

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

CITY COUNCIL



FINANCE COMMITTEE MEETING NOTICE

***AMENDED**

Date: Thursday, June 12, 2025
Time: 4:00 P.M.
Location: City Council Chamber, City Hall

AGENDA

CALL TO ORDER

ANNOUNCEMENT OF OPEN MEETING RECORDINGS

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

I. Review and Approval of Meeting Minute(s)

II. Referred to Finance

11523 - An Order Authorizing the Spending Limit of the Council on Aging Recreational Activities Revolving Account to \$60,000.00 or Available Balance, whichever is lower, pursuant to Section 53E 1/2 of Chapter 44 of the General Laws of the Commonwealth. *(In City Council and Referred to Finance Committee 6/2/2025)*

11577 - A Measure Creating a revolving account for Lifeline Service Activities, under the provisions of Chapter 44, Sec 53 E ½ of the General Laws of the Commonwealth, to be managed and overseen by the Gardner Senior Center, for which the balance shall not exceed \$20,000.00. *(In Welfare Committee and Referred to Finance Committee 5/30/2025)*

III. First Time on the Agenda

11554 - An Order Transferring \$70,000.00 from Various Police Department Operating Expense Accounts to Police Department Salary and Wages.

11555 - An Order Appropriating \$130,000.00 from Sewer Enterprise Retained Earnings (Surplus) to Sewer Enterprise Chemical Treatment Account.

11556 - An Order Appropriating \$15,000.00 from Free Cash to Elections & Registration Department Salary and Wages.

11557 - An Order Appropriating \$170,000.00 from Free Cash to Police Department Overtime.

11558 - An Order Appropriating \$25,000.00 from Free Cash to Dept of Public Works Energy and Utilities Account.

11559 - An Order Appropriating \$25,000.00 from Water Enterprise Retained Earnings (Surplus) to Water Enterprise Repairs and Maintenance Account.

11560 - An Order Appropriating \$260,000.00 from Free Cash to Fire Department Overtime.

11561 - An Order Appropriating \$30,000.00 from Free Cash to Public Building Maintenance- City Hall Energy and Utilities Account.

11562 - An Order Appropriating \$30,000.00 from Free Cash to Mayors Unclassified Telephone/VotaCall Expense Account.

11563 - An Order Appropriating \$30,000.00 from Sewer Enterprise Retained Earnings (Surplus) to Sewer Enterprise Maintenance Crew Account.

11564 - An Order Appropriating \$30,000.00 from Sewer Enterprise Retained Earnings (Surplus) to Sewer Enterprise Repairs and Maintenance.

11565 - An Order Appropriating \$32,000.00 from Water Enterprise Retained Earnings (Surplus) to Water Enterprise Maintenance Crew Account.

11566 - An Order Appropriating \$3,500.00 from Free Cash to Senior Center Energy and Utility Expense Account.

11567 - An Order Appropriating \$39,938.00 from Sewer Enterprise Retained Earnings (Surplus) to Department of Public Works New Equipment Account.

11568 - An Order Appropriating \$4,000.00 from Free Cash to City Clerk Professional Services.

11569 - An Order Appropriating \$54,000.00 from Sewer Enterprise Retained Earnings (Surplus) to Sewer Enterprise Facilities Maintenance.

11570 - An Order Appropriating \$575,000.00 from Free Cash to Department of Public Works Snow and Ice Removal Expense Account.

11571 - An Order Appropriating \$5,000.00 from Sewer Enterprise Retained Earnings (Surplus) to Sewer Enterprise Principal Outside Debt Account.

11572 - An Order Appropriating \$62,000.00 from Water Enterprise Retained Earnings (Surplus) to Water Enterprise Overtime Account.

11573 - An Order Appropriating \$75,000.00 from Water Enterprise Retained Earnings (Surplus) to Water Enterprise Facility Maintenance Account.

11574 - An Order Appropriating \$90,000.00 from Free Cash to Mayor's Unclassified – Waterford Community Center Building Utility Expenses.

11575 - A Communication from the Mayor Regarding the Updated City Administration Financial Policies.

11576 - A Measure Adopting the FY2026 Capital Improvement Plan for the City of Gardner.

11578 - A Measure Authorizing the Payment of a Prior Year Salary Expenditure for the Gardner Conservation Commission.

11579 - An Order Transferring \$251,000.00 from Various Fire Department Operating Expense Accounts to Fire Department Salary and Wages- Over Time.

11580 - An Order Appropriating \$40,000.00 from Free Cash to Graves v. City et Al. Lawsuit Account.

11581 - An Order Appropriating \$31,502.00 from Free Cash to the City's Special Education Special Stabilization Account.

11582 - An Order Appropriating \$31,502.00 from Free Cash to the City's Vehicle Stabilization Special Account.

11583 - An Order Appropriating \$31,502.00 from Free Cash to the City's Capital Improvement Special Stabilization Account.

11584 - An Order Appropriating \$350,000.00 from Free Cash to the City's Employee Benefits Health Insurance Account.

11585 - An Order Appropriating \$130,000.00 from Free Cash to the City's Stabilization Account.

11586 - An Order Appropriating \$105,825.00 from Free Cash to the Department of Public Works Road Resurfacing Account.

11587 - A Measure Creating a Revolving Account for Youth Center Services, under the provisions of Chapter 44, Sec. 53 E ½ of the General Laws of the Commonwealth, for which the balance shall not exceed \$100,000.00.

11588 - An Order Appropriating \$50,000.00 from Free Cash to the Youth Center Services Account.

11590 - A Order Appropriating \$3,000.00 from Free Cash to Historical Commission Professional Services Account.

11593 - An Order Appropriating \$20,000.00 from Free Cash to Veterans Services-Veterans Benefits Expense Account.

11594 - An Order Transferring \$15,000.00 from Veterans Service Department Salary and Wages to Veterans Service Department Veterans Benefits Expenditure Account.

11595 - An Order Transferring \$7,000.00 from Building Department Salary and Wages to Building Department Operating Expenditures.

11596 - An Order Transferring \$8,000.00 from City Councilor Salaries and Wages Account to City Council Equipment Operating Expenditures

11597 - A Communication from the Mayor regarding the City Clerk Copy Machine.

11598 - Money Orders for consideration (Sewer).

11599 - Money Orders for consideration (Water).

11600 - Money Orders for consideration (General Fund).

11601 - A Communication from the Mayor regarding the City's current Net Metering Credits.

11602 - A Communication from the Mayor regarding the City's Street Light Payment Account.

11603 - A Communication from the Mayor regarding FY2026 Valuations for Real Property.

11604 - An Order Transferring \$12,000.00 from Department of Public Works Salary and Wages to Department of Public Works Vehicle Fuel Account.

11605 - An Order Transferring \$10,000.00 from Pool Department Salary and Wages to Pool Department Repairs and Maintenance Operating Expenditure.

11606 - A Communication from the Mayor Regarding the FY2026 LA-3 Certification of Qualifying Sales.

11607 - A Measure Authorizing Payment of a Previous Fiscal Year Operating Expenditure for a National Grid Bill in the amount of \$87.31.

11608 - An Order Appropriating \$15,000.00 from Sewer Enterprise Retained Earnings (Surplus) to Sewer Enterprise Overtime Account.

