

**WARD COUNCILLORS**

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

**COUNCIL PRESIDENT**

George C. Tyros

**COUNCILLORS AT LARGE**

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

## City of Gardner Massachusetts

**CALENDAR FOR THE MEETING**

*of*

**MONDAY, MAY 19, 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)**

- April 7, 2025, Regular Meeting

**VII. PUBLIC HEARINGS****VIII. COMMUNICATIONS FROM THE MAYOR****COMMUNICATIONS**

**11538 - A Communication from the Mayor Regarding the FY2026 Budget Proposal.**

*Page 10*

## **ORDERS**

- 11549** - A Measure Authorizing FY2026 Revolving Funds, pursuant to MGL Ch44, §53E ½ , for the Fiscal Year beginning July 1, 2025, to June 30, 2026. *Page 42*
- 11540** - An Order Appropriating the Sum of \$50,590.00 from Available Funds- Parking Meter Receipts Reserved to Various Accounts for the Fiscal Year Beginning July 1, 2025, to June 30, 2026. *Page 45*
- 11541** - An Order Appropriating the Sum of \$512,699.17 from Sewer Surplus/Retained Earnings to fund the FY2026 Revenue Budget. *Page 47*
- 11542** - An Order Appropriating the Sum of \$232,406.71 from Water Surplus/Retained Earnings to fund the FY2026 Revenue Budget. *Page 49*
- 11543** - An Order Appropriating the sum of \$94,310.00 from Landfill Surplus/Retained Earnings to Fund the FY2026 Revenue Budget. *Page 51*
- 11544** - An Order Appropriating the Sum of \$264,092.00 From Available Funds- Cable Commission Fees Reserved to Cable Commission Budget. *Page 53*
- 11545** - An Order Appropriating Various Sums of Money totaling \$12,211,026.00 from Available Enterprise Funds- Various Receipts Reserved to Various Accounts for the Fiscal Year Beginning July 1, 2025, to June 30, 2026. *Page 55*
- 11546** - An Order to Raise And Appropriate The Sum Of \$36,715,187.00 For School Department Budget For The Fiscal Year Beginning July 1, 2025 To June 30, 2026. *Page 57*
- 11547** - An Order to Raise And Appropriate The Sum Of \$29,332,133.00 For The Various Department Of The City For The Expense Budget For The Fiscal Year Beginning July 1, 2025, To June 30, 2026. *Page 65*
- 11548** - An Order to Raise And Appropriate The Sum Of \$14,587,314.00 For The Various Department Of The City For The Salary And Labor Budget For The Fiscal Year Beginning July 1, 2025, To June 30, 2026. *Page 67*

## **ORDINANCES**

- 11539** - An Ordinance to Amend the City of Gardner, Chapter 8, thereof entitled “Personnel,” to replace Attachment 1, Schedule E, thereof entitled “Non-Union Compensation Schedule”. *Page 69*

**IX. PETITIONS, APPLICATIONS, COMMUNICATIONS, ETC.**

**11550** - State Budget Update from State Representative Jonathan Zlotnik.

**X. REPORTS OF STANDING COMMITTEES**

**FINANCE COMMITTEE**

**11507** - A Report from the Ronald F. Cormier Memorial Committee. *Page 74*

**11517** - A proposal by President Tyros that the City Council discuss the City's current sexual harassment policy and other city policies. *Page 76*

**11537** - A Measure Authorizing the Gardner Community Action Committee (CAC) to modify the structure of their leased space at the Waterford Community Center. *Page 89*

**APPOINTMENTS COMMITTEE**

**11475** - A Measure Confirming the Mayor's Appointment of Jason Stevens, to the position of Director of Community Development & Planning, for term expiring January 16, 2026. *Page 112*

**11495** - A Measure Confirming the Mayor's Appointment of Michael Budwick, to the position of Golf Commission Member for term expiring January 16, 2028. *Page 113*

**11509** - A Measure Confirming the Mayor's Appointment of Brian Hall, to the position of Conservation Commission Member, for term expiring March 6, 2028. *Page 114*

**ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE**

**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. *Pages 115, 121*

**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. *Pages 115, 127*

**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 APRIL 7, 2025

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Regular Meeting of the City Council was held in the City Council Chamber, Room 219, City Hall, on Monday evening, April 7, 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. Ten (10) Councillors were present including President George Tyros and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Dana Heath, Brad Heglin, Elizabeth Kazinskas, Paul Tassone and David Thibault-Muñoz. Councillor Judy Mack was 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 Paul Tassone, it was voted, ten (10) yeas, President George Tyros and Councillors Calvin Brooks, Craig Cormier, Aleksander Dernalowicz, Karen Hardern, Brad Heglin, Elizabeth Kazinskas, Paul Tassone, and David Thibault-Muñoz to waive the reading and accept the minutes of February 3, 2025, Regular Meeting.

REGULAR MEETING OF APRIL 7, 2025

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**REPORTS OF STANDING COMMITTEES**  
**SAFETY COMMITTEE****#11466**

Councillor Karen Hardern informed the Council that they have seen two serious accidents involving MART buses and pedestrians. This is a concern. Councillor Hardern witnessed unsafe driving and attempted to report this to MART as a private citizen and then as a City Councillor and felt as though she was not taken seriously. She has heard several concerns from many constituents. Councillor Hardern is hoping to address these concerns and have productive conversations with MART on ways to improve service in the city.

On a motion made by Councillor Craig Cormier, seconded by Councillor Karen Hardern, it was voted to have an informal meeting with MART Transportation Services.

10 yeas, motion passes.

**#11478**

On a motion made by Councillor Craig Cormier, seconded by Councillor Karen Hardern, it was voted to grant an *Application for Motor Vehicle Dealers License, Class II, MTM Auto, 207 E Broadway.*

10 yeas, motion passes.

**REPORTS OF STANDING COMMITTEES**  
**FINANCE COMMITTEE****#11515**

In accordance to Rule 2 of the Council Rules, President George Tyros called on Councillor Elizabeth Kazinskas to the chair so that he can participate in debate.

President George Tyros would like to reiterate what he mentioned at the finance committee for transparency. "It's be fair to ask why I felt it was necessary to propose this resolution and I understand some people may think it premature however, I think this is a serious issue. This proposal put forward and sent to the council by the building commissioner is potentially damaged to the image of Gardmer and as a matter of public record I feel we need to quickly and decisively reject this before there is any inkling that we are giving it any consideration. Building costs are already expensive. Permitting fees are already expensive and navigating city bureaucracy can already be burdensome. This proposal would substantially increase

REGULAR MEETING OF APRIL 7, 2025

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those costs and give nothing additional to our residents or businesses in return. So again, I realize this is not the typical way we may do this but I but I certainly have no intention of supporting fee increases. Maybe there's an appetite for that, I guess we'll find out soon. In 2022 we raised fees for the first time in 14 years. I thought then given that the amount of time had passed it made sense to do so and at that time we discussed conducting a review every 5 years, which puts this proposal at least two years ahead of schedule. I'm deeply concerned about the proposed proposal requesting a substantial pay increase submitted shortly after the fee increase proposal. These two proposals, which are included in our packet, seem to be paired together just a few hours after the fee increase proposal. The building commissioner put forward a follow-up proposal to substantially increase his own salary. I do not want any of our constituents to think, not even for one second, that we would consider raising fees to pay for salary increases of that department head. Such a scenario presents a clear conflict of interest. Establishing a link between fees and fines collected by government entity and the salary of those imposing them is undeniably a bad policy. This has been demonstrated time and time again. Frankly, I'm disappointed that this concept was put into words let alone presented on the city letterhead. The other reason we should deal with this issue now concerns the credibility of the Council. When we last took up this issue the Mayor and the Council at the time, said it is best practice to review every 5 years, which again puts this proposal 2 to 3 years early. There's a lot of fees increases listed here. Far too many to take the time to list tonight but as examples, this proposal includes a 50% increase to the minimum building permit fee, a 28.5% increase to the fee by square footage for new single family and two-family permits. It nearly doubles the fee for signs and triples the fees for fences, just to name a few. Not just being talked about but written down, submitted to the clerk, and made public record. How do we think our constituents will feel about this happening? When we say we have to increase fees, we say we won't consider it another five years as a matter of best practice and then the time, energy, effort, and resources are spent on this for no good reason. My hope is that we will preemptively reject this. The Mayor earlier at the finance committee meeting said that he would not support an increase so we can send a clear message to the residents and businesses of Gardner that we will not allow them to be squeezed to boost salaries. Thank you."

On a motion made by Councillor Aleksander Dernalowicz and seconded by Councillor Dana Heath, it was voted to adopt the resolution:

RESOLUTION

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

REGULAR MEETING OF APRIL 7, 2025

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WHEREAS: It has come to the attention of the City Council that the Building Commissioner has submitted a proposal to raise permit fees; and

WHEREAS: Increased permit fees increase the cost of new building and renovation and can inhibit both; and

WHEREAS: The costs of construction have already risen significantly for both residents businesses;

NOW THEREFORE BE IT RESOLVED: The City Council wishes to express its disapproval and opposition to the proposed fee increases.

10 years, motion passes.

**REPORTS OF STANDING COMMITTEES**  
**APPOINTMENTS COMMITTEE**

**#11474**

On a motion made by Councillor Dana Heath and seconded by Councillor Brad Heglin, it was voted to confirm the Mayor's appointment, *A Measure Confirming the Mayor's Appointment of Laurie Wiita, to the position of Zoning Board Member, for term expiring January 22, 2028.*

10 years, motion passes.

**#11476**

On a motion made by Councillor Dana Heath and seconded by Councillor Brad Heglin, it was voted to confirm the Mayor's appointment, *A Measure Confirming the Mayor's Appointment of Eric Flint, to the position of Planning Board Member, for term expiring January 7, 2028.*

10 years, motion passes.

**#11501**

On a motion made by Councillor Brad Heglin and seconded by Councillor Dana Heath, it was voted to confirm the Mayor's appointment, *A Measure Confirming the Mayor's Appointment of Nicholas Summerhayes, to the position of Conservation Commission Member, for term expiring February 13, 2028.*



REGULAR MEETING OF APRIL 7, 2025

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10 yeas, motion passes.

**#11508**

On a motion made by Councillor Brad Heglin and seconded by Councillor Dana Heath, it was voted to confirm the Mayor's appointment, *A Measure Confirming the Mayor's Appointment of Emma Chaitin, to the position of Board of Health Member for term expiring February 27, 2028.*

10 yeas, motion passes.

**CLOSING PRAYER**

**ADJOURNMENT**

On a motion by Councillor Paul Tassone and seconded by Councillor Dana Heath, it was voted, to adjourn at 8:11 p.m.

10 yeas, motion passes

Accepted by the City Council:



## City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

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May 14, 2025

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

RE: A Communication from the Mayor Regarding the FY2026 Budget Proposal

Dear Mr. President and Councilors,

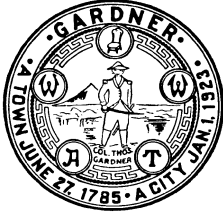
I hereby submit to the City Council the annual budget for the City of Gardner, through the attached budget proposal and letter.

The Administration looks forward to collaborating with the City Council through the annual budget process and are here to assist in any way possible with any information the Council and its respective standing committees would like.

A full copy of the budget communication and the back up information can be found on the City's website under the Mayor's Department Page at <https://gardner-ma.gov/1467/FY2026-Budget-Proposal>

Respectfully submitted,

Michael J. Nicholson  
Mayor, City of Gardner



**CITY OF GARDNER - EXECUTIVE DEPARTMENT**  
**Mayor Michael J. Nicholson, J.D.**

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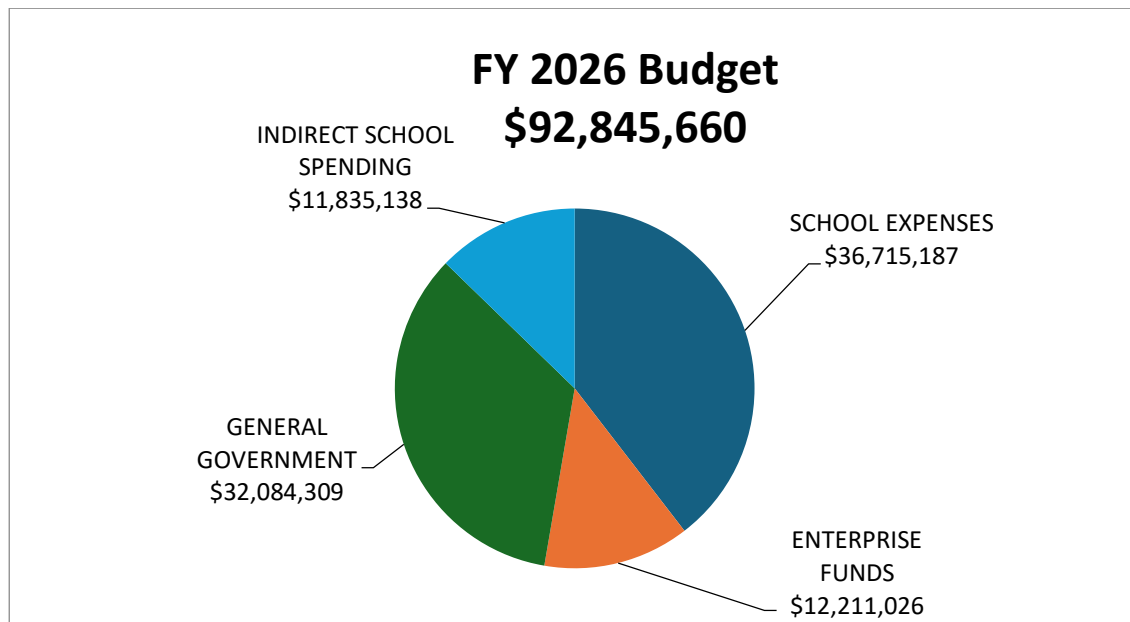
May 13, 2025

Hon. George C. Tyros, City Council President  
 And City Councilors  
 Gardner City Hall, Rm 125  
 95 Pleasant Street  
 Gardner, MA 01440

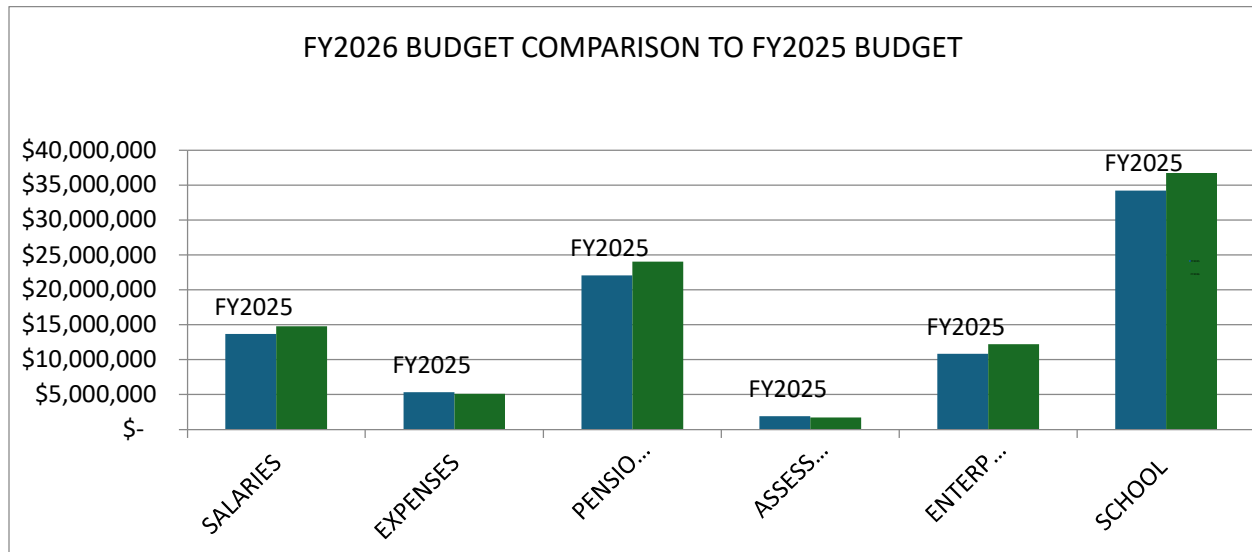
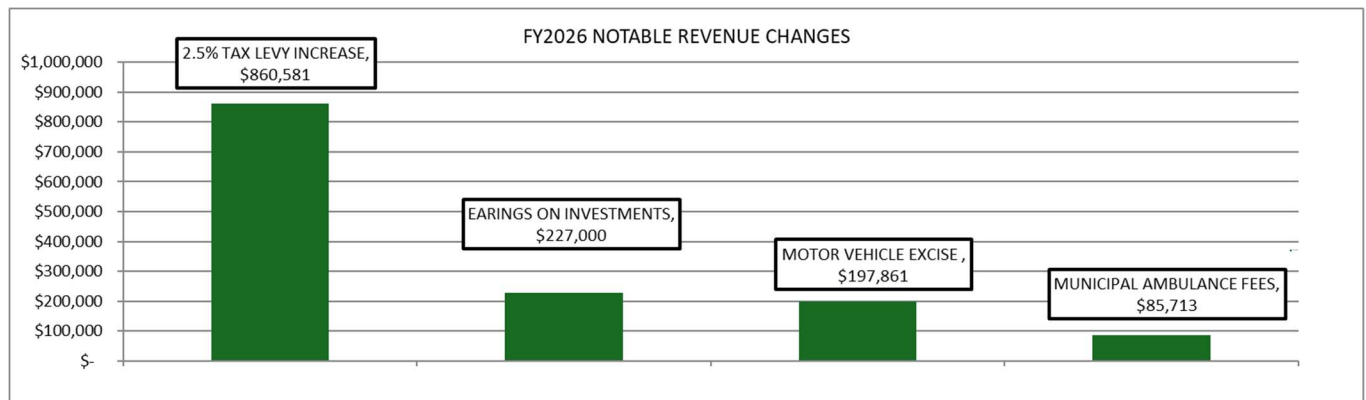
RE: Fiscal Year 2026 Budget Book Submission

Dear Mr. President and Councilors,

I hereby submit to you for your consideration the Administration's budget proposal for the 2026 fiscal year. Please note in an effort to save paper this year, a full detailed copy of the budget proposal can be found under the FY2026 Budget Proposal Page on the Mayor's Department section of the City's website.

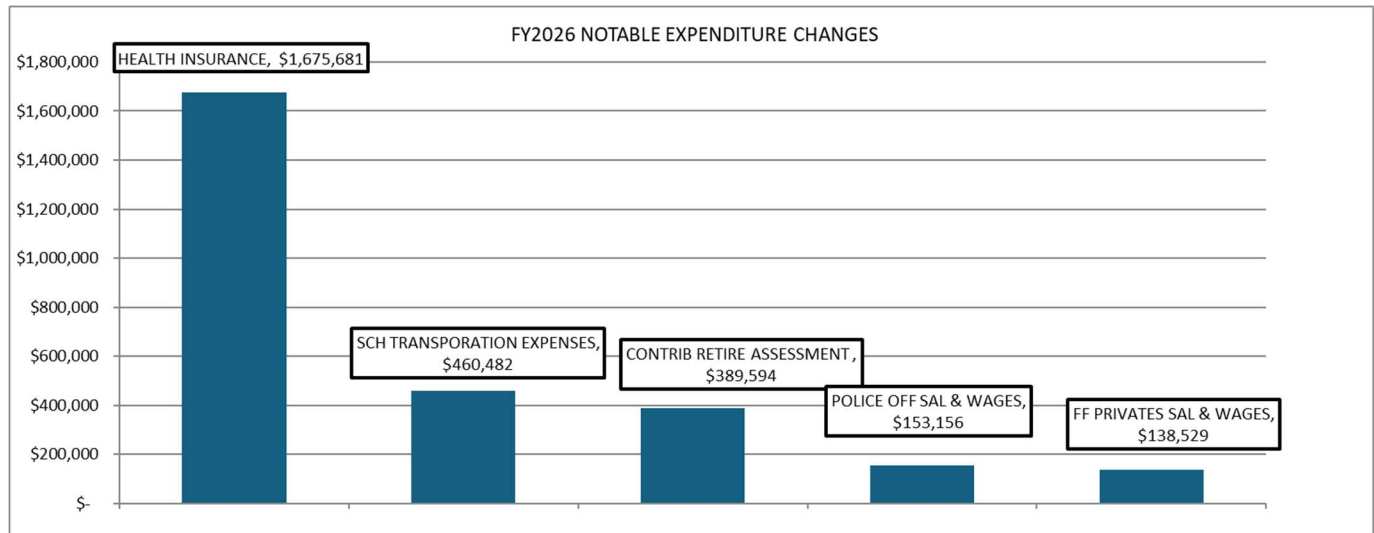


Aside from those changes listed below, this budget proposal includes both increased hours of operation at the Levi Heywood Memorial Library, and a new compensation schedule for the City's non-union employees.

**FY2025 to FY2026 Budget Comparison:****FY2026 Notable Revenue Changes:**

1. The Tax Levy is based on a 2.5% increase as allowed under the provisions of Proposition 2 ½
2. Earnings on investments have been coming in significantly over budget due to the current high state of interest rates. The current year-to-date interest received in this account as of the date that this document was authored is around \$433,310, for a line item we budgeted \$230,000 for. As such, this has been increased this year to account for this trend in the previous three fiscal years of significantly high returns.
3. The City newly implemented a local option meals tax, as well as an increase to the local option lodging tax with the City Council's approval on May 6, 2024. This is accounted for as new revenue for the FY2026 fiscal year based on the performance during its first year in FY2025



**FY2026 Notable Expense Changes:**

1. The City's health insurance costs continue to increase following the recovery from the COVID-19 Pandemic. Unlike most cities and towns across Massachusetts, Gardner was able to go seven (7) years without having to increase health insurance rates in order to cover our insurance costs. However, since FY2021, this has not been possible. The City is working with our insurance brokers to come up with the best plan to meet these challenges of these rising costs.
2. The City's retirement pension liability costs continue to rise in order to meet our funding schedule that has been set by the City's contracted actuarial service.
3. The School Bus Contract was renewed, with the former five (5) year contract that was executed in 2019 expiring at the end of FY2025. As such, there was a substantial increase in this line item as well.
4. Special Education Transportation Costs significantly increased for the school department as well, due to the addition of a student who requires out of district placement in order to meet their educational needs. Under the provisions of the General Laws of the Commonwealth, the City is required to cover the full cost of transporting this student from Gardner to their new school district.
5. Police and Fire Overtime costs have traditionally been underfunded in the budget. As a result, they are slightly increased in this year's budget proposal. Additionally, with the Police Department being fully removed from Civil Service, and the recruits we currently have in the academy, we are lined up to be fully staffed shortly, which should stabilize overtime costs in the Police Department.

### **Compensation Changes:**

The FY2025 Budget proposal was build with following all compensation trends included in the City's various collective bargaining agreements (union contracts):

- Collective Bargaining Agreement Between the City of Gardner School Committee and the AFSCME Local 1717- School Dept Clerical
- Collective Bargaining Agreement Between the City of Gardner and the MassCOP, Local 400 – Patrol Union
- Collective Bargaining Agreement Between the City of Gardner and the MassCOP, Local 400 – Superior Officer Union
- Collective Bargaining Agreement Between the City of Gardner and the MassCOP, Local 400 – Dispatchers
- Collective Bargaining Agreement Between the City of Gardner and the AFSCME, Local 1717 – City Hall Clerical and Maintenance Staff
- Collective Bargaining Agreement Between the City of Gardner and the Teamsters, Local 170- Animal Control
- Collective Bargaining Agreement Between the City of Gardner and the Teamsters, Local 170- Inspectional Services
- Collective Bargaining Agreement Between the City of Gardner and the Gardner Public Works Association
- Collective Bargaining Agreement Between the City of Gardner and the Gardner DPW Supervisory Foremen Association
- Collective Bargaining Agreement Between the City of Gardner and the Gardner Educators Association, Unit A (Licensed Educators)
- Collective Bargaining Agreement Between the City of Gardner and the Gardner Educators Association, Unit B (Paraprofessionals, RBTs, Tutors)

Year	Original Submission
2010	7-Jun
2011	2-Jun
2012	30-May
2013	22-May
2014	11-Jun
2015	10-Jun
2016	1-Jun
2017	31-May
2018	24-May
2019	7-May
2020	17-Aug
2021	1-Jun
2022	6-Jun
2023	10-May
2024	30-Apr

Last year, during the FY2025 Budget discussions, I informed the City Council that the Administration would be looking at implementing a new step scale compensation system for our Non-Union Personnel. A working group of City Department Heads produced a proposal on how they believed the Compensation Survey that the City Council voted to request could be implemented. While we were not able to accommodate their initial idea, not the full results of the

salary survey, I have put forward a step-scale plan that I believe can be absorbed in the City's budget with minimal impacts and put the City on a stable path moving forward to obtain the intended goal.

Lastly, the FY2025 Budget proposal also includes all adjustments to elected official compensation that was adopted by the City Council before the current term began.

**Conclusion:**

The City is in a good financial position as is evident from the several years of clean financial audits that the City has received that are included in the appendices of this budget book.<sup>1</sup>

I welcome any additional questions or comments that the City Council may have regarding this proposal and the City's financial position for the upcoming fiscal year.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Michael J. Nicholson". The signature is fluid and cursive, with the first name "Michael" being more prominent than the last name "Nicholson".

Michael J. Nicholson  
Mayor, City of Gardner

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<sup>1</sup> See Appendix D

**CITY OF GARDNER  
FY2025 BUDGET PROPOSAL  
AS OF MAY 1, 2025**

11538

LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
1	11111	CITY COUNCIL						
2	11111	51010	COUNCILORS SALARIES	\$ 86,398	\$ 97,416	\$ 73,951	\$ 97,416	\$ 98,381
3	11111	51012	CLERK/ASST SAL & WAGES	\$ 3,500	\$ 4,000	\$ 2,917	\$ 4,000	\$ 3,500
4	11111	51023	TEMP SALARY & WAGES	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -
5	11111	52050	MINOR EQUIPMENT	\$ -	\$ -	\$ -	\$ 485	\$ 400
6	11111	52150	COMMUNICATIONS	\$ 4,290	\$ 10,185	\$ 5,753	\$ 10,185	\$ 10,185
7	11111	52170	PROFESSIONAL DEV & TRAVEL	\$ 865	\$ 2,507	\$ 863	\$ 2,507	\$ 2,000
8	11111	52190	PROFESSIONAL SERVICES	\$ -	\$ 1,940	\$ -	\$ 1,940	\$ 1,940
9	11111	52230	OFFICE SUPPLIES	\$ 856	\$ 970	\$ 634	\$ 970	\$ 970
10	11111	55010	GOVERNMENT PICTURE	\$ 375	\$ 485	\$ 458	\$ 1,000	\$ -
11	11111	62150	ENCUMB COMMUNICATIONS	\$ 2,933	\$ -	\$ -	\$ -	\$ -
12	11111	65010	ENCUMB GOV PICTURE	\$ 1,055	\$ -	\$ -	\$ -	\$ -
13	11111	68308	ENCUMB CC CHAMBER AUGMT EXP	\$ -	\$ 14,000	\$ -	\$ -	\$ -
14								
15	TOTAL	CITY COUNCIL		\$ 100,272	\$ 133,004	\$ 84,576	\$ 120,004	\$ 117,376
16								
17	11161	CITY CLERK						
18	11161	51010	DEPT HEAD SALARY & WAGES	\$ 86,708	\$ 89,310	\$ 73,853	\$ 121,040	\$ 96,969
19	11161	51011	ASSISTANT SALARY & WAGES	\$ 75,773	\$ 48,869	\$ 40,426	\$ 71,714	\$ 50,021
20	11161	51012	CLERK SAL & WAGES	\$ 24,527	\$ 72,075	\$ 57,970	\$ 72,075	\$ 79,651
21	11161	51030	OVERTIME	\$ 10,042	\$ 4,000	\$ 2,556	\$ 4,000	\$ 4,000
22	11161	51460	LONGEVITY	\$ 270	\$ 180	\$ -	\$ 180	\$ 150
23	11161	51551	TERMINATION LEAVE	\$ 3,150	\$ 1,259	\$ 1,259	\$ -	\$ -
24	11161	52050	MINOR EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -
25	11161	52151	TELECOMMUNICATIONS	\$ 742	\$ 644	\$ 496	\$ 679	\$ 679
26	11161	52170	PROFESSIONAL DEV & TRAVEL	\$ 1,076	\$ 100	\$ 487	\$ 1,500	\$ 1,500
27	11161	52190	PROFESSIONAL SERVICES	\$ 2,327	\$ 9,250	\$ 12,953	\$ 9,250	\$ 4,000
28	11161	52230	OFFICE SUPPLIES	\$ 1,065	\$ 2,656	\$ 2,656	\$ 955	\$ 955
29	11161	62050	ENCUMB MINOR EQUIPMENT	\$ -	\$ 383	\$ -	\$ -	\$ -
30	11161	62190	ENCUMB PROFESSIONAL SERV	\$ -	\$ 1,372	\$ 1,372	\$ -	\$ -
31	11161	62230	ENCUMB OFFICE SUPPLIES	\$ -	\$ 435	\$ 435	\$ -	\$ -
32								
33	TOTAL	CITY CLERK		\$ 205,681	\$ 230,533	\$ 194,462	\$ 281,394	\$ 237,925
34								
35	11162	ELECTION & REGISTRATION						
36	11162	51010	BD OF REGISTRATION SAL&WA	\$ 3,050	\$ 3,050	\$ 2,333	\$ 3,050	\$ 3,050
37	11162	51013	ELECTION OFFICERS SAL&WGS	\$ 90,121	\$ 50,000	\$ 64,235	\$ 50,000	\$ 40,000
38	11162	52050	MINOR EQUIPMENT	\$ 1,477	\$ -	\$ -	\$ 1,940	\$ 1,000

11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
39	11162	52150	COMMUNICATIONS	\$ 480	\$ -	\$ -	\$ 1,009	\$ 1,009
40	11162	52190	PROFESSIONAL SERVICES	\$ 48,479	\$ 24,050	\$ 24,050	\$ 21,340	\$ 11,340
41	11162	52230	OFFICE SUPPLIES	\$ 2,093	\$ 512	\$ 512	\$ 1,940	\$ 1,940
42	11162	62150	ENCUMB COMMUNICATIONS	\$ 1,040	\$ -	\$ -	\$ -	\$ -
43								
44	TOTAL	ELECTION & REGISTRATIO		\$ 146,740	\$ 77,612	\$ 91,131	\$ 79,279	\$ 58,339
45								
46	11121	MAYOR						
47	11121	51010	MAYOR SALARY & WAGES	\$ 99,050	\$ 106,963	\$ 88,249	\$ 108,438	\$ 108,438
48	11121	51011	EXECUTIVE AIDE SAL & WAGE	\$ 26,824	\$ 58,342	\$ 46,839	\$ 61,706	\$ 60,909
49	11121	51012	EXECUTIVE ASSIST SALARY & WAGE	\$ 51,725	\$ 53,277	\$ 44,057	\$ 69,799	\$ 62,567
50	11121	51023	TEMP SALARY & WAGES	\$ 3,242	\$ 2,500	\$ 1,320	\$ 2,500	\$ -
51	11121	51460	LONGEVITY	\$ 270	\$ 300	\$ -	\$ 330	\$ 330
52	11121	52030	REPAIRS & MAINTENANCE	\$ 235	\$ 551	\$ 551	\$ 485	\$ 485
53	11121	52050	MINOR EQUIPMENT	\$ 193	\$ -	\$ -	\$ 291	\$ 291
54	11121	52150	COMMUNICATIONS	\$ 655	\$ 656	\$ 407	\$ 2,425	\$ 2,000
55	11121	52151	TELECOMMUNICATIONS	\$ 2,340	\$ 3,541	\$ 1,840	\$ 3,541	\$ 3,000
56	11121	52170	PROFESSIONAL DEV & TRAVEL	\$ 7,712	\$ 5,488	\$ 5,488	\$ 3,395	\$ 3,395
57	11121	52190	PROFESSIONAL SERVICES	\$ 16,319	\$ 13,580	\$ 13,580	\$ 13,580	\$ 13,580
58	11121	52230	OFFICE SUPPLIES	\$ 4,470	\$ 1,453	\$ 1,573	\$ 1,455	\$ 1,455
59	11121	52240	VEHICLE SUPPLIES	\$ 35	\$ -	\$ -	\$ 97	\$ 97
60	11121	62151	ENCUMB TELECOMMUNICATIONS	\$ 39	\$ -	\$ -	\$ -	\$ -
61	11121	62170	ENCUMB PROF DEVELOPMENT & TRAV	\$ -	\$ 2,181	\$ 2,181	\$ -	\$ -
62	11121	62190	ENCUMB PROFESSIONAL SERV	\$ 22,350	\$ 35,447	\$ 10,239	\$ -	\$ -
63								
64	TOTAL	MAYOR		\$ 235,460	\$ 284,280	\$ 216,325	\$ 268,041	\$ 256,546
65								
66	11151	LAW						
67	11151	51010	DEPT HEAD SALARY & WAGES	\$ 87,707	\$ 90,338	\$ 75,118	\$ 90,338	\$ 94,313
68	11151	51011	ASSISTANT SALARY & WAGES	\$ 46,086	\$ 49,934	\$ 25,927	\$ 49,934	\$ 50,192
69	11151	51460	LONGEVITY	\$ 480	\$ 510	\$ 510	\$ -	\$ -
70	11151	52170	PROFESSIONAL DEV & TRAVEL	\$ 3,864	\$ 970	\$ 900	\$ -	\$ -
71	11151	52172	LEGAL RESEARCH	\$ 3,666	\$ 4,850	\$ 2,061	\$ -	\$ -
72	11151	52191	OUTSIDE COUNSEL	\$ 6,852	\$ 4,850	\$ 203	\$ 15,000	\$ 8,000
73	11151	52193	ARBITRATION	\$ -	\$ 97	\$ -	\$ -	\$ -
74	11151	52230	OFFICE SUPPLIES	\$ (2,389)	\$ 1,500	\$ -	\$ 500	\$ 500
75	11151	55051	DEPOSITION & DISCOVERY	\$ -	\$ 485	\$ -	\$ -	\$ -
76	11151	55052	LEGAL FEES/CLOSING COST	\$ 255	\$ 2,425	\$ 1,131	\$ 2,425	\$ 2,425
77	11151	62172	ENCUM LEGAL RESERCH	\$ -	\$ 635	\$ -	\$ -	\$ -
78	11151	62230	ENCUMB OFFICE SUPPLIES	\$ 2,400	\$ -	\$ -	\$ -	\$ -
79	11151	65052	ENCUM LEGAL FEES/CLOSING COST	\$ -	\$ 1,645	\$ 1,645	\$ -	\$ -
80								

