@jandrisblock.com	978-669-0088	1/14/25	\$150.00	CHECK	1
Councillor Calvin Brooks	Calvin Brooks	calvinbrooks55@yahoo.com	978-632-1371	1/7/25	\$150.00	CHECK	1
CTE Elizabeth Kazinskas	Lizzy Kazinskas	elizabeth.kazinskas@gmail.com	978-337-1533	1/16/25	\$150.00	CHECK	1
CTE Brad Heglin	Brad Heglin	bheglin22@gmail.com	978-257-5515	12/20/24	\$150.00	CHECK	1
CTE Jon Zlotnik	Jon Zlotnik	j24rep@gmail.com	978-580-6581	12/20/24	\$150.00	CHECK	1
CTE Judy Mack	Judy Mack	judy.mack64@gmail.com	978-340-1838	12/27/24	\$150.00	UNIPAY	1
D. Pochini Real Estate	Douglas Pochini	dd.pochinirealty@verizon.net	508-331-2283	1/16/25	\$150.00	CHECK	1
Dave Richard Excavating, Inc.	Dave Richard	daverichardexc@aol.com	978-479-7204	12/6/24	\$150.00	CHECK	1
Dernalowicz Family	Alek Dernalowicz	dernalowicz@gmail.com	978-632-0243	1/29/25	\$150.00	CHECK	1
Edesia Café	Charlie Carroll	charles.thehenhouse@gmail.com	978-846-0112	WITH CASH			1
Fidelity Bank	Towma Rastad	trastad@fidelitybankonline.com	978-870-1475	12/23/24	\$150.00	CHECK	1
GAAMHA	Shawn Hayden	shayden@gaamha.org	978-632-0934	12/2/24	\$150.00	CHECK	1

Gardner Auto Mart, Inc.	Steph Breen	gardnerautomart@gmail.com	978.632.1414	3/26/25	\$150.00	UNIPAY	1
Gardner Chamber of Commerce	Rebecca Marois	rmarois@gardnerma.com	978.632.1780	3/21/25	\$150.00	CHECK	1
Gardner Cinemas	David Worthley	david@gardnercinemas.com	978-632-6618	3/12/25	\$300.00	UNIPAY	2
Gardner Municipal G.C.	Bill Frank	wfrank@gardner-ma.gov	413.530.0552	3/24/25	\$150.00	UNIPAY	1
Gardner Outlet Furniture	Kathleen Profit	kat@gardneroutletfurniture.com	978-401-2301	2/18/25	\$150.00	CHECK	1
Gardner Police Relief Association	Kevin Goguen	kgoguen@gardner-ma.gov	978-632-5600 ext. 0	11/15/24	\$300.00	CHECK	2
Gardner Spirits	Shawn Foster	gardnerspirits@gmail.com	413.320.9378	3/21/25	\$450.00	UNIPAY	3
Garrick Contract Carriers	Jennifer Mayer	garrickcarriers@hotmail.com	978-249-6439	1/20/25	\$150.00	CHECK	1
Golden Age Club	Paulette Burns	coa@gardner-ma.gov		STOPPING IN			1
Greater Gardner/Chair City AARP	Ron Doumetka	coa@gardner-ma.gov	978-630-4067	STOPPING IN			1
Guild of St. Agnes	Katie Sullivan	KSullivan@guildofstagnes.org	508-755-2238	12/13/24	\$150.00	UNIPAY	1
Heywood Wakefield Commons	Kristy Livingston	klivingston@hwcommons.com	978.632.8292	2/21/25	\$300.00	CHECK	2
Holy Family Academy	Colette Goguen	colettegoguen@holymfamilyacademyma.org	978.632.8656	3/18/25	\$150.00	UNIPAY	1
John's Sport Shop	Anne	johnspt@verizon.net	978-632-6620	3/18/25	\$150.00	CHECK	1
Levi Heywood Memorial Library	Marita Klements	mklements@cwmars.org	978.632.5298	3/27/25	\$150.00	CHECK	1
MACK Prototype, INC	Rhonda Fox	rfox@mackprototype.com	978.410.7082	3/21/25	\$150.00	UNIPAY	1
Maki Building Centers	Shannon Tufts	stufts@makicorp.com	978-632-5354	11/19/24	\$150.00	UNIPAY	1
Mayor Mike Nicholson	Mike Nicholson	mayor@gardner-ma.gov	978-798-0495	11/19/24	\$150.00	CHECK	1
Moon Hill Brewing & Gardner Ale House	Debbie Morris	admin@moonhillbrewing.com	978-669-0122	1/17/25	\$150.00	CHECK	1
Mt. Wachusett Community College Foundation	Carla Zottoli	czottoli@mwcc.mass.edu	978-630-9276	1/31/25	\$150.00	CHECK	1
Parker House of Pizza	Chrysoula Christodoulou	Christodoul5@aol.com	978-632-9383	3/19/25	\$150.00	UNIPAY	1
Pete's Tire Barn, Inc.	Denise Aukstikalnis	denise@petestire.com	978-544-8811	1/20/25	\$150.00	CHECK	1
Philip P Mailloux, LPSC Financial	Lisa Cady	lcady@lpscfinancial.com	978.730.8720	3/20/25	\$150.00	CHECK	1