IV. In Subcommittee

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

11516 - A proposal by President Tyros that the City Council discuss the creation of a Special Committee for the Waterford Community Center Project.

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

11518 - A proposal by President Tyros that the City Council discuss the current state of facilities management for all municipal buildings.

ADJOURNMENT

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

CITY COUNCIL OF GARDNER

Aleksander H. Dernalowicz

Aleksander H. Dernalowicz
Chair, Finance Committee

***AMENDED:**

- **11558, 11559, 11585** updated
- **11589** removed
- **11605, 11606, 11607** and **11608** added



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

April 7, 2025

Hon. George C. Tyros, Council President

And City Councilors

Gardner City Hall, Rm 121

95 Pleasant Street

Gardner, MA 01440

RE: An Order Authorizing the Spending Limit of the Council On Aging Recreational Activities Revolving Account to \$60,000 or Available Balance, whichever is lower, pursuant to Section 53E ½ of Chapter 44 of the General Laws of the Commonwealth

Dear Mr. President and Councilors,

The General Laws of the Commonwealth require that the City Council vote to set the limits that a revolving account may have deposited into within the fiscal year.

The attached letter from Director Ellis of the Senior Center is requesting an increase to the limit that was set at the beginning of the fiscal year from the original \$40,000 that was authorized at the beginning of the fiscal year, on June 3, 2024.

Please note that this authorization would be until the end of the current fiscal year, as the City Council is required to take a new authorization vote for the new fiscal year in conjunction with the annual budget process.

Respectfully Submitted,

Michael J. Nicholson

Mayor, City of Gardner

AUTHORIZING FY2025 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, 2024 to June 30, 2025 in accordance with M.G.L. Chapter 44, section 53E½:

Revolving Fund	Authorized to Expend	Revenue Source	Purpose of Fund	Spending Limit
Council on Aging Recreational Activities	Senior Director	Recreation Fees	Salaries and expenses relating to recreational activities at Senior Center	Available balance or \$60,000, whichever is less

As per M.G.L., interest earned on this fund 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 31st, 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

MASSACHUSETTS 01440

COUNCIL ON AGING

Charles P. McKean Building
294 Pleasant Street



T: (978) 630-4067
F: (978) 632-5965

March 3, 2025

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

Dear Mayor Nicholson,

The Gardner Council on Aging/Gardner Senior Center respectfully requests an increase to \$60,000 in the maximum allowable limit (cap) for the Council's on Aging/Senior Center's Revolving Fund, Account 21541. The maximum allowable limit (cap) in this account is currently set at \$40,000.

Two primary reasons for the increase in the balance in this account are that we have not incurred anticipated expenses for instructors because some of these people are donating their time, and we had unanticipated carryover funds from the Formula Grant we received from the Executive Office of Aging and Independence. During COVID we did not spend down the entire Formula Grant and have been able to carry forward the unspent amounts into the next fiscal year. Our priority has been to spend down these grant funds before using, where possible, the Revolving Fund. The Center prioritizes spending from the State Formula Grant for programs and services.

In addition, over the course of this past year, we have experienced tremendous support for the programs at the Gardner Senior Center. Our programs and services received a record amount and an unexpected growth of community support, including funding and sponsorships which resulted in higher revenue than anticipated in the Revolving Fund. We have received small program grants which reimbursed us for costs associated with our support for groups such as our Veterans Café participants. This year we also anticipate having some additional funding from the Technology Grant to cover expenses over the next 12 months implementing that work which will increase the overall balance in this account significantly.

For example, we host an annual shredding and electronic recycling event in partnership with the Board of Health and EL Harvey that budgeted for a net loss, however, because of the support of our vendor and community participation, we posted a surplus. Holiday meal costs were lower than expected in part because we ordered larger quantities of containers, plates and utensils, to use for multiple year events. Community in-kind and financial support lowered or eliminated our costs including for the St. Patrick's Day Event and Veteran's Trips. Our summer trips were covered in full through a reimbursement grant

earmarked for our support groups participants, which not only covered our costs, but also allowed us to reimburse the participants for their expenses. Importantly, our priority is to spend down the Center's Executive Office of Aging and Independence Formula Grant Funds for eligible program related expenses before allocating these eligible expenses to the Revolving Fund.

As always, should you have any questions or need any additional information, please feel free to reach out to me at 978-630-4067, or by email to mellis@gardner-ma.gov. Thank you for all you do to support our Senior Center.

Sincerely,



Michael F. Ellis
Director

Cc: John Richard, Auditor
Judy Mack, Chair, Welfare Committee



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 23, 2025

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

RE: A Measure Creating a revolving account for LifeLine Service Activities, under the provisions of Chapter 44, Sec 53 E ½ of the General Laws of the Commonwealth, to be managed and overseen by the Gardner Senior Center, for which the balance shall not exceed \$20,000.00

Dear Mr. President and Councilors,

Recently, the Gardner Senior Center began to manage the services for the North Central/North Quabbin Lifeline Program.

This program is funded by subscription costs for those utilizing the programs services. As such, the Administration is requesting that a revolving fund be created in order to allow the subscription fees to be directly deposited into the account and have all expense paid from the revenue the fees collect.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

CITY OF GARDNER

MASSACHUSETTS 01440

COUNCIL ON AGING

Charles P. McKean Building
294 Pleasant Street



T: (978) 630-4067
F: (978) 632-5965

May 5, 2025

Mayor Michael J. Nicholson
City of Gardner
95 Pleasant Street
Gardner, Massachusetts 01440

Dear Mayor Nicholson,

This past March, the Gardner Senior Center began to manage the North Centra/Morth Quabbin Lifeline Program. In effect our role is to document subscriber information including new subscriber enrollments and cancellations of the service, receive and track payments by subscribers, maintain equipment inventories and deploy equipment, and dispatch volunteers for basic troubleshooting service calls. The Gardner Senior Center and our volunteers are not responsible for emergency calls or extensive service related visits.

As we discussed, the Gardner Senior Center is requesting the establishment of a Revolving Fund to allow us to better segregate and track income and expenses for this program apart from our normal program revenues. I have also talked with City Auditor John Richard about the program and management of these funds.

I have attached the prerequisite Revolving Fund Authorization should you decide this is an appropriate request.

Please feel free to contact me should you have any questions regarding this request. I thank you in advance for your time and consideration in this matter.

Sincerely

Director

Cc: Ronald Darmetka, Chair, Gardner Council on Aging
Terri Hillman, Treasurer, Gardner Council on Aging

COUNCIL ON AGING DEPARTMENT
LIFELINE SERVICE ACTIVITIES
REVOLVING FUND M.G.L. CH.44, S.53E½

VOTED: To authorize and direct the City Treasurer to establish a revolving fund in accordance with M.G.L. Chapter 44, section 53E½ for salaries and expenses relating to lifeline service activities at the Senior Center.

Monies received from subscription fees at the Senior Center shall be credited to this fund. As per M.G.L., interest earned on this fund shall be treated as general fund revenue.

The Council on Aging Department is authorized to expend from this fund and is limited to a total amount not to exceed any available balance or twenty thousand dollars (\$20,000.00), whichever is less.

The Council on Aging Department 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 31st, along with any other information that City Council may by vote require.

In the event this 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

May 23, 2025

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

RE: An Order Transferring \$70,000.00 from Various Police Department Operating Expense Accounts to Police Department Salary and Wages

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

The attached transfer request is being submitted to cover portions of the overages in the Police Department Overtime Account with funds they had available in their expense line items.