11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
81	TOTAL	LAW		\$ 148,921	\$ 158,239	\$ 107,494	\$ 158,197	\$ 155,430
82								
83	11199	MAYOR'S UNCLASSIFIED						
84	11199	51551	TERMINATION LEAVE - RESERVE	\$ -	\$ 82,006	\$ -	\$ 250,000	\$ 225,000
85	11199	52110	ENERGY & UTILITIES -PSS & WSS	\$ 136,833	\$ 75,000	\$ 138,224	\$ 150,000	\$ 80,000
86	11199	52152	TELEPHONE	\$ 85,864	\$ 52,000	\$ 71,809	\$ 52,000	\$ 52,000
87	11199	52171	MASS MUNICIPAL DUES	\$ 3,051	\$ 3,081	\$ 3,081	\$ 3,500	\$ 3,500
88	11199	52189	OPIOID PROF SERV EXPENSES	\$ 176,621	\$ -	\$ -	\$ -	\$ -
89	11199	52190	PROFESSIONAL SERVICES	\$ 21,000	\$ 102,000	\$ 48,228	\$ 20,000	\$ -
90	11199	56900	MONT REG PLANN COMMISSION	\$ 7,268	\$ 7,450	\$ 7,450	\$ 7,500	\$ 7,500
91	11199	56902	TAXES OTHER TOWNS	\$ 1,331	\$ 1,306	\$ 1,306	\$ 2,600	\$ 2,000
92	11199	57303	WATER	\$ 18,432	\$ 17,555	\$ 17,555	\$ 14,000	\$ 14,000
93	11199	57500	DAMAGES PERS & PROPERTY	\$ 250	\$ 1,208	\$ 800	\$ 3,000	\$ 3,000
94	11199	57511	S. GRAVES VS. CITY LAWSUIT EXP	\$ 29,305	\$ -	\$ 39,362	\$ -	\$ -
95	11199	58000	CAPITAL IMPR PLAN/RESEARCH	\$ 35,615	\$ 48,000	\$ 41,244	\$ 50,000	\$ 40,000
96	11199	62110	ENCUMB ENERGY & UTILITIES	\$ -	\$ 2,370	\$ 2,370	\$ -	\$ -
97	11199	62152	ENCUMB TELEPHONE	\$ 2,003	\$ -	\$ -	\$ -	\$ -
98	11199	62189	ENCUM OPIOID PROF SERV EXP	\$ 46,144	\$ -	\$ -	\$ -	\$ -
99	11199	62190	ENCUMB PROFESSIONAL SERV	\$ -	\$ 28,000	\$ 28,000	\$ -	\$ -
100	11199	62195	ENCUMB BUILDING DEMOLITIO	\$ 4,000	\$ 284,209	\$ 283,888	\$ -	\$ -
101	11199	62993	ENCUMB CITY CENTENNIAL CELEBR	\$ 46,139	\$ 12,691	\$ 1,454	\$ -	\$ -
102	11199	67303	ENCUM WATER EXPENSE	\$ 7,038	\$ -	\$ -	\$ -	\$ -
103	11199	68000	ENCUMB CAPITAL PROJECTS/RESEAR	\$ 22,668	\$ 8,295	\$ 8,295	\$ -	\$ -
104								
105	TOTAL	MAYOR'S UNCLASSIFIED		\$ 643,562	\$ 725,171	\$ 693,064	\$ 552,600	\$ 427,000
106								
107	14482	AIRPORT						
108	14482	51010	DEPT HEAD MANAGER SAL & WAGES	\$ 28,682	\$ 26,790	\$ 21,923	\$ 27,700	\$ 27,700
109	14482	52030	REPAIRS & MAINTENANCE	\$ 1,441	\$ 4,850	\$ 3,875	\$ 4,850	\$ 4,850
110	14482	52050	MINOR EQUIPMENT	\$ 100	\$ 97	\$ -	\$ 97	\$ 97
111	14482	52110	ENERGY & UTILITIES	\$ 8,091	\$ 8,123	\$ 9,448	\$ 14,500	\$ 12,500
112	14482	52150	COMMUNICATIONS	\$ 100	\$ -	\$ -	\$ 97	\$ 97
113	14482	52151	TELECOMMUNICATIONS	\$ 3,092	\$ 1,544	\$ 1,544	\$ 600	\$ 600
114	14482	52170	PROFESSIONAL DEV & TRAVEL	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175
115	14482	52190	PROFESSIONAL SERVICES	\$ 149	\$ (420)	\$ (419)	\$ 250	\$ 250
116	14482	52230	OFFICE SUPPLIES	\$ 113	\$ 21	\$ 21	\$ 97	\$ 97
117	14482	52240	VEHICLE SUPPLIES	\$ 1,966	\$ 261	\$ 78	\$ 485	\$ 485
118	14482	62030	ENCUMB REPAIRS & MAINTEN	\$ 41,401	\$ 1,050	\$ 1,050	\$ -	\$ -
119	14482	62110	ENCUMB ENERGY & UTILITIES	\$ -	\$ 983	\$ 983	\$ -	\$ -
120	14482	62151	ENCUMB TELECOMMUNICATIONS	\$ 161	\$ -	\$ -	\$ -	\$ -

11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
121	14482	62190	ENCUMB PROFESSIONAL SERV	\$ 4,219	\$ 4,105	\$ 3,771	\$ -	\$ -
122								
123	TOTAL	AIRPORT		\$ 89,690	\$ 47,579	\$ 42,449	\$ 48,851	\$ 46,851
124								
125	15542	YOUTH COMMISSION						
126	15542	52230	OFFICE SUPPLIES	\$ -	\$ 100	\$ -	\$ 100	\$ 100
127	15542	52995	YOUTH ACTIVITIES	\$ -	\$ 900	\$ -	\$ 900	\$ 500
128								
129	TOTAL	YOUTH COMMISSION		\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 600
130								
131	16650	HISTORICAL COMMISSION						
132	16650	52170	PROFESSIONAL DEV & TRAVEL	\$ -	\$ -	\$ -	\$ 100	\$ 100
133	16650	52190	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ 16,000	\$ -
134	16650	52230	OFFICE SUPPLIES	\$ -	\$ 100	\$ 40	\$ 1,000	
135	16650	65141	ENCUMB CEMETERY RESTORATION	\$ 195	\$ 3,757	\$ -	\$ -	
136								
137	TOTAL	HISTORICAL COMMISSION		\$ 195	\$ 3,857	\$ 40	\$ 17,100	\$ 100
138								
139	12244	WEIGHTS & MEASURES						
140	12244	51010	DEPT HEAD SALARY & WAGES	\$ 10,161	\$ 10,465	\$ 8,722	\$ 10,778	\$ 10,778
141	12244	52230	OFFICE SUPPLIES	\$ 88	\$ 200	\$ 92	\$ 200	\$ 200
142								
143	TOTAL	WEIGHTS & MEASURES		\$ 10,249	\$ 10,665	\$ 8,814	\$ 10,978	\$ 10,978
144								
145	13999	REGIONAL SCHOOL DISTRICTS						
146	13999	56500	9500-MONT VOC TEC SCH ASSESS	\$ 1,107,341	\$ 1,129,488	\$ 1,049,385	\$ 1,019,858	\$ 1,019,858
147								
148	TOTAL	REGIONAL SCHOOL DISTRI		\$ 1,107,341	\$ 1,129,488	\$ 1,049,385	\$ 1,019,858	\$ 1,019,858
149								
150	11135	CITY AUDITOR						
151	11135	51010	DEPT HEAD SALARY & WAGES	\$ 91,444	\$ 94,187	\$ 77,386	\$ 121,464	\$ 108,421
152	11135	51011	ASSISTANT SALARY & WAGES	\$ 52,929	\$ 54,517	\$ 45,089	\$ 67,642	\$ 61,570
153	11135	51460	LONGEVITY	\$ 420	\$ 480	\$ -	\$ 540	\$ 540
154	11135	52151	TELECOMMUNICATIONS	\$ 540	\$ 540	\$ 540	\$ 560	\$ 540
155	11135	52170	PROFESSIONAL DEV & TRAVEL	\$ 1,091	\$ 2,000	\$ 951	\$ 1,500	\$ 1,000
156	11135	52190	PROFESSIONAL SERVICES	\$ 66,237	\$ 70,850	\$ 61,867	\$ 72,800	\$ 72,800
157	11135	52230	OFFICE SUPPLIES	\$ 411	\$ 110	\$ 14	\$ 100	\$ 100
158	11135	62190	ENCUMB PROFESSIONAL SERV	\$ 2,023	\$ 3,313	\$ 3,313	\$ -	\$ -
159								
160	TOTAL	CITY AUDITOR		\$ 215,095	\$ 225,998	\$ 189,159	\$ 264,605	\$ 244,971

11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
161								
162	19910	CONTRIBUTORY RETIREMENT						
163	19910	51011	BOARD ADMINISTR SAL & WAGES	\$ 74,529	\$ 78,255	\$ 64,711	\$ 90,000	\$ 90,000
164	19910	51014	BOARD & COMM SAL & WAGES	\$ 17,800	\$ 17,800	\$ 14,834	\$ 17,800	\$ 17,800
165	19910	51023	TEMP SALARY & WAGES	\$ -	\$ 4,000	\$ -	\$ 3,000	\$ 2,000
166	19910	51460	LONGEVITY	\$ 300	\$ 330	\$ -	\$ 360	\$ 360
167	19910	57070	CONTRIB RETIRE ASSESSMENT	\$ 5,518,958	\$ 5,918,166	\$ 5,918,166	\$ 6,307,760	\$ 6,307,760
168								
169	TOTAL	CONTRIBUTORY RETIREMEN		\$ 5,611,587	\$ 6,018,551	\$ 5,997,711	\$ 6,418,920	\$ 6,417,920
170								
171	11138	PURCHASING						
172	11138	51010	DEPT HEAD SALARY & WAGES	\$ 80,105	\$ 82,508	\$ 68,228	\$ 102,236	\$ 93,168
173	11138	51012	SENIOR ACCOUNT CLERK SAL & WAG	\$ 41,137	\$ 44,791	\$ 36,351	\$ 49,327	\$ 51,082
174	11138	51460	LONGEVITY	\$ 330	\$ 360	\$ -	\$ 390	\$ 390
175	11138	52150	COMMUNICATIONS	\$ 297	\$ 750	\$ 663	\$ 3,500	\$ 3,000
176	11138	52151	TELECOMMUNICATIONS	\$ 456	\$ 500	\$ 373	\$ 500	\$ 500
177	11138	52170	PROFESSIONAL DEV & TRAVEL	\$ 1,326	\$ 1,500	\$ 1,168	\$ 1,000	\$ 1,000
178	11138	52190	PROFESSIONAL SERVICES	\$ 408	\$ 500	\$ 347	\$ 500	\$ 500
179	11138	52230	OFFICE SUPPLIES	\$ 1,069	\$ 1,000	\$ 261	\$ 1,000	\$ 1,000
180								
181	TOTAL	PURCHASING		\$ 125,128	\$ 131,909	\$ 107,391	\$ 158,453	\$ 150,640
182								
183	12293	CIVIL ENFORCEMENT						
184	12293	51010	DEPT HEAD SALARY & WAGES	\$ 2,500	\$ 2,500	\$ 2,083	\$ 2,500	\$ 2,500
185	12293	52190	PROFESSIONAL SERVICES	\$ 1,325	\$ 4,500	\$ 869	\$ 4,500	\$ 3,000
186								
187	TOTAL	CIVIL ENFORCEMENT		\$ 3,825	\$ 7,000	\$ 2,952	\$ 7,000	\$ 5,500
188								
189	11141	ASSESSORS						
190	11141	51010	CHAIRMAN ASSESS SAL&WAGES	\$ 79,555	\$ 81,941	\$ 67,759	\$ 98,000	\$ 88,969
191	11141	51012	CLERK/ASST SAL & WAGES	\$ 39,094	\$ 40,462	\$ 33,459	\$ 41,676	\$ 41,429
192	11141	51014	BOARD & COMM SAL & WAGES	\$ 4,000	\$ 4,001	\$ 3,333	\$ 4,001	\$ 4,001
193	11141	52170	PROFESSIONAL DEV & TRAVEL	\$ 1,189	\$ 2,400	\$ 228	\$ 2,400	\$ 2,000
194	11141	52190	PROFESSIONAL SERVICES	\$ 416	\$ 1,000	\$ 261	\$ 1,000	\$ 1,000
195	11141	52230	OFFICE SUPPLIES	\$ 927	\$ 1,500	\$ 905	\$ 1,500	\$ 1,000
196	11141	55040	VALUATION MAINTENANCE	\$ 16,165	\$ 17,800	\$ 16,821	\$ 29,654	\$ 20,000
197	11141	55050	VALUATION UPDATE	\$ 43,116	\$ 56,000	\$ 44,658	\$ 53,000	\$ 53,000
198	11141	62170	ENCUMB PROF DEVELOPMENT & TRAV	\$ 806	\$ 1,311	\$ 351	\$ -	\$ -
199	11141	62190	ENCUMB PROFESSIONAL SERV	\$ 632	\$ 1,584	\$ 926	\$ -	\$ -
200	11141	62230	ENCUMB OFFICE SUPPLIES	\$ -	\$ 573	\$ 573	\$ -	\$ -
201	11141	65040	ENCUMB VALUATION MAINT	\$ 1,539	\$ 235	\$ 235	\$ -	\$ -
202	11141	65050	ENCUMB UPDATE PROGRAM	\$ 3,276	\$ 13,499	\$ 13,499	\$ -	\$ -



11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
203								
204	TOTAL	ASSESSORS		\$ 190,714	\$ 222,307	\$ 183,009	\$ 231,231	\$ 211,398
205								
206	11145	CITY TREASURER						
207	11145	51010	DEPT HEAD SALARY & WAGES	\$ 91,444	\$ 94,187	\$ 77,886	\$ 123,922	\$ 106,356
208	11145	51011	ASSISTANT SALARY & WAGES	\$ 58,053	\$ 59,795	\$ 49,446	\$ 71,919	\$ 64,858
209	11145	51012	SENIOR ACCT CLERK SAL & WAGES	\$ 44,458	\$ 46,599	\$ 38,534	\$ 48,720	\$ 47,706
210	11145	51018	PARKING METER CLERK	\$ 4,093	\$ 15,417	\$ 4,131	\$ 15,725	\$ 15,940
211	11145	51030	OVERTIME	\$ -	\$ 300	\$ -	\$ 100	\$ 300
212	11145	51460	LONGEVITY	\$ 630	\$ 660	\$ -	\$ 660	\$ 840
213	11145	52030	REPAIRS & MAINTENANCE	\$ -	\$ 250	\$ -	\$ 250	\$ 250
214	11145	52033	PARKING METER MAINTENANCE	\$ 491	\$ 15,000	\$ 1,637	\$ 8,000	\$ 8,000
215	11145	52050	MINOR EQUIPMENT	\$ -	\$ 750	\$ -	\$ 750	\$ 500
216	11145	52170	PROFESSIONAL DEV & TRAVEL	\$ 306	\$ 500	\$ 282	\$ 500	\$ 500
217	11145	52190	PROFESSIONAL SERVICES	\$ 31,958	\$ 40,000	\$ 20,755	\$ 50,000	\$ 40,000
218	11145	52230	OFFICE SUPPLIES	\$ 4,992	\$ 11,000	\$ 2,449	\$ 10,000	\$ 8,000
219	11145	52250	POSTAGE	\$ 54,756	\$ 65,000	\$ 56,936	\$ 55,000	\$ 55,000
220	11145	62190	ENCUMB PROFESSIONAL SERV	\$ -	\$ 7,106	\$ -	\$ -	\$ -
221	11145	62230	ENCUMB OFFICE SUPPLIES	\$ -	\$ -	\$ 839	\$ -	\$ -
222								
223	TOTAL	CITY TREASURER		\$ 291,181	\$ 356,565	\$ 252,896	\$ 385,546	\$ 348,250
224								
225	17710	DEBT SERVICE						
226	17710	57600	PRINCIPAL - INSIDE DEBT	\$ 910,665	\$ 1,467,125	\$ 1,467,124	\$ 944,000	\$ 944,000
227	17710	57601	PRINCIPAL - OUTSIDE DEBT	\$ 1,380,000	\$ 1,380,000	\$ 1,380,000	\$ 1,380,000	\$ 1,380,000
228	17710	57605	LEASE PURCH AGREEMENT	\$ 380,000	\$ 395,926	\$ 400,000	\$ 400,000	\$ 400,000
229	17710	57610	INTEREST - INSIDE DEBT	\$ 413,276	\$ 368,370	\$ 316,853	\$ 325,000	\$ 325,000
230	17710	57611	INTEREST - OUTSIDE DEBT	\$ 1,539,256	\$ 1,470,260	\$ 1,470,256	\$ 1,402,000	\$ 1,402,000
231	17710	57621	INTEREST TEMPORARY LOANS	\$ 12	\$ 9,074	\$ 9,074	\$ 25,000	\$ 25,000
232								
233	TOTAL	DEBT SERVICE		\$ 4,623,209	\$ 5,090,755	\$ 5,043,306	\$ 4,476,000	\$ 4,476,000
234								
235	19945	PROPERTY INSURANCES						
236	19945	57501	PROP & GEN LIABILITY INS	\$ 619,551	\$ 670,000	\$ 665,113	\$ 700,000	\$ 680,000
237	19945	57503	PUBLIC OFFIC LIABILITY	\$ 76,917	\$ 95,000	\$ 80,639	\$ 95,000	\$ 90,000
238	19945	57504	MOTOR VEHICLE FLOATER	\$ 62,393	\$ 85,000	\$ 48,934	\$ 95,000	\$ 90,000
239								
240	TOTAL	PROPERTY INSURANCES		\$ 758,860	\$ 850,000	\$ 794,686	\$ 890,000	\$ 860,000
241								
242	11152	HUMAN RESOURCES						
243	11152	51010	DEPT HEAD SALARY & WAGES	\$ 83,973	\$ 99,246	\$ 82,068	\$ 115,004	\$ 103,612
244	11152	51012	CLERK/ASST SAL & WAGES	\$ 40,216	\$ 63,316	\$ 29,577	\$ 72,490	\$ 67,860

11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
245	11152	51460	LONGEVITY	\$ 660	\$ 690	\$ -	\$ -	\$ -
246	11152	51551	TERMINATION LEAVE	\$ 30,983	\$ 79	\$ 79	\$ -	\$ -
247	11152	52050	MINOR EQUIPMENT	\$ -	\$ 250	\$ -	\$ 250	\$ 250
248	11152	52150	COMMUNICATIONS	\$ (450)	\$ 2,094	\$ 1,360	\$ 2,000	\$ 2,000
249	11152	52151	TELECOMMUNICATIONS	\$ -	\$ 534	\$ 534	\$ 550	\$ 550
250	11152	52170	PROFESSIONAL DEV & TRAVEL	\$ 225	\$ 1,750	\$ 739	\$ 1,750	\$ 1,000
251	11152	52190	PROFESSIONAL SERVICES	\$ 3,496	\$ 300	\$ (3,705)	\$ 1,000	\$ 1,000
252	11152	52191	V.I.P.S. PROGRAM	\$ 1,218	\$ -	\$ (53)	\$ -	\$ -
253	11152	52192	MEDICAL EXAMS EXP-CITY	\$ 9,217	\$ 12,222	\$ 12,847	\$ 10,000	\$ 10,000
254	11152	52230	OFFICE SUPPLIES	\$ 856	\$ 700	\$ 606	\$ 1,000	\$ 1,000
255	11152	62150	ENCUMB COMMUNICATIONS	\$ 1,650	\$ -	\$ -	\$ -	\$ -
256	11152	62170	ENCUMB PROF DEVELOPMENT & TRAV	\$ 885	\$ -	\$ -	\$ -	\$ -
257	11152	62190	ENCUMB PROFESSIONAL SERV	\$ 5,250	\$ 18,104	\$ 14,006	\$ -	\$ -
258	11152	62192	ENCUMB MEDICAL EXAMS	\$ 1,410	\$ 12,234	\$ 12,234	\$ -	\$ -
259	11152	62230	ENCUMB OFFICE SUPPLIES	\$ 356	\$ -	\$ -	\$ -	\$ -
260								
261	TOTAL	HUMAN RESOURCES		\$ 179,945	\$ 211,518	\$ 150,292	\$ 204,043	\$ 187,272
262								
263	16621	GREENWOOD MEMORIAL POOL						
264	16621	51013	P/T LIFE GUARDS SAL&WGS	\$ 41,205	\$ 50,000	\$ 32,698	\$ 56,650	\$ 48,000
265	16621	51030	OVERTIME	\$ 1,142	\$ 1,000	\$ -	\$ 1,500	\$ 1,000
266	16621	52030	REPAIRS & MAINTENANCE	\$ 2,923	\$ 4,000	\$ 854	\$ 7,500	\$ 3,000
267	16621	52050	MINOR EQUIPMENT	\$ -	\$ 750	\$ -	\$ 500	\$ 500
268	16621	52110	ENERGY & UTILITIES	\$ 7,492	\$ 8,750	\$ 5,398	\$ 8,750	\$ 8,750
269	16621	52151	TELECOMMUNICATIONS	\$ -	\$ 100	\$ -	\$ 100	\$ 100
270	16621	52230	OFFICE SUPPLIES	\$ -	\$ 100	\$ -	\$ 100	\$ 100
271	16621	52231	POOL SUPPLIES	\$ 13,266	\$ 17,250	\$ 7,577	\$ 20,000	\$ 18,000
272	16621	62030	ENCUMB REPAIRS & MAINTEN	\$ 3,233	\$ -	\$ -	\$ -	\$ -
273	16621	62110	ENCUMB ENERGY & UTILITIES	\$ 75	\$ -	\$ -	\$ -	\$ -
274	16621	62231	ENCUMB POOL SUPPLIES	\$ 1,730	\$ 5,318	\$ 5,266	\$ -	\$ -
275	16621	65161	ENCUM NEW POOL FILTRATION SYST	\$ 31,570	\$ -	\$ -	\$ -	\$ -
276								
277	TOTAL	GREENWOOD MEMORIAL POO		\$ 102,637	\$ 87,268	\$ 51,794	\$ 95,100	\$ 79,450
278								
279	19914	EMPLOYEE BENEFITS						
280	19914	52200	111F CLAIMS REVIEW	\$ 43,653	\$ 43,656	\$ 54,166	\$ 44,529	\$ 44,529
281	19914	57010	WORKER'S COMPENSATION	\$ 125,910	\$ 130,968	\$ 116,396	\$ 133,587	\$ 133,587
282	19914	57011	WORKER'S COMPENSATION-SCHOOL	\$ 125,910	\$ 130,968	\$ 116,396	\$ 133,587	\$ 133,587
283	19914	57021	UNEMPLOYMENT COMPENSATION	\$ 30,949	\$ 75,375	\$ 32,801	\$ 76,129	\$ 76,129
284	19914	57022	UNEMPLOYMENT COMPENSATION-SCHL	\$ 49,742	\$ 91,116	\$ 52,075	\$ 92,027	\$ 92,027
285	19914	57040	MEDICARE	\$ 234,853	\$ 226,947	\$ 194,191	\$ 229,216	\$ 229,216
286	19914	57041	MEDICARE-SCHOOL	\$ 349,829	\$ 318,807	\$ 264,956	\$ 321,995	\$ 321,995

11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
287	19914	57051	LIFE INSURANCE	\$ 50,636	\$ 41,557	\$ 42,434	\$ 41,973	\$ 41,973
288	19914	57052	LIFE INSURANCE-SCHOOL	\$ 11,831	\$ 39,281	\$ 9,085	\$ 39,674	\$ 39,674
289	19914	57060	HEALTH INSURANCE	\$ 3,393,403	\$ 3,859,517	\$ 2,846,861	\$ 4,457,742	\$ 4,368,587
290	19914	57061	HEALTH INSURANCE-SCHOOL	\$ 4,981,062	\$ 5,705,444	\$ 6,135,529	\$ 7,012,302	\$ 6,872,056
291	19914	57062	CHAP 41 MEDICAL ALLOWANCE	\$ 10,393	\$ 59,439	\$ 14,142	\$ 60,033	\$ 60,033
292								
293	TOTAL	EMPLOYEE BENEFITS		\$ 9,408,171	\$ 10,723,075	\$ 9,879,033	\$ 12,642,795	\$ 12,413,394
294								
295	15549	DISABILITIES COMMISSION						
296	15549	52170	PROFESSIONAL DEV & TRAVEL	\$ -	\$ 250	\$ -	\$ 250	\$ 250
297	15549	52230	OFFICE SUPPLIES	\$ -	\$ 250	\$ 63	\$ 250	\$ 250
298								
299	TOTAL	DISABILITIES COMMISSIO		\$ -	\$ 500	\$ 63	\$ 500	\$ 500
300								
301	11155	INFORMATION TECHNOLOGY						
302	11155	51010	DEPT HEAD SALARY & WAGES	\$ 104,328	\$ 107,458	\$ 88,859	\$ 122,099	\$ 126,194
303	11155	51013	P/T CLERK/ASST SAL & WAGS	\$ -	\$ 3,800	\$ -	\$ 125,000	\$ -
304	11155	51015	COMP PROG/OP SAL & WAGES	\$ 69,408	\$ 71,490	\$ 59,117	\$ 87,035	\$ 90,806
305	11155	51030	OVERTIME	\$ 97	\$ -	\$ -	\$ -	\$ -
306	11155	51460	LONGEVITY	\$ 900	\$ 960	\$ -	\$ 1,020	\$ 1,020
307	11155	52040	INFORMATION TECHNOLOGY	\$ 38,339	\$ 24,485	\$ 24,589	\$ 75,000	\$ 75,000
308	11155	52041	SOFTWARE/SERVICE/LISC RENEWALS	\$ 277,938	\$ 293,960	\$ 293,857	\$ 352,000	\$ 352,000
309	11155	52151	TELECOMMUNICATIONS	\$ 11,064	\$ 13,494	\$ 6,944	\$ 13,500	\$ 13,000
310	11155	52170	PROFESSIONAL DEV & TRAVEL	\$ 1,991	\$ 1,957	\$ 1,957	\$ 1,500	\$ 1,500
311	11155	52230	OFFICE SUPPLIES	\$ 355	\$ 750	\$ 160	\$ 700	\$ 500
312	11155	52231	PRINTER/COPIER SUPPLIES	\$ 6,414	\$ 7,038	\$ 246	\$ 6,000	\$ 6,000
313	11155	55123	NEW EQUIPMENT	\$ -	\$ 95,000	\$ 17,129	\$ -	\$ -
314	11155	62040	ENC INFORMATION TECH	\$ 156	\$ -	\$ -	\$ -	\$ -
315	11155	62041	ENCUB SOFTW/SERVICE/LISC RENEW	\$ 2,467	\$ 4,078	\$ 4,077	\$ -	\$ -
316	11155	62050	ENCUMB MINOR EQUIPMENT	\$ 13,754	\$ -	\$ -	\$ -	\$ -
317	11155	62151	ENCUMB TELECOMMUNICATIONS	\$ 1,015	\$ 1,091	\$ 1,091	\$ -	\$ -
318	11155	62231	ENCUMB PRINTER/COPIER SUP	\$ -	\$ 3,151	\$ 3,135	\$ -	\$ -
319								
320	TOTAL	INFORMATION TECHNOLOGY		\$ 528,227	\$ 628,711	\$ 501,160	\$ 783,854	\$ 666,019
321								
322	11165	LICENSE COMMISSION						
323	11165	51014	LICENSE BD SALARY & WAGES	\$ 2,500	\$ 2,500	\$ 1,875	\$ 2,500	\$ 2,500
324	11165	51030	OVERTIME	\$ -	\$ 500	\$ -	\$ 500	\$ -
325	11165	52150	COMMUNICATIONS	\$ -	\$ 100	\$ -	\$ 100	\$ 100
326	11165	52190	PROFESSIONAL SERVICES	\$ -	\$ 200	\$ -	\$ 200	\$ 100
327	11165	52230	OFFICE SUPPLIES	\$ 18	\$ 200	\$ 51	\$ 200	\$ 100
328								

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LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
329	TOTAL	LICENSE COMMISSION		\$ 2,518	\$ 3,500	\$ 1,926	\$ 3,500	\$ 2,800
330								
331	15512	HEALTH						
332	15512	51010	DEPT HEAD SALARY & WAGES	\$ 56,570	\$ 65,942	\$ 52,083	\$ 73,026	\$ 67,894
333	15512	51011	P/T AST SANI INSPE SAL&WG	\$ 43,653	\$ 44,846	\$ 40,630	\$ 48,977	\$ 54,205
334	15512	51012	CLERK/ASST SAL & WAGES	\$ 38,717	\$ 40,462	\$ 27,771	\$ 41,676	\$ 41,429
335	15512	51013	PREVENT COORD SALARY & WAGES	\$ 53,320	\$ 54,920	\$ 45,415	\$ 64,174	\$ 59,631
336	15512	51014	BOARD & COMM SAL & WAGES	\$ 4,000	\$ 4,000	\$ 3,000	\$ 4,000	\$ 4,000
337	15512	51018	HEALTH FOOD/HOUS INSP SAL&W	\$ 31,385	\$ 52,530	\$ 36,365	\$ 53,045	\$ 55,373
338	15512	51030	OVERTIME	\$ -	\$ 500	\$ -	\$ 500	\$ 300
339	15512	51090	CLOTH/UNIFORM ALLOWANCE	\$ 763	\$ 700	\$ 700	\$ 1,950	\$ 2,500
340	15512	51460	LONGEVITY	\$ -	\$ 180	\$ -	\$ 180	\$ 360
341	15512	51551	TERMINATION LEAVE	\$ 766	\$ 2,286	\$ 2,286	\$ -	\$ -
342	15512	52030	REPAIRS & MAINTENANCE	\$ -	\$ 485	\$ 289	\$ 500	\$ 500
343	15512	52040	INFORMATION TECHNOLOGY	\$ 24	\$ 582	\$ -	\$ 582	\$ 582
344	15512	52050	MINOR EQUIPMENT	\$ 318	\$ 485	\$ 315	\$ 500	\$ 300
345	15512	52150	COMMUNICATIONS	\$ -	\$ 291	\$ -	\$ 300	\$ 200
346	15512	52151	TELECOMMUNICATIONS	\$ 3,367	\$ 2,910	\$ 2,473	\$ 3,000	\$ 3,000
347	15512	52170	PROFESSIONAL DEV & TRAVEL	\$ 4,439	\$ 2,425	\$ 1,709	\$ 4,000	\$ 4,000
348	15512	52190	PROFESSIONAL SERVICES	\$ 17,401	\$ 14,453	\$ 3,771	\$ 15,000	\$ 15,000
349	15512	52230	OFFICE SUPPLIES	\$ 1,875	\$ 3,880	\$ 2,298	\$ 7,000	\$ 3,000
350	15512	52240	VEHICLE SUPPLIES	\$ 665	\$ 727	\$ 104	\$ 800	\$ 800
351	15512	54100	NURSING SERVICES	\$ 1,225	\$ 4,850	\$ 1,700	\$ 4,850	\$ 4,850
352	15512	62190	ENCUMB PROFESSIONAL SERV	\$ -	\$ 14,908	\$ -	\$ -	\$ -
353								
354	TOTAL	HEALTH		\$ 258,487	\$ 312,361	\$ 220,908	\$ 324,059	\$ 317,923
355								
356	11171	CONSERVATION COMMISSION						
357	11171	51011	CONSERVATON AGENT SAL&WGS	\$ 28,378	\$ 33,058	\$ 23,877	\$ 35,995	\$ 34,512
358	11171	51014	BOARD & COMM SAL & WAGES	\$ 4,188	\$ 5,500	\$ 2,813	\$ 5,500	\$ 5,500
359	11171	52170	PROFESSIONAL DEV & TRAVEL	\$ 576	\$ 500	\$ 500	\$ 500	\$ 500
360	11171	52230	OFFICE SUPPLIES	\$ 49	\$ 97	\$ 12	\$ 97	\$ 97
361	11171	62170	ENCUMB PROF DEVELOPMENT & TRAV	\$ 259	\$ -	\$ -	\$ -	\$ -
362								
363	TOTAL	CONSERVATION COMMISSIO		\$ 33,450	\$ 39,155	\$ 27,201	\$ 42,092	\$ 40,609
364	11175	PLANNING BOARD						
365	11175	51011	PLANNING AGENT SALARY & WAGES	\$ 28,378	\$ 33,058	\$ 23,877	\$ 35,995	\$ 34,512
366	11175	51014	BOARD & COMM SAL & WAGES	\$ 4,000	\$ 4,000	\$ 2,563	\$ 4,000	\$ 4,000
367	11175	52030	REPAIRS & MAINTENANCE	\$ 194	\$ 150	\$ 76	\$ 150	\$ 150
368	11175	52150	COMMUNICATIONS	\$ 1,807	\$ 1,940	\$ 148	\$ 1,940	\$ 1,940
369	11175	52170	PROFESSIONAL DEV & TRAVEL	\$ 340	\$ 194	\$ 260	\$ 194	\$ 194
370	11175	62150	ENCUMB COMMUNICATIONS	\$ -	\$ 940	\$ -	\$ -	\$ -