Pusateri and Pusateri	Vinny Pusateri	vpusateri@pusaterilaw.com	978.342.6081	3/31/25	\$150.00	UNIPAY	1
Sorrento's Pizzeria	Geraldo Sousa	gesousa@msn.com	978.630.0045	3/5/25	\$150.00	CHECK	1
Studio 4 Potters & Gallery	Steven Landry	studio4potters@gmail.com	978.895.0227	3/28/25	\$150.00	CHECK	1
The Elwell Family	Darren Elwell	darren.charles.elwell@gmail.com	774.364.0475	3/31/25	\$150.00	UNIPAY	1
The Hen House	Charlie Carroll	charles.thehenhouse@gmail.com	978-846-0112	STOPPING IN			1
Vibe Studio	Eric DeJackome	ejricky86@yahoo.com	978.790.9112	3/31/25	\$150.00	UNIPAY	1
William's Restaurant	Nick Vasiliadis	info@williams-restaurant.com	978-632-7794	1/13/25	\$300.00	CHECK	2
Standard Chair of Gardner	Steve Ostroff	SteveO@StandardChair.com	978.632.1301	4/7/25	\$150.00	CHECK	1



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

April 7, 2025

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

RE: An Order Accepting Donations to the Gardner Animal Shelter

Dear Mr. President and Councilors,

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

The attached document requests acceptance of all donations made to the Gardner Animal Shelter to date in 2025.

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.

2025 Animal Control Facility Donations

11525

	A	B	C	D	E
1	Date	Donation Description	Source	Rec'd by	
2	1/2/2025	25 cans cat food cat toys	Donation Bin	AN	
3	1/3/2025	Blankets & Towels	Donation Bin	KS	
4	1/4/2025	Dog treats, toys Cat toys & treats. Litter, scoop, blankets, towels, dry dog food, cat scratcher, more toys	Donation Bin	TW	
5	1/5/2025	cat food, 6 bags blankets & towels	Donation Bin	KS	
6	1/6/2025	1 large dog bed	Donation Bin	KS	
7	1/8/2025	4 cases of Earthborne cat food	Donation Bin	TW	
8	1/8/2025	Cat: food, treats, litter, toys	Tammy Ridlen	TW	
9	1/10/2025	Dog Dishes	Donation Bin	TW	
10	1/14/2025	blankets, comforters, leash, dog comb, 1 chain collar	John Lawrence	MJ	
11	1/15/2025	Cleaning Supplies, Dog Shampoo, Dog Feeder	Donation Bin	AN	
12	1/15/2025	4 Containers Clorox Wipes, 4 Gal Bleach, 3 Lg bags Dog Sizzler Treats, 8 Rolls paper towels	Det. Christopher Starzinski	MJ	
13	1/18/2025	4 cans wet cat food, towels, treats, dog food	Donation Bin	TW	
14	1/18/2025	Wet cat food & dish soap	Donation Bin	TW	
15	1/18/2025	Cat treats	Donation Bin	TW	
16	1/18/2025	Blankets	Donation Bin	TW	
17	1/18/2025	32 cans wet cat food, dry dog food, 1 bag dry cat food	Donation Bin	TW	
18	1/22/2025	(4) Pkgs dog training pads, dog bones	Donation Bin	TW	
19	1/22/2025	cat food, 6 bags blankets & towels	Donation Bin	TW	
20	1/22/2025	Blanket	Donation Bin	TW	
21	1/24/2025	Dog toys, 2 dog beds	Donation Bin	TW	
22	1/24/2025	Towels, Dog Food, Dog bed	Donation Bin	KS	
23	1/26/2025	2 Bags of towels	Donation Bin	KS	
24	1/27/2025	5 Blankets	Donation Bin	TW	
25	1/27/2025	3 Blankets	Donation Bin	TW	
26	1/29/2025	Towels	Donation Bin	KS	
27	1/29/2025	12 temptation Cat treats & 4 dog treats	Elaine Lizzotte	KS	
28					
29		End of the year 2024 Holiday Donations			
30	12/28/2024	\$100 CK #1113	Diane & Steven Smith PO Box 492 16 W. Comet Pond Access Hubbardston	MJ	Turnover # M12-AC
31	12/29/2024	\$100 CkK # 4172	Suzan Samuels 30 Pine St Apt105 Gardner	MJ	Turnover # M12-AC
32	12/30/2024	\$1000. CK# 037859	Central One Credit Union, Shrewsbury / Christmas Party through Angela Hall.	MJ	Turnover # M12-AC
33					
34	12/28/2024	\$30.00 CK# 7300 In Memory of Patricia Gallant	Richard/Gloria Mattila	MJ	Turnover #M13-AC