As you are aware, transferring funds between salary and expense line items requires City Council approval before the funds can be transferred.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER TRANSFERRING APPROPRIATIONS FOR POLICE DEPT FROM
OPERATING EXPENDITURES TO SALARIES & WAGES.

ORDERED:

That there be and is hereby transferred the appropriations sum of Seventy
Thousand Dollars and No Cents (\$70,000.00) Police Dept from Operating Expenditures
to Salaries & Wages:

POLICE DEPT OT SALARY EXPENSE

\$70,000



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 23, 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 \$130,000.00 from Sewer Enterprise Retained Earnings (Surplus) to
Sewer Enterprise Chemical Treatment Account

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward to cover the cost of the increased expenses related to the purchase of chemicals needed in the processes of the City's wastewater treatment plant.

Respectfully submitted,

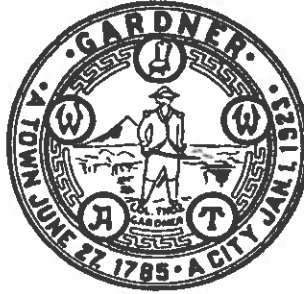
Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM SEWER SURPLUS TO CHEMICAL
TREATMENT.

ORDERED:

That there be and is hereby appropriated the sum of One Hundred Thirty-
Thousand Dollars and No Cents (\$130,000.00) from Sewer Surplus to Chemical
Treatment.

CITY OF GARDNER
Department of Public Works



Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries

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

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

RE: Sewer Chemicals Shortfall

May 20, 2025

Dear Mayor Nicholson:

I am requesting the **\$130,000** from the available **Sewer Surplus to Chemical Treatment (61440-52231)**.

This request is to cover the cost of the chemicals used at the Gardner Wastewater Treatment Facility (WWTF). The line item was funded at \$237,000. To date we have spent \$317,000, leaving a -\$93,000 deficit and this is through the month of April. Veolia has estimated we will need an additional \$130,000 to cover the cost of the shortfall and reach Fiscal Year 2026.

Over the years, chemicals have increased dramatically.

FY2022	\$287,000
Fy2023	\$292,000
FY2024	\$370,730
FY2025	\$410,000 estimated

Chemical Costs have steadily been increasing over the years and dramatically increased during Covid. It was thought that they may decrease or stabilize, but it has not happened.

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

Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC: Public Service Committee
John Richard, City Auditor



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 22, 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 \$15,000.00 from Free Cash to Elections & Registration Department
Salary and Wages

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward to cover the cost of the increased expenses that were experienced by the Elections Division of the City Clerk's Office during the state elections last year.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO ELECTION STAFF
SALARY AND WAGES EXPENSE.

ORDERED:

That there be and is hereby appropriated the sum of Fifteen Thousand Dollars and
No Cents (\$15,000.00) from Free Cash to Election Staff Salary and Wages Expense.

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

May 22, 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 \$170,000.00 from Free Cash to Police Department Overtime

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward for the Gardner Police Department's overtime costs. The overages experienced in overtime came as a result of several reasons, including but not limited to trainings, vacancies in the department, and back filling shifts to maintain minimum staffing levels while officers are on injury leave.

The Gardner Police Department currently has three recruits preparing for the police academy with expected graduation dates ranging from September through December of this year. This should help fill the open positions that are causing the majority of the overtime they are experiencing.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

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

ORDERED:

That there be and is hereby appropriated the sum of One Hundred Seventy
Thousand Dollars and No Cents (\$170,000.00) from Free Cash to the Police Department
– Overtime Salary Expense Account.



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

June 11, 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 \$25,000.00 from Free Cash to Dept of Public Works Energy and Utilities Account

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward to cover the cost of the increased expenses in electrical and gas costs associated with four buildings at the Department of Public Works Complex.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO THE DPW – STREET LIGHTING EXPENSE ACCOUNT.

ORDERED:

That there be and is hereby appropriated the sum of Twenty-Five Thousand Dollars and No Cents (\$25,000.00) from Free Cash to the DPW – Street Lighting Expense Account.



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

June 11, 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 \$25,000.00 from Water Enterprise Retained Earnings (Surplus) to Water Enterprise Repairs and Maintenance Account

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward to cover the costs associated with repairs that needed to be made to the equipment that is used by the water department that were unanticipated when the budget was originally approved last year.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM WATER SURPLUS TO REPAIRS
AND MAINTENANCE.

ORDERED:

That there be and is hereby appropriated the sum of Twenty-Five Thousand
Dollars and No Cents (\$25,000.00) from Water Surplus to Repairs and Maintenance.

CITY OF GARDNER
Department of Public Works



Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries

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

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

RE: Repairs and Maintenance

May 20, 2025

Dear Mayor Nicholson:

The Water Department is requesting the **\$25,000** from the available **Water Surplus** to **Repairs and Maintenance** line item **(62450-52030)** to make up for a deficit in this line item

The line item was funded at \$25,000, but due to several breakdowns and repairs in the fleet including a \$38,000 transmission repair on a backhoe, this line item went into deficit. The Transmission repair will be split between the Water and Sewer Department because the machine is used for both departments.

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

Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC: Public Service Committee
John Richard, City Auditor

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

May 21, 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 \$260,000.00 from Free Cash to Fire Department Overtime

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward for the Gardner Fire Department's overtime costs. The overages experienced in overtime came as a result of several reasons, including but not limited to call backs due to mutual aid and fires, modified duty due to injury, military leave, resignations, and wait time for recruits to graduate from the Fire Academy.

The Gardner Fire Department currently has one (1) recruit set to graduate from the Fire Academy on Friday, May 23, 2025, and an additional three (3) recruits set to start the Fire Academy on July 7, 2025 with a graduation date of September 19, 2025. Based on current staffing levels, once the three (3) recruits graduate in September, the department will be fully staffed, which should alleviate these costs moving forward.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

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

ORDERED:

That there be and is hereby appropriated the sum of Two Hundred Sixty
Thousand Dollars and No Cents (\$260,000.00) from Free Cash to the Fire Department –
Overtime Salary Expense Account.

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

May 23, 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 \$30,000.00 from Free Cash to Public Building Maintenance- City Hall Energy and Utilities Account

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward to cover the cost of the increased expenses related to electrical and heating bills at City Hall.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO THE CITY HALL
ENERGY & UTILITIES – PUBLIC BUILDING EXPENSE ACCOUNT.

ORDERED:

That there be and is hereby appropriated the sum of Thirty Thousand Dollars and
No Cents (\$30,000.00) from Free Cash to the City Hall Energy & Utilities Public
Building Expense Account.

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

May 23, 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 \$30,000.00 from Free Cash to Mayors Unclassified
Telephone/VotaCall Expense Account

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward to cover the cost of the increased expenses related to the operation of the City Hall Phone System as well as includes funding to contract with a consultant to review the City's Verizon Bills and see which lines are still considered to be active for billing purposes that we are no longer using and help close out those accounts. This is something that the City has done every five (5) to ten (10) years to make sure we are not continuing to pay for services that we are no longer using.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO THE MAYOR'S
UNCLASSIFIED –TELEPHONE EXPENSE ACCOUNT.