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LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
371	11175	62198	ENCUMB OPEN SPACE PLAN	\$ 5,226	\$ 29	\$ -	\$ -	\$ -
372								
373	TOTAL	PLANNING BOARD		\$ 39,946	\$ 40,311	\$ 26,923	\$ 42,279	\$ 40,796
374								
375	11182	COMMUNITY DEVELOPMENT						
376	11182	51010	DEPT HEAD SALARY & WAGES	\$ 74,637	\$ 76,876	\$ 63,371	\$ 81,760	\$ 78,215
377	11182	51011	ASST DIR/GRANTS ADMINISTRATOR	\$ 3,046	\$ 3,745	\$ 2,922	\$ 4,443	\$ 3,760
378	11182	51012	CLERK/ASST SAL & WAGES	\$ 44,686	\$ 41,936	\$ 30,452	\$ 45,233	\$ 45,233
379	11182	51013	PROJ MNGR/FINANCIAL ADMIN	\$ 2,572	\$ 2,650	\$ 1,733	\$ 3,085	\$ 2,660
380	11182	51015	ECON DEV COORD SALARY	\$ 47,396	\$ 65,453	\$ 42,796	\$ 66,657	\$ 65,705
381	11182	51460	LONGEVITY	\$ 450	\$ 480	\$ -	\$ 480	\$ -
382	11182	51551	TERMINATION LEAVE	\$ -	\$ 46,973	\$ 46,973	\$ -	\$ -
383	11182	52030	REPAIRS & MAINTENANCE	\$ 150	\$ 146	\$ 43	\$ 146	\$ 146
384	11182	52151	TELECOMMUNICATIONS	\$ 1,991	\$ 2,343	\$ 2,201	\$ 2,343	\$ 2,343
385	11182	52170	PROFESSIONAL DEV & TRAVEL	\$ 3,360	\$ 2,795	\$ 2,035	\$ 3,395	\$ 3,395
386	11182	52190	PROF SERVICES EXPENSE	\$ -	\$ 5,000	\$ -	\$ -	\$ -
387	11182	52230	OFFICE SUPPLIES	\$ 289	\$ 950	\$ 336	\$ 350	\$ 350
388	11182	62190	ENCUMB PROF SERHAZ MIT PLAN EX	\$ -	\$ 4,000	\$ -	\$ -	\$ -
389								
390	TOTAL	COMMUNITY DEVELOPMENT		\$ 178,578	\$ 253,347	\$ 192,864	\$ 207,892	\$ 201,806
391								
392	11176	ZONING BOARD OF APPEALS						
393	11176	51014	BOARD & COMM SAL & WAGES	\$ 3,250	\$ 2,900	\$ 1,463	\$ 4,400	\$ 2,900
394	11176	52150	COMMUNICATIONS	\$ 4,982	\$ 3,000	\$ 3,689	\$ 6,000	\$ 2,500
395	11176	52170	PROFESSIONAL DEV & TRAVEL	\$ 190	\$ 100	\$ -	\$ 1,000	\$ 100
396	11176	52230	OFFICE SUPPLIES	\$ 109	\$ 300	\$ 230	\$ 300	\$ 300
397	11176	62150	ENCUMB COMMUNICATIONS	\$ 295	\$ -	\$ -	\$ -	\$ -
398								
399	TOTAL	ZONING BOARD OF APPEAL		\$ 8,826	\$ 6,300	\$ 5,381	\$ 11,700	\$ 5,800
400								
401	11192	PUBLIC BUILDING MAINTENANCE						
402	11192	51016	CUSTODIAN SALARY & WAGES	\$ 93,198	\$ 95,586	\$ 66,282	\$ 103,157	\$ 100,954
403	11192	51030	OVERTIME	\$ 4,027	\$ 7,000	\$ 9,074	\$ 6,000	\$ 5,000
404	11192	51031	ON-CALL/STANDBY	\$ 200	\$ 1,000	\$ 200	\$ 1,000	\$ 500
405	11192	51090	CLOTH/UNIFORM ALLOWANCE	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
406	11192	51100	SHIFT DIFFERENTIAL	\$ 550	\$ 1,000	\$ 333	\$ 1,000	\$ 500
407	11192	51551	TERMINATION LEAVE	\$ -	\$ 2,452	\$ 2,452	\$ -	\$ -
408	11192	52030	REPAIRS & MAINTENANCE	\$ 38,649	\$ 25,000	\$ 25,536	\$ 45,000	\$ 25,000
409	11192	52050	MINOR EQUIPMENT	\$ 3,065	\$ 3,450	\$ 3,967	\$ 6,000	\$ 4,000
410	11192	52110	ENERGY & UTILITIES	\$ 46,355	\$ 33,552	\$ 55,797	\$ 48,000	\$ 48,000
411	11192	52151	TELECOMMUNICATIONS	\$ 927	\$ 800	\$ 777	\$ 1,000	\$ 1,000
412	11192	62030	ENCUMB REPAIRS & MAINTEN	\$ 2,711	\$ 4,353	\$ 3,864	\$ -	\$ -
413	11192	62050	ENCUMB MINOR EQUIPMENT	\$ -	\$ 17,384	\$ 16,719	\$ -	\$ -

11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
414	11192	62110	ENCUMB ENERGY & UTILITIES	\$ 20	\$ 252	\$ 252	\$ -	\$ -
415	11192	62151	ENCUMB TELECOMMUNICATIONS	\$ 77	\$ -	\$ -	\$ -	\$ -
416								
417	TOTAL	PUBLIC BUILDING MAINTENANCE		\$ 190,780	\$ 192,829	\$ 186,253	\$ 212,157	\$ 185,954
418								
419	12241	BUILDING DEPT						
420	12241	51010	DEPT HEAD SALARY & WAGES	\$ 85,009	\$ 87,559	\$ 72,404	\$ 115,000	\$ 95,068
421	12241	51011	LOCAL BLDG INSP SAL & WGS	\$ 69,408	\$ 135,182	\$ 81,782	\$ 117,549	\$ 148,216
422	12241	51012	CLERK/ASST SAL & WAGES	\$ 27,965	\$ 42,886	\$ 34,175	\$ 43,713	\$ 45,658
423	12241	51013	P/T CLERK/ASST SAL & WGS	\$ 38,386	\$ 40,462	\$ 33,585	\$ 41,271	\$ 41,429
424	12241	51018	PLUMBING & GAS INSP SAL & WAGE	\$ 30,690	\$ 36,528	\$ 23,368	\$ 70,976	\$ 40,463
425	12241	51019	WIRE INSPECTOR SAL & WAGES	\$ 65,622	\$ 67,591	\$ 67,299	\$ 86,330	\$ 84,962
426	12241	51023	ALTERNATE INSPECTOR SALARY	\$ 16,925	\$ 18,264	\$ 17,326	\$ 18,264	\$ 20,231
427	12241	51030	OVERTIME	\$ 2,336	\$ 1,800	\$ 2,008	\$ 37,200	\$ 2,000
428	12241	51090	CLOTH/UNIFORM ALLOWANCE	\$ 1,525	\$ 2,050	\$ 3,116	\$ 2,750	\$ 3,500
429	12241	51460	LONGEVITY	\$ 840	\$ 750	\$ -	\$ 1,110	\$ 450
430	12241	51551	TERMINATION LEAVE	\$ 1,596	\$ 7,291	\$ 7,291	\$ -	\$ -
431	12241	52020	ABANDONED BUILDING MAINT	\$ 209	\$ 1,100	\$ 54	\$ 1,100	\$ 500
432	12241	52030	REPAIRS & MAINTENANCE	\$ 1,261	\$ 2,875	\$ -	\$ 2,875	\$ 2,000
433	12241	52031	REPAIRS TO POLES & LIGHTS	\$ 823	\$ 10,350	\$ 1,068	\$ 10,350	\$ 10,350
434	12241	52050	MINOR EQUIPMENT	\$ 2,012	\$ 3,553	\$ 689	\$ 4,000	\$ 4,000
435	12241	52110	ENERGY & UTILITIES	\$ 10,452	\$ 8,500	\$ 8,597	\$ 10,500	\$ 10,500
436	12241	52151	TELECOMMUNICATIONS	\$ 2,854	\$ 3,000	\$ 3,252	\$ 3,000	\$ 3,000
437	12241	52170	PROFESSIONAL DEV & TRAVEL	\$ 3,761	\$ 4,000	\$ 2,719	\$ 4,000	\$ 4,000
438	12241	52190	PROFESSIONAL SERVICES	\$ 4,212	\$ -	\$ -	\$ -	\$ -
439	12241	52230	OFFICE SUPPLIES	\$ 1,335	\$ 1,800	\$ 1,365	\$ 2,000	\$ 2,000
440	12241	52240	VEHICLE SUPPLIES	\$ 2,336	\$ 2,810	\$ 3,473	\$ 3,500	\$ 3,500
441	12241	52280	COPIER EXPENSES	\$ -	\$ 500	\$ 138	\$ 500	\$ 500
442	12241	55120	NEW VEHICLE EXPENSE	\$ 41	\$ -	\$ -	\$ 45,000	\$ -
443	12241	62030	ENCUMB REPAIRS & MAINTEN	\$ -	\$ 1,770	\$ -	\$ -	\$ -
444	12241	62031	ENC REPAIRS TO POLES & LIGHTS	\$ 4,869	\$ 8,156	\$ 7,711	\$ -	\$ -
445	12241	62050	ENCUMB MINOR EQUIPMENT	\$ -	\$ 31,187	\$ 29,768	\$ -	\$ -
446	12241	62110	ENCUMB ENERGY & UTILITIES	\$ -	\$ 336	\$ 336	\$ -	\$ -
447	12241	62151	ENCUMB TELECOMMUNICATIONS	\$ 217	\$ -	\$ -	\$ -	\$ -
448								
449	TOTAL	BUILDING DEPT		\$ 374,688	\$ 520,300	\$ 401,526	\$ 620,988	\$ 522,327
450								
451	11194	CABLE DEPT						
452	11194	51010	DEPT HEAD SALARY & WAGES	\$ 70,467	\$ 72,581	\$ 57,402	\$ 75,046	\$ 75,046
453	11194	51011	ASSISTANT SALARY & WAGES	\$ 52,411	\$ 59,727	\$ 49,389	\$ 61,755	\$ 61,755
454	11194	51013	PART TIME PRODUCTION ASST	\$ 13,684	\$ 17,225	\$ 11,625	\$ 17,810	\$ 22,173
455	11194	51460	LONGEVITY	\$ 720	\$ 930	\$ -	\$ 780	\$ 780

11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
456	11194	51551	TERMINATION LEAVE	\$ 5,764	\$ -	\$ -	\$ -	\$ -
457	11194	52030	REPAIRS & MAINTENANCE	\$ -	\$ 500	\$ -	\$ 500	\$ 500
458	11194	52040	INFORMATION TECHNOLOGY	\$ 3,125	\$ 6,000	\$ -	\$ 6,000	\$ 6,000
459	11194	52050	MINOR EQUIPMENT	\$ 382	\$ 1,000	\$ -	\$ 1,000	\$ 500
460	11194	52151	TELECOMMUNICATIONS	\$ 2,489	\$ 2,500	\$ 1,332	\$ 2,500	\$ 2,500
461	11194	52170	PROFESSIONAL DEV & TRAVEL	\$ -	\$ 200	\$ -	\$ 200	\$ 200
462	11194	52190	PROFESSIONAL SERVICES	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 500
463	11194	52230	OFFICE SUPPLIES	\$ 177	\$ 500	\$ -	\$ 500	\$ 500
464	11194	52380	INDIRECT COSTS REIMBURSE	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 25,000
465	11194	55123	NEW EQUIPMENT	\$ 18,443	\$ 14,000	\$ 401	\$ 14,000	\$ 68,638
466	11194	62050	ENCUMB MINOR EQUIPMENT	\$ -	\$ 618	\$ -	\$ -	\$ -
467	11194	62151	ENCUMB TELECOMMUNICATIONS	\$ 37	\$ -	\$ -	\$ -	\$ -
468	11194	65123	ENCUMB NEW EQUIPMENT	\$ -	\$ 36,650	\$ -	\$ -	\$ -
469								
470	TOTAL	CABLE DEPT		\$ 167,699	\$ 238,431	\$ 120,149	\$ 206,091	\$ 264,092
471								
472	12210	POLICE						
473	12210	51010	DEPT HEAD SALARY & WAGES	\$ 112,276	\$ 115,644	\$ 120,400	\$ 154,452	\$ 158,087
474	12210	51012	SENIOR CLERKS SAL & WGS	\$ 123,336	\$ 146,493	\$ 121,389	\$ 149,423	\$ 149,998
475	12210	51013	POLICE OFFICERS SAL & WGS	\$ 1,383,894	\$ 1,515,235	\$ 1,271,823	\$ 1,866,601	\$ 1,668,391
476	12210	51014	POLICE SERGEANTS SAL&WGS	\$ 431,424	\$ 460,279	\$ 375,739	\$ 469,484	\$ 464,801
477	12210	51015	PUB SAFETY COMM DIR SAL & WAGE	\$ 80,802	\$ -	\$ -	\$ -	\$ -
478	12210	51016	CUSTODIAN SALARY & WAGES	\$ 54,565	\$ 57,662	\$ 46,012	\$ 58,816	\$ 59,043
479	12210	51017	POL LIEUTENANTS SAL & WGS	\$ 213,047	\$ 206,854	\$ 167,985	\$ 210,991	\$ 216,512
480	12210	51018	POL DV ADVOCATE SAL & WGS	\$ 16,373	\$ 21,849	\$ 9,307	\$ 43,386	\$ 22,591
481	12210	51021	DEPUTY CHIEF SAL & WGS	\$ 97,282	\$ 100,200	\$ 104,436	\$ 133,979	\$ 136,600
482	12210	51030	OVERTIME	\$ 545,125	\$ 230,000	\$ 397,734	\$ 400,000	\$ 200,000
483	12210	51031	ON-CALL/STANDBY	\$ 300	\$ 500	\$ 300	\$ 500	\$ 500
484	12210	51032	COMPENSATORY TIME	\$ 14,270	\$ -	\$ -	\$ -	\$ -
485	12210	51050	HOLIDAY PAY	\$ 164,339	\$ 204,392	\$ 91,102	\$ 208,480	\$ 217,904
486	12210	51090	CLOTH/UNIFORM ALLOWANCE	\$ 3,940	\$ 3,135	\$ 500	\$ 3,135	\$ 3,800
487	12210	51100	SHIFT DIFFERENTIAL	\$ 190,361	\$ 196,843	\$ 169,494	\$ 200,780	\$ 206,527
488	12210	51101	COLLEGE CREDITS	\$ 25,681	\$ 26,981	\$ -	\$ 26,981	\$ -
489	12210	51102	WORKING OUT OF GRADE	\$ 701	\$ 2,000	\$ 982	\$ 2,000	\$ 1,000
490	12210	51460	LONGEVITY	\$ 1,140	\$ 1,680	\$ -	\$ 1,680	\$ 1,260
491	12210	51551	TERMINATION LEAVE	\$ (6,725)	\$ -	\$ -	\$ -	\$ -
492	12210	52030	REPAIRS & MAINTENANCE	\$ 30,562	\$ 24,250	\$ 17,108	\$ 30,000	\$ 23,522
493	12210	52033	PARKING METER MAINTENANCE	\$ 2,747	\$ 3,855	\$ 3,000	\$ 6,855	\$ 6,649
494	12210	52040	INFORMATION TECHNOLOGY	\$ 42,322	\$ 43,650	\$ 16,732	\$ 50,000	\$ 42,341
495	12210	52050	MINOR EQUIPMENT	\$ 2,989	\$ 9,850	\$ 9,347	\$ 8,850	\$ 8,585
496	12210	52110	ENERGY & UTILITIES	\$ 25,613	\$ 26,920	\$ 22,162	\$ 34,920	\$ 28,872
497	12210	52150	COMMUNICATIONS	\$ 418	\$ 455	\$ 70	\$ 1,455	\$ 1,000

11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
498	12210	52151	TELECOMMUNICATIONS	\$ 26,040	\$ 29,100	\$ 27,946	\$ 29,100	\$ 28,227
499	12210	52170	PROFESSIONAL DEV & TRAVEL	\$ 33,207	\$ 32,167	\$ 25,675	\$ 32,167	\$ 31,202
500	12210	52190	PROFESSIONAL SERVICES	\$ 28,437	\$ 35,017	\$ 19,808	\$ 45,000	\$ 30,000
501	12210	52230	OFFICE SUPPLIES	\$ 17,444	\$ 19,005	\$ 15,422	\$ 16,005	\$ 15,525
502	12210	52240	VEHICLE SUPPLIES	\$ 36,681	\$ 42,460	\$ 37,794	\$ 35,000	\$ 26,636
503	12210	55060	ARMORY EQUIPMENT	\$ 17,484	\$ 17,460	\$ 8,848	\$ 17,460	\$ 16,936
504	12210	55080	PORTABLE RADIOS	\$ 1,183	\$ 2,700	\$ 412	\$ 9,700	\$ 7,409
505	12210	57090	CLOTH/UNIFORM ALLOWANCE	\$ 786	\$ 7,275	\$ 4,255	\$ 7,275	\$ 5,057
506	12210	57800	BUILDING REPAIRS	\$ 15,400	\$ 9,215	\$ 4,943	\$ 9,215	\$ 8,939
507	12210	62030	ENCUMB REPAIRS & MAINTEN	\$ 2,134	\$ 13,638	\$ 10,227	\$ -	\$ -
508	12210	62040	ENC INFORMATION TECH	\$ 10,455	\$ 2,678	\$ 2,678	\$ -	\$ -
509	12210	62170	ENCUMB PROF DEVELOPMENT & TRAV	\$ 9,569	\$ 4,454	\$ 4,454	\$ -	\$ -
510	12210	62190	ENCUMB PROFESSIONAL SERV	\$ -	\$ 395	\$ 395	\$ -	\$ -
511	12210	62230	ENCUMB OFFICE SUPPLIES	\$ 1,137	\$ 1,526	\$ 1,511	\$ -	\$ -
512	12210	62240	ENCUMB VEHICLE SUPPLIES	\$ 1,582	\$ 1,319	\$ 1,318	\$ -	\$ -
513	12210	65060	ENC ARMORY EQUIPMENT	\$ -	\$ 48,531	\$ 48,531	\$ -	\$ -
514	12210	65090	ENC NEW VEHICLES	\$ 61,409	\$ 214,311	\$ 208,382	\$ -	\$ -
515	12210	65145	ENCUMB RADIO SYSTEM UPGRADE	\$ 66,787	\$ 31,774	\$ 24,255	\$ -	\$ -
516	12210	67090	ENCUMB CLOTH/UNIFORM ALLOWANCE	\$ 4,778	\$ -	\$ -	\$ -	\$ -
517	12210	67800	ENCUMB BUILDING REPAIRS	\$ 687	\$ -	\$ -	\$ -	\$ -
518								
519	TOTAL	POLICE		\$ 3,891,978	\$ 3,911,751	\$ 3,392,476	\$ 4,263,690	\$ 3,787,913
520								
521	12240	DISPATCHERS						
522	12240	51013	FULL TIME DISPATCHERS SAL	\$ 432,327	\$ 463,595	\$ 338,695	\$ 472,867	\$ 502,425
523	12240	51015	PUB SAFETY COMM SAL & WAGES	\$ -	\$ 83,226	\$ 68,822	\$ 93,350	\$ 90,017
524	12240	51022	PART TIME DISPATCHERS SAL	\$ 38,497	\$ 86,517	\$ 28,377	\$ 86,517	\$ 93,250
525	12240	51030	OVERTIME	\$ 131,568	\$ 115,000	\$ 120,433	\$ 115,000	\$ 115,000
526	12240	51032	COMPENSATORY TIME	\$ 411	\$ -	\$ -	\$ -	\$ -
527	12240	51050	HOLIDAY PAY	\$ 41,786	\$ 57,762	\$ 21,178	\$ 58,917	\$ 65,687
528	12240	51090	CLOTH/UNIFORM ALLOWANCE	\$ 6,713	\$ 9,000	\$ 6,188	\$ 9,000	\$ 9,000
529	12240	51100	SHIFT DIFFERENTIAL	\$ 32,596	\$ 33,000	\$ 25,575	\$ 33,000	\$ 33,000
530	12240	51200	PHYSICAL FITNESS	\$ -	\$ 200	\$ -	\$ 200	\$ -
531	12240	51551	TERMINATION LEAVE	\$ 2,548	\$ (0)	\$ (0)	\$ -	\$ -
532	12240	52170	PROFESSIONAL DEV & TRAVEL	\$ 2,507	\$ 16,490	\$ 2,012	\$ 16,490	\$ 5,995
533	12240	62170	ENCUMB PROF DEVELOPMENT & TRAV	\$ -	\$ 14,493	\$ -	\$ -	\$ -
534								
535	TOTAL	DISPATCHERS		\$ 688,953	\$ 879,284	\$ 611,279	\$ 885,342	\$ 914,374
536								
537	12290	ANIMAL CONTROL OFFICER						
538	12290	51011	ANIMAL CONT OFF SAL & WAGES	\$ 121,513	\$ 158,797	\$ 108,268	\$ 143,237	\$ 143,237
539	12290	51030	OVERTIME	\$ 11,954	\$ 2,000	\$ 2,446	\$ 2,000	\$ 2,000



11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
540	12290	51031	ON-CALL/STANDBY	\$ 20,124	\$ 20,060	\$ 15,777	\$ 20,060	\$ 20,060
541	12290	51090	CLOTH/UNIFORM ALLOWANCE	\$ 1,913	\$ 1,950	\$ 1,788	\$ 1,950	\$ 1,950
542	12290	51551	TERMINATION LEAVE	\$ 349	\$ 751	\$ 751	\$ -	\$ -
543	12290	52030	REPAIRS & MAINTENANCE	\$ 1,714	\$ 3,880	\$ -	\$ 4,000	\$ 2,000
544	12290	52151	TELECOMMUNICATIONS	\$ 1,266	\$ 2,910	\$ 1,400	\$ 2,910	\$ 1,500
545	12290	52170	PROFESSIONAL DEV & TRAVEL	\$ 600	\$ 2,425	\$ 666	\$ 2,425	\$ 1,500
546	12290	52240	VEHICLE SUPPLIES	\$ 244	\$ 2,522	\$ 832	\$ 2,522	\$ 1,500
547	12290	62030	ENCUMB REPAIRS & MAINTEN	\$ 2,101	\$ 2,298	\$ -	\$ -	\$ -
548	12290	62151	ENCUMB TELECOMMUNICATIONS	\$ -	\$ 1,734	\$ -	\$ -	\$ -
549	12290	62240	ENCUMB VEHICLE SUPPLIES	\$ -	\$ 2,356	\$ -	\$ -	\$ -
550								
551	TOTAL	ANIMAL CONTROL OFFICER		\$ 161,778	\$ 201,681	\$ 131,927	\$ 179,104	\$ 173,747
552	12291	EMERGENCY MANAGEMENT						
553	12291	51010	DEPT HEAD SALARY & WAGES	\$ 9,977	\$ 10,276	\$ 8,563	\$ 10,481	\$ 10,584
554	12291	52040	INFORMATION TECHNOLOGY	\$ -	\$ 1,455	\$ 1,455	\$ 1,455	\$ 1,455
555	12291	52050	MINOR EQUIPMENT	\$ 1,461	\$ 1,455	\$ 1,455	\$ 1,455	\$ 1,455
556	12291	52230	OFFICE SUPPLIES	\$ 855	\$ 485	\$ 33	\$ 485	\$ 485
557	12291	52996	EMERGENCY FUND	\$ 500	\$ 485	\$ 186	\$ 485	\$ 485
558	12291	62040	ENC INFORMATION TECH	\$ 986	\$ -	\$ -	\$ -	\$ -
559	12291	62050	ENCUMB MINOR EQUIPMENT	\$ 388	\$ -	\$ -	\$ -	\$ -
560	12291	62230	ENCUMB OFFICE SUPPLIES	\$ -	\$ 1,145	\$ -	\$ -	\$ -
561	12291	62996	ENCUMB MEDICAL	\$ 500	\$ -	\$ -	\$ -	\$ -
562								
563	TOTAL	EMERGENCY MANAGEMENT		\$ 14,666	\$ 15,301	\$ 11,692	\$ 14,361	\$ 14,464
564								
565	12292	ANIMAL SHELTER						
566	12292	51011	ASSISTANT SALARY & WAGES	\$ -	\$ -	\$ -	\$ 161,973	\$ 41,429
567	12292	51012	ADM COORD SAL & WAGES	\$ 38,583	\$ 41,676	\$ 33,459	\$ 42,509	\$ 38,101
568	12292	51023	ALT ANIMAL CONT OFF SAL&W	\$ 31,086	\$ 34,418	\$ 28,660	\$ 20,461	\$ -
569	12292	51030	OVERTIME	\$ 37	\$ 1,000	\$ -	\$ 2,000	\$ 500
570	12292	52030	REPAIRS & MAINTENANCE	\$ 3,960	\$ 4,074	\$ 2,932	\$ 4,074	\$ 4,074
571	12292	52040	INFORMATION TECHNOLOGY	\$ 2,052	\$ 2,261	\$ 1,612	\$ 1,261	\$ 1,261
572	12292	52050	MINOR EQUIPMENT	\$ 2,200	\$ 2,134	\$ -	\$ 2,134	\$ 2,134
573	12292	52110	ENERGY & UTILITIES	\$ 10,163	\$ 13,730	\$ 9,707	\$ 8,730	\$ 8,730
574	12292	52190	PROFESSIONAL SERVICES	\$ -	\$ 1,164	\$ -	\$ 1,164	\$ 1,164
575	12292	52230	OFFICE SUPPLIES	\$ 1,509	\$ 728	\$ 563	\$ 800	\$ 706
576	12292	52240	VEHICLE SUPPLIES	\$ 35	\$ 1,455	\$ 44	\$ 1,455	\$ 1,000
577	12292	52997	ANIMAL CARE & DISPOSAL	\$ 14,747	\$ 26,010	\$ 17,927	\$ 25,000	\$ 25,000
578	12292	62030	ENCUMB REPAIRS & MAINTEN	\$ 530	\$ -	\$ -	\$ -	\$ -
579	12292	62997	ENCUMB ANIMAL CARE & DISPOSAL	\$ 4,791	\$ 41,608	\$ 25,587	\$ -	\$ -
580								
581	TOTAL	ANIMAL SHELTER		\$ 109,691	\$ 170,256	\$ 120,492	\$ 271,561	\$ 124,098

11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
582								
583	12220	FIRE						
584	12220	51010	DEPT HEAD SALARY & WAGES	\$ 107,708	\$ 110,939	\$ 95,909	\$ 163,808	\$ 130,968
585	12220	51011	CAPTAINS SALARY & WAGES	\$ 92,494	\$ 92,892	\$ 80,850	\$ 507,034	\$ 99,853
586	12220	51012	SENIOR CLERK SAL & WAGES	\$ 53,640	\$ 59,355	\$ 52,975	\$ 63,858	\$ 64,103
587	12220	51013	PRIVATES SALARY & WAGES	\$ 1,274,320	\$ 1,412,235	\$ 1,064,028	\$ 2,072,963	\$ 1,550,763
588	12220	51014	EMS COORD/TRAIN OFFICER SAL	\$ -	\$ -	\$ -	\$ 50,000	\$ -
589	12220	51015	GROUP FLOATER SAL&WG	\$ -	\$ -	\$ -	\$ 10,000	\$ -
590	12220	51016	LIEUTENANTS SALARY&WAGES	\$ 477,007	\$ 499,479	\$ 411,787	\$ 909,931	\$ 515,219
591	12220	51021	DEPUTY FIRE CHIEF SAL & WAGES	\$ -	\$ -	\$ -	\$ 110,000	\$ -
592	12220	51030	OVERTIME	\$ 513,291	\$ 200,000	\$ 660,838	\$ 400,000	\$ 200,000
593	12220	51050	HOLIDAY PAY	\$ 222,848	\$ 210,484	\$ 113,246	\$ 238,298	\$ 238,306
594	12220	51090	CLOTH/UNIFORM ALLOWANCE	\$ 35,920	\$ 38,250	\$ -	\$ 5,000	\$ -
595	12220	51101	COLLEGE CREDITS	\$ 30,000	\$ 32,000	\$ 32,000	\$ 36,000	\$ 34,000
596	12220	51102	COLLATERAL JOBS	\$ 60,722	\$ 55,000	\$ 64,144	\$ 55,000	\$ 55,000
597	12220	51103	EDUCATIONAL INCENTIVE	\$ 4,642	\$ 10,000	\$ 2,653	\$ 10,000	\$ 8,000
598	12220	51104	WORKING OUT OF GRADE	\$ -	\$ -	\$ -	\$ -	\$ 2,000
599	12220	51105	SICK LEAVE INCENTIVE	\$ 472	\$ 3,500	\$ 1,110	\$ 3,500	\$ 2,000
600	12220	51200	PHYSICAL FITNESS	\$ 12,600	\$ 12,800	\$ 4,600	\$ 15,200	\$ 3,500
601	12220	51415	STIPEND SAL EXP	\$ 26,450	\$ 26,000	\$ 39,250	\$ 48,880	\$ 46,800
602	12220	51460	LONGEVITY	\$ 1,080	\$ 1,080	\$ -	\$ 1,110	\$ 1,110
603	12220	51551	TERMINATION LEAVE	\$ (3,274)	\$ 175	\$ 175	\$ 327,675	\$ -
604	12220	52030	REPAIRS & MAINTENANCE	\$ 90,183	\$ 85,000	\$ 99,291	\$ 90,000	\$ 82,800
605	12220	52040	INFORMATION TECHNOLOGY	\$ 9,831	\$ 9,700	\$ 6,135	\$ 10,000	\$ 9,700
606	12220	52050	MINOR EQUIPMENT	\$ 12,528	\$ 14,000	\$ 3,754	\$ 15,000	\$ 13,000
607	12220	52110	ENERGY & UTILITIES	\$ 31,376	\$ 31,000	\$ 34,119	\$ 35,000	\$ 31,000
608	12220	52150	COMMUNICATIONS	\$ 67	\$ 500	\$ 144	\$ 500	\$ 250
609	12220	52151	TELECOMMUNICATIONS	\$ 3,941	\$ 4,800	\$ 3,201	\$ 4,800	\$ 4,500
610	12220	52170	PROFESSIONAL DEV & TRAVEL	\$ 7,706	\$ 10,000	\$ 10,241	\$ 12,000	\$ 9,500
611	12220	52190	PROFESSIONAL SERVICES	\$ 3,813	\$ 5,000	\$ 2,427	\$ 5,000	\$ 4,000
612	12220	52230	OFFICE SUPPLIES	\$ 5,335	\$ 5,800	\$ 2,311	\$ 6,000	\$ 5,000
613	12220	52238	FIRE PREVENT/TRAINING SUPPLIES	\$ 1,484	\$ 2,000	\$ 1,325	\$ 2,200	\$ 1,800
614	12220	52240	VEHICLE SUPPLIES	\$ 22,678	\$ 25,000	\$ 10,537	\$ 27,000	\$ 23,000
615	12220	52995	PHYSICAL FITNESS	\$ -	\$ 1,000	\$ 859	\$ 2,000	\$ 1,000
616	12220	55114	PROTECTIVE FF CLOTHING	\$ 18,865	\$ 38,500	\$ 23,580	\$ 45,000	\$ 30,000
617	12220	55146	STUDENT AWARE OF FIRE EDU	\$ -	\$ -	\$ -	\$ 2,000	\$ 500
618	12220	62030	ENCUMB REPAIRS & MAINTEN	\$ 10,867	\$ 4,000	\$ -	\$ -	\$ -
619	12220	62050	ENCUMB MINOR EQUIPMENT	\$ 976	\$ 2,472	\$ 1,637	\$ -	\$ -
620	12220	62110	ENCUMB ENERGY & UTILITIES	\$ -	\$ 624	\$ 624	\$ -	\$ -
621	12220	62151	ENCUMB TELECOMMUNICATIONS	\$ 41	\$ -	\$ -	\$ -	\$ -
622	12220	62240	ENCUMB VEHICLE SUPPLIES	\$ -	\$ 2,322	\$ -	\$ -	\$ -
623	12220	65114	ENC PROTECT FF CLOTHES	\$ 9,856	\$ 26,776	\$ 26,776	\$ -	\$ -

11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
624	12220	65123	ENCUMB NEW EQUIPMENT	\$ 76,285	\$ 54,792	\$ 37,069	\$ -	
625	12220	65146	ENCUM STUDENT AWARE OF FIRE ED	\$ -	\$ 2,000	\$ -	\$ -	
626								
627	TOTAL	FIRE		\$ 3,215,752	\$ 3,089,474	\$ 2,887,595	\$ 5,284,757	\$ 3,167,672
628	12231	AMBULANCE						
629	12231	51013	PRIVATE AMBULANCE SAL&WAGES	\$ 358,402	\$ 447,935	\$ 327,824	\$ 402,681	\$ 560,019
630	12231	51030	OVERTIME	\$ 102,028	\$ 70,000	\$ 93,542	\$ 100,000	\$ 70,000
631	12231	51050	HOLIDAY PAY	\$ 32,673	\$ 47,033	\$ 21,067	\$ 50,865	\$ 61,755
632	12231	51090	CLOTH/UNIFORM ALLOWANCE	\$ 7,875	\$ 9,000	\$ -	\$ -	\$ -
633	12231	51101	COLLEGE CREDITS	\$ 2,000	\$ 4,000	\$ -	\$ 2,000	\$ 2,000
634	12231	51102	COLLATERAL JOBS	\$ 40,072	\$ 35,000	\$ 30,884	\$ 35,000	\$ 35,000
635	12231	51103	EDUCATIONAL INCENTIVE	\$ 145	\$ 2,000	\$ 288	\$ 2,000	\$ 1,000
636	12231	51415	AMBULANCE SERV STIPEND	\$ 45,521	\$ 40,000	\$ 49,613	\$ 69,888	\$ 60,000
637	12231	52030	REPAIRS & MAINTENANCE	\$ 22,123	\$ 10,000	\$ 201	\$ 15,000	\$ 10,000
638	12231	52037	AMBULANCE SUPP/EXPENSES	\$ 16,494	\$ 20,000	\$ 13,727	\$ 22,000	\$ 18,000
639	12231	52040	INFORMATION TECHNOLOGY	\$ 11,479	\$ 11,000	\$ 10,738	\$ 12,000	\$ 11,000
640	12231	52041	LISC RENEWALS/FEES/ INSPECTION	\$ 9,342	\$ 7,000	\$ 507	\$ 8,000	\$ 7,000
641	12231	52050	MINOR EQUIPMENT	\$ 1,144	\$ 2,500	\$ -	\$ 3,500	\$ 2,000
642	12231	52151	TELECOMMUNICATIONS	\$ 2,252	\$ 3,000	\$ 1,706	\$ 3,000	\$ 2,500
643	12231	52170	PROFESSIONAL DEV & TRAVEL	\$ 3,565	\$ 5,400	\$ 3,731	\$ 6,000	\$ 4,500
644	12231	52190	PROFESSIONAL SERVICES	\$ 316,920	\$ 310,000	\$ 296,280	\$ 150,000	\$ 150,000
645	12231	52230	OFFICE SUPPLIES	\$ 216	\$ 500	\$ 296	\$ 500	\$ 500
646	12231	52240	VEHICLE SUPPLIES	\$ 2,896	\$ 5,000	\$ 550	\$ 5,000	\$ 4,000
647	12231	62050	ENCUMB MINOR EQUIPMENT	\$ 2,384	\$ 2,356	\$ -	\$ -	\$ -
648	12231	65123	ENCUMB NEW EQUIPMENT	\$ 30,603	\$ 6,091	\$ 5,582	\$ -	\$ -
649								
650	TOTAL	AMBULANCE		\$ 1,008,134	\$ 1,037,815	\$ 856,536	\$ 887,434	\$ 999,274
651								
652	14410	ENGINEERING						
653	14410	51010	DEPT HEAD SALARY & WAGES	\$ 46,499	\$ 47,714	\$ 39,456	\$ 35,921	\$ 34,537
654	14410	51013	GIS / AUTOCAD TECHNICIAN	\$ 53,854	\$ 59,217	\$ 38,602	\$ 27,281	\$ 27,923
655	14410	52030	REPAIRS & MAINTENANCE	\$ 30	\$ 1,125	\$ -	\$ 1,125	\$ 1,000
656	14410	52040	INFORMATION TECHNOLOGY	\$ 1,376	\$ 5,100	\$ 4,025	\$ 5,100	\$ 5,100
657	14410	52050	MINOR EQUIPMENT	\$ -	\$ 1,125	\$ -	\$ 1,125	\$ 1,000
658	14410	52150	COMMUNICATIONS	\$ -	\$ 400	\$ -	\$ 400	\$ -
659	14410	52151	TELECOMMUNICATIONS	\$ 693	\$ 1,200	\$ 393	\$ 1,200	\$ 1,000
660	14410	52170	PROFESSIONAL DEV & TRAVEL	\$ -	\$ 510	\$ 65	\$ 510	\$ 510
661	14410	52190	PROFESSIONAL SERVICES	\$ 6,560	\$ 18,000	\$ -	\$ 100,000	\$ 15,000
662	14410	52230	OFFICE SUPPLIES	\$ 13	\$ 1,125	\$ 814	\$ 1,125	\$ 1,000
663	14410	52240	VEHICLE SUPPLIES	\$ -	\$ 500	\$ -	\$ 500	\$ 250