Date	Donation Description	Source	Rec'd by
2/2/2025	6 small bags cat litter, dog bed & blanket	Donation Bin	KS
2/3/2025	Cat toys, dog treats, dog food, wet food, 5 blankets	Donation Bin	TW
2/5/2025	3 Harnesses, 2 dog treats, 34 cans cat food, 4 bags cat treats, bowl, cat touys, 12 cans dog food, chuck-it toy	Donation Bin	KS
2/5/2025	\$750.00 Check #107 - Rockin Paws & Claws Event	Zachary Surette 4849 S. Athol Rd Athol, MA 01331	MJ/KS
2/6/2025	6 sm bags cat treats, 7 cans cat food, 2 beds, 3 toys	Donation Bin	AN
2/7/2025	2 big dog beds	Donation Bin	TW
2/11/2025	34 lb bag dog food 4 bags treats 4 blankets	Donation Bin	AN
2/12/2025	4 dog toys, 2 blankets, 2 gal bleach, 6 bags of cat food, 1 bag dog food, dog treats	Donation Bin	TW
2/12/2025	11 cans cat food, 2 bags dog treats, cat treats	ACO Meserve from PD	TW
2/14/2025	40 cans dog food	Donation Bin	TW
2/15/2025	cat/dog food, treats, cleaning supplies, blankets, beds, collars`	Westminster elementary school 2nd	AN
2/19/2025	17 cans dog food	Donation Bin	KS
2/21/2025	40 cans cat food, 2 bags cat treats, dog treats, 24 cans dog food, 18 cans dog food & box dog teats, 5 bags blankets, 2 cat carriers, litter	Donation Bin	TW
2/23/2025	pads, blankets,	Donation Bin	KS
2/23/2025	\$100. CK #104 Brian Jaques 29 Olde Colonial Dr. Apt 6 Gardner, MA 01440	In Person	KS
2/23/2025	3 dog beds, 6 cans dog food, collar, dog boots	Donation Bin	KS
2/28/2025	\$50.00 CK 355 In Memory of Marcia MacAloney	Melissa/Steven Puliafico PO Box 54	MJ
2/24/2025	\$25.00 CK 1617 In Memory of Marcia MacAloney	Nancy Rogan 59 Brigham St Hubba	MJ