ORDERED:

That there be and is hereby appropriated the sum of Thirty Thousand Dollars and No Cents (\$30,000.00) from Free Cash to the Mayor's Unclassified – Telephone Expense Account.

Mayor

From: Bob OKeefe
Sent: Monday, May 19, 2025 4:35 PM
To: Mayor
Subject: FW: [EXTERNAL] Verizon cleanup
Attachments: Gardner Verizon Services review agreement.docx

Mayor,

Chambers Advisory Group is our Telco consultant for more than a dozen years. We use them every couple of years to assist with Verizon issues. About 2014 we had them do an exhaustive review of all Verizon accounts/lines/invoices and it is time to do it again. As Rob Chambers knows our Verizon accounts very well, and he has estimated \$30K in annual savings. I believe that is very aggressive and I would use a more conservative estimate of 30K in savings over 18 months. Their fee is \$8800, and we will start to see savings within 30 days. This is within the Mayor's budget but the Tech Dept has handled those accounts and payables since approx. 2014.

Thank you,

Bob OKeefe
Director of Technology
(He/Him/His)

Gardner City Hall
95 Pleasant Street, Room 209
Gardner, MA 01440
Office: 978-630-4019
Fax: 978-630-4009
///town.racks.globe (what3words)
rokeefe@gardner-ma.gov
www.gardner-ma.gov

[Book a meeting with Bob](#)

From: Rob Chambers <rchambers@chambersadvisory.com>
Sent: Wednesday, January 8, 2025 2:43 PM
To: Bob OKeefe <rokeefe@gardner-ma.gov>
Subject: [EXTERNAL] Verizon cleanup

CAUTION: This email originated from a sender outside of the City of Gardner mail system. Do not click on links or open attachments unless you verify the sender and know the content is safe.

Hi Bob -

Happy New Year. Not much got done for a bit through the Holidays, but that is just fine. We are off and running now.

I believe that I have access to all of your Verizon accounts now and I am ready to get things started with you. To that end I have attached a service agreement Please review and let me know if there are any changes that you would like to make. I have suggested a fee of \$8,800. My expectation is that the City will save close to \$30,000 annually.

Let me know if you have any questions.

- Rob

--

Rob Chambers
Chambers Advisory Group
Northampton, MA 01062
Direct: 413-387-4900
www.chambersadvisory.com

Network Services Review Agreement

For services provided by **CHAMBERS ADVISORY GROUP, INC.** for:

The City of Gardner, MA (Client)

It is agreed that **CHAMBERS ADVISORY GROUP** (CAG) will provide an analysis of Verizon invoices to assist with identifying services that can be canceled or changed to lower costs.

Client agrees to provide access to all invoices and assistance with setting up a Verizon portal for access to more information.

CAG shall review bills and customer service records and will provide detailed information from which Client can make decisions about services. This information will be readily accessible from a CRM portal and can be reviewed together as desired.

To facilitate this CAG has created a second domain cag.works. Through this domain there is a Customer Relationship Management (CRM) portal that Client will have access to as a "customer". This will allow Client access to information gathered and shared as work progresses. Customer service tickets can be opened and monitored through this portal.

The fee for this service will be \$8,800. Payment will be made in two equal portions. CAG will send the first invoice upon receipt of the signed agreement. The second invoice will be submitted at 60 days after signing. CAG will assist with all changes and will be available for further assistance for tickets or issues through this fiscal year.

Note, all work is done remotely including delivery of reports.

Both parties as represented by the signatures below agree to the above terms:

Authorized Agent, Client

Chambers Advisory Group

Printed Name

Date

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

May 23, 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 \$30,000.00 from Sewer Enterprise Retained Earnings (Surplus) to
Sewer Enterprise Maintenance Crew Account

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward to cover the cost of the increased expenses due to the signing of the new collective bargaining agreement that covers the employees paid out of this account, after the FY2025 budget was adopted.

Respectfully submitted,

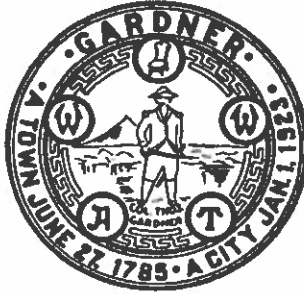
Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM SEWER SURPLUS TO
MAINTENANCE CREW.

ORDERED:

That there be and is hereby appropriated the sum of Thirty-Thousand Dollars and
No Cents (\$30,000.00) from Sewer Surplus to Maintenance Crew.

CITY OF GARDNER
Department of Public Works



Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries

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

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

RE: Maintenance Crew Shortfall

May 20, 2025

Dear Mayor Nicholson:

The Sewer Department is requesting the **\$30,000** from the available **Sewer Surplus** to **Maintenance Crew** line item (61440-51014) to make up for a shortfall in funded salaries

The FY2025 budget was created and approved by the Mayor and Council in the spring of 2024. Since the time of approval, a new contract for the Department of Public Works employees has been negotiated and approved. The new contract resulted in higher wages and a shortfall in the budget.

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

Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC: Public Service Committee
 John Richard, City Auditor



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 23, 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 \$30,000.00 from Sewer Enterprise Retained Earnings (Surplus) to
Sewer Enterprise Repairs and Maintenance

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward to cover the costs associated with repairs that had to be made to fleet equipment used by the City's Sewer Department.

Respectfully submitted,

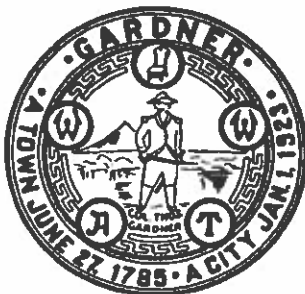
Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM SEWER SURPLUS TO REPAIRS AND
MAINTENANCE.

ORDERED:

That there be and is hereby appropriated the sum of Thirty Thousand Dollars and
No Cents (\$30,000.00) from Sewer Surplus to Repairs and Maintenance.

CITY OF GARDNER
Department of Public Works



Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries

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

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

RE: Repairs and Maintenance

May 20, 2025

Dear Mayor Nicholson:

The Sewer Department is requesting the **\$30,000** from the available **Sewer Surplus** to **Repairs and Maintenance** line item (**61440-52030**) to make up for a deficit in this line item

The line item was funded at \$25,000, but due to several breakdowns and repairs in the fleet including a \$38,000 transmission repair on a backhoe, this line item went into deficit. The Transmission repair will be split between the Water and Sewer Department because the machine is used for both departments.

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

Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC: Public Service Committee
John Richard, City Auditor



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 23, 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 \$32,000.00 from Water Enterprise Retained Earnings (Surplus) to Water Enterprise Maintenance Crew Account

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward to cover the costs associated with the increased wages that were negotiated when the new collective bargaining agreement was signed between the City and the employees paid for from the Water Enterprise Account after the FY2025 budget was already adopted.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM WATER SURPLUS TO
MAINTENANCE CREW.

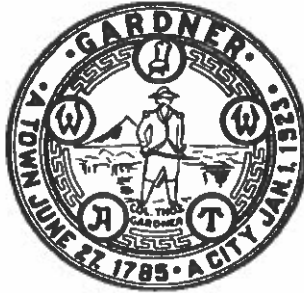
ORDERED:

That there be and is hereby appropriated the sum of Thirty-Two Thousand Dollars
and No Cents (\$32,000.00) from Water Surplus to Maintenance Crew.