11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
664	14410	58100	EPA NPDES	\$ 10,821	\$ 40,000	\$ 38,307	\$ 215,000	\$ 40,000
665	14410	62030	ENCUMB REPAIRS & MAINTEN	\$ 226	\$ 1,966	\$ 1,139	\$ -	\$ -
666	14410	62040	ENC INFORMATION TECH	\$ 3,192	\$ 6,314	\$ 130	\$ -	\$ -
667	14410	62050	ENCUMB MINOR EQUIPMENT	\$ -	\$ 3,765	\$ 4,133	\$ -	\$ -
668	14410	62150	ENCUMB COMMUNICATIONS	\$ -	\$ 1,005	\$ 1,103	\$ -	\$ -
669	14410	62151	ENCUMB TELECOMMUNICATIONS	\$ 152	\$ 507	\$ 507	\$ -	\$ -
670	14410	62170	ENCUMB PROF DEVELOPMENT & TRAV	\$ 80	\$ 1,560	\$ 1,712	\$ -	\$ -
671	14410	62190	ENCUMB PROFESSIONAL SERV	\$ 13,050	\$ 17,364	\$ 9,440	\$ -	\$ -
672	14410	62230	ENCUMB OFFICE SUPPLIES	\$ 1,088	\$ 2,370	\$ 2,602	\$ -	\$ -
673	14410	62240	ENCUMB VEHICLE SUPPLIES	\$ -	\$ 1,500	\$ 1,647	\$ -	\$ -
674	14410	68000	ENCUMB CAPT PROJ EXPENSES	\$ 1,395	\$ 2,905	\$ -	\$ -	\$ -
675	14410	68100	ENCUMB EPA NPDES	\$ 43,989	\$ 50,601	\$ 50,601	\$ -	\$ -
676								
677	TOTAL	ENGINEERING		\$ 183,016	\$ 265,874	\$ 194,675	\$ 389,288	\$ 127,321
678	14421	PUBLIC WORKS						
679	14421	51010	DEPT HEAD SALARY & WAGES	\$ 54,438	\$ 56,071	\$ 46,366	\$ 49,858	\$ 47,480
680	14421	51012	CLERK/ASST SAL & WAGES	\$ 26,031	\$ 29,052	\$ 24,611	\$ 30,265	\$ 30,381
681	14421	51013	MAINTENANCE CREW SAL & WAGES	\$ 1,035,165	\$ 1,196,631	\$ 897,896	\$ 1,413,672	\$ 1,315,638
682	14421	51014	BOARD & COMM SAL & WAGES	\$ 2,501	\$ 3,100	\$ 1,875	\$ 3,100	\$ 3,100
683	14421	51030	OVERTIME	\$ 108,521	\$ 60,000	\$ 57,071	\$ 100,000	\$ 50,000
684	14421	51031	WEEK-END STANDBY	\$ 21,931	\$ 20,000	\$ 18,450	\$ 23,100	\$ 20,000
685	14421	51090	CLOTH/UNIFORM ALLOWANCE	\$ 18,470	\$ 24,780	\$ 24,780	\$ 30,960	\$ 28,290
686	14421	51100	SHIFT DIFFERENTIAL	\$ 253	\$ 1,000	\$ 68	\$ 1,000	\$ 1,000
687	14421	51102	WORKING OUT OF GRADE	\$ 31,802	\$ 17,000	\$ 18,850	\$ 12,000	\$ 17,000
688	14421	51105	SICK LEAVE INCENTIVE	\$ 1,359	\$ 3,500	\$ 2,682	\$ 3,500	\$ 3,500
689	14421	51460	LONGEVITY	\$ 690	\$ 720	\$ -	\$ 750	\$ 750
690	14421	51551	TERMINATION LEAVE	\$ 88,370	\$ 826	\$ 826	\$ -	\$ -
691	14421	52030	REPAIRS & MAINTENANCE	\$ 223,402	\$ 200,000	\$ 190,832	\$ 220,000	\$ 200,000
692	14421	52032	TRAFFIC MAINTENANCE	\$ 28,231	\$ 40,000	\$ 17,770	\$ 40,000	\$ 35,000
693	14421	52033	PARKING METER MAINTENANCE	\$ 18,854	\$ 20,000	\$ 9,692	\$ 20,000	\$ 20,000
694	14421	52034	CRUSHER MAINTENANCE	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 1,000
695	14421	52035	CEMETERY MAINTENANCE	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
696	14421	52038	UNACCEPTED ROAD MAINTENAN	\$ -	\$ 92	\$ -	\$ 1,000	\$ 1,000
697	14421	52040	INFORMATION TECHNOLOGY	\$ 950	\$ 2,500	\$ 1,787	\$ 2,500	\$ 1,500
698	14421	52050	MINOR EQUIPMENT	\$ (4,284)	\$ 20,000	\$ -	\$ 20,000	\$ 15,000
699	14421	52070	EQUIPMENT RENTAL	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
700	14421	52110	ENERGY & UTILITIES	\$ 40,563	\$ 25,000	\$ 38,298	\$ 25,000	\$ 40,000
701	14421	52120	STREET LIGHTING	\$ 107,238	\$ 100,000	\$ 88,782	\$ 140,000	\$ 110,000
702	14421	52150	COMMUNICATIONS	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 1,500
703	14421	52151	TELECOMMUNICATIONS	\$ 8,858	\$ 9,000	\$ 5,535	\$ 9,000	\$ 9,000
704	14421	52170	PROFESSIONAL DEV & TRAVEL	\$ 1,456	\$ 5,908	\$ 6,134	\$ 35,000	\$ 15,000
705	14421	52190	PROFESSIONAL SERVICES	\$ 17,290	\$ 15,000	\$ 12,686	\$ 15,000	\$ 15,000

11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
706	14421	52210	SNOW & ICE	\$ 613,923	\$ 300,000	\$ 847,950	\$ 300,000	\$ 300,000
707	14421	52230	OFFICE SUPPLIES	\$ 2,346	\$ 4,500	\$ 3,073	\$ 4,500	\$ 3,000
708	14421	52243	VEHICLE FUEL	\$ 267,390	\$ 250,000	\$ 187,154	\$ 250,000	\$ 250,000
709	14421	52700	ROAD MAINTENANCE	\$ 23,655	\$ 120,000	\$ 9,143	\$ 120,000	\$ 100,000
710	14421	55090	NEW VEHICLES	\$ -	\$ -	\$ -	\$ 1,480,000	\$ -
711	14421	55123	NEW EQUIPMENT	\$ -	\$ 100,000	\$ 100,000	\$ 1,425,000	
712	14421	55163	BUILDING REHAB	\$ 1,364	\$ 10,000	\$ 225	\$ 10,000	\$ 8,000
713	14421	58602	ROAD RESURFACING EXPENSES	\$ 67,301	\$ 263,617	\$ 17,663	\$ 4,300,000	\$ -
714	14421	62030	ENCUMB REPAIRS & MAINTEN	\$ 2,000	\$ 18,723	\$ 18,723	\$ -	\$ -
715	14421	62032	ENCUMB TRAFFIC MAINTENANCE	\$ 19,726	\$ 11,769	\$ 11,769	\$ -	\$ -
716	14421	62033	ENC PARKING METER MAINTENANCE	\$ 18,336	\$ 1,146	\$ 1,146	\$ -	\$ -
717	14421	62035	ENC CEMETERY MAINTENANCE	\$ 9,000	\$ -	\$ -	\$ -	\$ -
718	14421	62110	ENCUMB ENERGY & UTILITIES	\$ -	\$ 0	\$ 0	\$ -	\$ -
719	14421	62120	ENCUMB STREET LIGHTING	\$ -	\$ 7,852	\$ 7,852	\$ -	\$ -
720	14421	62190	ENCUMB PROFESSIONAL SERV	\$ 2,344	\$ -	\$ -	\$ -	\$ -
721	14421	62192	ENC TREE PLANTING	\$ 11,550	\$ 1,578	\$ -	\$ -	\$ -
722	14421	62230	ENCUMB OFFICE SUPPLIES	\$ 3,836	\$ 2,829	\$ 2,829	\$ -	\$ -
723	14421	62243	ENCUMB VEHICLE FUEL EXP	\$ 21,434	\$ 15,610	\$ 15,610	\$ -	\$ -
724	14421	62700	ENCUMB ROAD MAINTENANCE	\$ 58,708	\$ 96,345	\$ 87,689	\$ -	\$ -
725	14421	65123	ENCUMB NEW EQUIPMENT	\$ 100,564	\$ 84,556	\$ 39,210	\$ -	\$ -
726	14421	65163	ENCUMB BUILDING REHAB	\$ 17,551	\$ 8,636	\$ 4,562	\$ -	\$ -
727	14421	68602	ENC ROAD RESURFACE EXP	\$ 315,204	\$ 381,775	\$ 381,775	\$ -	\$ -
728	14421	68626	ENCUMB TIP - PEARSON BLVD	\$ -	\$ 5,323	\$ 5,323	\$ -	\$ -
729								
730	TOTAL	PUBLIC WORKS		\$ 3,397,318	\$ 3,549,439	\$ 3,215,686	\$ 10,100,205	\$ 2,652,139
731								
732	16620	PARKS & PLAYGROUNDS						
733	16620	52112	HOLIDAY LIGHT & DECORAT	\$ 17,200	\$ 16,345	\$ -	\$ 16,345	\$ 16,345
734	16620	55057	CELEBRATIONS&SPEC EVENTS	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
735	16620	58150	PLAYGROUND IMPROVEMENTS	\$ 11,602	\$ 20,000	\$ 19,476	\$ 20,000	\$ 20,000
736	16620	62050	ENCUMB MINOR EQUIPMENT	\$ 3,981	\$ 427	\$ 427	\$ -	\$ -
737	16620	68150	ENCUMB PLAYGROUND IMPROVMENTS	\$ 19,154	\$ 9,698	\$ 9,698	\$ -	\$ -
739	TOTAL	PARKS & PLAYGROUNDS		\$ 51,937	\$ 47,470	\$ 29,601	\$ 37,345	\$ 37,345
740								
741		SENIOR CENTER						
742	15541	51010	DEPT HEAD SALARY & WAGES	\$ 62,640	\$ 64,520	\$ 53,353	\$ 85,000	\$ 74,157
743	15541	51012	CLERKS/DISPATCHER SAL&WAG	\$ 41,680	\$ 40,462	\$ 33,459	\$ 41,271	\$ 41,429
744	15541	51016	CUSTODIAN SALARY & WAGES	\$ 47,480	\$ 50,986	\$ 42,069	\$ 52,006	\$ 54,408
745	15541	51025	OUTREACH PROGRAM SALARY & WAGE	\$ 10,314	\$ 9,000	\$ 3,278	\$ 9,180	\$ 9,000
746	15541	51030	OVERTIME	\$ 421	\$ 1,000	\$ 940	\$ 750	\$ 500
747	15541	51031	ON-CALL/STANDBY	\$ -	\$ -	\$ -	\$ 500	\$ 500
748	15541	51090	CLOTH/UNIFORM ALLOWANCE	\$ 500	\$ 500	\$ 500	\$ 1,000	\$ 500
749	15541	51328	COA MEAL SITE MGR	\$ 9,874	\$ 10,226	\$ 10,226	\$ 13,020	\$ 10,533

11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
750	15541	52030	REPAIRS & MAINTENANCE	\$ 16,067	\$ 13,250	\$ 19,381	\$ 13,500	\$ 13,250
751	15541	52040	INFORMATION TECHNOLOGY	\$ 3,085	\$ 3,000	\$ 2,724	\$ 3,200	\$ 3,000
752	15541	52050	MINOR EQUIPMENT	\$ 302	\$ -	\$ -	\$ 500	\$ -
753	15541	52110	ENERGY & UTILITIES	\$ 8,151	\$ 14,500	\$ 16,234	\$ 14,500	\$ 14,500
754	15541	52151	TELECOMMUNICATIONS	\$ 540	\$ 600	\$ 540	\$ 600	\$ 600
755	15541	52170	PROFESSIONAL DEV & TRAVEL	\$ 750	\$ 500	\$ -	\$ 500	\$ 500
756	15541	52230	OFFICE SUPPLIES	\$ 2,750	\$ 1,947	\$ 1,996	\$ 1,947	\$ 1,947
757	15541	62030	ENCUMB REPAIRS & MAINTEN	\$ 413	\$ 6,533	\$ 6,533	\$ -	\$ -
758	15541	62110	ENCUMB ENERGY & UTILITIES	\$ 1,678	\$ -	\$ -	\$ -	\$ -
759	15541	62170	ENCUMB PROF DEVELOPMENT & TRAV	\$ 130	\$ -	\$ -	\$ -	\$ -
760	15541	62230	ENCUMB OFFICE SUPPLIES	\$ 28	\$ -	\$ -	\$ -	\$ -
761								
762	TOTAL	SENIOR CENTER		\$ 206,803	\$ 217,023	\$ 191,232	\$ 237,474	\$ 224,822
763								
764	15543	VETERANS						
765	15543	51010	DEPT HEAD SALARY & WAGES	\$ 63,098	\$ 64,991	\$ 53,743	\$ 80,000	\$ 71,304
766	15543	51011	ASSISTANT SALARY & WAGES	\$ 51,461	\$ 57,283	\$ 31,985	\$ 65,000	\$ 58,005
767	15543	51012	CLERK/ASST SAL & WAGES	\$ 41,164	\$ 44,791	\$ 35,857	\$ 50,000	\$ 46,064
768	15543	51030	OVERTIME	\$ -	\$ 500	\$ 118	\$ -	\$ -
769	15543	51551	TERMINATION LEAVE	\$ 4,947	\$ 913	\$ 913	\$ -	\$ -
770	15543	52040	INFORMATION TECHNOLOGY	\$ 2,010	\$ 2,600	\$ 1,538	\$ 2,910	\$ 2,910
771	15543	52050	FLAG EXPENSE	\$ 12,457	\$ 5,820	\$ 499	\$ 5,820	\$ 5,820
772	15543	52151	TELECOMMUNICATIONS	\$ -	\$ 310	\$ 310	\$ -	\$ -
773	15543	52170	PROFESSIONAL DEV & TRAVEL	\$ 5,386	\$ 2,910	\$ 2,903	\$ 2,910	\$ 2,910
774	15543	52230	OFFICE SUPPLIES	\$ 1,793	\$ 1,940	\$ 1,225	\$ 1,940	\$ 1,940
775	15543	57100	VETERANS BENEFITS	\$ 473,536	\$ 450,000	\$ 395,413	\$ 475,000	\$ 450,000
776	15543	67100	ENCUMB VETERANS BENEFITS	\$ 6,000	\$ 1,845	\$ 1,520	\$ -	\$ -
777								
778	TOTAL	VETERANS		\$ 661,854	\$ 633,903	\$ 526,025	\$ 683,580	\$ 638,954
779								
780	16610	LIBRARY						
781	16610	51010	DEPT HEAD SALARY & WAGES	\$ 94,648	\$ 84,488	\$ 73,115	\$ 87,081	\$ 84,813
782	16610	51011	ASST LIBRARY DIRECTOR SAL&WAG	\$ 64,476	\$ 65,453	\$ 55,157	\$ 77,451	\$ 71,067
783	16610	51012	LIBRARY TECHNICIAN SAL&WAG	\$ 132,121	\$ 154,275	\$ 114,026	\$ 222,317	\$ 156,301
784	16610	51013	SENIOR LIBRARY TECH SAL&WA	\$ 84,528	\$ 89,618	\$ 65,614	\$ 155,238	\$ 95,610
785	16610	51014	STAFF LIBRARIAN SALARY & WAG	\$ 152,810	\$ 155,456	\$ 131,420	\$ 205,057	\$ 219,961
786	16610	51015	LIBRARY CLERICAL STAFF SAL&WAG	\$ 7,012	\$ 6,952	\$ 4,949	\$ 10,000	\$ 8,947
787	16610	51016	CUSTODIAN SALARY & WAGES	\$ 60,809	\$ 65,063	\$ 52,012	\$ 76,855	\$ 74,757
788	16610	51030	OVERTIME	\$ 1,221	\$ 500	\$ 888	\$ 500	\$ 500
789	16610	51460	LONGEVITY	\$ 3,300	\$ 2,730	\$ -	\$ 2,580	\$ 2,580
790	16610	51551	TERMINATION LEAVE	\$ 63,251	\$ 4,989	\$ 4,989	\$ -	\$ -
791	16610	52030	REPAIRS & MAINTENANCE	\$ 100	\$ 100	\$ 37,851	\$ 100	\$ 100

11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
792	16610	52040	INFORMATION TECHNOLOGY	\$ 6,367	\$ 8,700	\$ 4,021	\$ 8,700	\$ 8,700
793	16610	52110	ENERGY & UTILITIES	\$ 52,494	\$ 46,600	\$ 52,110	\$ 52,000	\$ 35,481
794	16610	52150	COMMUNICATIONS	\$ 1,089	\$ 1,000	\$ 526	\$ 1,000	\$ 1,000
795	16610	52151	TELECOMMUNICATIONS	\$ 6,065	\$ 6,000	\$ 5,426	\$ 6,000	\$ 6,000
796	16610	52190	PROFESSIONAL SERVICES	\$ 36,356	\$ 35,606	\$ 35,606	\$ 35,561	\$ 35,561
797	16610	52230	OFFICE SUPPLIES	\$ 9,715	\$ 9,825	\$ 10,556	\$ 10,000	\$ 10,000
798	16610	52231	LIBRARY SUPPLIES	\$ 5,315	\$ 5,000	\$ 5,059	\$ 5,000	\$ 5,000
799	16610	52270	BOOKS & PERIODICALS	\$ 100,377	\$ 109,000	\$ 65,246	\$ 151,800	\$ 129,519
800	16610	53333	LIBRARY DRAW IN TRANSIT	\$ -	\$ -	\$ 1,537	\$ -	\$ -
801	16610	57500	GENERAL LIABILITY	\$ 13,592	\$ 13,500	\$ 17,064	\$ 17,100	\$ 13,500
802								
803	TOTAL	LIBRARY		\$ 895,646	\$ 864,857	\$ 737,171	\$ 1,124,340	\$ 959,398
804								
805	16625	RECREATION DEPT						
806	16625	51010	DEPT HEAD SALARY & WAGES	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
807	16625	51011	SUPERVISOR SALARY & WAGES	\$ 8,500	\$ 16,500	\$ 16,500	\$ 11,000	\$ 11,000
808	16625	51014	COACHES SAL & WAGES	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500
809	16625	51020	P/T PLAYGROUNDS SAL&WGS	\$ 28,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
810	16625	51090	CLOTH/UNIFORM ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -
811	16625	52050	MINOR EQUIPMENT	\$ -	\$ 3,000	\$ 3,000	\$ 5,000	\$ 4,000
812	16625	62050	ENCUMB MINOR EQUIPMENT	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -
813								
814	TOTAL	RECREATION DEPT		\$ 66,500	\$ 125,500	\$ 125,500	\$ 124,500	\$ 123,500
815								
816	18810	STATE & COUNTY ASSESSMENT						
817	18810	56100	COUNTY ASSESS-COUNTY TAX	\$ 69,331	\$ 74,376	\$ 54,486	\$ 76,736	\$ 76,736
818	18810	56202	RMV NON-RENEWAL SURCHARGE	\$ 27,900	\$ 38,300	\$ 28,728	\$ 34,600	\$ 34,600
819	18810	56204	AIR POLLUTION ASSESSMENT	\$ 5,358	\$ 5,492	\$ 4,086	\$ 5,713	\$ 5,713
820	18810	56205	MONT RTA ASSESSMENT	\$ 257,030	\$ 252,824	\$ 189,621	\$ 251,953	\$ 251,953
821	18810	56206	SPECIAL EDUCATION ASSESS	\$ 19,913	\$ 20,431	\$ 15,543	\$ 20,431	\$ 20,431
822	18810	56209	CHARTER SCHOOL TUITION ASSESSM	\$ 270,895	\$ 308,670	\$ 235,833	\$ 308,670	\$ 260,694
823	18810	56210	SCHOOL CHOICE ASSESSMENT	\$ 1,106,500	\$ 1,209,574	\$ 801,792	\$ 1,209,574	\$ 1,032,673
824								
825	TOTAL	STATE & COUNTY ASSESSM		\$ 1,756,927	\$ 1,909,667	\$ 1,330,089	\$ 1,907,677	\$ 1,682,800
826								
827	19999	OTHER EXPENDITURES						
828	19999	59040	TRANSFER TO STABILIZATION	\$ 354,774	\$ 158,171	\$ 158,171	\$ -	\$ -
829	19999	59980	TRANSFER TO CAPITAL FUND	\$ 546,838	\$ -	\$ -	\$ -	\$ -
830	19999	59997	TRANSFER TO ENTERPRISE FUND	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	\$ -
831								
832	TOTAL	OTHER EXPENDITURES		\$ 976,612	\$ 233,171	\$ 233,171	\$ -	\$ -

LINE#	ORG	OBJ	DESCRIPTION	2024	2025	2025	2026	11538	2026
				ACTUAL	REVISED BUD	YTD ACTUAL	DEPARTMNT		MAYOR
833									
834	<b>TOTAL</b>	<b>GENERAL FUND</b>		<b>\$ 41,512,300</b>	<b>\$ 44,204,921</b>	<b>\$ 40,089,381</b>	<b>\$ 55,269,087</b>		<b>\$ 43,919,447</b>
835									
836	61440	SEWER EXPENSES							
837	61440	51010	DEPT HEAD SALARY & WAGES	\$ 27,218.88	\$ 28,035.39	\$ 23,183.02	\$ 49,858.00		\$ 47,293.56
838	61440	51011	CITY ENGINEER SALARY & WAGES	\$ 23,250	\$ 23,857	\$ 19,728	\$ 35,922		\$ 34,402
839	61440	51012	CLERK/ASST SAL & WAGES	\$ 62,155	\$ 65,022	\$ 53,978	\$ 67,148		\$ 66,778
840	61440	51013	PT/CLERK/GIS	\$ 38,625	\$ 50,304	\$ 37,622	\$ 66,687		\$ 27,507
841	61440	51014	MAINTENANCE CREW-SAL&WGS	\$ 314,679	\$ 427,945	\$ 372,767	\$ 540,671		\$ 555,491
842	61440	51015	DPW CLERK SALARY & WAGES	\$ 13,016	\$ 14,839	\$ 12,306	\$ 15,133		\$ 15,190
843	61440	51019	BUSINESS MANAGER SAL & WAGES	\$ 19,264	\$ 20,638	\$ 15,263	\$ 22,277		\$ 23,325
844	61440	51020	ENGINEERS SALARY & WAGES	\$ -	\$ 9,506	\$ -	\$ 10,000		\$ 14,999
845	61440	51030	OVERTIME	\$ 8,784	\$ 30,000	\$ 30,554	\$ 25,000		\$ 30,000
846	61440	51031	WEEK-END STANDBY	\$ 13,978	\$ 20,000	\$ 11,870	\$ 20,275		\$ 20,000
847	61440	51090	CLOTH/UNIFORM ALLOWANCE	\$ 4,380	\$ 6,480	\$ 5,830	\$ 9,260		\$ 9,120
848	61440	51102	WORKING OUT OF GRADE	\$ 144	\$ 2,000	\$ 1,799	\$ 2,000		\$ 2,000
849	61440	51105	SICK LEAVE INCENTIVE	\$ -	\$ 2,500	\$ -	\$ 2,500		\$ 2,500
850	61440	52030	REPAIRS & MAINTENANCE	\$ 21,360	\$ 25,000	\$ 28,104	\$ 25,000		\$ 25,000
851	61440	52031	REPAIRS TO MAINS	\$ 10,595	\$ 200,000	\$ 6,468	\$ 200,000		\$ 200,000
852	61440	52040	INFORMATION TECHNOLOGY	\$ 860	\$ 5,000	\$ 811	\$ 5,000		\$ 5,000
853	61440	52050	NEW EQUIPMENT	\$ 32,585	\$ 50,000	\$ 28,886	\$ 100,000		\$ 100,000
854	61440	52110	ENERGY & UTILITIES	\$ 196,948	\$ 236,400	\$ 233,938	\$ 243,492		\$ 243,492
855	61440	52150	COMMUNICATIONS	\$ 400	\$ 4,000	\$ 1,259	\$ 4,000		\$ 4,000
856	61440	52151	TELECOMMUNICATIONS	\$ 2,840	\$ 10,000	\$ 3,000	\$ 10,000		\$ 10,000
857	61440	52170	PROFESSIONAL DEV & TRAVEL	\$ 1,900	\$ 4,478	\$ -	\$ 20,000		\$ 20,000
858	61440	52190	PROFESSIONAL SERVICES	\$ 5,104	\$ 38,000	\$ 24,785	\$ 38,000		\$ 38,000
859	61440	52192	WPAT ADMINISTRATIVE FEES	\$ 1,702	\$ 522	\$ 522	\$ -		\$ -
860	61440	52230	OFFICE SUPPLIES	\$ 19,022	\$ 20,000	\$ 16,080	\$ 20,000		\$ 20,000
861	61440	52231	CHEMICALS/LAB SUPPLIES	\$ 486,656	\$ 237,700	\$ 316,948	\$ 244,831		\$ 244,831
862	61440	52240	VEHICLE SUPPLIES	\$ 18,081	\$ 20,000	\$ 15,353	\$ 20,000		\$ 20,000
863	61440	52360	AWWTP CONTRACT OPERATIONS	\$ 715,714	\$ 900,599	\$ 688,937	\$ 937,300		\$ 937,300
864	61440	55030	SEWER SYSTEM MODEL SOFTWARE	\$ -	\$ 35,000	\$ -	\$ -		\$ -
865	61440	55163	FACILITY MAINTENANCE	\$ 9,283	\$ 104,401	\$ 105,121	\$ 50,000		\$ 50,000
866	61440	56902	TAXES OTHER TOWNS	\$ -	\$ 300	\$ -	\$ 300		\$ 300
867	61440	57600	PRINCIPAL - INSIDE DEBT	\$ 25,000	\$ -	\$ -	\$ -		\$ -
868	61440	57601	PRINCIPAL - OUTSIDE DEBT	\$ 621,720	\$ 841,223	\$ 846,169	\$ 1,390,197		\$ 1,390,197
869	61440	57611	INTEREST - OUTSIDE DEBT	\$ 226,329	\$ 222,810	\$ 222,801	\$ 209,136		\$ 209,136
870	61440	58614	PUMP STATIONS EXP-WILLIS RD	\$ -	\$ 800,000	\$ -	\$ -		\$ -
871	61440	62030	ENCUMB REPAIRS & MAINTEN	\$ 8,314	\$ 271	\$ 271	\$ -		\$ -
872	61440	62031	ENCUMB REPAIRS TO MAINS	\$ 73,766	\$ 121,233	\$ 91,074	\$ -		\$ -
873	61440	62050	ENCUMB NEW EQUIPMENT	\$ 20,554	\$ 59,039	\$ 55,905	\$ -		\$ -
874	61440	62110	ENCUMB ENERGY & UTILITIES	\$ 70,665	\$ 32,525	\$ 32,525	\$ -		\$ -



11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
875	61440	62190	ENCUMB PROFESSIONAL SERV	\$ 45,214	\$ 89,802	\$ 89,802	\$ -	\$ -
876	61440	62230	ENCUMB OFFICE SUPPLIES	\$ 5,117	\$ 978	\$ 978	\$ -	\$ -
877	61440	62231	ENCUMB CHEMICAL TREATMENT	\$ -	\$ 24,073	\$ 24,073	\$ -	\$ -
878	61440	62360	ENCUMB AWWT CONT&OPERATIO	\$ 77,122	\$ 169,421	\$ 169,421	\$ -	\$ -
879	61440	65123	ENCUMB COLD STORAGE BUILDING	\$ 18,323	\$ 22,040	\$ 22,040	\$ -	\$ -
880	61440	65163	ENCUMB FACILITY MAINT	\$ 75,135	\$ 57,031	\$ 57,031	\$ -	\$ -
881	61440	68610	ENC FACILITY PLANNING	\$ 634	\$ 1,395	\$ 1,395	\$ -	\$ -
882	61440	68616	ENC SLUDGE LANDFILL	\$ 126,044	\$ 289,899	\$ 289,899	\$ -	\$ -
883	61999	59996	TRANSFER TO GENERAL FUND	\$ 405,825	\$ 390,000	\$ 390,000	\$ 400,000	\$ 400,000
884								
885	TOTAL	SEWER FUND		\$ 3,848,304	\$ 5,714,266	\$ 4,348,495	\$ 4,783,986	\$ 4,765,861
886								
887	62450	WATER EXPENSES						
888	62450	51010	DEPT HEAD SALARY & WAGES	\$ 27,219	\$ 28,035	\$ 23,183	\$ 49,858	\$ 47,294
889	62450	51011	CITY ENGINEER SALARY & WAGES	\$ 23,250	\$ 23,857	\$ 19,728	\$ 35,922	\$ 34,402
890	62450	51012	CLERK/ASST SAL & WAGES	\$ 54,806	\$ 65,022	\$ 54,168	\$ 68,976	\$ 66,778
891	62450	51013	PT/CLERK/GIS	\$ 9,560	\$ 10,511	\$ 6,852	\$ 27,283	\$ 27,507
892	62450	51014	MAINTENANCE CREW SAL&WGS	\$ 316,507	\$ 424,945	\$ 371,435	\$ 540,671	\$ 532,491
893	62450	51015	DPW CLERK SALARY & WAGES	\$ 12,770	\$ 14,526	\$ 12,306	\$ 15,133	\$ 15,190
894	62450	51019	BUSINESS MANAGER SAL & WAGES	\$ 19,264	\$ 20,638	\$ 15,263	\$ 22,277	\$ 23,325
895	62450	51020	ENGINEERS SALARY & WAGES	\$ -	\$ 14,506	\$ -	\$ 10,000	\$ 14,999
896	62450	51030	OVERTIME	\$ 58,302	\$ 35,000	\$ 73,906	\$ 50,000	\$ 60,000
897	62450	51031	WEEK-END STANDBY	\$ 13,978	\$ 20,000	\$ 11,243	\$ 20,275	\$ 15,000
898	62450	51090	CLOTH/UNIFORM ALLOWANCE	\$ 4,380	\$ 6,915	\$ 6,040	\$ 9,260	\$ 8,535
899	62450	51102	WORKING OUT OF GRADE	\$ 4,103	\$ 2,000	\$ 3,329	\$ 5,000	\$ 4,000
900	62450	51105	SICK LEAVE INCENTIVE	\$ 463	\$ 2,500	\$ 698	\$ 2,500	\$ 2,500
901	62450	51551	TERMINATION LEAVE	\$ 1,349	\$ -	\$ -	\$ -	\$ -
902	62450	52030	REPAIRS & MAINTENANCE	\$ 39,010	\$ 25,000	\$ 13,938	\$ 25,000	\$ 25,000
903	62450	52031	REPAIRS TO MAINS	\$ 176,691	\$ 275,000	\$ 199,969	\$ 200,000	\$ 200,000
904	62450	52040	INFORMATION TECHNOLOGY	\$ 2,841	\$ 5,000	\$ 1,056	\$ 5,000	\$ 5,000
905	62450	52050	NEW EQUIPMENT	\$ 1,582	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000
906	62450	52110	ENERGY & UTILITIES	\$ 131,247	\$ 349,000	\$ 45,626	\$ 359,470	\$ 359,470
907	62450	52150	COMMUNICATIONS	\$ 900	\$ 5,000	\$ 758	\$ 5,000	\$ 5,000
908	62450	52151	TELECOMMUNICATIONS	\$ 2,076	\$ 7,500	\$ 3,000	\$ 7,500	\$ 7,500
909	62450	52170	PROFESSIONAL DEV & TRAVEL	\$ 4,223	\$ 8,000	\$ 3,258	\$ 23,000	\$ 23,000
910	62450	52190	PROFESSIONAL SERVICES	\$ 7,374	\$ 25,000	\$ -	\$ 25,000	\$ 25,000
911	62450	52192	WPAT ADMINISTRATIVE FEES	\$ 12,300	\$ 12,300	\$ 12,300	\$ 12,300	\$ 12,300
912	62450	52194	DAM INSPECTIONS	\$ 4,816	\$ 7,000	\$ -	\$ 6,000	\$ 6,000
913	62450	52230	OFFICE SUPPLIES	\$ 18,294	\$ 20,000	\$ 15,051	\$ 20,000	\$ 20,000
914	62450	52231	CHEMICALS/LAB SUPPLIES	\$ 129,605	\$ 121,800	\$ 121,800	\$ 125,454	\$ 125,454
915	62450	52240	VEHICLE SUPPLIES	\$ 18,081	\$ 20,000	\$ 15,353	\$ 20,000	\$ 20,000
916	62450	52359	CONTRACT OPERATIONS	\$ 713,630	\$ 910,000	\$ 686,839	\$ 937,300	\$ 937,300