Turnover
#M13-AC

Turnover
#M14-AC

Turnover
#M15-AC
Turnover
#M15-AC

Date	Donation Description	Source	Rec'd by	
3/1/2025	\$100 CkK # 4177	Suzan Samuels 30 Pine St Apt105 Gardner	MJ	Turnover #M15-AC
3/1/2025	2 dog kennels, 3 blankets, 5 dog toys, 1 cat tag, 4 cans cat food	Donation Bin	TW	
3/5/2025	4 dog bones, 2 dog bds, 32 cans dog food, 2 bags cat treats	Donation Bin	TW	
3/7/2025	17 cans cat food, 4 sm bags dog food, 3 bags of temptations, kibble topper, 1 bag of dog food, box of bones, 19 cans dog food	Donation Bin	MJ	
3/7/2025	\$100.00 CK# 2181	Carol Guertin 120 Monadnok St	MJ	Turnover #M15-AC
	\$50.00 CK# 3596 In Memory of	Edward/Susan Nasiatka 232		Turnover
3/9/2025	Marcia MacAloney	Ellis Rd Westminster	KS	#M15-AC
3/9/2025	2 carriers, toys, 2 bags treats 1 bag cat treats, dog head cone,	Donation Bin	TW	
3/10/2025	12 cans cat food, 1 cat bed 2 cat ball of yarn, 2 small dog	Donation Bin	TW	
3/12/2025	dishes	Donation Bin	TW	
3/15/2025	6 cans wet cat food	Donation Bin	TW	
3/17/2025	32 cans cat food, 2 cat beds & 12 dog toys	Donation Bin	KS	
3/21/2025	pee pads & dog diapers	Donation Bin	TW	
3/24/2025	3 blankets	Donation Bin	AN	
3/28/2025	32 cans cod foos (13 oz) Richard Stewart	Donation Bin		



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

April 4, 2025

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

RE: A Measure Authorizing the City to Enter into a Contract for Up to Five (5) Years for On-Call Engineering Services

Dear Mr. President and Councilors,

The General Laws of the Commonwealth require that the City Council vote to authorize the Administration to enter into a contract for any period over three (3) years.

As has been the City's practice in the past, for certain on-call contracts, the City has requested authorization to enter into contracts for up to five (5) years to get a better financial offer due to a longer commitment period from the City.

The attached request is being put forward as the City's On-Call Engineering contract expires at the end of the fiscal year. The bidding process for this contract will begin after action is taken on this item.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner

AUTHORIZING FIVE-YEAR CONTRACT PERIOD
ON CALL ENGINEERING SERVICES

VOTED: To authorize the City to enter into a contract not to exceed five (5) years for On Call Engineering Services, pursuant to the provisions of Massachusetts General Law, Chapter 30B, section 12 and under the terms outlined in the Purchasing Agent's April 2, 2025, Memorandum.

CITY OF GARDNER
PURCHASING DEPARTMENT

Room 217 - City Hall
95 Pleasant Street
Gardner, MA 01440-2687



Joshua Cormier, Director
jcormier@gardner-ma.gov
Telephone (978) 632-0426

TO: Gardner City Council
Mayor Michael J. Nicholson

FROM: Joshua Cormier, Director of Purchasing

DATE: April 2, 2025

SUBJECT: Request for 5-year contracts

According to MGL Ch. 30B, any contract that exceeds three years must be approved by a majority vote by the City Council.

I respectfully request permission from the Gardner City Council to seek up to a five-year contract (including renewals) for the below listed project. The project listed below is in the fifth year of its existing contract. This contract will be placed out to bid and will continue only if the contracted vendor is in good standing.

- On-Call Professional Engineering and Environmental Consulting Services

My intention to seek a longer-term contract is to attract more competitive rates from vendors and to conduct more effective contract management.

If you have any questions or concerns, please feel free to contact me for additional details.



Re: Economic Meeting 4/22/2025

RECEIVED**From** Elizabeth Kazinskas <ekazinskas@gardner-ma.gov>**Date** Thu 4/17/2025 12:39 PM**To** Titi Siriphan <tsiriphan@gardner-ma.gov>**Cc** Jayen Kumar <jkumar@gardner-ma.gov>; George Tyros <gtyros@gardner-ma.gov>

2025 APR 17 P 12:46

CITY CLERK'S OFFICE
GARDNER, MA

Good afternoon Clerk Siriphan,

Thank you for your email and patience with my reply.