CITY OF GARDNER
Department of Public Works

11565

Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries



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

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

RE: Maintenance Crew Shortfall

May 20, 2025

Dear Mayor Nicholson:

The Water Department is requesting the **\$32,000** from the available **Water Surplus** to **Maintenance Crew** line item (62450-51014) to make up for a shortfall in funded salaries

The FY2025 budget was created and approved by the Mayor and Council in the spring of 2024. Since the time of approval, a new contract for the Department of Public Works employees has been negotiated and approved. The new contract resulted in higher wages and a shortfall in the budget.

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

Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC: Public Service Committee
 John Richard, City Auditor



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 23, 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 \$3,500.00 from Free Cash to Senior Center Energy and Utility Expense Account

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward to cover the cost of the increased expenses in electrical and gas costs associated with four buildings at the Senior Center Building.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO THE COUNCIL ON
AGING – DEPT ENERGY & UTILITIES EXPENSE ACCOUNT.

ORDERED:

That there be and is hereby appropriated the sum of Three Thousand Five
Hundred Dollars and No Cents (\$3,500.00) from Free Cash to the COA – Dept. Energy &
Utilities Expense Account.

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

May 23, 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 \$39,938.00 from Sewer Enterprise Retained Earnings (Surplus) to
Department of Public Works New Equipment Account

Dear Mr. President and Councilors,

Attached, please find a sewer enterprise fund retained earnings request.

As you are aware, Massachusetts General Laws as well as the Emerson case of the Massachusetts Supreme Judicial Court require the City to retain a full and completely separate accounting for all enterprise accounts and funds are not allowed to be mixed with taxpayer funded accounts. This is because not all taxpayers receive the services provided by enterprise departments. For example, someone whose property has a well and septic system still pays property taxes but does not pay into the water or sewer enterprise accounts.

This attached appropriation is related to the Sewer Department purchasing sand from the DPW gravel bank. This must be treated as a sale, due to the aforementioned statutes and regulations.

The money from this sale will be used to offset the cost of purchasing equipment for the DPW.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

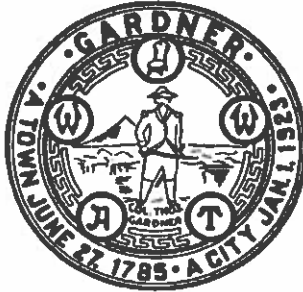
AN ORDER APPROPRIATING FROM SEWER SURPLUS TO DPW NEW EQUIPMENT.

ORDERED:

That there be and is hereby appropriated the sum of Thirty-Nine Thousand Nine Hundred Thirty-Eight Dollars and No Cents (\$39,938.00) from Sewer Surplus to DPW New Equipment.

11567

CITY OF GARDNER
Department of Public Works



Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries

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

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

RE: Cover Material Transfer

May 20, 2024

Dear Mayor Nicholson:

I am requesting the **\$39,938** from available **Sewer Surplus** to be transferred into the Department of Public Works **New Equipment** line item **14421 - 55123**.

The Sewer Department requires sand to be used for mixing and cover material at the Sludge Landfill. With the City owning a gravel bank and we now use a limited amount of sand for road treatment during the winter; the City has an abundance that can supply the Sewer Department with sand.

The retail cost to purchase cover material is approximately \$9.00 per yard. We determined that a fair cost of half the retail cost as we've used in the past. The \$4.50 per yard is the same cost we used from last year. Approximately 8400 yards were used from the City's gravel bank. The funds will be used to offset the City costs of purchasing new equipment.

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

Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC: Public Service Committee
 John Richard, City Auditor

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

May 22, 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 \$4,000.00 from Free Cash to City Clerk Professional Services

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward to cover the cost of the increased expenses that were experienced by the City Clerk's Office Professional Services line item. Last year, due to staffing changes in the City Clerk's Office around the election, the City Clerk hired former Assistant City Clerk John Olivari to come back to assist in training the new staff and in the operations of the department for a period of time. This expense was not anticipated at the time the budget was adopted, and that led to this overage.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO THE CITY CLERK'S
PROFESSIONAL SERVICES ACCOUNT.

ORDERED:

That there be and is hereby appropriated the sum of Four Thousand Dollars and
No Cents (\$4,000.00) from Free Cash to the City Clerk's Professional Services Account.



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 23, 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 \$54,000.00 from Sewer Enterprise Retained Earnings (Surplus) to
Sewer Enterprise Facilities Maintenance

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward to cover the costs associated with repairs that had to be made to equipment at the City's Wastewater Treatment Facility during the last fiscal year that were unanticipated.

Respectfully submitted,

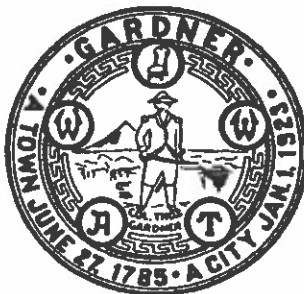
Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM SEWER SURPLUS TO FACILITY
MAINTENANCE.

ORDERED:

That there be and is hereby appropriated the sum of Fifty-Four Thousand Dollars
and No Cents (\$54,000.00) from Sewer Surplus to Facility Maintenance.

CITY OF GARDNER
Department of Public Works



Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries

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

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

RE: Facility Maintenance

May 20, 2025

Dear Mayor Nicholson:

The Sewer Department is requesting the **\$54,000** from the available **Sewer Surplus** to **Facility Maintenance** line item **(61440-55163)** to make up for a deficit in this line item

The line item was funded at \$95,000, but due to several major pump failures at the wastewater treatment facility (WWTF), an emergency repair at Summit Pump Station, and the replacement of the heating system at the WWTF, the line is in deficit -\$17,500. In addition to the \$17,500 deficit, the WWTF currently needs a \$26,000 pump replacement. The additional \$10,000 will hopefully bring us to the new Fiscal Year.

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

Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC: Public Service Committee
John Richard, City Auditor



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 23, 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 \$575,000.00 from Free Cash to Department of Public Works Snow and Ice Removal Expense Account

Dear Mr. President and Councilors,

Attached, please find a request for a Free Cash Appropriation to cover the existing deficit in the Snow and Ice account for this past year.

As you may be aware, Snow and Ice is the only budgetary line item, aside from line items related to the COVID-19 Pandemic, that the City is legally allowed to deficit spend in, since one can never truly predict what the winter weather will bring during the budget process. As such, the guidance from the Department of Revenue is to fund the account at a minimal level and then go back and re-fill the account out of free cash.

While this is something that can be amortized over a period of years due to the unpredictability of how much snow and ice a community receives, Gardner has traditionally funded this from free cash to close out the deficit before the fiscal year is over.

The City budgeted \$300,000 originally this year for this purpose. This Free Cash appropriation request is for all costs that came in above that \$300,000 budget.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO THE DPW
DEPARTMENT –SNOW & ICE REMOVAL EXPENSES ACCOUNT.

ORDERED:

That there be and is hereby appropriated the sum of Five Hundred Seventy-Five
Thousand Dollars and No Cents (\$575,000.00) from Free Cash to the DPW Department –
Snow & Ice Removal Expenses Account.