11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
917	62450	52360	WATER QUAL ADVIS SERVICES	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
918	62450	55030	WATER METER REPLACEMENT	\$ -	\$ 50,000	\$ -	\$ -	\$ -
919	62450	55163	FACILITY MAINTENANCE	\$ 13,963	\$ 75,000	\$ -	\$ 75,000	\$ 75,000
920	62450	56902	TAXES OTHER TOWNS	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000
921	62450	57601	PRINCIPAL - OUTSIDE DEBT	\$ 672,633	\$ 440,000	\$ 440,000	\$ 460,000	\$ 460,000
922	62450	57611	INTEREST - OUTSIDE DEBT	\$ 426,678	\$ 396,000	\$ 394,600	\$ 386,028	\$ 386,028
923	62450	62030	ENCUMB REPAIRS & MAINTEN	\$ -	\$ 816	\$ 816	\$ -	\$ -
924	62450	62031	ENCUMB REPAIRS TO MAINS	\$ 77,409	\$ 30,564	\$ 30,564	\$ -	\$ -
925	62450	62039	ENCUM REPS TO TRANS MAINS EXP	\$ -	\$ 390,000	\$ 309,112	\$ -	\$ -
926	62450	62040	ENC INFORMATION TECH	\$ -	\$ 1,400	\$ 1,400	\$ -	\$ -
927	62450	62050	ENCUMB NEW EQUIPMENT	\$ 250,175	\$ 74,034	\$ 52,365	\$ -	\$ -
928	62450	62110	ENCUMB ENERGY & UTILITIES	\$ 136,051	\$ 207,498	\$ 207,498	\$ -	\$ -
929	62450	62151	ENCUMB TELECOMMUNICATIONS	\$ 765	\$ -	\$ -	\$ -	\$ -
930	62450	62170	ENCUMB PROF DEVELOPMENT & TRAV	\$ 270	\$ -	\$ -	\$ -	\$ -
931	62450	62190	ENCUMB PROFESSIONAL SERV	\$ 85,298	\$ 114,155	\$ 101,745	\$ -	\$ -
932	62450	62230	ENCUMB OFFICE SUPPLIES	\$ 14,011	\$ 1,868	\$ 1,868	\$ -	\$ -
933	62450	62231	ENCUMB CHEMICAL TREATMENT	\$ 3,542	\$ 38,574	\$ 38,574	\$ -	\$ -
934	62450	62359	ENCUMB CONTRACT OPERATIONS	\$ 77,245	\$ 171,519	\$ 171,519	\$ -	\$ -
935	62450	65030	ENCUMB WATER SYS SOFTWARE MODL	\$ 4,680	\$ -	\$ -	\$ -	\$ -
936	62450	65123	ENCUMB NEW EQUIPMENT	\$ 1,659	\$ -	\$ -	\$ -	\$ -
937	62450	65163	ENCUMB FAC MAINT	\$ 256,647	\$ 85,250	\$ 70,129	\$ -	\$ -
938	62999	59996	TRANSFER TO GENERAL FUND	\$ 380,000	\$ 390,000	\$ 390,000	\$ 420,000	\$ 420,000
939								
940	TOTAL	WATER FUND		\$ 4,209,647	\$ 4,978,733	\$ 3,977,287	\$ 4,122,207	\$ 4,117,072
941								
942	63640	GOLF COURSE EXPENSES						
943	63640	51010	DEPT HEAD SALARY & WAGES	\$ 83,746	\$ 85,789	\$ 70,705	\$ 82,789	\$ 104,375
944	63640	51011	GOLF PRO SALARY & WAGES	\$ 48,380	\$ 54,427	\$ 39,407	\$ 54,427	\$ 78,259
945	63640	51012	CLERK/ASST SAL & WAGES	\$ 21,364	\$ 22,869	\$ 15,485	\$ 22,869	\$ 22,625
946	63640	51013	LABORERS SALARY & WAGES	\$ 243,033	\$ 246,525	\$ 207,748	\$ 250,000	\$ 303,407
947	63640	51018	PRO SHOP STAFF SALARY & WAGES	\$ 21,637	\$ 35,000	\$ 11,714	\$ 35,000	\$ 35,000
948	63640	51030	OVERTIME	\$ 6,146	\$ 10,000	\$ 8,611	\$ 10,000	\$ 10,000
949	63640	51090	CLOTH/UNIFORM ALLOWANCE	\$ 2,950	\$ 2,950	\$ 2,950	\$ 8,000	\$ 3,600
950	63640	51460	LONGEVITY	\$ 2,130	\$ 2,070	\$ -	\$ 2,070	\$ 2,310
951	63640	51551	TERMINATION LEAVE	\$ 3,693	\$ -	\$ 4,347	\$ 15,000	\$ 15,000
952	63640	52030	REPAIRS & MAINTENANCE	\$ 26,818	\$ 45,000	\$ 12,786	\$ 80,000	\$ 80,000
953	63640	52031	GOLF CART RENT & MAINTENANCE	\$ 59,757	\$ 92,000	\$ 80,264	\$ 92,000	\$ 92,000
954	63640	52050	EQUIPMENT	\$ -	\$ 6,000	\$ 3,447	\$ -	\$ -
955	63640	52110	ENERGY & UTILITIES	\$ 21,640	\$ 27,000	\$ 29,592	\$ 27,000	\$ 27,000
956	63640	52150	COMMUNICATIONS	\$ -	\$ -	\$ -	\$ -	
957	63640	52151	TELECOMMUNICATIONS	\$ 8,138	\$ 7,000	\$ 6,339	\$ 8,000	\$ 8,000
958	63640	52170	PROFESSIONAL DEV & TRAVEL	\$ 1,507	\$ 2,000	\$ 878	\$ 2,000	\$ 2,000

11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
959	63640	52190	PROFESSIONAL SERVICES	\$ 31,022	\$ 40,000	\$ 29,708	\$ 40,000	\$ 40,000
960	63640	52230	OFFICE SUPPLIES	\$ 1,875	\$ -	\$ 738	\$ -	\$ -
961	63640	52231	GOLF COURSE SUPPLIES	\$ 138,412	\$ 104,000	\$ 120,964	\$ 144,000	\$ 144,000
962	63640	52240	VEHICLE SUPPLIES	\$ 9,452	\$ 35,000	\$ 18,750	\$ 35,000	\$ 35,000
963	63640	55090	NEW VEHICLES	\$ -	\$ 77,000	\$ 78,675	\$ -	\$ -
964	63640	57303	WATER	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000
965	63640	62030	ENCUMB REPAIRS & MAINTEN	\$ 7,533	\$ 25,759	\$ 26,471	\$ -	\$ -
966	63640	62110	ENCUMB ENERGY & UTILITIES	\$ -	\$ 10	\$ 10	\$ -	\$ -
967	63640	62151	ENCUMB TELECOMMUNICATIONS	\$ 204	\$ -	\$ -	\$ -	\$ -
968	63640	62190	ENCUMB PROFESSIONAL SERV	\$ 4,438	\$ -	\$ 333	\$ -	\$ -
969	63640	62231	ENCUMB GOLF SUPPLIES	\$ 34,789	\$ 14,295	\$ 1,577	\$ -	\$ -
970	63640	62240	ENCUMB VEHICLE SUPPLIES	\$ 211	\$ -	\$ -	\$ -	\$ -
971	63999	59996	TRANSFER TO GENERAL FUND	\$ 230,000	\$ 240,000	\$ 240,000	\$ 260,000	\$ 260,000
972								
973	TOTAL	GOLF COURSE FUND		\$ 1,008,875	\$ 1,184,694	\$ 1,011,499	\$ 1,178,155	\$ 1,272,577
974								
975	64433	LANDFILL CLOSURE EXPENSES						
976	64433	52030	FINAL COVER MAINTENANCE	\$ 17,125	\$ 9,700	\$ 7,650	\$ 10,000	\$ 10,000
977	64433	52031	REPAIRS TO PUMPS	\$ 14,767	\$ 12,222	\$ 7,144	\$ 15,000	\$ 15,000
978	64433	52110	ENERGY & UTILITIES	\$ 5,569	\$ 11,640	\$ 4,498	\$ 6,500	\$ 6,500
979	64433	52150	COMMUNICATIONS	\$ -	\$ -	\$ 163	\$ -	\$ -
980	64433	52151	TELECOMMUNICATIONS	\$ 2,425	\$ 2,910	\$ 1,819	\$ 2,910	\$ 2,910
981	64433	52190	PROFESSIONAL SERVICES	\$ 18,393	\$ 18,430	\$ 17,444	\$ 20,000	\$ 20,000
982	64433	52270	AIR POLLUTION CONTROL MAINTENA	\$ 20,330	\$ 24,735	\$ 35,700	\$ 44,900	\$ 24,900
983	64433	52271	GROUNDWATER MONITORING	\$ 5,729	\$ 14,050	\$ 17,310	\$ 20,000	\$ 15,000
984	64433	62031	ENCUMB REPAIRS TO PUMPS	\$ 2,002	\$ 140,443	\$ 32,578	\$ -	\$ -
985	64433	62190	ENCUMB PROFESSIONAL SERV	\$ 1,939	\$ 11,588	\$ -	\$ -	\$ -
986	64433	62270	ENC AIR POLLUTION CONTROL	\$ 4,200	\$ 2,183	\$ 2,183	\$ -	\$ -
987	64433	62271	ENCUMB GROUND WATER MONITRNG	\$ -	\$ 10,722	\$ 18,793	\$ -	\$ -
988								
989	TOTAL	LANDFILL CLOSURE EXPEN		\$ 92,478	\$ 258,623	\$ 145,282	\$ 119,310	\$ 94,310
990								
991	65430	SOLID WASTE EXPENSES						
992	65430	51010	DEPT HEAD SALARY & WAGES	\$ 18,857	\$ 21,981	\$ 17,361	\$ 24,342	\$ 22,545
993	65430	51011	TRANSFER STATN SUPER SALARY	\$ 50,302	\$ 51,675	\$ 42,725	\$ 60,265	\$ 55,883
994	65430	51012	ASST/STAFF SAL & WAGES	\$ 14,677	\$ 14,949	\$ 13,543	\$ 16,326	\$ 18,068
995	65430	51013	ACCOUNT CLERK SALARY & WAGES	\$ 42,300	\$ 47,196	\$ 27,707	\$ 48,612	\$ 43,901
996	65430	51018	TRANSFER STATN MONITOR SAL	\$ 21,160	\$ 21,738	\$ 19,456	\$ 25,342	\$ 23,500
997	65430	51030	OVERTIME	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
998	65430	51090	CLOTH/UNIFORM ALLOWANCE	\$ 850	\$ 1,050	\$ 850	\$ 1,000	\$ 1,050
999	65430	51551	TERMINATION LEAVE	\$ -	\$ -	\$ 1,883	\$ -	\$ -
1000	65430	52030	REPAIRS & MAINTENANCE	\$ 16,106	\$ 19,400	\$ 15,922	\$ 19,000	\$ 16,000

11538								
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
1001	65430	52050	MINOR EQUIPMENT	\$ 387	\$ 970	\$ -	\$ 1,000	\$ 1,000
1002	65430	52110	ENERGY & UTILITIES	\$ 3,210	\$ 5,820	\$ 3,081	\$ 6,000	\$ 6,000
1003	65430	52150	COMMUNICATIONS	\$ -	\$ 291	\$ -	\$ 300	\$ 300
1004	65430	52170	PROFESSIONAL DEV & TRAVEL	\$ 868	\$ 970	\$ -	\$ 1,000	\$ 1,000
1005	65430	52190	PROFESSIONAL SERVICES	\$ 8,921	\$ 14,550	\$ 7,410	\$ 15,000	\$ 12,000
1006	65430	52230	OFFICE SUPPLIES	\$ 1,823	\$ 1,940	\$ 1,403	\$ 2,000	\$ 2,000
1007	65430	52232	TRASH BAGS	\$ 2,194	\$ 14,550	\$ 9,300	\$ 17,000	\$ 14,000
1008	65430	52240	VEHICLE SUPPLIES	\$ 195	\$ 6,305	\$ 4,786	\$ 6,000	\$ 6,000
1009	65430	52361	TRASH DISPOSAL	\$ 860,884	\$ 960,300	\$ 926,469	\$ 989,109	\$ 969,109
1010	65430	52362	RECYCLING PROCESSING EXP	\$ 25,168	\$ 32,010	\$ 44,716	\$ 33,610	\$ 33,610
1011	65430	55126	CURBSIDE RECYCLING	\$ 115,771	\$ 133,860	\$ 117,047	\$ 137,875	\$ 137,875
1012	65430	55361	CURBSIDE RUBBISH COLLECT	\$ 420,187	\$ 407,594	\$ 472,200	\$ 486,366	\$ 446,366
1013	65430	62030	ENCUMB REPAIRS & MAINTEN	\$ -	\$ 18,988	\$ -	\$ -	\$ -
1014	65430	62050	ENCUMB MINOR EQUIPMENT	\$ -	\$ 10,878	\$ -	\$ -	\$ -
1015	65430	62110	ENCUMB ENERGY & UTILITIES	\$ 41	\$ 3,119	\$ -	\$ -	\$ -
1016	65430	62361	ENCUMB TRASH DISPOSAL	\$ 76,021	\$ 141,689	\$ 141,689	\$ -	\$ -
1017	65430	62362	ENCUMB RECYCLING PROCESSING	\$ 1,483	\$ 7,832	\$ 7,832	\$ -	\$ -
1018	65430	65126	ENCUMB CURBSIDE RECYCLING	\$ 10,656	\$ 22,229	\$ 22,229	\$ -	\$ -
1019	65430	65361	ENCUMB CURBSIDE RUBBISH C	\$ 37,556	\$ -	\$ -	\$ -	\$ -
1020	65999	59996	TRANSFER TO GENERAL FUND	\$ 125,000	\$ 140,000	\$ 140,000	\$ 150,000	\$ 150,000
1021								
1022	TOTAL	SOLID WASTE FUND		\$ 1,854,617	\$ 2,102,884	\$ 2,037,609	\$ 2,041,146	\$ 1,961,206
1023								
1024		ENTERPRISE ACCOUNT TOTALS		\$ 11,013,922	\$ 14,239,200	\$ 11,520,171	\$ 12,244,804	\$ 12,211,026
1025								
1026	13960	50000	SCHOOL BUDGET ADJUSTMENT	\$ 29,608,471.45	\$ 31,793,361.79	\$ 30,183,929.68	\$ 33,234,787.00	\$ 33,203,272.00
1027	13960	51000	2305-SCHOOL SAL UNDISTRIBUTED	\$ -	\$ 9,162.00	\$ -	\$ 300,000.00	\$ 300,000.00
1028	13960	51207	5550-CROSSING GUARDS	\$ 55,848.75	\$ 76,388.00	\$ 54,267.62	\$ 80,000.00	\$ 80,000.00
1029	13960	51362	3300-SPED BUS MONITOR SALARY	\$ -	\$ -	\$ 1,921.90	\$ 15,000.00	\$ 15,000.00
1030	13960	52362	3300-FOSTER CARE TRANSP EXP	\$ 205,679.00	\$ 200,000.00	\$ 140,000.00	\$ 200,000.00	\$ 200,000.00
1031	13960	52800	3300-REGULAR TRANSPORTATION	\$ 783,190.00	\$ 711,000.00	\$ 702,960.00	\$ 899,415.00	\$ 899,415.00
1032	13960	52801	3300-MCKINNEY-VENTO TRANSPORT	\$ 139,201.97	\$ 180,000.00	\$ 178,547.28	\$ 180,000.00	\$ 180,000.00
1033	13960	54150	5550-CROSSING GUARD EXPENSE	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
1034	13960	55804	3300-SPED TRANSPORTATION	\$ 1,303,370.84	\$ 1,564,933.00	\$ 1,286,029.30	\$ 1,837,000.00	\$ 1,837,000.00
1035								
1036		TOTAL SCHOOL EXPENSES		\$ 32,095,762	\$ 34,535,345	\$ 32,547,656	\$ 36,746,702	\$ 36,715,187
1037								
1038		TOTAL GENERAL GOVERNMENT		\$ 41,512,300	\$ 44,204,921	\$ 40,089,381	\$ 55,269,087	\$ 43,919,447
1039		ENTERPRISE ACCOUNTS TOTALS		\$ 11,013,922	\$ 14,239,200	\$ 11,520,171	\$ 12,244,804	\$ 12,211,026
1040		TOTAL SCHOOL EXPENSES		\$ 32,095,762	\$ 34,535,345	\$ 32,547,656	\$ 36,746,702	\$ 36,715,187
1041								

				11538				
LINE#	ORG	OBJ	DESCRIPTION	2024 ACTUAL	2025 REVISED BUD	2025 YTD ACTUAL	2026 DEPARTMNT	2026 MAYOR
1042			CITY OF GARDNER TOTAL	\$ 84,621,983	\$ 92,979,465	\$ 84,157,208	\$ 104,260,593	\$ 92,845,660



City of Gardner - *Executive Department*

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Mayor Michael J. Nicholson

May 14, 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 FY2026 Revolving Funds, pursuant to MGL Ch44, §53E ½, for the Fiscal Year beginning July 1, 2025 to June 30, 2026

Dear Mr. President and Councilors,

Attached, please find the annual authorizations of the City's revolving funds that are associated with the City's annual budget process.

The full budget proposal, breaking this authorization down, can be found in the FY2026 Budget Book listed as Item # 11538 on the City Council Agenda.

Respectfully submitted,

Michael J. Nicholson  
Mayor, City of Gardner

AUTHORIZING FY2026 REVOLVING FUNDS  
M.G.L. CH.44, S.53E½

**ORDER:** To authorize and direct the City Treasurer to establish the following revolving funds for the fiscal year beginning July 1, 2025 to June 30, 2026 in accordance with M.G.L. Chapter 44, section 53E½:

Revolving Fund	Authorized to Expend	Revenue Source	Purpose of Fund	Spending Limit
Airport Fuel	Airport Commission	Sale of airplane fuel	Purchase of fuel, airport programs, and improvements	Available balance or \$20,000, whichever is less
Community Development Projects	Community Development/ Planning	Historic Housing Rehab Income	Salaries and expenses relating to Community Development Activities	Available balance or \$20,000, whichever is less
Wetland Protection	Conservation Commission	Local wetland filing fees	Costs associated with wetland protection activities	Available balance or \$20,000, whichever is less
Health Prevention Activities	Health Director	Health Prevention Training Fees	Salaries and expenses related to Health Dept	Available balance or \$20,000, whichever is less
Council on Aging Recreational Activities	Council on Aging Director	Recreation Fees	Salaries and expenses relating to recreational activities at Senior Center	Available balance or \$40,000, whichever is less
Council on Aging Lifeline	Council on Aging Director	Lifeline Fees	Salaries and expenses relating to Lifeline Services at Senior Center	Available balance or \$20,000, whichever is less
Gardner's Summer Celebration	Mayor	Collections and donations	Costs associated with Gardner's Summer Celebration	Available balance or \$20,000, whichever is less
Planning Board Publications	Planning Board	Sale of Planning Board publications	Preparation and production of Planning Board publications	Available balance or \$3,000, whichever is less
Road Resurfacing	Public Works Director	Fees charged for cutting into newly paved roads	Costs associated with road resurfacing and road maintenance	Available balance or \$20,000, whichever is less
Municipal Recreation Dept	Municipal Recreation Director	Fees charges and donations	Salaries and expenses related to Municipal Recreation Dept	Available balance or \$50,000, whichever is less
High School Summer Football Camp	School Department	Camp fees and donations	Salaries and expenses for the High School Summer Football Camp	Available balance or \$20,000, whichever is less
Summer Basketball Camp	School Department	Camp fees and donations	Salaries and expenses for the Summer Basketball Camp	Available balance or \$12,000, whichever is less
Transportation	School Department	Bus passes and fees for transportation	Salaries and expenses relating to school transportation	Available balance or \$20,000, whichever is less

As per M.G.L., interest earned on these funds shall be treated as general fund revenue.

The person or persons authorized to expend from each fund shall report annually to the Mayor and City Council the total amount of receipts and expenditures for the prior fiscal year and for the current fiscal year through December 31<sup>st</sup>, along with any other information that City Council may by vote require.

In the event any fund is not reauthorized for the following fiscal year or the city changes the purpose of the revolving fund, the balance in the fund shall revert to surplus revenue, unless City Council and the Mayor vote to transfer the funds to another revolving fund established in accordance with M.G.L. Chapter 44, section 53E½.





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

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May 14, 2025

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

RE: An Order Appropriating the Sum of \$50,590.00 from Available Funds- Parking Meter Receipts Reserved to Various Accounts for the Fiscal Year Beginning July 1, 2025 to June 30, 2026

Dear Mr. President and Councilors,

Funds collected by the Parking Meters in the City are restricted by the General Laws of the Commonwealth to only be used toward the operations of the parking meters and any improvements or expenses associated with the parking meter area set by City ordinance.

Any funds that are collected through the meters, above and beyond what is appropriated into the budget for the meters, must be deposited back into the Parking Meter Reserve Account, as the account is considered a propriety account by state law.

The full budget proposal, breaking this authorization down, can be found in the FY2026 Budget Book listed as Item # 11538 on the City Council Agenda.

Respectfully submitted,

Michael J. Nicholson  
Mayor, City of Gardner

AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE FUNDS-  
PARKING METER RECEIPTS RESERVED TO VARIOUS ACCOUNTS FOR THE  
FISCAL YEAR BEGINNING JULY 1, 2025 TO JUNE 30, 2026

*ORDERED:*

That there be and is hereby appropriated for the Fiscal Year beginning July 1, 2025 to June 30, 2026 the sum of FIFTY THOUSAND, FIVE HUNDRED NINETY DOLLARS 00/100 CENTS (\$50,590) from Available Funds-Parking Meter Receipts Reserved to the following accounts:

City Treasurer	Parking Meter Clerk Salary	\$15,940
City Treasurer	Parking Meter Maintenance	8,000
Police	Parking Meter Patrol	6,650
Public Works	Parking Meter Maintenance	20,000

**Any unused funds will revert back to the Parking Meter Receipts Reserved Fund at year end.**



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

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May 14, 2025

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

RE: An Order Appropriating the Sum of \$512,699.17 from Sewer Surplus/Retained Earnings to fund the FY2026 Revenue Budget

Dear Mr. President and Councilors,

Attached, please find the annual appropriation request to utilize portions of the retained earnings of the Sewer Enterprise Account to fund the FY2026 Operating Budget of the Sewer Department.

The full budget proposal, breaking this authorization down, can be found in the FY2026 Budget Book listed as Item # 11538 on the City Council Agenda.

Respectfully submitted,

Michael J. Nicholson  
Mayor, City of Gardner

AN ORDER REQUESTING A TRANSFER FROM SEWER  
SURPLUS/RETAINED EARNINGS TO FUND FY26 REVENUE BUDGET.

ORDERED:

That there be and is hereby transfer the sum of Five Hundred Twelve Thousand  
Six Hundred Ninety-Nine Dollars and 17/100 (\$512,699.17) from Sewer  
Surplus/Retained Earnings to Fund FY26 Revenue Budget.



City of Gardner - *Executive Department*

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Mayor Michael J. Nicholson

May 14, 2025

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

RE: An Order Appropriating the Sum of \$232,406.71 from Water Surplus/Retained Earnings to fund the FY2026 Revenue Budget

Dear Mr. President and Councilors,

Attached, please find the annual appropriation request to utilize portions of the retained earnings of the Water Enterprise Account to fund the FY2026 Operating Budget of the Water Department.

The full budget proposal, breaking this authorization down, can be found in the FY2026 Budget Book listed as Item # 11538 on the City Council Agenda.

Respectfully submitted,

Michael J. Nicholson  
Mayor, City of Gardner

AN ORDER REQUESTING A TRANSFER FROM WATER  
SURPLUS/RETAINED EARNINGS TO FUND FY26 REVENUE BUDGET.

ORDERED:

That there be and is hereby transfer the sum of Two Hundred Thirty-two  
Thousand Four Hundred Six Dollars and 71/100 (\$232,406.71) from Water  
Surplus/Retained Earnings to Fund FY26 Revenue Budget.



City of Gardner - *Executive Department*

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Mayor Michael J. Nicholson

May 14, 2025

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

RE: An Order Appropriating the sum of \$94,310.00 from Landfill Surplus/Retained Earnings to Fund the FY2026 Revenue Budget

Dear Mr. President and Councilors,

Attached, please find the annual appropriation request to utilize portions of the retained earnings of the Landfill Closure Enterprise Account to fund the FY2026 Operating Budget of the Landfill Closure Department.

The full budget proposal, breaking this authorization down, can be found in the FY2026 Budget Book listed as Item # 11538 on the City Council Agenda.

Respectfully submitted,

Michael J. Nicholson  
Mayor, City of Gardner

AN ORDER REQUESTING A TRANSFER FROM SOLID LANDFILL  
SURPLUS/RETAINED EARNINGS TO FUND FY26 REVENUE BUDGET.

ORDERED:

That there be and is hereby transfer the sum of Ninety-Four Thousand Three  
Hundred, Ten Dollars and 00/100 (\$94,310.00) from Landfill Surplus/Retained Earnings  
to Fund FY26 Revenue Budget.



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

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May 14, 2025

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

RE: An Order Appropriating the Sum of \$264,092.00 From Available Funds- Cable Commission Fees Reserved to Cable Commission Budget

Dear Mr. President and Councilors,

Attached is the money order for the cable department budget appropriation associated with the FY2026 budget, which narrative that has been submitted as Item# 11538, and is available on the City's website at the following address: <https://gardner-ma.gov/1467/FY2026-Budget-Proposal>

This can be found under the Mayor's Department page of the website.

As you are likely aware, no tax funds or local receipts are utilized to fund the Cable Department. Under the General Laws of the Commonwealth, this department is considered a proprietary account in which the operations are solely funded from fees collected through cable bills paid for by residents who have cable services. This is explained further on page 5 of Section 1-4 of the aforementioned budget narrative.

Any unused funds that are collected but not appropriated to the budget must be returned as a deposit to the Cable Reserved for Appropriation account under that same statute, as the fees collected must go to support the service paid for and not fall into the General Fund.

Respectfully submitted,

Michael J. Nicholson  
Mayor, City of Gardner

AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE FUNDS-  
CABLE COMMISSION FEES RESERVED TO CABLE COMMISSION BUDGET  
FOR THE FICAL YEAR BEGINNING JULY 1, 2025 TO JUNE 30, 2026

*ORDERED:*

That there be and is hereby appropriated for the Fiscal Year beginning July 1, 2025 to June 30, 2026 the sum of TWO HUNDRED SIXTY-FOUR THOUSAND, NINETY-TWO DOLLARS 00/100 CENTS (\$264,092) from Available Funds-Cable Commission Fees Reserved to the Cable Commission budget. **Any unused funds will revert back to the Cable Commission Fees Reserved Fund at year end.**

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

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May 14, 2025

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

RE: An Order Appropriating Various Sums of Money totaling \$12,211,026.00 from Available Enterprise Funds- Various Receipts Reserved to Various Accounts for the Fiscal Year Beginning July 1, 2025 to June 30, 2026.

Dear Mr. President and Councilors,

Attached is the money order for the Enterprise Fund budget appropriation associated with the FY2026 budget, which narrative that has been submitted as Item# 11538, and is available on the City's website at the following address: <https://gardner-ma.gov/1467/FY2026-Budget-Proposal>

This can be found under the Mayor's Department page of the website.

The City currently maintains five (5) enterprise accounts- Water, Sewer, Golf, Landfill Closure, and Solid Waste Removal. The operations and expenses from these accounts area solely paid for by the funds collected through the fees for these services. No tax revenue is appropriated into these accounts, nor are revenues unrelated to the operations of these accounts appropriated into the general fund. This is explained further in Section 1-4 of the aforementioned Budget Narrative.

Any unused funds that are collected but not appropriated to the budgets for these accounts must be returned as a deposit to the various enterprise accounts under that same statute, as the fees collected must go to support the service paid for and not fall into the General Fund.

Respectfully submitted,

Michael J. Nicholson  
Mayor, City of Gardner

AN ORDER APPROPRIATING A SUM OF MONEY FROM AVAILABLE ENTERPRISE FUNDS-VARIOUS RECEIPTS RESERVED TO VARIOUS ACCOUNTS FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 TO JUNE 30, 2026

*ORDERED:*

That there be and is hereby appropriated for the Fiscal Year beginning July 1, 2025 to June 30, 2026 the sum of TWELVE MILLION, TWO HUNDRED ELEVEN THOUSAND, TWENTY-SIX DOLLARS 00/100 CENTS (\$12,211,026) from Available Enterprise Funds-Receipts Reserved to the following accounts:

Sewer Dept	Enterprise Fund	\$4,765,861
Water Dept	Enterprise Fund	4,117,072
Golf Course	Enterprise Fund	1,272,577
Landfill Closure	Enterprise Fund	94,310
Solid Waste	Enterprise Fund	1,961,206

**Any unused funds will revert back to the original Enterprise Fund at year end.**

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

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May 14, 2025

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

RE: An Order to Raise And Appropriate The Sum Of \$36,715,187.00 For School Department Budget For The Fiscal Year Beginning July 1, 2025 To June 30, 2026.

Dear Mr. President and Councilors,

Attached is the money order for the school department budget appropriation associated with the FY2026 budget, which narrative that has been submitted as Item# 11538, and is available on the City's website at the following address: <https://gardner-ma.gov/1467/FY2026-Budget-Proposal>

This can be found under the Mayor's Department page of the website.

This budget was approved by unanimous vote of the School Committee following a public hearing, as required by the General Laws of the Commonwealth, on April 14, 2025 at 6:30pm.

Respectfully submitted,

Michael J. Nicholson  
Mayor, City of Gardner

AN ORDER TO RAISE AND APPROPRIATE A SUM OF MONEY FOR THE SCHOOL DEPARTMENT BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 TO JUNE 30, 2026.

*ORDERED:*

To raise and appropriate for the expense of the City of Gardner for the Fiscal Year beginning July 1, 2025 to June 30, 2026 sums as designated for the expenditures of the School Department according to the detailed schedule hereto annexed and made a part of this money order in the amount of THIRTY-SIX MILLION, SEVEN HUNDRED FIFTEEN THOUSAND, ONE HUNDRED, EIGHTY-SEVEN DOLLARS 00/100 CENTS (\$36,715,187)

## **Gardner School Committee**

**City Council Chambers, 95 Pleasant Street, Gardner, Massachusetts**

### **Regular Meeting – April 14, 2025**

Members present: Mayor Michael Nicholson  
 Rachel Cormier  
 Anne Hurst  
 John LaFreniere  
 Jennifer Pelavin  
 Robert Swartz  
 Shannon Ward-Leighton

School Personnel Present: Dr. Mark Pellegrino, Superintendent  
 Terri Hillman, Recording Secretary  
 Mark Hawke, Director of Finance & Operations  
 Joyce West, Director of Pupil Personnel Service

Student Advisor absent: Nora Morris

#### **Call to Order**

Mayor Nicholson, Chairperson, called the meeting to order at 6:30 pm. The meeting opened with a roll call and the Pledge of Allegiance. The meeting was broadcast live on Channel 8 (Gardner Educational Television Station).

#### **Open Time for the General Public**

No one from the General Public requested to speak.

#### **PUBLIC HEARING**

Mayor Nicholson, Chairman, opened the Public Hearing on the proposed FY 2026 School Budget at 6:32 pm in accordance with MGL Chapter 71, Section 38N.

Dr. Pellegrino presented the FY 2026 Level Services Budget for the Gardner Public Schools. There are increased costs associated with changes in demographics, there is increased enrollment and over 500 are high needs students, low income students are up 50%, and there are 100 students with disabilities. Staff is needed to support these students. Out of District Placement Costs have also increased.

Preparation for the FY 2026 Budget began with the Principals and Administrators having continued meetings with the Superintendent and the Director of Finance. The budget was developed to address the needs of all students.

**Regular Meeting****April 14, 2025****Page 2**

Mark Hawke, Director of Finance & Operations, presented the costs of Salaries, Expenses, Indirect Costs, and Revenue Projection. The FY26 Chapter 70 Determination of Required Contribution has increased. He explained Net School Spending.

After the presentation, Mayor Nicholson asked if there were any question from School Committee members. Mr. Swartz spoke about possible future Federal budget cuts.

Mayor Nicholson asked if anyone from the general public had any questions. Ms. Amy Doucette, Central Street, Gardner, asked if on-line learning costs and if training costs for bus drivers were included in the budget.

Mayor Nicholson asked three times if anyone else from the general public had any questions on the FY 2026 Level Services Budget. There were no further questions.

**Mr. LaFreniere moved that the Public Hearing on the FY 2026 Level Services Budget be closed.**

**Seconded by Mr. Swartz.**

**Vote - Unanimous.**

The Public Hearing closed at 7:03 pm.

**FY 2026 SCHOOL BUDGET (Vote)**

**Mrs. Pelavin moved that the Gardner School Committee vote to approve the FY 2026 Gardner Public School's Budget at \$37,676,548 as presented.**

**Seconded by Mr. LaFreniere.**

**Roll Call Vote - Mrs. Cormier, yes; Mrs. Hurst, yes; Mr. LaFreniere, yes; Mrs. Pelavin, yes; Mr. Swartz, yes; Mrs. Ward- Leighton, yes; and Mayor Nicholson, yes. Count - 8 yes. Unanimous.**

**CONSENT AGENDA**

**Mr. Swartz moved to accept the Consent Agenda as presented:**

- **Acceptance of Minutes, March 10, 2025**
- **Ratification of the following Warrants as recommended by the Finance Subcommittee:**
  - **Warrant #25-37 dated 03/13/25 in the amount of \$160,289.34**
  - **Warrant #25-38 dated 03/20/25 in the amount of \$253,333.34**
  - **Warrant #25-39 dated 03/27/25 in the amount of \$274,444.25**
  - **Warrant #25-40 dated 04/03/25 in the amount of \$636,798.81**

**Seconded by Mrs. Ward-Leighton.**

**Vote - so voted.**

**Mayor Nicholson abstained from voting.**



**Regular Meeting**

**April 14, 2025**

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## **SUBCOMMITTEE REPORTS**

### **Finance Subcommittee**

Mr. LaFreniere, Chairperson, reported that the Finance Subcommittee met on April 3, 2025. Minutes of the meeting were presented.

The Subcommittee reviewed the Expense Report and Mark Hawke, Director of Finance & Operations, answered questions. It will be necessary to overhaul the GHS elevator over the summer break.

The Subcommittee reviewed the updated budget sheets. While all schools held expenses to approximately the same as last year, the costs associated with the custodial contract, transportation and chrome books were the biggest expense drivers.

### **Policy Subcommittee**

Mrs. Hurst, Chairperson, reported that the Policy Subcommittee met on March 12, 2025. Minutes of the meeting were presented.

The following policies were reviewed and it was determined that no changes were required. They will be updated "Reviewed March 2025".

BBBE	Unexpired Term Fulfillment/Vacancies
BCA	Code of Ethics for School Committee Members
BDA	School Committee Organizational Meeting

Several policies were approved for a First Reading (Item #3689 on Agenda), and one policy to be moved to the District Procedure Manual (Item #3690 on Agenda).

### **Student Advisory Board**

Ms. Nora Morris, Student Advisory Board representative, was not present this evening and there was no report.

## **NEW BUSINESS**

### **Item #3688 - First Reading of Policies**

BBAA	School Committee Member Authority
BBBA	School Committee Member Qualifications
BBBC	School Committee Member Resignation (for Adoption)
BDE	Subcommittees of the School Committee

Regular Meeting

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**Item #3689 - Second Reading of Policies**

Mrs. Hurst moved that the Gardner School Committee vote to accept the following policy for a second read as recommended by the Policy Subcommittee:

**JKAA Physical Restraints**

Seconded by Mrs. Cormier.

Vote - so voted.

Mayor Nicholson abstained from voting.

**Item #3690 - Policy BDEE - Athletic Council - Move**

Mrs. Ward-Leighton moved that the Gardner School Committee vote to approve moving Policy BDEE - Athletic Council - from the Policy Manual to the District Procedure Manual as recommended by the Policy Subcommittee.

Seconded by Mrs. Hurst.

Vote - so voted.

Mayor Nicholson abstained from voting.

**Item #3691 - Appointment of Keystone Collaborative Representative**

Mrs. Pelavin moved that the Gardner School Committee vote to appoint Dr. Mark Pellegrino, Superintendent, to represent the Gardner School District on the Keystone Board of Directors.

Seconded by Mrs. Hurst.

Vote - so voted.

Mayor Nicholson abstained from voting.