Yes, please add "April Economic and Community Development Update" to the agenda with no item number, as you are correct that there is no action. Please send me an updated agenda for approval.

Additionally, with the Council President's approval, please add items 11510, 11511, and a new item with an item number titled "April Economic and Community Development Update" onto the agenda for the April 22nd regular City Council meeting. There will be action for this item, so an item number is applicable in this case.

Best,
Lizzy

Elizabeth Kazinskas
Councillor at Large
Gardner City Council

(978) 337-1533

ekazinskas@gardner-ma.gov

Economic & Community Development Committee, Chair
Appointments Committee, Member
Capital Improvement Planning Committee, Council Designee
Community Development Block Grant Steering Committee, Council Designee
Constituent Services & Community Outreach, Council Liaison
Master Plan Steering Committee, Member

From: Titi Siriphan <tsiriphan@gardner-ma.gov>**Sent:** Thursday, April 17, 2025 9:51 AM**To:** Elizabeth Kazinskas <ekazinskas@gardner-ma.gov>**Cc:** Jayen Kumar <jkumar@gardner-ma.gov>; George Tyros <gtyros@gardner-ma.gov>**Subject:** Economic Meeting 4/22/2025

Good Morning Councillor Kazinskas,

Please see attached draft agenda for posting approval.

**City of Gardner - Executive Department**

Mayor Michael J. Nicholson

RECEIVED

2025 MAR 10 A 10:47

CITY CLERK'S OFFICE
GARDNER, MA

March 10, 2025

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

RE: An Order Authorizing the Creation of an Economic Development and Finance Manager for the position for the Community Development and Planning Department and Approving the Job Description for said position.

Dear Mr. President and Councilors,

Section 6 of Chapter 3 of the Code of the City of Gardner, as amended in December of 2024, requires that the City Council, by majority vote, approve all new and amendments to job descriptions for positions in the City.

Upon review of the Department's operations, Director Stevens has requested that the positions of Economic Development Coordinator and Budget Project Manager be merged into one position, to improve efficiencies in the department.

I am in agreement with the director on this move and believe it to be in the best interest of the City. I hereby ask the Council approve the attached job description and create the position so it can be posted for the City.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER CREATING A NEW POSITION TO BE ENTITLED "ECONOMIC DEVELOPMENT AND FINANCE MANAGER," FOR THE COMMUNITY DEVELOPMENT AND PLANNING DEPARTMENT AND TO APPROVE THE JOB DESCRIPTION FOR SAID POSITION

ORDERED: Pursuant to Section 6 of Chapter 3 of the Code of the City of Gardner, as amended on December 16, 2024, the position of "Economic Development and Finance Manager," be created for the Department of Community Development and Planning, in accordance with the attached Job Description.

Job Title:	Economic Development & Finance Manager
Position Status:	Full-time, hourly, Exempt, non-union
Report to:	Director of Community Development and Planning
Date:	March 2025

Position Purpose:

The Economic Development and Finance Manager performs professional, administrative, and technical work in both economic development and financial management. This role is responsible for attracting and retaining business and industry within the City, managing related financial records and reporting, administering grants, and ensuring compliance with relevant regulations and program requirements. The position also assists with the administration of the City's housing rehabilitation program and supports the Director of Community Development and Planning in various activities to foster economic growth and community development.

Supervision:

Supervision Scope: The position involves a high level of responsibility for both economic development and financial administration functions. The role provides professional advice to city officials and other stakeholders on economic development policies, strategies, and financial management related to local programs.

Supervision Received: Works under the direction of the Director of Community Development and Planning.

Supervision Given: None

Job Environment:

Work is primarily performed in an office setting with moderate noise levels. There may be occasional travel to attend meetings and field visits, with exposure to outdoor weather conditions. Regular use of office equipment, including computers, calculators, telephones, and automobiles, is required. There will also be frequent communication with various government agencies, businesses, the media, and the public.

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.)

Economic Development:

- Develops and implements strategic plans for business attraction and retention within the City.
- Coordinates with local organizations and agencies (e.g., Chamber of Commerce, regional planning commissions) to promote and assist businesses.
- Manages the Gardner Brownfield Revolving Loan Fund, including the preparation and submission of grant applications and quarterly reports
- Conducts business outreach and site tours, providing presentations to promote the City of Gardner.
- Identifies, applies for, and manages economic development grants and funding programs.