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 23, 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 \$5,000.00 from Sewer Enterprise Retained Earnings (Surplus) to
Sewer Enterprise Principal Outside Debt Account

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward to cover the costs associated with debt payments from the Sewer Enterprise Account.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM SEWER SURPLUS TO PRINCIPAL
OUTSIDE DEBT.

ORDERED:

That there be and is hereby appropriated the sum of Five Thousand Dollars and
No Cents (\$5,000.00) from Sewer Surplus to Principal Outside Debt.

CITY OF GARDNER
Department of Public Works



Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries

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

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

RE: Sewer Principal Outside Debt

May 20, 2025

Dear Mayor Nicholson:

The Sewer Department is requesting the **\$5,000** from the available **Sewer Surplus** to **Principal Outside Debt** line item (61440-57601) to make up for a shortfall.

The Sewer Principal Outside Debt line item currently has a deficit of nearly \$5,000. When the FY2025 budget was created, the amount was not enough to cover the loan payment creating this deficit.

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

Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC: Public Service Committee
 John Richard, City Auditor

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

May 23, 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 \$62,000.00 from Water Enterprise Retained Earnings (Surplus) to Water Enterprise Overtime Account

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward to cover the costs associated with the increased rates for overtime related to the wages that were negotiated when the new collective bargaining agreement was signed between the City and the employees paid for from the Water Enterprise Account after the FY2025 budget was already adopted. Additionally, the number of watermain breaks that occurred in the fiscal year also play into this number.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM WATER SURPLUS TO OVERTIME.

ORDERED:

That there be and is hereby appropriated the sum of Sixty-Two Thousand Dollars and No Cents (\$62,000.00) from Water Surplus to Overtime.

CITY OF GARDNER
Department of Public Works



Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries

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

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

RE: Overtime Shortfall

May 20, 2025

Dear Mayor Nicholson:

The Water Department is requesting the **\$62,000** from the available **Water Surplus** to **Overtime** line item **(62450-51030)** to make up for a shortfall.

The Water Overtime line item currently has a deficit of nearly \$42,000. The additional funds will be used in the event overtime is needed until June 30th. The line item was funded at \$35,000 but due to various water breaks and emergency issues that have occurred throughout the year, the line item is in deficit.

It should also be noted that the FY2025 budget was created and approved by the Mayor and Council in the spring of 2024. Since the time of approval, a new contract for the Department of Public Works employees has been negotiated and approved. The new contract resulted in higher wages, which affects the overtime rate and budget.

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

Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC: Public Service Committee
 John Richard, City Auditor



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 23, 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 \$75,000.00 from Water Enterprise Retained Earnings (Surplus) to Water Enterprise Facility Maintenance Account

Dear Mr. President and Councilors,

The roof at the Crystal Lake Water Treatment Plant is in need of replacement. The current roof is original to the building's 2000 construction and the plywood sheets of the roof are in need of full replacement.

This appropriation request is being put forward to cover the costs of this replacement that are above what is already appropriated in the enterprise budget.

Respectfully submitted,

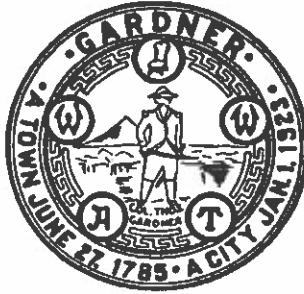
Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM WATER SURPLUS TO FACILITY
MAINTENANCE.

ORDERED:

That there be and is hereby appropriated the sum of Seventy-Five Thousand
Dollars and No Cents (\$75,000.00) from Water Surplus to Facility Maintenance.

CITY OF GARDNER
Department of Public Works



Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries

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

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

RE: Crystal Lake Treatment Facility Roof Replacement

May 20, 2025

Dear Mayor Nicholson:

The Water Department is requesting the **\$75,000** from the available **Water Surplus to Facility Maintenance** line item (**62450-55163**) to replace the roof on Crystal Lake Water Treatment Facility.

The roof was installed around 2000 and has several shingles missing and plywood warping under the shingles. Veolia has acquired bids to replace some plywood sheets and replace the entire roof on the facility at a cost of \$124,000. The Water Department has \$75,000 in the budget for Facility Maintenance, the additional \$75,000 will cover the cost of the roof replacement and get us to the end of the Fiscal Year with any other repairs at the facility.

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

Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC: Public Service Committee
John Richard, City Auditor

----- Forwarded message -----

From: **Ross O'Donnell** <wachusettcontractors@gmail.com>

Date: Tue, Apr 15, 2025 at 6:08 AM

Subject: Roof - Heywood St. Gardner

To: Zadrozny, Joseph <joseph.zadrozny@veolia.com>

Good morning Joe,

Per our discussion, we completed a walk around the roof area at 99 Heywood St. Gardner, MA on 4/11/25. Roof appears to be on the final stage of life with missing shingles, and cap in areas. The roof is just overall deteriorating.

I recall we did repairs back in the fall of 2023. Here is a briefing on scope, and cost. Keep in mind based on your timeframe of work to be done typically costs of shingles/ roofing products are increasing 6-8% per QTR. Also, tariffs could have a substantial impact on costs as well. The sooner we hone in on what you would like to do, the better for everyone.

Total square roughly 201

Full rip and add GAF HDZ shingle as a certified contractor. 50 year shingle and labor warranty

6ft ice/water by code all synthetic paper to ridge.

Ridge vent at ridge for soffit venting and Ridge Cap.

- 1.*Furthest section of the building looks as if there was an addition. We need to take off metal at transition in order to add ice/water, and step flash correctly. Add strapping boards, and add metal back with fasteners. Roughly 80 feet.
- 2.*Front entrance above all lead flashing to the building needs to be ripped off and redone as you will not be able to maintain the lead as the shingles are ripped..
- 3.* All working vents/hoods we will make metal counterflashing to protect shingles as there is no covering where the step flashing is. Currently they are all fully exposed(I can show you).
4. I suspect there are some areas of sheathing that we must replace. Only replace what would be needed, nothing more/nothing less. This will all be extra at \$90 per sheet.
5. Any fascia rot or replacement will also be additional. Only if needed. Cost of pine per foot(material) and \$2.25 per foot labor. (May not need any).

These are the most important line items I wanted you to know of. Again, I can send you over a formal contract/proposal when you are ready, but for now these preliminary details should be fine.

Total cost of the project excluding any wood extras \$ 123,750.

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

May 22, 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 \$90,000.00 from Free Cash to Mayor's Unclassified – Waterford Community Center Building Utility Expenses

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward to cover the cost of the increased expenses in electrical and gas costs associated with the Waterford Community Center. The City is starting to be able to cover many other expenses through rent payments received by the tenants in the building. This amount is being requested to cover the difference.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO THE MAYOR'S UNCLASSIFIED –WATERFORD STREET BUILDING UTILITY EXPENSE ACCOUNT.

ORDERED:

That there be and is hereby appropriated the sum of Ninety Thousand Dollars and No Cents (\$90,000.00) from Free Cash to the Mayor's Unclassified – Waterford Street Building Utility Expense Account.



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

May 23, 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 Updated City Administration Financial Policies

Dear Mr. President and Councilors,

In December of 2017, the City's Administration adopted financial policies to guide the financial practices of the Executive Branch of the City's government. These policies were drafted in collaboration with the Division of Local Services of the Massachusetts Department of Revenue through a Commonwealth Community Compact Grant.