**Item #3692 - Appointment of CAPS Collaborative Representative**

Mrs. Hurst moved that the Gardner School Committee vote to appoint Dr. Mark Pellegrino, Superintendent, to represent the Gardner School District on the CAPS Collaborative Board of Directors.

Seconded by Mrs. Pelavin.

Vote - so voted.

Mayor Nicholson abstained from voting.

**Item #3693 - CAPS Collaborative Agreement**

Mr. Swartz moved that the Gardner School Committee vote to approve the CAPS Collaborative (Central Area Program and Services) Agreement effective July 1, 2025, as presented

Seconded by Mrs. Cormier.

Vote - so voted.

Mayor Nicholson abstained from voting.

**Regular Meeting****April 14, 2025****Page 5****Item #3694 - Competency Determination**

Dr. Pellegrino presented changes to the GHS Handbook regarding the competency determination required for a student to earn a high school diploma. The three competency standards required were presented.

**Mr. LaFreniere moved that the Gardner School Committee vote to adopt the GPS Competency Language for the Graduating Class of 2025 and Beyond as presented by Dr. Pellegrino.**

**Seconded by Mr. Swartz.**

**Vote - so voted.**

**Mayor Nicholson abstained from voting.**

**Item #3695 - Curriculum Coordinator's Update**

The Curriculum Coordinator's Update was included in members' packets. Dr. Goguen, Chief Academic Officer, was not present this evening.

**Item #3696 - Grants Administrator's Update**

The Grants & Communications Update was included in members' packets. Mrs. Dunn, Grants & Communications Manager, was not present this evening.

**Item #3697 - Special Education Update**

The Special Education Update Report was included in members' packets. Ms. Joyce West, Director of Pupil Personnel Services, was present this evening.

**COMMUNICATIONS**

Dr. Pellegrino spoke about the departure of Ms. Paula Bolger as Principal of Gardner High School. She has done a wonderful job. Michael Bartkus will be the new Principal.

**FINAL COMMENTS**

Mrs. Ward-Leighton thanked Dr. Pellegrino and Mark Hawke for the Budget presentation.

Mrs. Hurst spoke about the budget.

Mrs. Pelavin spoke about the budget and thanked all the personnel who worked to make it possible.

Mr. Swartz attended the musical presentations. Students and staff did amazing jobs.

Mrs. Cormier appreciated the budget presentation.

Mayor Nicholson spoke about the School Bands and the Sports Teams. He is looking forward to this time of year - Graduation and signing all the diplomas.

**Regular Meeting**

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**ADJOURNMENT**

**Mrs. Hurst moved to adjourn.**

**Seconded by Mr. LaFreniere.**

**Mayor Nicholson abstained from voting.**

**Vote – so voted.**

The meeting adjourned at 7:25 pm

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**Anne Hurst, Secretary**

T. Hillman, Recording Secretary



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

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May 14, 2025

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

RE: An Order to Raise And Appropriate The Sum Of \$29,332,133.00 For The Various  
Department Of The City For The Expense Budget For The Fiscal Year Beginning July 1, 2025 To  
June 30, 2026.

Dear Mr. President and Councilors,

Attached is the money order for the expense budget appropriation associated with the FY2026  
budget, which narrative that has been submitted as Item# 11538, and is available on the City's  
website at the following address: <https://gardner-ma.gov/1467/FY2026-Budget-Proposal>

This can be found under the Mayor's Department page of the website.

Respectfully submitted,

Michael J. Nicholson  
Mayor, City of Gardner

AN ORDER TO RAISE AND APPROPRIATE A SUM OF MONEY FOR THE VARIOUS DEPARTMENTS FOR THE EXPENSE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 TO JUNE 30, 2026.

*ORDERED:*

To raise and appropriate for the expense of the City of Gardner for the Fiscal Year beginning July 1, 2025 to June 30, 2026 sums as designated for the expenditures of the various departments, other than what was presented to City Council in the Salary and Labor budget, according to the detailed schedule hereto annexed and made a part of this money order in the amount of TWENTY-NINE MILLION, THREE HUNDRED AND THIRTY-TWO THOUSAND, ONE HUNDRED THIRTY-THREE DOLLARS 00/100 CENTS (\$29,332,133)



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

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May 14, 2025

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

RE: An Order to Raise And Appropriate The Sum Of \$14,587,314.00 For The Various  
Department Of The City For The Salary And Labor Budget For The Fiscal Year Beginning July  
1, 2025 To June 30, 2026.

Dear Mr. President and Councilors,

Attached is the money order for the salary and labor appropriation associated with the FY2026  
budget, which narrative that has been submitted as Item# 11538, and is available on the City's  
website at the following address: <https://gardner-ma.gov/1467/FY2026-Budget-Proposal>

This can be found under the Mayor's Department page of the website.

Respectfully submitted,

Michael J. Nicholson  
Mayor, City of Gardner

AN ORDER TO RAISE AND APPROPRIATE A SUM OF MONEY FOR THE VARIOUS DEPARTMENTS FOR THE SALARY AND LABOR BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 TO JUNE 30, 2026.

*ORDERED:*

To raise and appropriate for the expense of the City of Gardner for the Fiscal Year beginning July 1, 2025 to June 30, 2026 sums as designated for the expenditures of the various departments, Salary and Labor budgets, according to the detailed schedule hereto annexed and made a part of this money order in the amount of FOURTEEN MILLION, FIVE HUNDRED EIGHTY-SEVEN THOUSAND, THREE HUNDRED, FOURTEEN DOLLARS 00/100 CENTS (\$14,587,314)





## City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 14, 2025

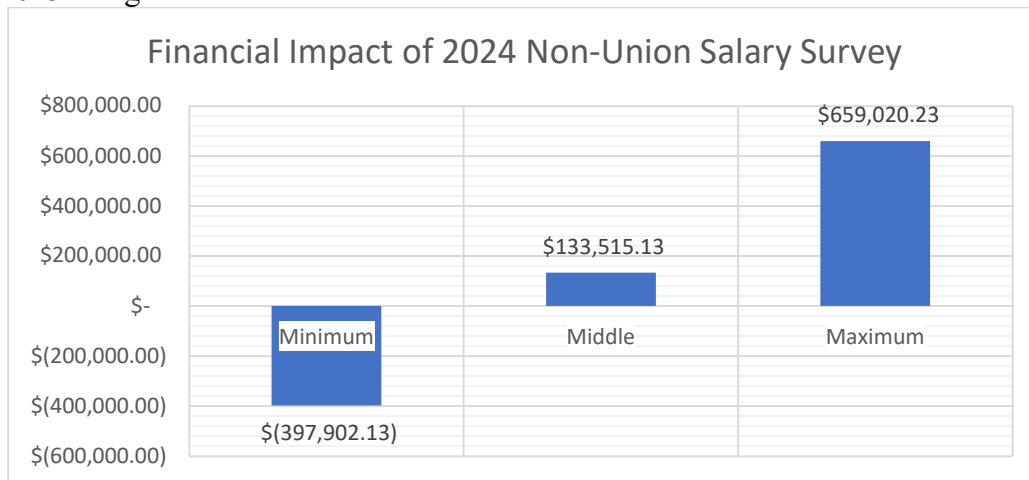
Hon. George C. Tyros, Council President  
And City Councilors  
Gardner City Hall, Rm 121  
95 Pleasant Street  
Gardner, MA 01440

RE: An Ordinance to Amend the City of Gardner, Chapter 8, thereof entitled "Personnel," to replace Attachment 1, Schedule E, thereof entitled "Non-Union Compensation Schedule"

Dear Mr. President and Councilors,

During the FY2025 Budget Process, I notified the City Council that the Administration was working toward the request by the City Council from July 5, 2022, that the Administration investigate the construction of a compensation matrix for the City's non-union employees and perform a compensation study for the same. In November of 2022, the City was awarded a grant from the Commonwealth to fund the compensation study, the results of which, were shared with the City Council as part of the meeting packet for April 1, 2024.

The FY2025 Budget Letter that was submitted to the Council showed the results as follows:



Understanding that the City is unable to fund the full range of the Survey, the Administration took to create a compromised proposal that both accomplishes the goal of the creation of a compensation matrix, while also working within the bounds of what the City could afford.

The attached ordinance is the product that the Administration was able to produce as a result.

I believe this proposal both accomplishes that goal of creating a long-term matrix to assist in budgetary planning and projections, as well as providing our non-union employees with an incentive to remain with the City.

The step system proposed mirrors the majority of the matrixes contained in the City's collective bargaining agreements with our union employees.

The FY2026 budget proposal does contain the funding for this ordinance proposal as well.

I do understand the proposed ordinance amendment is a deviation from what we have done in the past, so I also wish to reiterate that the Administration is willing to work with the City Council through any questions, concerns, or requests for information needed during your review.

Respectfully submitted,

A handwritten signature in blue ink, reading "Michael J. Nicholson". The signature is stylized with a large initial "M" and a long, sweeping underline.

Michael J. Nicholson  
Mayor, City of Gardner

**An Ordinance to Amend the Code of the City of Gardner, Chapter 8, Thereof Entitled  
“Personnel,” amended by vote of the City Council on December 16, 2024, to replace  
Attachment 1, Exhibit E, thereof entitled “Non-Union Employee Compensation  
Schedule”**

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

**SECTION 1:** Exhibit E of Attachment 1, thereof entitled “Non-Union Employee Compensation Schedule,” of Chapter 8 of the Code of the City of Gardner, thereof entitled “Personnel,” be deleted in its entirety and replaced with the following thereof.

Section 1: The compensation of non-union employees of the City of Gardner shall be set according to the Exhibit E Schedule.

Section 2: Step Levels

Unless otherwise stated by ordinance, employee’s step shall be determined by the number of years in which the employee has been in that position, not years of service with the City.

Section 3: Promotions

When an employee is promoted to a position with a higher pay grade, the employee shall be placed at the lowest step in the new pay grade that provides an increase in base pay over their current rate of pay. The promoted employee will not necessarily retain the same step number held in their previous position. The step placement will ensure the employee receives a pay increase, but not necessarily a step-for-step progression.

Section 4: Demotions

When an employee is demoted to a position with a lower pay grade, whether voluntarily or involuntarily, the employee shall be placed at the highest step in the lower pay grade that does not exceed their current rate of pay. If the current pay rate falls below Step 1 of the new grade, the employee shall be placed at Step 1 of the lower grade.

Section 5: Step Rate Effective

The step placement associated with a promotion or demotion shall be effective on the date the personnel action takes effect, as determined by the appointing authority.

Step 6: Initial Step Rate Recognition of Education, Training, and Experience

Upon hiring, the Mayor may approve a new hire to begin a rate of Step 2, rather than Step 1, if the employees Department Head and the Mayor agree that the employees education, training, and experience, are sufficient to begin the employee at a higher step.

		104.00%	104.00%	104.00%	104.00%	104.00%	104.00%	104.00%	104.00%	104.00%
Position	DATE STARTED AT POSITION	Current Sal	STEP 1 FY25 SAL RATE	Step 2 (4%) one year	Step 3 (4%) two years	Step 4 (4%) five years	Step 5 (4%) 10 years	Step 6 (4%) 15 years	Step 7 (4%) 20 years	Step 8 (4%) 25 years
Police Chief	6/14/2022	\$ 145,600.27	\$ 145,600.27	\$ 151,424.28	\$ 157,481.25	\$ 163,780.50	\$ 170,331.72	\$ 177,144.99	\$ 184,230.79	\$ 191,600.02
Deputy Chief of Police	6/14/2022	\$ 126,294.75	\$ 126,294.75	\$ 131,346.54	\$ 136,600.40	\$ 142,064.42	\$ 147,746.99	\$ 153,656.87	\$ 159,803.15	\$ 166,195.28
DPW Director	8/13/2001	\$ 112,141.58	\$ 112,141.58	\$ 116,627.24	\$ 121,292.33	\$ 126,144.03	\$ 131,189.79	\$ 136,437.38	\$ 141,894.87	\$ 147,570.67
Fire Chief	10/1/2020	\$ 115,983.63	\$ 115,983.63	\$ 120,622.98	\$ 125,447.89	\$ 130,465.81	\$ 135,684.44	\$ 141,111.82	\$ 146,756.29	\$ 152,626.54
IT Director	4/30/2012	\$ 107,457.64	\$ 107,457.64	\$ 111,755.95	\$ 116,226.18	\$ 120,875.23	\$ 125,710.24	\$ 130,738.65	\$ 135,968.20	\$ 141,406.92
Director of Human Resources	5/13/2024	\$ 99,245.52	\$ 99,245.52	\$ 103,215.34	\$ 107,343.95	\$ 111,637.71	\$ 116,103.22	\$ 120,747.35	\$ 125,577.24	\$ 130,600.33
Community Development Director	1/22/2025	\$ 103,886.86	\$ 103,886.86	\$ 108,042.33	\$ 112,364.03	\$ 116,858.59	\$ 121,532.93	\$ 126,394.25	\$ 131,450.02	\$ 136,708.02
City Engineer	3/14/2022	\$ 95,428.04	\$ 95,428.04	\$ 99,245.16	\$ 103,214.97	\$ 107,343.57	\$ 111,637.31	\$ 116,102.80	\$ 120,746.91	\$ 125,576.79
City Treasurer	8/27/2019	\$ 94,187.87	\$ 94,187.87	\$ 97,955.38	\$ 101,873.60	\$ 105,948.54	\$ 110,186.49	\$ 114,593.95	\$ 119,177.70	\$ 123,944.81
City Auditor	12/7/2015	\$ 94,187.87	\$ 94,187.87	\$ 97,955.38	\$ 101,873.60	\$ 105,948.54	\$ 110,186.49	\$ 114,593.95	\$ 119,177.70	\$ 123,944.81
City Clerk	1/5/2021	\$ 89,309.91	\$ 89,309.91	\$ 92,882.31	\$ 96,597.60	\$ 100,461.50	\$ 104,479.96	\$ 108,659.16	\$ 113,005.53	\$ 117,525.75
City Solicitor	3/4/2024	\$ 90,337.92	\$ 90,337.92	\$ 93,951.44	\$ 97,709.49	\$ 101,617.87	\$ 105,682.59	\$ 109,909.89	\$ 114,306.29	\$ 118,878.54
Building Commissioner	5/15/2023	\$ 87,558.74	\$ 87,558.74	\$ 91,061.09	\$ 94,703.53	\$ 98,491.67	\$ 102,431.34	\$ 106,528.60	\$ 110,789.74	\$ 115,221.33
Director of Public Health	7/24/2023	\$ 83,374.84	\$ 83,374.84	\$ 86,709.83	\$ 90,178.23	\$ 93,785.36	\$ 97,536.77	\$ 101,438.24	\$ 105,495.77	\$ 109,715.60
Director of Public Safety Dispatch Center	2/8/2022	\$ 83,226.22	\$ 83,226.22	\$ 86,555.27	\$ 90,017.48	\$ 93,618.18	\$ 97,362.91	\$ 101,257.42	\$ 105,307.72	\$ 109,520.03
Purchasing Director	10/21/2019	\$ 82,508.29	\$ 82,508.29	\$ 85,808.62	\$ 89,240.97	\$ 92,810.61	\$ 96,523.03	\$ 100,383.95	\$ 104,399.31	\$ 108,575.28
City Assessor	12/6/2021	\$ 81,941.40	\$ 81,941.40	\$ 85,219.06	\$ 88,627.82	\$ 92,172.93	\$ 95,859.85	\$ 99,694.24	\$ 103,682.01	\$ 107,829.29
Library Director	1/13/2025	\$ 84,488.49	\$ 84,488.49	\$ 87,868.03	\$ 91,382.75	\$ 95,038.06	\$ 98,839.58	\$ 102,793.17	\$ 106,904.89	\$ 111,181.09
GIS Coordinator	12/2/2024	\$ 80,239.58	\$ 80,239.58	\$ 83,449.16	\$ 86,787.12	\$ 90,258.61	\$ 93,868.95	\$ 97,623.71	\$ 101,528.66	\$ 105,589.81
Assistant Director of Community Development	TBA	\$ 74,903.61	\$ 74,903.61	\$ 77,899.75	\$ 81,015.74	\$ 84,256.37	\$ 87,626.63	\$ 91,131.69	\$ 94,776.96	\$ 98,568.04
IT Dept Systems Manager	4/25/2005	\$ 71,490.13	\$ 71,490.13	\$ 74,349.74	\$ 77,323.72	\$ 80,416.67	\$ 83,633.34	\$ 86,978.67	\$ 90,457.82	\$ 94,076.13
Director Veterans Services	6/1/2024	\$ 68,299.20	\$ 68,299.20	\$ 71,031.17	\$ 73,872.41	\$ 76,827.31	\$ 79,900.40	\$ 83,096.42	\$ 86,420.28	\$ 89,877.09
COA Director	2/1/2021	\$ 68,299.20	\$ 68,299.20	\$ 71,031.17	\$ 73,872.41	\$ 76,827.31	\$ 79,900.40	\$ 83,096.42	\$ 86,420.28	\$ 89,877.09
Conservation Planning Agent	8/20/2024	\$ 64,189.94	\$ 64,189.94	\$ 66,757.54	\$ 69,427.84	\$ 72,204.95	\$ 75,093.15	\$ 78,096.88	\$ 81,220.75	\$ 84,469.58
Assistant Director Library	2/3/2022	\$ 63,547.00	\$ 63,547.00	\$ 66,088.88	\$ 68,732.44	\$ 71,481.73	\$ 74,341.00	\$ 77,314.64	\$ 80,407.23	\$ 83,623.52
Economic Development Coordinator	1/16/2024	\$ 63,546.98	\$ 63,546.98	\$ 66,088.86	\$ 68,732.41	\$ 71,481.71	\$ 74,340.98	\$ 77,314.62	\$ 80,407.20	\$ 83,623.49
Assistant Treasurer	10/22/2027	\$ 59,735.13	\$ 59,735.13	\$ 62,124.54	\$ 64,609.52	\$ 67,193.90	\$ 69,881.65	\$ 72,676.92	\$ 75,584.00	\$ 78,607.36
Executive Aide to Mayor	6/1/2024	\$ 56,642.56	\$ 56,642.56	\$ 58,908.26	\$ 61,264.59	\$ 63,715.18	\$ 66,263.78	\$ 68,914.34	\$ 71,670.91	\$ 74,537.74
Assistant Director of Veterans Services	4/28/2025	\$ 56,100.00	\$ 56,100.00	\$ 58,344.00	\$ 60,677.76	\$ 63,104.87	\$ 65,629.07	\$ 68,254.23	\$ 70,984.40	\$ 73,823.77
Budget/Project Manager	TBA	\$ 52,999.96	\$ 52,999.96	\$ 55,119.96	\$ 57,324.76	\$ 59,617.75	\$ 62,002.46	\$ 64,482.56	\$ 67,061.86	\$ 69,744.33
Prevention Coordinator	1/11/2021	\$ 53,321.00	\$ 53,321.00	\$ 55,453.84	\$ 57,671.99	\$ 59,978.87	\$ 62,378.03	\$ 64,873.15	\$ 67,468.08	\$ 70,166.80
Assistant City Auditor	6/1/2017	\$ 54,526.16	\$ 54,526.16	\$ 56,707.21	\$ 58,975.49	\$ 61,334.51	\$ 63,787.90	\$ 66,339.41	\$ 68,992.99	\$ 71,752.71
Executive Assistant to Mayor	12/22/2014	\$ 53,277.43	\$ 53,277.43	\$ 55,408.53	\$ 57,624.87	\$ 59,929.86	\$ 62,327.06	\$ 64,820.14	\$ 67,412.94	\$ 70,109.46
Library Maintenance and Craftsman	2/13/2023	\$ 51,459.20	\$ 51,459.20	\$ 53,517.57	\$ 55,658.27	\$ 57,884.60	\$ 60,199.99	\$ 62,607.99	\$ 65,112.30	\$ 67,716.80
Assist Library Maintenance and Craftsman	PT 11/6/2019	\$ 16,724.24	\$ 16,724.24	\$ 17,393.21	\$ 18,088.94	\$ 18,812.50	\$ 19,565.00	\$ 20,347.60	\$ 21,161.50	\$ 22,007.96
Assistant City Solicitor	TBA	\$ 50,000.00	\$ 50,000.00	\$ 52,000.00	\$ 54,080.00	\$ 56,243.20	\$ 58,492.93	\$ 60,832.65	\$ 63,265.95	\$ 65,796.59
Staff Librarian	FT 01/17/2013	\$ 47,755.76	\$ 47,755.76	\$ 49,665.99	\$ 51,652.63	\$ 53,718.74	\$ 55,867.48	\$ 58,102.18	\$ 60,426.27	\$ 62,843.32
Staff Librarian	FT 06/07/2021	\$ 47,755.76	\$ 47,755.76	\$ 49,665.99	\$ 51,652.63	\$ 53,718.74	\$ 55,867.48	\$ 58,102.18	\$ 60,426.27	\$ 62,843.32
Staff Librarian	FT 02/01/2016	\$ 47,755.76	\$ 47,755.76	\$ 49,665.99	\$ 51,652.63	\$ 53,718.74	\$ 55,867.48	\$ 58,102.18	\$ 60,426.27	\$ 62,843.32
Staff Librarian PT	PT 9/27/2024	\$ 7,163.36	\$ 7,163.36	\$ 7,449.90	\$ 7,747.89	\$ 8,057.81	\$ 8,380.12	\$ 8,715.33	\$ 9,063.94	\$ 9,426.50
Staff Librarian PT	PT 9/27/2024	\$ 7,163.36	\$ 7,163.36	\$ 7,449.90	\$ 7,747.89	\$ 8,057.81	\$ 8,380.12	\$ 8,715.33	\$ 9,063.94	\$ 9,426.50
HR Manager	1/6/2025	\$ 63,316.00	\$ 63,316.00	\$ 65,848.64	\$ 68,482.59	\$ 71,221.89	\$ 74,070.76	\$ 77,033.60	\$ 80,114.94	\$ 83,319.54
Assistant City Clerk	8/19/2024	\$ 46,517.00	\$ 46,517.00	\$ 48,377.68	\$ 50,312.79	\$ 52,325.30	\$ 54,418.31	\$ 56,595.04	\$ 58,858.84	\$ 61,213.20
Senior Library Technicians	FT 08/12/21	\$ 46,404.38	\$ 46,404.38	\$ 48,260.56	\$ 50,190.98	\$ 52,198.62	\$ 54,286.57	\$ 56,458.03	\$ 58,716.35	\$ 61,065.00
Senior Library Technicians	FT 01/13/2025	\$ 45,052.80	\$ 45,052.80	\$ 46,854.91	\$ 48,729.11	\$ 50,678.27	\$ 52,705.40	\$ 54,813.62	\$ 57,006.16	\$ 59,286.41
Library Technician	FT 9/10/2018	\$ 42,494.40	\$ 42,494.40	\$ 44,194.18	\$ 45,961.94	\$ 47,800.42	\$ 49,712.44	\$ 51,700.94	\$ 53,768.97	\$ 55,919.73
Library Technician	FT 8/02/2022	\$ 42,494.40	\$ 42,494.40	\$ 44,194.18	\$ 45,961.94	\$ 47,800.42	\$ 49,712.44	\$ 51,700.94	\$ 53,768.97	\$ 55,919.73
Library Technician PT	PT 9/27/2022	\$ 25,496.64	\$ 25,496.64	\$ 26,516.51	\$ 27,577.17	\$ 28,680.25	\$ 29,827.46	\$ 31,020.56	\$ 32,261.38	\$ 33,551.84
Library Technician PT	PT 7/15/2015	\$ 25,496.64	\$ 25,496.64	\$ 26,516.51	\$ 27,577.17	\$ 28,680.25	\$ 29,827.46	\$ 31,020.56	\$ 32,261.38	\$ 33,551.84
Library Clerical	PT 7/1/2013	\$ 10,158.72	\$ 10,158.72	\$ 10,565.07	\$ 10,987.67	\$ 11,427.18	\$ 11,884.27	\$ 12,359.64	\$ 12,854.02	\$ 13,368.18
Golf Ground Maint PT STEP 3	5/16/2022	\$ 36,398.96	\$ 36,398.96	\$ 37,854.92	\$ 39,369.12	\$ 40,943.88	\$ 42,581.63	\$ 44,284.90	\$ 46,056.30	\$ 47,898.55
Golf Ground Maint PT STEP 3	4/11/2022	\$ 40,508.52	\$ 40,508.52	\$ 42,128.86	\$ 43,814.02	\$ 45,566.58	\$ 47,389.24	\$ 49,284.81	\$ 51,256.20	\$ 53,306.45
Golf Superintendent	3/2/2009	\$ 85,788.97	\$ 85,788.97	\$ 89,220.53	\$ 92,789.35	\$ 96,500.92	\$ 100,360.96	\$ 104,375.40	\$ 108,550.42	\$ 112,892.43
Golf Pro Manager	4/13/2009	\$ 64,322.96	\$ 64,322.96	\$ 66,895.88	\$ 69,571.71	\$ 72,354.58	\$ 75,248.77	\$ 78,258.72	\$ 81,389.06	\$ 84,644.63
Transfer Station Supervisor	5/26/2021	\$ 51,667.20	\$ 51,667.20	\$ 53,733.89	\$ 55,883.24	\$ 58,118.57	\$ 60,443.32	\$ 62,861.05	\$ 65,375.49	\$ 67,990.51
Golf Maint Worker FT	4/11/1985	\$ 47,444.80	\$ 47,444.80	\$ 49,342.59	\$ 51,316.30	\$ 53,368.95	\$ 55,503.71	\$ 57,723.85	\$ 60,032.81	\$ 62,434.12
Golf Mechanic STEP 3	9/17/2017	\$ 46,961.20	\$ 46,961.20	\$ 48,839.65	\$ 50,793.23	\$ 52,836.56	\$ 54,959.09	\$ 57,162.90	\$ 59,459.01	\$ 61,849.51
Transfer Station Monitor	4/19/2023	\$ 21,726.64	\$ 21,726.64	\$ 22,595.71	\$ 23,499.53	\$ 24,439.52	\$ 25,417.10	\$ 26,433.78	\$ 27,491.13	\$ 28,590.78
DPW Business Manager	4/22/2013	\$ 40,068.93	\$ 40,068.93	\$ 41,671.69	\$ 43,338.55	\$ 45,072.10	\$ 46,874.98	\$ 48,749.98	\$ 50,699.98	\$ 52,727.98

Non-Union Temporary, Seasonal, and Intermittent Positions			
	Hourly Rate		
Certified Pool Officer/Head Lifeguard	\$ 24.76		
Certified Pool Officer/Lifeguard	\$ 20.81		
Election Warden	\$ 17.00		
Election Inspector	\$ 15.00		
Election Clerk	\$ 16.00		
Lifeguard	\$ 17.00		
Assistant Recreation Director	\$ 25.50		
Recreation Season Coach	\$ 750.00	Annual- Per sport, per season	
Recreational Support Staff	\$ 0.15		
Special Detail Police Officer	\$ 0.52		
Temporary Seasonal Technical	\$ 0.15		
Temporary Seasonal Laborer	Step 1 15.25	Step 2 15.75	Step 3 16.25

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



City of Gardner, Massachusetts  
Councillor Ronald F. Cormier  
Memorial Committee

February 23, 2025

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

Re: Committee Report

Dear Mr. President:

The Councillor Ronald F. Cormier Memorial Committee was established by vote of the Gardner City Council for the purpose of recommending a fitting memorial to the memory and service of the late Ronald F. Cormier. Council President George Tyros appointed four members, Marcelle S. Cormier, Neil W. Janssens, James M. Walsh, Esq., and Alan L. Agnelli. At its inaugural meeting on January 27, 2025, Mr. Walsh was elected Chair and Mr. Agnelli was elected Clerk.

The Committee met on three occasions, January 27, February 12, and February 19, 2025. The Committee voted that an appropriate plaque be placed in the Council Chamber commemorating Councillor Cormier's service and contributions to the City. Votes were taken on the style and text of the plaque. A separate vote, based on the wishes of the Cormier family and in deference to his widow's stated preference is to place the plaque in the Council Chamber but not to designate the Council Chamber in his name.

The Committee leaves to the Council the decision on the size of the memorial based on budgetary considerations.

The style and text of the memorial voted by the Committee is enclosed.

The Committee thanks the Council for the opportunity to participate and contribute to Councillor Cormier's remarkable legacy.

Very truly yours,

James M. Walsh, Esq.  
Chair

Enclosure  
JMW/aa

RECEIVED  
2025 FEB 24 A 10:28  
CITY CLERK'S OFFICE  
GARDNER, MA



← Placeholder  
for bas-relief  
image

In Memory of  
**Ronald F. Cormier**  
“Dean of the City Council”  
1942 – 2024

Lifelong Educator - Devoted Public Servant - City Councillor for 36 years

Longest-serving Councillor in the City's first 100 Years

Council President

Councillor at-Large

Ward 3 Councillor

Airport Commissioner

Gardner Elementary School Advisory Board

Gardner Redevelopment Authority Chairman

Levi Heywood Memorial Library Board of Trustees Clerk

## City of Gardner Sexual Harassment Policy Discussion

A proposal by President Tyros that the City Council discuss the City's current sexual harassment policy and receive an update from the Mayor and HR Director regarding updates planned by the administration to modernize the policy and procedures of City Hall.

RECEIVED

2025 APR - 3 P 3: 59

CITY CLERK'S OFFICE  
GARDNER, MA





City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

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April 28, 2025

Hon. Aleksander H. Dernalowicz, Chair  
And Finance Committee Members  
Gardner City Hall, Rm 121  
95 Pleasant Street  
Gardner, MA 01440

RE: Additional Information Requested for Item #11517: A Proposal from President Tyros that the City Council discuss the City's current Sexual Harassment Policy

Dear Mr. Chairman and Councilors,

At the previous meeting of the Finance Committee, I informed the Committee that I would provide copies of all of the City's Personnel Policies that have been updated since Director Morse has been in position.

Attached to this correspondence, please find copies of the City's new Sexual Harassment Policy, Social Media Policy, and Dress Code.

Respectfully Submitted,

Michael J. Nicholson  
Mayor, City of Gardner

CITY OF GARDNER  
Personnel Policy and Procedure

**Harassment/Sexual Harassment Policy**

*Date of Last Revision: March 12, 2025*

**I. Policy**

The City of Gardner is committed to maintaining a work environment that is free from all forms of illegal discrimination and harassment. This policy pertains to harassment based on race, color, physical or mental disability, age (as defined by law), religious creed, sex, pregnancy/nursing or other pregnancy condition, sexual orientation (as defined by law), gender identity, transgender status, national origin, ancestry, veteran status, military service or application for military service, genetic information, criminal record and any other protected class legally applicable to the City (collectively, "Protected Classes").

The City of Gardner prohibits harassment of any kind, including sexual harassment, in the workplace or in other settings in which employees may find themselves in connection with their employment. Sexual harassment and harassment on the basis of a protected class are forms of behavior that adversely affect the employment relationship. While this policy aims to create a harassment-free environment, it does not limit the City's ability to take action regarding unacceptable workplace conduct, regardless of whether it violates this policy or constitutes harassment.

**II. Responsibilities**

State and federal law holds employers responsible for harassment committed by employees toward other employees, as well as for harassment by non-employees in the workplace. All supervisors and department heads are responsible for recognizing and addressing harassment and must respond appropriately when they reasonably ascertain that such conduct exists.

All employees must uphold this policy as a condition of employment to prevent harassment. This policy applies to all City employees, regardless of employment status or bargaining unit membership. Department heads and supervisors are responsible for providing employees with a copy of this policy and ensuring its enforcement within their departments.

The City is committed to fostering a work environment that actively prevents harassment. Efforts include, but are not limited to:

- Informing employees of this policy during onboarding
- Requiring annual employee review and acknowledgement of the policy
- Providing regular harassment prevention training
- Communicating potential sanctions policy violations
- Ensuring employees have a safe way to report incidents without fear of reprisal

**III. Protected Class Harassment**

Protected class harassment can be verbal or non-verbal behavior, including but not limited to slurs,

derogatory comments, emails, voicemails, obscene or suggestive sounds intended to relate to a person's protected class, showing or posting objects, pictures, cartoons, or making offensive or demeaning gestures related to an individual's membership in a protected class. Harassment also refers to behavior which is personally offensive, impairs employee morale and interferes with the work effectiveness of employees.

#### **IV. Sexual Harassment**

Under Massachusetts law, sexual harassment is defined as sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female employees may also constitute sexual harassment. The victim and complainant do not have to be of the opposite sex. The complainant does not have to be a person directly harassed but may be someone affected by the offensive conduct. This is true for all forms of protected class harassment as well.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances – whether they involve physical touching or not
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life
- Comment about an individual's body, and/or comment about an individual's sexual activity, deficiencies, or prowess
- Displaying or disseminating sexually suggestive objects, pictures, cartoons, voicemail, email, graphics, downloaded material or websites
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
- Inquiries into one's sexual experiences
- Discussion of one's sexual activities

#### **V. Complaints of Harassment**

This policy is part of the City's ongoing commitment to uphold the personal dignity and worth of each individual in the workplace, ensuring that all individuals are treated with dignity, respect, and courtesy.

To ensure a harassment-free environment, the city has outlined the following procedures for addressing and resolving harassment complaints. The city will respond promptly to any complaints of harassment, taking corrective action, including disciplinary measures where appropriate. The complaint and investigation procedure (outlined below) applies to all forms of illegal harassment, including sexual harassment.

Employees who believe they have been subjected to sexual harassment or protected class harassment must report the incident promptly to the HR Director, or their designee. Reports may be made orally or in writing to:

The HR Director is located at 95 Pleasant Street, Room 226 Gardner, MA 01440, and is also available to discuss any concerns employees may have and to provide information about the City's harassment policy and complaint process.

Employees may also report incidents of harassment to their supervisor; however, supervisors are required to immediately inform one of the individuals listed above, or the City's Mayor. Bargaining unit employees may speak with their union representative; however, this does not constitute, or substitute for, reporting the incident to the City.

It is suggested that employees who believe they have been subjected to sexual harassment or protected class harassment make it clear to the offender that such behavior is offensive to them and not acceptable. Any employee or supervisor who becomes aware of any possible unlawful harassment or other violation of this policy, whether they are personally affected or not, is directed to immediately report this conduct.

Retaliation against any employee who has filed a harassment complaint, or against individuals who cooperate with a harassment investigation, is also unlawful and will not be tolerated.

## **VI. Harassment Investigation**

Upon receiving a complaint, the City will conduct a prompt, thorough, and impartial investigation. Every effort will be made to maintain confidentiality, subject to the need for a complete investigation. The process will generally include private interviews with the complainant, witnesses, and the person alleged to have committed harassment. All employees will be expected to cooperate fully in the efforts to investigate and enforce this policy.

At the conclusion of the investigation, the complainant and the alleged offender will be informed of the findings, to the extent appropriate.

## **VII. Disciplinary Action**

If an investigation determines that inappropriate conduct has occurred, the city will take corrective action depending on the severity of the behavior and the circumstances. Such action may range from counseling to termination of employment and may include such other forms of disciplinary action as the City deems appropriate under the circumstances.