- Maintains the City’s Economic Development website, ensuring timely updates and accuracy.

Financial Administration:

- Maintains all financial records, including daily journals, general ledgers, and bank reconciliations.
- Prepare monthly financial reports and documentation for the Director of Community Development and Planning.
- Coordinates with other city departments (Auditor, Treasurer) to reconcile accounts and prepare drawdown forms.
- Supports housing rehabilitation programs, including maintaining accurate financial records, assisting in client intake, and monitoring project compliance.
- Assists in grant preparation and administration for the housing rehabilitation program.
- Ensures compliance with all reporting requirements for state and federal programs.

Housing Rehabilitation Program:

- Provides daily administration of housing rehabilitation projects, ensuring smooth processing of applications and compliance with program requirements.
- Assists property owners in understanding program eligibility and coordinates with contractors to meet rehabilitation needs.
- Monitors contract work and performs inspections to ensure program standards are met.
- Assists in preparing discharges and subordinations for homeowners who have previously participated in the housing program.

General Responsibilities:

- Attends and participates in meetings with state, regional, and federal officials and other stakeholders.
- Responds to inquiries from businesses and the public regarding economic development opportunities and financial assistance programs.
- Performs other duties as directed by the Director to support the objectives of the Department of Community Development and Planning.

Recommended Minimum Qualifications:

Education and Experience:

Bachelor’s degree in public or business administration, economic development, urban planning, accounting, or a closely related field is preferred; however, equivalent professional experience will be considered in lieu of formal education.

At least five years of professional experience in economic development, financial management, or a closely related field, with specific experience in grant writing and administration.

Experience in commercial leasing, real estate contract negotiation, or related areas is a plus.

Special Requirements:

Possession of a valid motor vehicle operator’s license.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of local, state, and federal loan, grant, and incentive programs. In-depth understanding of business and economic development, including real estate, commercial leasing, and financing. Knowledge of financial management, including financial reporting, reconciliation, and grants administration.

Ability: Ability to establish and maintain effective working relationships with government officials, businesses, contractors, and the public. Ability to prepare and deliver formal presentations to government agencies, businesses, and community organizations. Ability to handle confidential financial information and ensure compliance with grant and financial regulations.

Skill: Demonstrated skill in financial recordkeeping, grant writing, and administration. Strong organizational skills with the ability to prioritize multiple tasks and projects. Proficiency in Microsoft Office Suite (Word, Excel, etc.) and financial management software (knowledge of CDBG/GMS is a plus). Strong written and verbal communication 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.

Ability to perform regular office tasks such as sitting, standing, typing, and viewing a computer screen for extended periods. Ability to walk, stand, and occasionally travel for site inspections and meetings. Ability to communicate effectively both in writing and verbally.

Work Schedule:

This position typically follows standard office hours, but flexibility may be required to attend evening meetings or site visits. Occasional travel is required.

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.)

Approved by Human Resources: _____ Date: _____

Approved by Mayor: _____ Date: _____

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



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

RECEIVED

2025 MAR 10 A 10:47

CITY CLERK'S OFFICE
GARDNER, MA

March 10, 2025

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 the Code of the City of Gardner, Chapter 171, thereof entitled "Personnel," to amend Schedule E, thereof entitled "Non-Union Compensation Schedule," to add the position of Economic Development and Finance Manager

Dear Mr. President and Councilors,

In conjunction with the proposal to create the new combined position of Economic Development and Finance Manager for the Community Development and Planning Department, I hereby submit the attached ordinance change to the compensation schedule ordinance.

Please note that for the two previous positions, the Economic Development Coordinator was paid for fully from the General Fund (\$65,453.39) and the Budget Finance Manager position was paid for 93% by Community Development Block Grant Funds, 3% by the Gardner Redevelopment Authority, and 2% by the City's General Fund (total compensation \$53,006.20).