In March of 2024, the Administration amended these policies as follows:

- The first request for appropriation of free cash on behalf of the Administration to the City Council shall be ~~ten percent (10%)~~ fifteen percent (15%) of the total amount certified that year into the City Stabilization Account until FY2026 or until funding the Salt Shed capital project is reimbursed with interest to the Account. Then reverting back to the original five percent (5%) installments.
(red having been removed and green having been added to the policy)

The following section was also newly added to the Administration's Financial Policies:

- In the event that the City Council votes to establish any special stabilization accounts, the Mayor shall submit a request that an amount equivalent to one percent (1%) of certified free cash be appropriated into each special stabilization account.
 - The City currently has special stabilization accounts for:
 - Special Education
 - Capital Projects
 - Vehicle Rotation Schedule Purchases

Recently, the State Legislature recently passed Governor Healey's proposal known as "An Act to provide for competitiveness and infrastructure investment in Massachusetts." This act provided that the annual interest on the State's Stabilization Account would be deposited into an account to be utilized for matching portions to federal grants applied for by the Commonwealth and its municipalities.

It is no secret that the City has been making a more concerted effort to apply for grant funding and to invest in our infrastructure. However, we are only able to afford a certain amount in a given year. In following the Commonwealth's example, and in conjunction with conversations I have had with the City Auditor, the following section has been added to the policy:

Stabilization Interest:

- The City of Gardner shall work to maintain a balance within the City's General Stabilization Account as listed in the above section.
- In the event that the City reaches a balance in the City's General Stabilization Account that is equivalent to five percent (5%) of the approved General Fund Operating Budget for that fiscal year, the Mayor shall submit an appropriation request to the City Council at the end of that fiscal year requesting that the interest earned in the stabilization account that year be deposited into the City's Capital Projects Special Stabilization Account.
- The vote to transfer the interest from the General Stabilization Account to the Capital Projects Stabilization Account, and the votes to withdraw funding from the Capital Stabilization Account shall be in accordance with Massachusetts General Law, the Code of the City of Gardner, and the Gardner City Charter.

This allows the City to still work toward the standards set by the Massachusetts Department of Revenue, while also allows us to be able to work toward the back log of capital projects that we carry every year.

While these policies do not require City Council approval, as they are simply guidelines for the Executive Branch on to reach our goals for financial stability and sustainability, in the spirit of collaboration, I wanted to share these with the City Council as the policies also create guidelines for the appropriation and transfer requests that the Administration submits for the Council's consideration.

I also want to acknowledge and recognize that any such appropriations and transfers are subject to the will and vote of the City Council. These guidelines simply inform the Administration on the timelines in which to submit these for the Council's consideration.

Respectfully submitted,

A handwritten signature in blue ink, reading "Michael J. Nicholson". The signature is fluid and cursive, with the first name "Michael" and last name "Nicholson" clearly legible.

Michael J. Nicholson
Mayor, City of Gardner



City of Gardner - Executive Office

Administration Budget and Financial Management Policies

25th Administration of the City of Gardner

As amended May 2025

Introduction

The City of Gardner has an important responsibility to carefully account for public funds, to manage municipal finances wisely, and to plan and provide for the adequate funding of services desired by the public and as required by laws, rules, or regulations, including the provision and maintenance of public facilities and improvements. The following financial principles set forth the broad framework for overall fiscal planning and management of the City of Gardner's resources. In addition, these principles address both current activities and long-term planning. The budget and financial goals and policies set forth by the Administration in this document are intended to establish guidelines for the continued financial strength and stability of the City of Gardner.

Goals

- To provide full value to the residents and business owners of Gardner for each tax dollar by delivering quality services efficiently and on a cost- effective basis.
- To preserve our quality of life by providing and maintaining adequate financial resources necessary to sustain a sufficient level of municipal services, and to respond to changes in the economy, the priorities of governmental and non-governmental organizations, and other changes that may affect our financial well-being.
- To achieve and maintain a top level, AAA, credit rating
- To guide City decision makers on management and policy decisions which have significant fiscal importance
- To set forth operating principles that minimizes the cost of government and financial risk.
- To employ balanced and fair revenue policies that provides adequate funding for desired programs.
- To maintain appropriate financial capacity for present and future needs.
- To promote sound financial management by providing accurate and timely information on the City's financial condition
- To ensure the legal use of financial resources through an effective system of internal controls.

Policies

To achieve the goals mentioned in this document, the Administration has adopted the following policies. These policies were created with the full understanding that the City Council retains the full right to approve appropriations and the incurrence of debt, as required by law, and within statutory limits, such as those set forth by Proposition 2 ½.

Operating Budget

Sound financial practice and the desire to maintain a strong credit rating dictate that our budgets be balanced, constantly monitored, and responsive to changes in service demands. With these concepts in mind, the City of Gardner has adopted the following budget policy statements.

- The Mayor shall annually prepare a balanced budget and comprehensive Budget Message as required by state law and city charter. The Budget Message shall include a detailed examination of trends in tax levy “new growth” revenues, local receipts, state aid, and available funds.
- The annual operating budgets will be appropriated on a balanced basis, where operating revenues (estimated revenues) are used to fund operating expenditures/expenses (appropriations)
 - Operating revenues include property taxes, motor vehicle excises, charges for services, interest earnings, license and permit fees, fines and forfeitures, regularly recurring governmental aid, and transfers in from other funds established for operating purposes.
 - Operating expenditures/expenses include salaries and wages, employee benefits, equipment and improvements, depreciation (property funds only), materials, supplies, and contractual costs. These expenditures shall be broken down by city department in the annual budget document presented to the City Council by the Administration.
- The Administration will avoid budgetary procedures that balance current expenditures at the expense of meeting future expenses, such as postponing expenditures or accruing future years’ revenues.
- Nothing in this policy shall prohibit the use of operating revenues for capital expenditures/expenses
- The Administration will avoid relying on Free Cash to fund on-going operating expenses.
- To the extent possible, one-time revenues that are not required by law or agreement to be expended for a particular purpose will only be used for capital purposes, augmenting of City reserves, or emergency expenditures/expenses
- The operating budget will not be subsidized by the Stabilization Fund.

Revenues

Revenues determine the capacity of the City of Gardner to provide services. To ensure that revenues for the City are balanced and capable of supporting desired levels of services, the Administration has adopted the following policies:

- Revenue forecasts for local receipts and state aid shall be conservative, using generally accepted forecasting techniques and appropriate data. Revenue deficits will be avoided at all costs. To avoid any potential deficits, estimates for local receipts will generally not exceed 100% of the prior year’s actual collections.
- Each year and whenever appropriate, existing revenues will be re-examined and possible new sources of revenues will be explored to ensure that we are maximizing our revenue potential.
- The Administration shall strive to be informed and aware of all grants and other aid that may be available to us. All potential grants and other aid shall be carefully examined for matching requirements (both dollar and level-of-effort) and restrictive covenants, to ensure that our participation in such grants will be beneficial and cost-effective.
- Each year and whenever appropriate, intergovernmental revenues will be reviewed to determine their short and long-term stability, to minimize the impact of any adverse changes. Intergovernmental revenues shall be used as legally prescribed or otherwise set forth by policy.