### VIII. State and Federal Remedies

In addition to filing a complaint with the City, employees who believe they have been subjected to harassment have the right to file a formal complaint with state or federal agencies. Using the City's complaint process does not prohibit employees from filing a complaint with these agencies. Complaints to these agencies must be filed within 300 days from the alleged incident or when the complainant became aware of the incident.

- **The Massachusetts Commission Against Discrimination ("MCAD")**  
One Ashburton Place, Suite 601  
Boston, MA 02108  
(617) 994-6000
- **The U.S. Equal Employment Opportunity Commission ("EEOC")**  
John F. Kennedy Federal Building  
15 New Sudbury Street, Room 475  
Boston, MA 02203  
(800) 669-4000  
TDD number for hearing impaired, (800) 669-6820

Employees are encouraged to utilize the Employee Assistance Program (EAP) for confidential counseling services. The City's EAP, Perspectives, can be reached at (800) 456-6327.

### IX. Acknowledgment

I acknowledge receipt of The City of Gardner's Harassment/Sexual Harassment Policy, and I agree that I am responsible for reading its contents and complying with its provisions.

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Signature

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Print Name

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Date



## **CITY OF GARDNER SOCIAL MEDIA POLICY**

### **I. Policy:**

A. **Introduction.** The City of Gardner (the “City”) depends upon a work environment of tolerance and respect for the achievement of its goals in serving the citizens of the City.

B. **Purpose.** The purpose of this policy is to provide notice to Employees of the City that their use of social media must conform to the law and this policy. This policy is designed to promote and govern the professional and personal use of social media in a responsible manner and to avoid uses that can: (1) breach confidentiality by revealing protected information about the City, its citizens, or its employees; (2) expose the City to legal liability for employer or employee behavior that may be harassing, offensive, or maliciously false; or (3) interfere with productivity and/or ability to perform the duties and responsibilities as Employees of the City.

### **II. Definitions:**

1. The City: City of Gardner.
2. Officials: Individuals who hold office in the City, whether elected or appointed.
3. Employees: All persons employed by the City regardless of position.
4. Users: Employees of the City (individuals or groups) who use, direct, or control a social media account.
5. Social Media: Online forums in which Users participate in the exchange of ideas, messages, and content, including blogs, microblogs, and social networking sites (e.g., Facebook, LinkedIn, Twitter).
6. Electronic Media: All forms of electronic communication, transmission, or storage, including but not limited to, websites and any content contained therein or related thereto.

### **III. General Provisions:**

- A. While employees may maintain and use personal web pages and websites, blogs, microblogs, social networking sites and other forms of social media while off-duty, their status as employees of the City requires that the content of any postings on those social media sites or other web pages not be in violation of existing City by-laws, policies, directives, rules or regulations. The City’s image as a professional organization comprised of professional employees is key to maintaining the respect of its constituents. Although the City recognizes that employees may choose to express themselves by posting personal information upon electronic media sites through personal websites, social networking sites, blogs, microblogs, chat rooms, or other electronic means or by making comments upon electronic sites hosted by other persons, groups or organizations, this right of expression is not free from limitation. That is, while the City acknowledges employees’ First Amendment

rights, speech protections in the public sector apply primarily to matters of public concern and must be balanced against the City's interest in maintaining an efficient and effective workplace. Therefore, employees must exercise caution with respect to comments they post in general, and in particular those concerning the City, a particular department of the City, and/or the City's employees.

- B. This section describes acceptable and unacceptable uses of all social media by Employees of the City. Employees should use their best personal judgment when using any form of social media and must ensure that their use does not violate this or any other City policy.
- C. Employees' use of social media is also subject to the City's Computers and Communications Policy and Harassment Prevention Policy, as well as the City's other policies and standards of conduct, rules, regulations, and by-laws.
- D. All use of social media must conform to the following regulations:
  1. There is no guarantee of privacy for electronic communications. The City reserves the right to review and/or monitor all electronic records and communications, at any time, with or without notice, including individual user folders and other information stored on the City's electronic communications systems. In accessing the Internet, including social media sites, users should assume that all connections and sites visited will be monitored and recorded. This examination helps to ensure compliance with City policies, assists when internal investigations must be conducted and supports the management of the City's information systems. Use of the City's electronic communication devices, including but not limited to City-issued email accounts, Internet services, Intranet, cell phone, smartphones, pagers, City-owned laptops and computers provided for remote use, and computer software constitutes acceptance of such monitoring.
  2. All users are expected and required to conduct themselves in a manner consistent with the City's policies and standards of conduct.
  3. Users must not reveal any confidential or privileged information about the City, its constituents, or its contractors. Users must be particularly careful to protect against the inadvertent disclosure of confidential information.
  4. Users must not harass any other Employees in contravention of the City's Computers and Communications Policy and Harassment Prevention Policy, regardless of the time, place, form, or manner in which the information is posted or transmitted. Comments may be deemed to violate this Policy even if the

City's name or the names of any of its Employees are not posted in the comment.

5. Users must ensure that they are always honest and accurate when posting information or news, and if they make a mistake must correct it quickly. Users may not post any information or rumors they know to be false about the City, fellow employees, constituents, suppliers, vendors, contractors or any other entities or individuals.
6. Users may express only their personal opinions and should never represent themselves as a spokesperson for the City unless specifically designated by the City. If the City is a subject of the content created by an employee, the employee should be clear and open about the fact that they are an employee of the City and should make it clear that their views do not represent those of the City, fellow employees, suppliers, vendors, or any other agent of the City. Users who publish blogs or other online posts related to the work they do or subjects associated with the City must make clear that they are not speaking on behalf of the City. Further, an employee's decision to express their personal opinions does not alleviate their responsibility as an employee to take appropriate action under the circumstances, which may include, but not be limited to, taking action themselves or reporting an issue to a supervisor.
7. Users are expressly prohibited from using social media to engage in any activity or conduct that violates federal, state, or local law (e.g., software or data piracy, child pornography, etc.).
8. Access to and use of social media must not interfere with a User's productivity and/or a User's ability to perform the duties and responsibilities of Employment with the City.
9. Users are prohibited from using social media to engage in any activity that constitutes a conflict of interest for the City or any of its Employees.
10. Department heads and supervisors are expressly prohibited from using any review or recommendation feature or system on a social media site (e.g., LinkedIn) to post reviews or other comments about subordinate employees.
11. Users are expressly prohibited from using social media to request, acquire, or purchase genetic information of an individual Employee, constituent, or family member of the individual Employee or Customer, as specified by the EEOC's regulations governing Title II of GINA, 29 C.F.R. § 1635, et seq., except for information that is inadvertently or lawfully acquired pursuant to 29 C.F.R. § 1635.8(b).



- E. The City specifically acknowledges that police officers and firefighters may be required to use social media to perform their job duties and that such use, subject to the direction and authorization of the respective Chief, is permissible although such use may otherwise appear to violate this Policy. Such actions, however, will not be deemed to violate this Policy provided the police officer or firefighter acts within the scope of his Chief's direction or authority.
- F. This policy is not intended to interfere with employee rights under Massachusetts General Laws Chapter 150E.
- G. The City encourages anyone who uses social media in contravention of this policy to be honest and admit the error as soon as it occurs. Although errors cannot always be erased, prompt notification can make a significant difference in the City's ability to correct or remedy the issue.

#### **IV. Complaints or Problems of Misuse:**

Should any Employee of the City receive or become aware of a violation of this policy, the Employee should report the violation to the Harassment Grievance Officer as soon as possible. The current Harassment Grievance is the Director of Human Resources, 95 Pleasant Street, Gardner, MA 01440; (978) 630-4001.

The City prohibits taking action against any employee for reporting a possible deviation from or violation of this Policy or for cooperating in an investigation. Any employee who retaliates against another employee for, in good faith, reporting a potential violation of this Policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

#### **V. Questions:**

Anyone who is unsure whether a particular posting or contribution to online social media violates this policy is encouraged to ask the Director of Human Resources.

#### **VI. Discipline.**

Any User who violates this Policy shall be subject to appropriate discipline (e.g., verbal warning, written warning, suspension), up to and including termination of employment.<sup>1</sup> The City intends to follow each provision of this Policy but reserves the right to change any provision at any time if circumstances warrant or require. A failure to enforce this Policy does not constitute a subsequent waiver of any violation of this Policy. This Policy shall be read and interpreted in conjunction with all other City policies and procedures.

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<sup>1</sup> Employees covered by a collective bargaining agreement (or civil service law) will be subject to discipline in accordance with the terms of the applicable agreement (or civil service law).

**Acknowledgment of Receipt of Policy**

I acknowledge receipt of this *Social Media Policy* from the City, and that I have read it. I understand that all social media usage and all information transmitted by, received from, or stored in these systems are the property of the City. I also understand that I have no expectation of privacy in connection with the use of the City's electronic communications or with the transmission, receipt or storage of information in these systems. I acknowledge and consent to the City monitoring my use of its electronic communications at any time, at its discretion. Such monitoring may include reviewing Internet websites visited, including social media sites, printing and reading all e-mail entering, leaving or stored in these systems, and/or reviewing all documents created or downloaded. I understand that all e-mail messages are subject to the City's e-mail deletion and retention procedures.

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Name (Print)

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Signature

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Date

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Witness



**THE CITY OF GARDNER  
GARDNER, MASSACHUSETTS**

**City Hall Dress Code Policy**

**Purpose** This policy establishes guidelines for appropriate workplace attire at City Hall to promote a professional and inclusive environment while allowing for comfort and practicality. Employees are expected to maintain a neat, clean, and professional appearance in alignment with their roles.

**General Dress Code** City Hall operates under a **business casual** dress code for office staff. Employees should dress in attire that reflects professionalism and respect for the workplace. Acceptable business casual attire includes, but is not limited to:

- Collared shirts, blouses, and professional tops
- Slacks, chinos, dress pants, and skirts of an appropriate length
- Dresses with modest hemlines and necklines
- Closed-toe or professional footwear
- Sweaters and cardigans
- Dark, well-maintained denim on approved casual days

**Prohibited Attire** The following clothing items are not permitted in the workplace:

- Ripped, frayed, or excessively faded jeans
- Shorts, leggings (unless worn under dresses or tunics), and excessively short skirts/dresses
- Tank Tops with thin straps or shirts that show stomach area
- T-shirts with inappropriate slogans, logos, or graphics
- Flip-flops, athletic slides, or overly casual footwear
- Athletic wear (sweatpants, yoga pants, gym shorts, etc.)
- Hats, caps, or hoodies (unless for religious, medical, or outdoor work-related purposes)
- Excessively tight, revealing, or otherwise inappropriate clothing

**Exceptions & Department-Specific Guidelines**

- **Maintenance Staff, I.T. & Inspectors:** Due to the nature of their work, maintenance and inspection staff are permitted to wear job-appropriate attire, including uniforms, safety gear, and work boots.
- **Casual Fridays:** Employees may wear dark jeans and other relaxed attire on designated casual days, provided they maintain a professional appearance.
- **Special Events & External Meetings:** Employees representing City Hall at formal events or external meetings should adhere to **business professional** attire unless otherwise directed.
- **Weather Accommodations:** Reasonable exceptions may be made during extreme weather conditions while maintaining professionalism.
- **Mayoral Discretion:** The Mayor may make exceptions on a case-by-case basis and may declare casual days as he sees fit.

**Enforcement & Compliance** Supervisors are responsible for ensuring compliance with the dress code. Employees in violation of this policy may be asked to change into appropriate attire. Repeated violations may result in disciplinary action.

**Inclusivity & Accommodations** City Hall recognizes and respects individual dress preferences based on religious, cultural, or medical reasons. Employees requiring accommodations should speak with Human Resources.

This policy is subject to periodic review and updates as needed to reflect organizational and industry standards.

### **Compliance**

Non-compliance with City policies, rules and regulations are subject to disciplinary action, up to and including termination.

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

2025 MAY -7 A 9:34

CITY CLERK'S OFFICE  
GARDNER, MA

May 2, 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 Gardner Community Action Committee (CAC) to modify the structure of their leased space at the Waterford Community Center.

Dear Madam President and Councilors,

Section 8 of the Lease between the City of Gardner and the Gardner Community Action Committee requires that the City Council vote to approve any major alterations to the structure of their space at the Waterford Community Center before any of the alterations can be made.

The Gardner CAC is requesting permission to construct a wall in their leased section of the building to be able to finalize their space.

The attached request from the CAC is attached, and the Administration is fully in support of this alteration to the building.

Respectfully submitted,

Michael J. Nicholson  
Mayor, City of Gardner

**A MEASURE AUTHORIZING THE GARDNER COMMUNITY ACTION COMMITTEE TO  
CONSTRUCT ALTERATIONS TO THEIR LEASED SPACE AT THE WATERFORD  
COMMUNITY CENTER**

VOTED: Pursuant to Section 8 of the Grant Lease Agreement signed between the City of Gardner and the Gardner Community Action Team, authorization is hereby granted to alter and/or modify portions of the space leased to the Gardner Community Action Team through the construction of a wall located at the entrance to the hallway of their leased space.



294 Pleasant Street • Gardner, MA 01440  
(978) 632-8700

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April 30, 2025

Mayor Michael Nicholson  
City of Gardner  
95 Pleasant Street, Room  
Gardner, MA 01440

Dear Mayor Nicholson,

I am writing to respectfully request your approval for modifications to the leased space located at 62 Waterford Street, Gardner, MA. These modifications are necessary to meet the requirements for storing United States Department of Agriculture (USDA) food items that we distribute to the community we serve.

To ensure the safe and secure storage of these food items, the proposed scope of work includes the construction of a 9-foot tall interior wall at the entrance to an existing hallway. The wall will not extend to the ceiling. The wall will include an extended-sized door that will provide a safe and accessible entrance for the individuals we serve, donation drop-offs, and the movement of necessary equipment. For security purposes, during non-operating hours, this door will be equipped with a locking mechanism to safeguard the stored USDA foods and refrigerated items within the hallway overnight.

We believe these modifications are essential to our ability to effectively and safely manage safe food storage and continue providing vital support to the residents of Gardner. We are committed to adhering to all building codes and regulations during this construction process.

I would be happy to discuss this request further and provide any additional information you may require. Thank you for your time and consideration of this important matter.

Sincerely,

A handwritten signature in blue ink, which appears to read "Julie Meehan", is written over the printed name.

Julie Meehan  
Executive Director

**THE CITY OF GARDNER NON-GOVERNMENT GRANT *RESTATED LEASE*  
WATERFORD STREET COMMUNITY CENTER**

This lease entered into as of this \_\_\_\_ day of **April, 2025** by and between the CITY OF GARDNER, through its Mayor duly elected and authorized, having a mailing address at City of Gardner, 95 Pleasant Street, Gardner, Massachusetts 01440 (hereinafter called the "Lessor" or "City", which expression shall include its successors and assigns where the context so admits), and the Gardner Community Action Committee, Inc., a Massachusetts not for profit corporation, having a mailing address at 294 Pleasant Street, Gardner, MA 01440 (hereinafter called the "Lessee", which expression shall include its successors and assigns where the context so admits). This Restated Lease is to clarify the description of the premises in the November 8, 2025 Lease.

**LEASED PREMISES**

In consideration of the consideration set forth herein , the sufficiency of which the Parties acknowledge and together with the covenants herein reserved and contained on the part of the Lessee to be paid, performed and observed, the Lessor does hereby demise and lease unto the Lessee, the land with the buildings and improvements thereon owned by the Lessor situated in the City of Gardner, Worcester County, Massachusetts, described as follows:

1. That portion of the building located at 62 Waterford Street, commonly known as the Waterford Street Community Center (the "Premises"), consisting of 2,640 square feet, being Unit A as shown on Exhibit "A" attached hereto and incorporated herein by reference *plus any interior hallways exclusively servicing the area* (herein the "Waterford Unit Plan") to be used as set forth in this Lease (hereinafter called the "Leased Premises").

It is specifically acknowledged by the Parties that this is a lease by grant of the City to the Gardner CAC in exchange for the services that the CAC provides to the residents of the City of Gardner.

**USE OF LEASED PREMISES**

Except with the express written consent or permission of the Lessor, no addition or alteration to or upon the Leased Premises shall be made and no trade, occupation or activity other than the Lessee's use be made of the Leased Premises by the Lessee. Lessee's use shall be limited to the provision of community support services provided to economically disadvantaged individuals throughout the greater Gardner community, including but not limited to the operation of a food pantry, and heating fuel assistance program.

It is agreed and understood that only those activities which promote the Lessee and its activities or other community events may be undertaken on the Premises. No alcoholic beverages shall be permitted, stored, consumed or used on the Premises without the express written permission or consent of the Lessor which permission shall not be unreasonably withheld or delayed if the storage, consumption or use of alcohol is in connection with Lessee's fundraising or other functions and activities, and in accordance with all legal requirements. Nothing contained herein shall however



imply that the Lessor will approve the use of alcohol on the Premises and any such approval shall not preclude the denial of approval thereafter. The Lessee shall operate the Leased Premises so as to not unreasonably disturb other businesses, governmental operations and residences in the property or the surrounding area. In carrying out its activities, the Lessee shall direct persons on the Premises to conduct themselves in a manner that does not unreasonably disturb the area reasonably proximate to the Premises or which constitutes a breach of the peace or otherwise violates the law.

In no event shall any trade, occupation, use or activity be conducted or permitted thereon by the Lessee which shall be unlawful or improper, inconsistent with or contrary to any law of the United States, the Commonwealth of Massachusetts, the Ordinances of the City of Gardner, or rules and regulations thereof, as the same may be in effect from time to time, or injurious to any person or property. The Lessee shall be responsible for ascertaining, obtaining and maintaining all required permits and authorizations for the conduct of any activity on the Premises.

### **TERM**

The term of this Lease shall be for a period of fifteen (15) years consisting of three (3) five-year terms as described below commencing on November 1, 2024 and ending on October 31, 2039 (the "Term") upon the terms and conditions contained in this Lease. This grant of lease shall automatically renew for successive one year terms (each referred to as an "Extension Term") under the same terms and conditions as set forth herein unless either party provides the other with no less than ninety (90) days' notice prior to the end of the Term or an Extension Term.

The City may sell or otherwise convey some or all of the Premises with City Council approval and in compliance with all legal requirements, any sale or conveyance may affect the Lessee's rights under this Lease or law. However, nothing contained herein shall be construed as an obligation of the City to sell some or all of the Premises or offer some or all of the Premises for sale.

### **RENT & RENT COMMENCEMENT**

The rent payable by the Lessee for each five-year term shall be in the initial amount of One Dollar (\$1.00) annually and shall be paid to the Lessor On or before October 1 of each year of the Term. It is expressly agreed that this is a grant lease to Lessor in exchange for the charitable services that the Lessor shall provide to economically disadvantaged residents of the greater Gardner communities. The rent for each term shall be as follows.

To the extent the Lessee is not approved by the City of Gardner Board of Assessors as a real estate tax exempt Lessee of public property, and to the extent otherwise applicable, the Lessee covenants and agrees to pay to the City of Gardner as the same become due in accordance with the General Laws of the Commonwealth of Massachusetts, all real estate taxes assessed to the Lessee under the provisions of Section 2b of Chapter 59 of the General Laws or any other acts or amendments thereto or in substitution thereof. In the event of the repeal of Section 2b of Chapter 59 of the General Laws or the non-applicability of Section 2b of Chapter 59 of the General Laws or the failure to enact similar Legislation in substitution thereof, the Lessee covenants and agrees to pay as rent to the Lessor within thirty (30) days of the time tax bills are issued, a sum equal to the amount of taxes that would have been due and payable in each fiscal tax year by that date for said property.

It shall be the responsibility of the Lessee, at its sole cost and expense, to seek, obtain and maintain any exemption from the obligation to pay real estate taxes or payments in lieu of real estate taxes. Lessee acknowledges that the Lessor has no control over any decision of the applicable body or entity which makes such determinations.

Notwithstanding and in addition to any of the remedies and rights of the City of Gardner for non-payment of real estate taxes as provided by law, should the Lessee fail or neglect to pay in full by the due date any real estate taxes or payment in lieu of real estate taxes assessed or charged by the City of Gardner to the Lessee for the Leased Premises, this lease may be terminated by the City by giving written notice of such termination to the Lessee. In such event, this lease will terminate in accordance with the notice, provided however, that the Lease will not be construed to have terminated if within fourteen (14) days following such notice, full payment of all such real estate taxes together with all charges and interest is made at the office of the tax collector of the City of Gardner.

During the term of this lease, or thereafter for any year included within the term hereof, the Lessee will not, and does hereby waive any rights under law, file an application for nor accept an abatement of taxes assessed to the Lessee for the Leased Premises and buildings owned by the City of Gardner more than once every three (3) years, unless except in a year during which the Leased Premises or any part thereof or building or part thereof or building or part thereof owned by the City of Gardner shall have been damaged by fire or other unavoidable casualty. Lessor shall be supplied by Lessee with copies of all notices or papers filed relative to any such abatement application when filed with the Board of Assessors.

Without waiving any other remedy available by law or under the terms of this lease for any breach thereof, including failure to pay the rent provided for, interest at the rate of 1.0% per month may be assessed by the Lessor to any delinquent payments.

#### **QUIET ENJOYMENT**

Lessee, upon paying the rent and other charges herein provided for and observing and keeping the covenants and agreements of this Lease on its part to be kept, shall quietly have and enjoy the use of the Leased Premises during the Term, without hindrance or molestation by the Lessor or anyone claiming by or through Lessor.

#### **ASSIGNMENT**

The Lessee covenants and agrees that it will not assign this lease nor sublet the whole or any part of the Leased Premises or otherwise encumber the Leased Premises without the express prior written permission of the City.

#### **INSURANCE AND INDEMNIFICATION**

The Lessee covenants and agrees to defend, indemnify, and save the Lessor its officials, agents, servants and employees harmless from and against any claims and demands for damages to persons or property suffered on account of the acts, action, fault or omission of the Lessee or arising from the violation by it of any law, ordinance, or statute or from the use of the Leased Premises by

the Lessee or those upon the Leased Premises. The indemnification, defense and hold harmless rights and obligations shall accrue immediately upon the utterance of a claim or complaint covered by this agreement, regardless of other claims simultaneously brought, and shall not be contingent upon the merits of such claim or questions of fact raised by the claim or complaint. This section will survive the expiration or termination of this Lease.

The Lessee covenants and agrees that at the commencement of the term hereof and for each successive term thereafter or during any period the Lessee holds over with the permission (implied or expressed) of the Lessor, it shall provide and send to the Lessor policies of insurance or evidence thereof, insuring both the Lessor and the Lessee for public liability. If such policies are accepted by the Lessor, they shall become a part of this lease.

All insurance shall be with companies authorized to do business in Massachusetts and reasonably acceptable to the Lessor and shall be in such form and contain such terms and conditions as are reasonably acceptable to the Lessor and shall include the Lessor as an additional insured.

The obligations of the Lessee hereunder shall extend to the Premises, including any walkways, buildings, ramps, open space, parking areas and common areas located thereon. As relates to events sponsored or permitted by the Lessee which extend outside of the demised premises, the Lessee shall ensure that said insurance or a rider to same will cover the area used outside of the demised premises.

The Lessor and the Lessee mutually covenant and agree that the Premises shall be protected and insured against loss by fire and other casualties initially as set forth below in such amounts, types and terms as may be reasonably designated from time to time by the Lessor and which shall be reasonably obtainable by the Lessee. Said insurance shall be obtained initially in the following amounts, types and terms and shall be subject to reasonable change in amounts, types and terms by the Lessor within thirty (30) days after written notice to Lessee, and shall extend in coverage to the Premises and the operations of the Lessee thereon:

**General Liability:**

\$1,000,000.00 Per Occurrence

\$2,000,000.00 Aggregate

**Fire Legal Liability:**

\$500,000.00 or such additional amount as the Lessor may reasonably require and which shall be reasonably obtainable to the Lessee. This insurance, or an alternative reasonably satisfactory to the Lessor, shall be obtained within 30 days after written notice to Lessee.

**Umbrella/Excess Liability:**

\$2,000,000.00

It is agreed that in the event that the Lessee neglects to provide or cannot reasonably secure the insurance on its part to be obtained as herein provided, or in the event the same or any part thereof is canceled or a policy or policies lapse for whatever reason, so that at any time during the term of this Lease there is in force less than the required types and amounts of insurance, the Lessor may, by giving notice in writing to the Lessee, terminate this Lease, and in such event, the Lease will terminate in accordance with the notice; provided however, that the Lease will not be construed to have been terminated if within fourteen (14) business days following such notice, the required insurance is obtained and evidence thereof delivered to the Purchasing Department.

Notwithstanding any other provision of this Lease, in the event that the Lessee does not have in full force and effect the required insurance, then in that event all operations and activities on the Premises shall immediately cease, and the Lessee shall take all necessary steps to secure the Leased Premises and prevent access to and use of the same, until such time as the required insurance is obtained or the Lease is terminated.

The Lessor shall not be responsible in any manner for the contents of the demised Premises. Any insurance for the contents shall be the sole cost and responsibility of the Lessee.

**It is agreed that cost of any insurance shall not be a factor in determining whether insurance is reasonable or reasonably obtainable.**

### **PARKING**

Lessee shall have access to all parking areas located on the Premises, in common with all other tenants and occupants of the Premises, and shall not designate any parking spaces as exclusive or for Lessee's use only. Lessee shall also have, in common with all other tenants and occupants of the Premises all ingresses and egresses, all sidewalks, and the main front entrance of the Premises.

### **COMMON AREAS**

All automobile parking areas, entrances and exits thereto, and other facilities furnished by Lessor from time to time on the Premises, including, without limitation, employee and customer parking areas, pedestrian sidewalks and ramps, landscaped areas, exterior and interior stairways, hallways, public bathrooms, display and exhibit areas and other areas and improvements provided by Lessor for general use, in common, of tenants of the Premises, their officers, agents, employees and customers shall at all times be subject to the exclusive control and management of Lessor or its designees and Lessor shall have the right from time to time to establish, modify and enforce reasonable rules and regulations with respect to all facilities and areas mentioned in this paragraph. All of said facilities and areas and all utility systems not installed by or exclusively serving a single lessee of the Premises, (including, without limitation all storm and sanitary drainage systems, waste water treatment facilities or other utility systems) are hereinafter collectively called the "Common Areas". Lessor or its designees shall have the right: to construct, maintain and operate the lighting and parking facilities hereinafter referred to; to restrict parking by tenants, their officers, agents and employees to an employee parking area; to close all or any portion of said areas or facilities to such extent as may, in the opinion of the Lessor's counsel, be legally sufficient to prevent dedication

thereof or accrual of any rights therein to any person or the public; to close temporarily all or any portion of the parking areas or facilities; to discourage non-customer parking; and to do and perform such other acts in and to said areas and improvements as, in the use of reasonable business judgment, the Lessor shall determine to be advisable; provided that no such changes shall deny or materially interfere with reasonable ingress to, or egress from the Premises. Lessor shall have the unfettered right to close down or restrict access to any part of the Common Areas on a temporary basis to make such alterations, modifications or repairs to the Premises as shall be advisable in Lessor's sole discretion. In such an event, Lessor shall have no liability to Lessee for any loss or damage that may accrue to Lessee's business by reason thereof. Lessor will use best efforts not to interfere with the Lessee's business.

Areas identified on Exhibit A identified as Common Areas (restricted) shall be available to all tenants of the Premises by advanced reservation on a first come first served basis. Restricted Common Areas can be reserved by contacting the City of Gardner Building Department.

### **MAINTENANCE AND REPAIR**

The Lessee covenants and agrees that during the term hereof and for any period during which the Lessee holds over, the Lessee will at its own expense, keep the Leased Premises in good order, repair and condition, and in the same condition or better than it was at the commencement of this Lease, reasonable wear and tear and damage by fire or other unavoidable casualty only excepted, and it will keep the grounds in a clean and orderly condition. The Lessee further covenants and agrees that it will keep in good repair with glass of the same kind and quality as that which may be damaged or broken, all the glass now or hereafter on the Leased Premise. Lessee shall specifically see that no debris, rubbish or waste remains on the Premises.

Lessee will pay all the expenses of maintaining and cleaning the Leased Premises, improvements and fixtures of the Lessee constituting personal property, and those of all persons claiming under it, including the removal of snow and ice from all ingresses and egresses exclusive to the Lease Premises, and will peacefully yield up to the Lessor the said Leased Premises and all improvements and additions wrought into and forming a part of the real property of the Lessor in the same repair, order and condition in all respects as they were at the commencement of this Lease, or better condition, reasonable wear and tear excluded, damage by fire and other casualty excepted and will deliver the Premises in a broom clean and debris-free condition.

**LESSOR MAINTENANCE AND REPAIR:** Lessor shall maintain all common areas including snow and ice removal from all parking areas, walkways, sidewalks, and common entrances. Lessor covenants and agrees to maintain or cause to be maintained only the foundations and roof of the Premises, and the structural soundness of the underground subgrade floors and exterior and demising walls in good order, repair and condition, exclusive of any work required because of damage caused by any act, omission or negligence of Lessee, any subtenant or their respective employees, agents, licensees or contractors. Lessor shall not be required to commence any such repair until fifteen (15) days after written notice from Lessee that the same is necessary, except in the event of an emergency in which event the Lessor shall commence such repair as soon as

practically possible. The provisions of this Section shall not apply in the case of damage or destruction by fire or other casualty or a taking under the power of eminent domain, in which event the obligations of the Lessor shall be controlled by the Articles of this Lease dealing therewith.

If Lessor is required to make repairs to the Premises by reason of Lessee's acts, omissions or negligence, other than reasonable wear and tear, or if Lessee refuses or neglects to repair as required hereunder to the reasonable satisfaction of Lessor, Lessor shall provide notice to Lessee of its intent to conduct such repairs seven (7) days prior to commencement of such work (except in the event of an emergency in which event the Lessor shall commence such repair as soon as practically possible), Lessor may make such repairs without liability to Lessee for any loss or damage that may accrue to Lessee's merchandise, fixtures, or other property or to Lessee's business by reason thereof. Upon completion thereof, Lessee shall reimburse Lessor's costs for making such repairs.

### **UTILITY CHARGES**

The Lessee covenants and agrees that it shall be responsible for any and all utility charges and further covenants and agrees that it shall be responsible for and will pay any sewer use, hook-up and/or betterment charges which may be assessed against the Premises, or which may be required, and all expenses related to the installation, repair and maintenance of the same, except as otherwise provided for herein.

### **TAKING OF PROPERTY**

If the Premises, or any substantial part thereof, or the whole or any substantial part of the building owned by the City of Gardner on the Premises shall be taken for any purpose by exercise of the power of eminent domain or condemnation after the execution thereof, then this Lease and said term shall terminate at the option of the Lessor and such option may be exercised in case of any such taking, notwithstanding the entire interest of the Lessor may have been divested by such taking. The Lessee hereby assigns to the Lessor any and all claims and demands for damage on account of any such taking or for compensation for anything lawfully done and pursuant to any public authority and covenants with the Lessor that the Lessee will from time to time execute and deliver to the Lessor such further instruments of assignment of any such claim and demands as the Lessor shall request.

### **DEFAULT AND TERMINATION**

The occurrence of any one or more of the following events shall constitute a material default and breach of the Lease by Lessee:

(a) The permanent vacating, abandonment or cessation of operation of the Premises by Lessee or ceasing use and operation for more than thirty (30) days without the prior written consent of the Lessor

(b) The failure by Lessee to observe or perform any of the covenants, conditions or provisions to be observed or performed by Lessee or any requirement of law, where such failure shall continue for a period of thirty (30) days after written notice thereof from City to Lessee, unless otherwise excused or extended in writing by the City.

It is agreed and understood that this Lease is upon the condition, that if the Lessee shall neglect or fail to perform or observe any of the covenants contained in these presents on its part to be performed or observed or otherwise be in breach or default and such default is not cured within any grace periods provided for herein, the Lessor lawfully may, with 30 days prior written notice, or such lesser or greater notice as it determines reasonably necessary, enter into and upon the Premises or any part thereof in the name of the City, and upon doing so it shall be considered that the City has repossessed the same as its former estate, and if it so desires expel the Lessee and those claiming through or under it and remove its effects (forcibly, if necessary) without being deemed guilty of any manner of trespass, and without prejudice to any remedies which might otherwise accrue for any present or preceding breach of covenant, and upon entry as aforesaid and/or the posting of a notice on the Premises that the City is exercising its rights to terminate (even if there is no actual entry), this Lease shall terminate and the City shall be entitled to possession of the Premises except as stated in said notice; and the Lessee covenants that in case of such termination it will indemnify, defend and hold harmless the Lessor against all losses and claims which it may incur by reason of such termination. Any termination by the Lessor shall be without risk or liability to the Lessor, its agents, servants, officials, officers and employees.

Without limiting the right of the Lessor to exercise any other legal remedy or recourse, should the Lessee fail to promptly remove all of its property or property on the Premises placed or permitted to have been placed there under the authority of the Lessee, or property thereon which is the responsibility of the Lessee, and to restore the Premises to a clean and safe site, properly graded and otherwise to leave same in a condition as required by this Lease, upon any termination or expiration of this Lease, the Lessor may arrange for the removal and or disposal (including treating such property as discarded and or rubbish and trash to be disposed of as same) of the same, with the cost for same being an obligation of the Lessee (and the Lessee hereby irrevocably authorizes the Lessor as its agent to do so) and if the Lessee shall fail to promptly pay for the same and the Lessor pays for or becomes obligated to pay for the same, then the Lessee shall promptly reimburse the Lessor for the reasonable costs related thereto, including any interest, reasonable attorney's fees (whether for inhouse and/or outside legal counsel) and expenses arising therefrom.

Excepted from any grace period shall be any failure or other actions which constitute a threat to public safety and welfare, in which event the City may take such actions as it reasonably deems necessary.

### **ALTERATIONS**

The Lessee covenants and agrees that in the event it desires to make changes of the present Leased Premises (other than ordinary maintenance and repair of the Property), any proposed alterations shall require approval of the City of Gardner City Council. All permanent improvements and renovations to the Leased Premises shall remain with the Premises and shall inure to the benefit of the Lessor.

The Lessee shall indemnify the City from any claims for mechanic's liens that are asserted in connection with work done by Lessee or Lessee's contractors and shall not allow any mechanic's liens to be placed or exist against the Premises for a period of more than forty-five (45) days.

### **INSPECTION OF PROPERTY**

The Lessee covenants and agrees that the City's Mayor, the Director of Public Health, and the Building Commissioner of the City or their subordinates and designees, or other such agent duly appointed by the City, may at reasonable times enter to view and inspect the Leased Premises and may show the Leased Premises to others, and that any time within six (6) months prior to the expiration of the term hereof, may affix to any suitable part of the Premises a notice for letting or selling the same.