The proposal for the new position does continue the funds from the GRA and CDBG, reducing the General Fund share of the position.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 171,
THEREOF ENTITLED PERSONNEL, TO AMEND THE ATTACHEMENT E, THEREOF
ENTITLED “NON-UNION COMPENSATION SCHEDULE” TO ADD THE POSITION OF
“ECONOMIC DEVELOPMENT AND FINANCE MANAGER”**

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

Section 1: That the following be deleted from Attachment E of Chapter 171 of the Code of the City of Gardner, thereof entitled “Non-Union Compensation Schedule”

B. Non-Union Direct and Supervisory Staff Positions

Position	Grade	Annual	Weekly
Economic Development Coordinator		65,453.39	\$1,258.72

Section 2: That the following be deleted from Attachment E of Chapter 171 of the Code of the City of Gardner, thereof entitled “Non-Union Compensation Schedule”

C. Non-Union Staff Positions

Position	Grade	Hourly
Budget/Project Manager	City	\$1.22
	GRA	\$0.72
	CDBG	\$25.60
	Total:	\$27.55

Section 3: That the following be added from Attachment E of Chapter 171 of the Code of the City of Gardner, thereof entitled “Non-Union Compensation Schedule”

B. Non-Union Direct and Supervisory Staff Positions

Position		Annual	Weekly
Economic Development and Finance Manager	City	\$24,360.32	\$1,442.31
	GRA	\$1,385.28	
	CDBG	\$49,254.40	
	Total:	\$75,000.00	

Section 4: This ordinance shall take effect upon passage and publication as required by law.

Titi Siriphan

From: Mayor
Sent: Friday, March 28, 2025 11:38 AM
To: George Tyros
Cc: Titi Siriphan; Jayen Kumar
Subject: Master Plan Ad Hoc Advisory Committee
Attachments: A Communication from the Mayor regarding the appointment of an Ad Hoc Advisory Committee to assist with the drafting of the City's first Master Plan.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Mr. President,

The attached has been submitted to the City Council as a notification regarding the appointments to the Master Plan Ad-Hoc Advisory Committee. Please note that I did not include the Council President Designee appointee on this communication as that is your appointment, I left it out out of respect for your role in selecting your designee.

Best,

Mike Nicholson



City of Gardner - Executive Department

Mayor Michael J. Nicholson

March 28, 2025

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

RECEIVED
2025 MAR 28 A 11:52
CITY CLERK'S OFFICE
GARDNER, MA

RE: A Communication From The Mayor Regarding The Appointment Of An Ad-Hoc Advisory Committee To Take Part In The Drafting Of The City's First Master Plan

Dear Mr. President and Councilors,

When the Commonwealth awarded the Community One Stop for Growth grants in October of last year, it was announced that the City was awarded \$90,000 to hire a consultant to draft the City's first ever Master Plan.

As announced at my state of the City Address that I delivered on January 15th of this year, this plan will include the creation of a new Economic Development Plan and Housing Production Plan for the City, as well as update our two (2) existing Urban Renewal Plans. As announced at the Address, the City has contracted with the Barrett Planning Group to perform this work.

According to the Master Plan Approval Process set forth by the Executive Offices of Housing and Livable Communities (EOHLC) and Economic Development (EOED), an ad-hoc advisory committee should be named to periodically review the work done by the consultant to make sure it aligns with the City's goals for the future. The final product itself requires approval by both majority vote of the City Council and the Mayor.

While they do not require Council Approval, as they make up an ad-hoc advisory committee, I am writing to inform you of the committee assignments that I have made to review the work being done by the Barrett Group.

Jason Stevens, Chair – Director Stevens will serve my designee to the Committee. As the City's Director of Community Development and Planning, and the Executive Director of the Gardner Redevelopment Authority, he has a vested interest in this process, as his department would be charged with the plan's execution over the next fifteen (15) to twenty (20) years. (the usual lifespan of a Master Plan) As a City Department Head who reports to the Mayor, I felt this would be the best choice for the Mayor's Designee to the Committee to oversee the process on behalf of the Administration.

Eric Flint, Planning Board Designee – Mr. Flint was recently appointed to the Planning Board. As the Planning Board would be charged with working with the City's Department of Community Development and Planning in the execution of this plan, I felt it imperative to have a member of the Planning Board involved in the drafting process. Mr. Flint is a resident of the City whose full time job is to serve as a conservation planner for the City of Worcester. He is very familiar with the process of drafting these types of plans and how to properly make sure the product adequately reflects the overall goals and trajectory of the City.

Rebecca Marois, President and CEO, Greater Gardner Chamber of Commerce – President Marois has served as the President and CEO of the Greater Gardner Chamber of Commerce since January of 2023. In this role, she has a vested interest in seeing the City succeed in its economic development goals to grow our economic base and expand and diversify our business community. Whereas the Master Plan will include an Economic Development Plan for the City, she seemed like a great fit for this role. Prior to serving as the President and CEO of the Chamber, she worked as a staff member at the Chamber, and before that owned a sporting equipment rental company. She also still maintains her own graphic design and printing business on the side. As both a small business owner and the lead staff member of the Chamber, she knows how to help foster relationships with local businesses to lift the City up as a whole.

Jonathan Zlotnik, State Representative – Representative Zlotnik has served as the Representative for the 2nd Worcester District since 2012. During this time, he has worked with the City's Administration to bring millions of dollars of development grants to Gardner for various projects and initiatives- including the drafting of this Master Plan itself. Bringing both a regional perspective to the table and having experience in working with similar processes designed by the Commonwealth for work like this, I look forward to seeing the perspective he brings to the process as a whole.

George Ouellet, Retired Housing Developer – Mr. Ouellet worked for several years as a local housing developer in the City and the North Central Mass. Region prior to his retirement. During this time, he had an intimate knowledge of the City's zoning regulations and approval processes for housing production. Whereas the new Master Plan seeks to create the City's first ever Housing Production Plan, I felt it important to have someone who was familiar with the current housing production process in Gardner. Additionally, he currently serves as the Chair of the Gardner Housing Authority, which gives him a perspective on the housing needs of those in the community, particularly those facing instances of housing insecurity.

Alexander Lucier, Local Student/Business Owner – Mr. Lucier graduated as the salutatorian from Gardner High School in 2022 and is currently studying communications at Worcester State University, where he will be graduating this May before beginning his studies for his Masters in Public Administration this fall. While only 20 years old, Mr. Lucier has several different connections to the City. He earned his Eagle Scout through his participation in the local Boy Scout Troop 9, has been involved in various volunteer and philanthropy work in the City, and was the photographer who took the pictures that eventually became the murals on the trash containers in the City's Downtown and South Gardner Village Center. He also served as an intern in the Mayor's Office in the Summer of 2022. Mr. Lucier also owns two small businesses – Alex Lucier Photography and Envision Studios- a clothing design and manufacturing company.

Additionally, some may recognize Mr. Lucier as the director of the independent movie, Summer Interlude, that he wrote, directed, and filmed a portion of in Gardner.

As a local business owner, someone who has viewed Gardner in a creative lens (quite literally) as a way to help boost the City, and someone with a direct understanding of the working of the City's government and the plans to move Gardner forward, I believe he will be a great addition to this committee. Additionally, as a younger resident in the City, I think his perspective will be one of the most important in the work being done by the Committee, as someone who has a very direct interest and desire to see Gardner succeed over the lifespan that the plan is supposed to cover.

Due to all of the aforementioned reasons, I truly believe that this committee will play a valuable role in the drafting of the City's first Master Plan and set the City on a very strong path forward. Aside from Director Stevens, all members are Gardner residents who have already made an impact on the community through their regular work, and I look forward to seeing how they continue that impact through the work of this committee. While not a resident himself, during his first two (2) months with the City, Director Stevens has already made large strides in advancing the City's development goals.

Additionally, I have spoken to the Council President about having a designee to serve as the seventh (7th) and final member of the review committee, as the final product does require Council approval. This is similar to how Director Stevens will be serving as the Mayor's Designee to the Committee and has been common practice to include a member of the City Council on the Ad-Hoc Advisory Committees that have been in place during my time as Mayor.

As always, residents are able to make suggestions for inclusion in the Master Plan through various means throughout the year long process, including reaching out to City staff, however, this committee will serve as the point group in the initial drafting of the document.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael J. Nicholson". The signature is written in a cursive, flowing style.

Michael J. Nicholson
Mayor, City of Gardner