### **DAMAGE/DESTRUCTION OF PREMISES**

It is agreed and understood that if the Premises or any substantial part thereof, or the whole or any substantial part of any building owned by the City of Gardner on the Premises, shall be destroyed or substantially damaged by casualty after the execution hereof and before the expiration of the term or any extension or renewal thereof, then this Lease and said term shall terminate at the option of the Lessor, and all rights of the Lessee therein shall at the option of the Lessor likewise terminate and the Lessor shall be under no obligation to restore the Premises to their former condition nor to supply the proceeds of any insurance to that purpose. Notwithstanding total or partial deprivation of use of the Leased Premises or building by the Lessee, the Lessee acknowledges that the matter of abatement of taxes assessed to the Lessee as such rests with the judgment and discretion of the Board of Assessors. Such restoration, if any, shall be conducted and carried out in full compliance of all applicable laws. Any changes in any structures or appurtenances thereto from what was previously there or used shall be subject to the prior written approval of the Lessor.

### **ANTI-DISCRIMINATION CLAUSE**

The Lessee covenants and agrees that it shall not discriminate in any way against any person desiring to Participate in its programs, visit the Leased Premises and/or make use of its facilities and/or services or partake in any of its programs or in its employment practices.

### **NOTICES**

Any notice from the Lessor to the Lessee relating to the Premises or the occupancy thereof shall be deemed to be delivered when posted or left at the Leased Premises addressed to the Lessee or if actually delivered in hand to an agent of the Lessee at the Lessee's address as set forth herein. Any change in address must include a valid street address to be effective.

Any notice from the Lessee to the Lessor relating to the Premises or the occupancy thereof shall be deemed to have been delivered if posted or left at the office of the Mayor, City Hall, 95 Pleasant Street, Gardner, MA 01440 or person performing said functions. Service of notices may also be made in the same manner as for civil process or if served by a Police Officer.

### **ENVIRONMENTAL PROVISIONS**

A. Environmental Laws. Lessee agrees, at its own expense, to comply with all applicable laws, ordinances, regulations and administrative agency or court orders relating to health, safety, noise, environmental protection, waste disposal, hazardous or toxic materials, and water and



air quality. In the event any discharge, leakage, spillage, emission or pollution of any type occurs caused by any act or omission of the Lessee (recognizing that the exterior of the Premises is accessible by the public) upon or from the Premises during the Lease Term or any holdover thereafter, Lessee agrees to immediately notify the City and shall, at Lessee's own expense, take measures to clean and restore the Premises, in compliance with applicable law, to its condition as of 1981 when the Lessee first took occupancy of the Leased Premises.

B. Hazardous Materials on Premises. During the term of this Lease and any holdover thereof, Lessee shall not cause or permit any Hazardous Material to be brought upon, kept or used in or about the Premises by Lessee, its agents, employees, contractors or invitees, except for those materials that are customarily used, stored or disposed of in connection with the Lessee's use. The use, storage or disposal of such Hazardous Materials shall be performed in compliance with applicable environmental and other laws, bylaws, codes, rules and regulations.

C. Environmental Indemnity. Lessee agrees to indemnify, hold harmless and defend City against all liability, cost and expense including, without limitation, any fines, penalties, diminution in value of the Premises, assessment and clean-up costs, judgments, litigation costs and attorneys' fees (whether for inhouse and/or outside legal counsel) incurred by or levied against the City as a result of Lessee's breach of this section or as a result of any discharge, leakage, spillage, emission or pollution on or discharged from the Premises caused by the Lessee. Notwithstanding anything contained herein to the contrary, Lessee shall have no liability as to the foregoing for any Hazardous Material existing or events occurring or generated, at, in, on, under or in connection with the Premises or any part thereof prior to the occupancy of Lessee, or for asbestos or lead paint. Lessee shall not be obligated to protect, defend, indemnify and save the City harmless from and against any claims, liabilities or penalties that are asserted to the extent that they are a result of the fault, negligence, omission or conduct of the City or third parties not directly under the direction or control of the Lessee or its agents, contractors, servants, licensees, employees or invitees.

D. "Hazardous Material". For purposes of this Lease, the term "Hazardous Material" means any hazardous or toxic substances, material or waste, including but not limited to those substances, materials and wastes listed in the U.S. Department of Transportation Hazardous Materials Table (49 CFR § 172.101) or by the U.S. Environmental Protection Agency as hazardous substances (40 CFR Part 302), and amendments thereto, or such substances, materials and wastes that are or become regulated under any applicable local, state or federal law, or is otherwise listed or determined by any federal, state or local authority to be hazardous, and including asbestos, and lead paint.

E. Remediation of Existing Hazardous Material. The Lessee covenants and agrees that if the Lessee undertakes any capital improvements or renovations to the Leased Premises during the term of this Lease, the Lessee will use commercially reasonable efforts to remediate any Hazardous Material that are reasonably connected to and or exposed by the relevant capital improvements or renovations; provided that, the Lessee is not obligated to remediate any Hazardous Material that were introduced to the Premises before the Lessee took occupancy, if the Lessee cannot obtain funding to perform such remediation. The parties agree that this provision does not apply to Hazardous Material introduced to the Property by the Lessee. Both parties agree that the City is not obligated by the terms of this Lease to remediate any Hazardous Materials, even if a competent

environmental or health authority determines that the presence of such Hazardous Material means that the Premises cannot be safely occupied. If a competent environmental or health authority determines that the Property cannot be safely occupied due to the presence of Hazardous Material, the Lessee's sole recourse will be to terminate the Lease (per the paragraph below) and to receive from the City a pro-rata share of any rent already paid to the City. The Lessee hereby waives any claims against the City relating to lost revenue or capital improvements to the Property.

If a competent environmental or health authority determines that the Property cannot be safely occupied due to the presence of Hazardous Material, then the parties agree to work in good faith and cooperatively to address the issues provided that if the parties cannot mutually agree, then after two (2) years, then either or both parties may terminate the lease.

F. Environmental Testing. If there is reasonable cause to believe Lessee violated the above provisions of this Section, the City may request independent environmental testing of the Premises. Lessee agrees that it shall be solely responsible for all costs and expenses associated with the performance of environmental testing of the Premises, which may be reasonably required by the City upon reasonable belief that there has been a violation by the Lessee of applicable environmental laws, bylaws, codes, rules and regulations. Such environmental testing shall be conducted by an independent and qualified engineering or environmental consulting firm reasonably acceptable to City. In the event that the City receives environmental test results and/or reports and data, the City shall deliver to the Lessee within seven (7) business days from receipt of same, copies of such test results and/or reports and data.

### **MISCELLANEOUS**

Lessor shall be included as an additional insured in the general liability and fire legal liability and umbrella/excess liability insurance policies, or in lieu thereof, may, if the Lessor so agrees in its discretion, if available and at the reasonable cost and expense to Lessee, shall be furnished an owner's contingent policy or owner's protective liability policy, all with the same amount of coverage and subject to the terms and conditions as stated under the specified insurance requirements of this Lease.

This is a lease of the Leased Premises only, and the Lessee shall be responsible for obtaining all necessary permits, licenses, and any and all other necessary authorizations or complying with legal requirements to operate its business at the Premises.

No garbage, junk or refuse, shall be kept on or placed in or upon the Premises other than that generated by the normal operation of the Leased Premises, which garbage, junk or refuse shall be kept in proper and appropriate containers, which containers shall not be left in public view nor on Premises other than that which is herein leased to the Lessee, other than property of the Lessee. All such containers shall be properly secured in appropriately screened areas or such other areas not generally accessible to public access or view.

No permanent exterior banners, signs, neon signs or lighted signs visible from the exterior shall be displayed unless approved in advance by the Lessor, which consent shall not be unreasonably withheld or delayed. The Lessor is not inclined to approve of any lighted banners or

neon signs. Temporary banners displayed for no more than 30 days are exempt.

In addition to any other language in this lease, upon any termination of this Lease or expiration of said Lease, whichever occurs first, Lessee covenants, agrees, warrants and represents that any structures or equipment, material or other such items placed thereon which are not owned by the City of Gardner, shall be promptly removed and the Premises shall be left in a safe condition in accordance with the reasonable instructions of the City of Gardner. Such work shall be at the sole cost and expense and obligation of the Lessee.

Forbearance on the part of the Lessor to any default, right, or remedy shall not preclude an action at a later time by the Lessor nor shall the same be viewed as a waiver.

The Lessee shall be obligated to reimburse the Lessor for any costs or expenses (including reasonable attorney's fees based on the actual costs or a sum equal to time expended by the Lessor's counsel times the customary rates of a comparable private attorney) for collecting sums due under this lease and for enforcing the provisions of this lease or in any litigation or claim relating to this lease or the activities thereon.

After the initial term of this Lease, at the option of the Lessor while a renewal or extension of this Lease or new solicitation of a lease is being considered and undertaken, this Lease shall continue on a month to month basis, under the terms set forth herein, subject to the right of the Lessor to terminate and discontinue same following a sixty (60) day notice to the Lessee. In all other respects the Lessee shall be bound by the terms of this agreement including those pertaining to termination.

All section headings and captions used in this Lease are solely for convenience and shall not affect the interpretation of this Lease nor shall the same limit the covenants and obligations of this Lease.

The Lessor and Lessee agree to execute any documents reasonably requested by the Lessor or Lessee concerning the Lease and the Leased Premises, as long as the same does not in any way alter, impair, diminish, or affect any of the rights, benefits, covenants, obligations, and duties of the Lessor and Lessee under this Lease.

It is agreed that time is of the essence.

The Lessee shall maintain a legal existence in the Commonwealth of Massachusetts during the term of this Lease and any extended term or holdover, and on request of the Lessor shall provide a Certificate of Legal Existence from the Office of the Massachusetts Secretary of State.

Following any expiration or termination of this Lease, and should the Lessee holdover, without the Lessor's permission, the Lessee shall be bound by all the provisions of this Lease except as to the term and subject to the right of the Lessor to assess use and occupancy charges. All rights and remedies of the Lessor are expressly reserved and not waived. Such hold over shall not establish any new tenancy.

Lessor and Lessee agree that they will execute and record at the expense of the Lessee a Notice of this Lease with the Worcester South District Registry of Deeds.

Nothing herein contained shall be deemed or construed by the parties hereto, nor by any third party, as creating a relationship of principal and agent or of partnership or of joint venture between the parties hereof. Neither this Lease, nor any of the terms and provisions contained herein, nor any acts of the parties hereto, shall be deemed to create any relationship between the parties hereto other than the relationship of lessor and lessee. The Lessee shall ensure that in its activities it does not imply otherwise or that it is an agency or department of the City or that the City is involved in its operations.

The invalidity of any provision of the Lease as determined by a court of final and competent jurisdiction shall in no way affect the validity of any other provisions hereof.

Each provision performable by Lessee hereunder shall be deemed both a covenant and a condition. This Lease contains all agreements of the parties with respect to any matter mentioned herein. No prior agreement or understanding pertaining to any such matter shall be effective. The Lease may be modified in writing only, signed by the parties in interest at the time of modification.

This Lease shall bind the parties, their personal representatives, successors and assigns. The Lease shall be governed by the laws of the Commonwealth of Massachusetts and venue for any legal action shall be and remain in Worcester County.

The Effective Date of the Lease shall the date first written above.

The Lessee acknowledges that the Lessor makes no warranties or representations as to the condition of the Leased Premises or its suitability for any use the Lessee may make. Except as may otherwise be set forth herein, the Lessor shall be under no obligation to make any repairs, undertake any maintenance or improve the Leased Premises.

Nothing contained herein shall constitute or be construed to be explicit and specific assurances of safety or assistance.

WITNESS the execution hereof under seal as of the date first set forth above.

**LESSOR:**

**THE CITY OF GARDNER**

---

By: Michael J. Nicholson

Its: Mayor (Attach certificate of vote of authorization)

**LESSEE:**

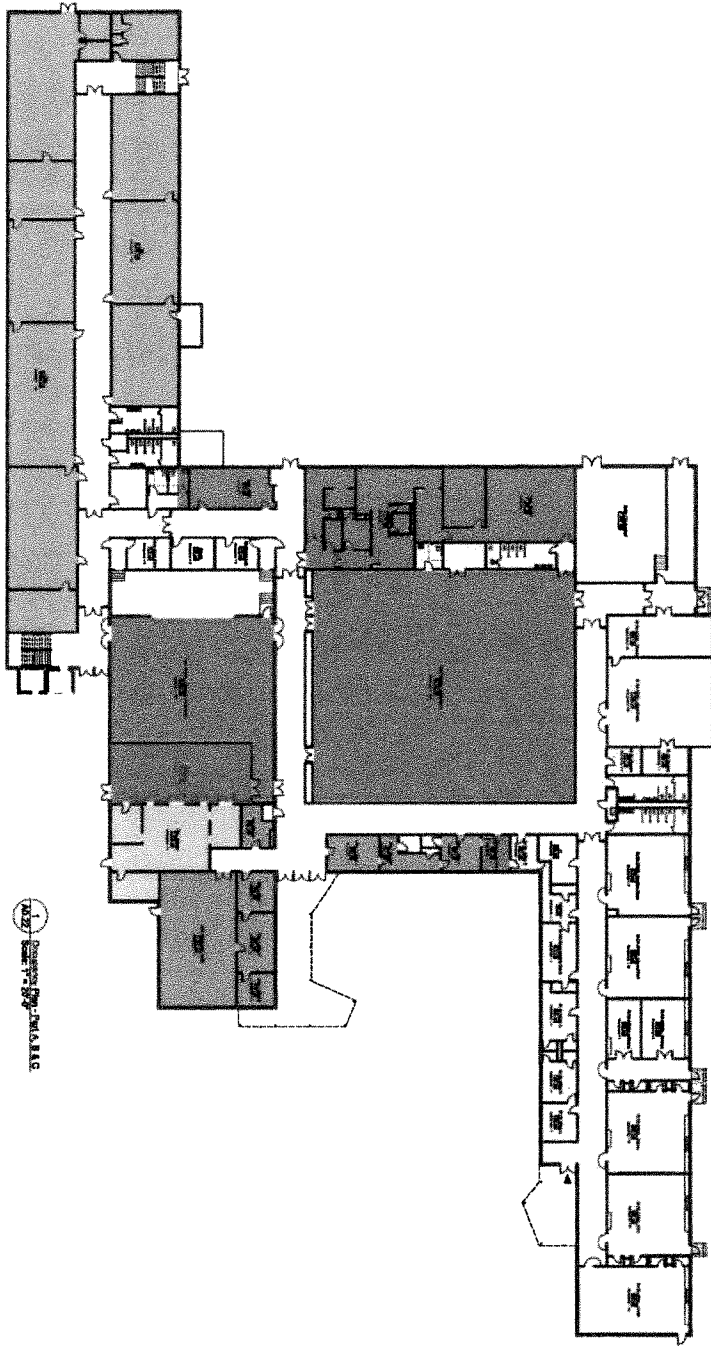
**The Gardner Community Action Committee**

---

By: Julie Meehan

Its: Executive Director


**EXHIBIT "A"**



- Zone A
- Zone B
- Zone C
- Zone D
- Zone E
- Zone F

Occupancy Key:

A022



**AUSTIN**  
DESIGN  
CORPORATION

City of Gardiner  
Waterford School  
Conceptual Re-Use  
Layout Plans  
03 Waterford St.  
Gardiner, WA 97440  
25 March 2024  
Rev. 10-4-2024

**Certified Vote of City Council Authorizing the Lease Agreement**

**October 7, 2024**



**A MEASURE AUTHORIZING THE MAYOR TO ENTER INTO A GRANT LEASE AGREEMENT WITH THE GARDNER COMMUNITY ACTION COMMITTEE FOR A PORTION OF THE PROPERTY LOCATED AT 62 WATERFORD STREET, DESIGNATED AS THE WATERFORD COMMUNITY CENTER, IN ORDER TO PROVIDE SOCIAL SERVICES TO AREA RESIDENTS**

**WHEREAS**, starting as a small food pantry in 1970, the Gardner CAC has grown to meet the needs of the broader community by developing new programs; and

**WHEREAS**, in addition to Gardner, the Gardner Community Action Committee provides services to the surrounding communities of Ashburnham, Hubbardston, Westminster, and Templeton in North Central Massachusetts; and

**WHEREAS**, the Gardner Community Action Committee provides the following services to the City's residents:

- Food Pantry – Provides shelf stable foods, fresh fruits and vegetables, frozen meats, eggs, dairy and bread to income eligible households once per month.
- Fellowship Table – Offers a free nutritious homemade meal each Thursday, serving as a drive-thru.
- Backpack Program – Provides brand new backpacks and school supplies to students enrolled in kindergarten through 12<sup>th</sup> grade.
- Dinners On Us - Offering a healthy means to prepare a home cooked meal
- Medical Transportation – Provides senior citizens, age 60+, transportation to and from medical appointments, follow-up care and pharmacies.
- Emergency Assistance – Assist individuals who have eviction notices, termination notice and/or are out of heating funds.
- Clothing Closet – Offers free gently used clothing and household goods to anyone in need.
- Help Connection – Guides individuals who are recently experiencing crisis to resources available to them, if we are unable to assist at our agency.

**WHEREAS**, in the past two years, the Gardner Community Action Committee food security programs have seen an unprecedented increase of 63% in demand for service. Today alone, the Gardner Community Action Committee provide 33 households/80 individuals with food; and

**WHEREAS**, during the period from July 1, 2023 through June 30, 2024, the Gardner Community Action Committee provided services to over 13,000 individuals and since July 1, 2024 has provided services to 2,785 individuals;

**NOW THEREFORE**, in recognition of the services that the Gardner Community Action Committee provides to the area's residents, The City Council of the City of Gardner hereby authorizes the Mayor to enter into a grant lease agreement with the Gardner Community Action Committee for space at the Waterford Community Center, located at 62 Waterford Street, pursuant to all requirements and provisions of the General Laws of the Commonwealth and the Code of the City of Gardner.

**LESSOR:**

**THE CITY OF GARDNER**

A handwritten signature in blue ink, appearing to read "Michael J. Nicholson", is written over a horizontal line.

By: Michael J. Nicholson

Its: Mayor (Attach certificate of vote of authorization)

**LESSEE:**

**The Gardner Community Action Committee**

A handwritten signature in blue ink, appearing to read "Julie Meehan", is written over a horizontal line.

By: Julie Meehan

Its: Executive Director



AUSTIN  
DESIGN  
COOPERATIVE

167 Main St  
Brattleboro VT 05301  
802 451 5966

City of Gardner  
Waterford School  
Conceptual Re-Use  
Layout Plans

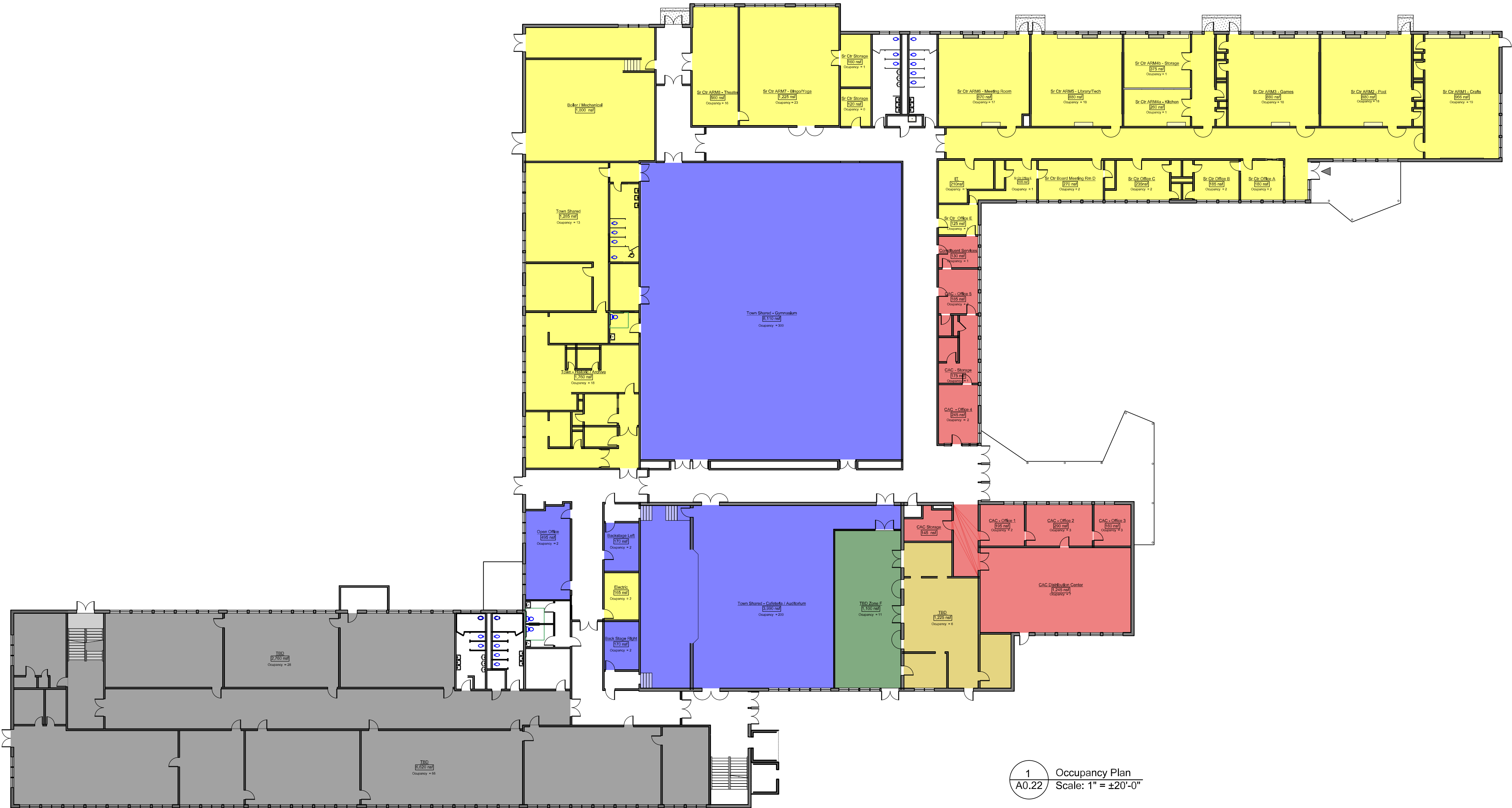
63 Waterford ST.  
Gardner, MA 01440

29 March 2024

rev. 10-9-2024  
rev. 10-10-2024  
(GARDNER ENG.)  
rev. 4-28-2025  
(GARDNER ENG.)

Occupancy Key:

- City of Gardner
- Common Area
- Common Area (Restricted)
- Unit A - 2640 S.F.
- Unit B - 1225 S.F.
- Unit B1 - 1100 S.F.
- Unit C - 18,685 S.F. (2 story)



A0.22

January 16, 2025

# Commonwealth of Massachusetts

RECEIVED  
Worcester County

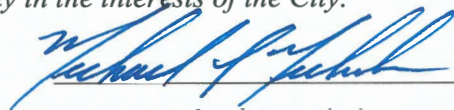
City of Gardner

2025 JAN 23 A 11:03

CITY CLERK'S OFFICE

## CERTIFICATE OF APPOINTMENT

I appoint Jason Stevens to the position of Director of Community Development & Planning, and I certify that in my opinion he/she is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interests of the City.

 Mayor  
Michael J. Nicholson

Confirmed by City Council \_\_\_\_\_

\_\_\_\_\_  
City Clerk

Titi Siriphan

Expires: January 16, 2026

Worcester, ss., \_\_\_\_\_

Then personally appeared the above named Jason Stevens and made oath that he/she would faithfully and impartially perform the duties of the office of Director of Community Development & Planning according to law and the best of his/her abilities.

Before me,

\_\_\_\_\_  
City Clerk

Chapter 303 Acts of 1975  
and  
Chapter 409 Acts of 1983

Received \_\_\_\_\_

January 16, 2025

RECEIVED

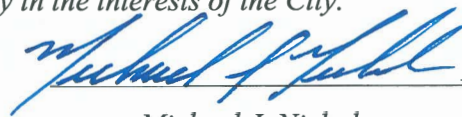
## Commonwealth of Massachusetts

2025 FEB -3 P 2:30  
 Worcester County  
 CITY CLERK'S OFFICE  
 GARDNER, MA

City of Gardner

## CERTIFICATE OF APPOINTMENT

I appoint **Michael Budwick** to the position of **Member, Golf Commission**, and I certify that in my opinion he/she is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interests of the City.

  
 Michael J. Nicholson Mayor

Confirmed by City Council \_\_\_\_\_

\_\_\_\_\_  
 Titi Siriphan City Clerk

Expires: January 16, 2028

Worcester, ss., \_\_\_\_\_

Then personally appeared the above named **Michael Budwick** and made oath that he/she would faithfully and impartially perform the duties of the office of **Member, Golf Commission** according to law and the best of his/her abilities.

Before me,

\_\_\_\_\_  
 City Clerk

Chapter 303 Acts of 1975  
 and  
 Chapter 409 Acts of 1983

Received \_\_\_\_\_

March 6, 2025

RECEIVED Commonwealth of Massachusetts

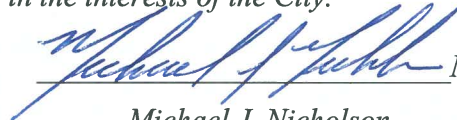
2025 MAR - 6 P 3:07  
Worcester County

City of Gardner

CITY CLERK'S OFFICE  
GARDNER, MA

## CERTIFICATE OF APPOINTMENT

I appoint **Brian Hall** to the position of **Member, Conservation Commission** and I certify that in my opinion he/she is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interests of the City.

  
\_\_\_\_\_  
Michael J. Nicholson Mayor

Confirmed by City Council \_\_\_\_\_

\_\_\_\_\_  
Titi Siriphan City Clerk

Expires: March 6, 2028

Worcester, ss., \_\_\_\_\_

Then personally appeared the above named **Brian Hall** and made oath that he/she would faithfully and impartially perform the duties of the office of **Member, Conservation Commission** according to law and the best of his/her abilities.

Before me,

\_\_\_\_\_  
City Clerk

Chapter 303 Acts of 1975  
and  
Chapter 409 Acts of 1983

Received \_\_\_\_\_





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## DCDP Structure, Responsibilities, and New Position

---

From Jason Stevens <jstevens@gardner-ma.gov>

Date Wed 5/14/2025 9:47 AM

To Elizabeth Kazinskas <ekazinskas@gardner-ma.gov>

1 attachment (303 KB)

DCDP Structure, Roles, Responsibilities FINAL.pdf;

Hi Councilor Kazinskas,

Sending this packet over for you and the Economic Development Standing Committee's review for Friday's meeting in regard to items 11510 and 11511.

Thank you,  
Jason

### Jason Stevens

Director of Community Development & Planning  
Gardner City Hall  
95 Pleasant Street, Room 201  
Gardner, MA 01440  
Direct: [978-991-5842](tel:978-991-5842)  
[\[www.gardner-ma.gov\]](http://www.gardner-ma.gov)[www.gardner-ma.gov](http://www.gardner-ma.gov)

RECEIVED  
2025 MAY 14 A 10:20  
CITY OF GARDNER  
GARDNER, MA

# CITY OF GARDNER

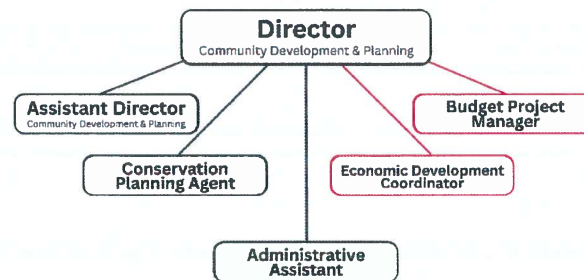
## DEPARTMENT OF COMMUNITY DEVELOPMENT AND PLANNING



The Department of Community Development and Planning (DCDP) serves as the City of Gardner's central agency for long-term planning, economic development, community revitalization, and environmental stewardship. We oversee administering federal and state grant programs, supporting the Planning and Conservation Boards, and implementing key initiatives such as housing rehabilitation, open space preservation, and downtown revitalization.

As the City continues to evolve and expand its planning and economic development efforts, the DCDP is also evolving, most notably through the proposed department structure change with the creation of the Economic Development & Finance Manager.

### Department Historical Structure



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 MAY 14 AM 10 20  
 CITY CLERK'S OFFICE  
 GARDNER, MA

The Department of Community Development and Planning uses a functional organizational structure, this structure supports efficiency and accountability by clearly delineating roles and reporting relationships, with all employees reporting directly to the Director.

While this structure promotes clarity and chain-of-command consistency, it has historically resulted in siloed operations and limited cross-functional collaboration. To mitigate this challenge and ensure the department functions as a cohesive unit, the department has implemented weekly one-on-one meetings between the Director and individual staff members, as well as weekly team meetings. These meetings serve to enhance communication, encourage collaboration, and ensure shared understanding of ongoing projects and responsibilities across the team, ultimately allowing the department to better leverage the strengths of its functional structure.

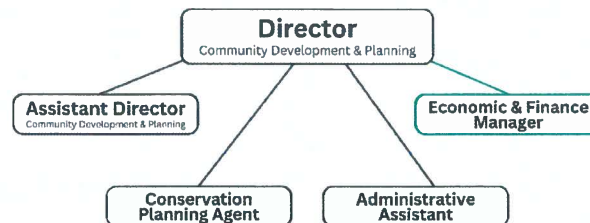


# CITY OF GARDNER

## DEPARTMENT OF COMMUNITY DEVELOPMENT AND PLANNING



### Department Proposed Structure



A key innovation in the department's structure is the creation of the **Economic Development and Finance Manager** position. This proposed role strategically combines two previously distinct functions, economic development and financial management, into a single, integrated position. This consolidation not only reduces redundancy but also strengthens coordination between our economic development initiatives and their financial oversight.

By uniting these responsibilities, the Economic Development and Finance Manager serves as a critical bridge within the department. By combining financial acumen with development expertise, the Economic Development and Finance Manager brings cohesion, support, and another member, along with the Director, who understands the full scope of work within the department.

### Recommendation

The DCDP's functional structure, bolstered by the addition of the Economic Development and Finance Manager, positions the department to work more collaboratively, efficiently, and effectively. The new role is central to streamlining workflows, enhancing interdepartmental integration, and supporting the City's overarching goals for sustainable economic growth and community development.

When the Economic Development and Finance Manager position was initially proposed at a \$75,000 salary, it was based on preliminary estimates. However, after further evaluation of the role's scope and the current hiring climate, we are requesting an adjustment to **\$85,000**.

Offering a competitive salary is essential to attract and retain a qualified candidate. Underfunding this position increases the risk of hiring an underqualified applicant, frequent turnover, or mismanagement of critical development funds.

This role is central to achieving Gardner's strategic goals around economic growth, housing rehabilitation, and community revitalization. A salary of \$85,000 reflects the true complexity and

# CITY OF GARDNER

## DEPARTMENT OF COMMUNITY DEVELOPMENT AND PLANNING



impact of the position and ensures we secure the necessary talent to advance the City's vision effectively and responsibly.

Due to the elimination of one of the full-time positions within the department, below is the expected budget breakdown for personnel within DCDP.

<b>Department Budget Totals with Proposed Structure</b>	
FY 2025	
City Portion	\$181,907.01
Program Income Grant (CDBG)	\$119,918.31
GRA	\$34,456.46
FY 2026	
City Portion	\$186,969.80 (0.8% increase)
Program Income Grant (CDBG)	\$88,391.60 (27.7% decrease)
GRA	\$33,523.63 (2.7% decrease)

Due to the change in scope for the new position, over \$30,000 will be made available through the Community Development Block Grant (CDBG). This will enable the department to have access to an even larger portion of our annual allotment for this grant and in turn be able to continue to invest that money in our city through developments, improvements, or funding to local social services.

### Additional Department & Position Details

Each position has unique responsibilities within the DCDP that have developed over time into what they are today. Much of this relates to the City's planning efforts in areas such as complete streets, open space and recreation, economic development, and community development and planning. Workload is driven daily by both the grant funded projects that each position manages along with responsibilities the positions have with their respective committees, boards, and commissions.

#### **Director of Community Development & Planning:**

The Director is responsible for the overall management of the department, with general oversight of each staff member and the various projects they administer. The Director also oversees specific grants and associated projects funded through those grants. The Director provides technical assistance to the Planning Board and applicants proposing projects before the Board in compliance with the City's Zoning Code, Subdivision Rules and Regulations, and the Commonwealth of Massachusetts Zoning Act and Subdivision Legislation. The Director provides technical assistance to the Gardner Redevelopment Authority (GRA) and assists the

City Hall Annex, 115 Pleasant Street, Room 201, Gardner, Massachusetts 01440

Telephone: (978) 991-5842

# CITY OF GARDNER

## DEPARTMENT OF COMMUNITY DEVELOPMENT AND PLANNING



GRA with implementing Urban Renewal Plans, marketing, disposing and acquiring real estate, and management of other assets of the Authority. The Director oversees the development of all long-term and short-term planning initiatives for the City. 74% of this position's salary is paid by the City for compensation as the Director of Community Development and Planning, and 26% of the salary is covered by the GRA for compensation as the Executive Director of the quasi-public agency.

### **Assistant Director of Community Development & Planning:**

The Assistant Director assists the Director of DCDP in planning, organizing and directing activities, program and staff of the DCDP, including performing complex administrative, financial, and supervisory work in managing the City's Community Development Block Grant Mini Entitlement Program. The position is responsible for seeking grants, maintaining quality financial reports on existing projects, and contract management for other federal, state and local programs. Provides professional assistance and direction to department staff, facilitates acts on behalf of the Director during absences, and performs related work as assigned by the Director. At any given time there are two or three block grants open at the same time as many of the more complex projects can carry over from one year to the next. The City funds 5% of this position's salary while the Block Grant funds fund 95%. Workload for this position is delegated accordingly.

### **Conservation Planning Agent:**

The Conservation Planning Agent works under the general supervision of the Director of DCDP and provides skilled administrative and professional services in the execution of Conservation Commission decisions and policies for the City of Gardner, with specific attention paid to the Massachusetts Wetlands Protection Act and the Gardner Wetlands Protection Ordinance. The position also conducts planning related activities on behalf of the Planning Board as required by the Director. The position assists with the implementation of the City's Open Space and Recreation Plan including the development and administration of relevant grant applications. This position is fully funded by the City.

### **Administrative Assistant:**

The Department's Administrative Assistant provides administrative support to the DCDP personnel, Planning Board, and GRA Board. The position processes payments from GRA accounts as approved by the Board, establishes agendas and related packets for both Planning Board and GRA meetings, develops meeting minutes, and establishes and maintains an extensive filing system for related projects.

### **Economic Development and Finance Manager:**

The Economic Development and Finance Manager is a position proposed to City Council through Item 11510 and 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,

City Hall Annex, 115 Pleasant Street, Room 201, Gardner, Massachusetts 01440

Telephone: (978) 991-5842

# CITY OF GARDNER

DEPARTMENT OF COMMUNITY DEVELOPMENT AND PLANNING

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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. The City funds 81.8% of this position's salary while the Block Grant funds fund 18.2%. Workload for this position is delegated accordingly.

Thank you for your consideration for this proposed change to the department structure.

Jason Stevens  
Director DCDP  
City of Gardner



**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.

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

### **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.