- One-time revenues will be used for capital improvements, additions to reserves, or as legally restricted to a specific purpose.
- The City will carefully and routinely monitor all amounts due the City. An aggressive policy of collection will be followed for all receivables, including property taxes.
- Enterprise fund user charges and fees will be set to recover all direct and associated costs within the activities of these funds as well as any indirect costs associated with these accounts.

Reserves:

A municipality's fiscal policies should include a plan for maintaining reserves. Operating reserves are a prudent fiscal management tool and an important credit factor in the analysis for financial flexibility. The City of Gardner will maintain a level of reserves that protect the City from emergency conditions that require financial flexibility and contribute to the high credit rating that the City currently holds from Standard & Poor's and Moody's Investment Services. To provide for adequate levels of reserves to protect the City's financial condition over the long-term, the Administration has adopted the following financial reserves policy:

Stabilization Account:

- The City of Gardner shall maintain a Stabilization Fund to provide the reserves that are required to protect the financial condition of the City.
- The City will work toward the goal of maintaining in the Stabilization Fund an amount equal to five percent (5%) of the total projected general fund operating revenues for the previous fiscal year.
- Withdrawals from the Stabilization Fund will only be used for sudden and unexpected events, in extreme circumstances. Withdrawals from the Stabilization Fund will only be made in accordance with Massachusetts General Laws, City Ordinances and the City Charter.

Stabilization Interest:

- The City of Gardner shall work to maintain a balance within the City's General Stabilization Account as listed in the above section.
- In the event that the City reaches a balance in the City's General Stabilization Account that is equivalent to five percent (5%) of the approved General Fund Operating Budget for that fiscal year, the Mayor shall submit an appropriation request to the City Council at the end of that fiscal year requesting that the interest earned in the stabilization account that year be deposited into the City's Capital Projects Special Stabilization Account.
- The vote to transfer the interest from the General Stabilization Account to the Capital Projects Stabilization Account, and the votes to withdraw funding from the Capital Stabilization Account shall be in accordance with Massachusetts General Law, the Code of the City of Gardner, and the Gardner City Charter.

Free Cash:

Whereas the amount of Free Cash certified every year may differ depending on revenue and expense trends that take place throughout the fiscal year, the Administration will avoid using Free Cash to fund portions of the operating budget. In doing so, the Administration seeks to use Free Cash for liability coverage, capital costs, and other one-time expenses that may arise during the remainder of the fiscal year. All this is done with the understanding that the City Council has appropriating authority under Massachusetts General Laws, City Ordinances, and the City Charter.

- The first request for appropriation of free cash on behalf of the Administration to the City Council shall be fifteen percent (15%) of the total amount certified that year into the City Stabilization Account until 2026 or until funding the Salt Shed capital project is reimbursed with interest to the Account. Then reverting back to the original five percent (5%) installments.

- One percent (1%) of the certified amount of free cash requested on behalf of the Administration from the City Council shall be appropriated into the Other Post-Employment Benefit Trust Fund annually.
- After the previous two appropriations have been approved, the Administration will request that ten percent (10%) of the total certified amount be appropriated for Road Resurfacing and Repair annually.
- In the event that the City Council votes to establish any special stabilization accounts, the Mayor shall submit a request that an amount equivalent to one percent (1%) of certified free cash be appropriated into each special stabilization account.
 - The City currently has special stabilization accounts for:
 - Special Education
 - Capital Projects
 - Vehicle Rotation Schedule Purchases
- After the aforementioned appropriations have been approved by the City Council, the Mayor shall use the remaining available Free Cash to fund capital costs that the City may undertake or extraordinary budgetary costs that become foreseeable by the end of the fiscal year.



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 23, 2025

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

RE: A Measure Adopting the FY2026 Capital Improvement Plan for the City of Gardner

Dear Mr. President and Councilors,

The City's Capital Improvement Committee has voted to create the attached Capital Improvement Plan for the City for the upcoming fiscal year.

Pursuant to the Code of the City of Gardner, I am submitting this for your consideration for formal adoption of the plan for the upcoming fiscal year.

Formal adoption of this plan allows for greater funding opportunities for the projects included in it through various grant and lending programs, as they become available and fit within the City's financial capabilities.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner



11576

**ENGINEERING DEPARTMENT
CITY OF GARDNER**

50 Manca Drive, Gardner MA 01440

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

May 8, 2025

Mayor, City of Gardner
City Hall - 95 Pleasant Street
Gardner, MA 01440

Dear Mayor Nicholson,

On behalf of the Capital Improvement Committee, please accept this report for the Fiscal Year, 2026. We have met and deliberated according to the requirements of Ordinance Number 1434, Chapter 34 of the Code of the City of Gardner, have analyzed capital improvement requests and highlighted a list of 24 projects/items. Our recommendations are included herein.

The Committee has also updated the 5-year Capital Improvement Plan, including requests from the various department heads of the City government. The Committee appreciates this opportunity to serve the City of Gardner and is available to answer any questions and discuss the recommendations presented herein at your convenience.

Sincerely,

Robert E. Oliva
City Engineer

Cc: Titi Siriphan - City Clerk

FY2026 Report of the Capital Improvement Committee

The Capital Improvement Committee has met as specified by Ordinance No. 1434, Chapter 34 of the Code of the City of Gardner. This document is the report and recommendations of the Committee for Fiscal Year 2026.

Capital projects are defined as expenditures over \$25,000 and with a useful life greater than five years. Smaller projects normally funded by a department's annual budget could be combined to reach the \$25,000 threshold, but only if the combination is justified for reasons other than convenience.

Capital project and equipment requests received from City Departments were reviewed to ensure they met the definition and were then prioritized to develop a recommended list. For FY2026 the Committee requested that all project requests be made on a "Capital Improvement Project Request Form". The form requires relevant project information to be included with the request including, but not limited to: project title, requesting department, category, priority, useful life, project description, and cost.

A total of more than **\$27 million** (excluding Enterprise account requests) in projects was submitted for FY2026. For the 5 year Capital Planning period a total of more than \$59 million in projects was submitted. Table 1 is a list of projects for FY2026 to FY2030 submitted. The project request forms submitted to the Committee are attached to Table 1.

The Committee discussed the fiscal constraints the City is currently under and considered how capital projects could be funded. Based on these discussions, the Committee makes the following recommendations:

- 1. The goal of spending for capital improvements/debt service should remain 5% of the general fund budget.**

Using the general fund budget for FY2026 which is approximately **\$82 million**, a 5% goal would be **\$4.1 million**. This amount is typically used for both capital expenditures and bond repayment. Due to our emphasis on capital improvements, the rate of capital spending has increased over the last several years; however, the City must strive to keep up with the deterioration or depreciation of its capital assets and therefore should continue emphasis on repairs and extraordinary maintenance to keep older assets in working order. The goal is to eliminate crisis spending on emergency repairs. The Committee wishes to acknowledge the improvement in this regard and encourages the City to continue this good stewardship.

2. The highest priority projects for FY2026:

<u>Department</u>	<u>Description</u>	<u>Cost</u>
Comm. Dev. & Planning	Outdoor Pool Pavillion	\$1,200,000
Comm. Dev. & Planning	North Central Connector Nature & Bike Path	\$2,000,000
Comm. Dev. & Planning	Selective Demolition	\$600,000
Engineering	Rt. 140 Bridge Design Grant Match	\$75,000
Engineering	MS4 Municipal Property BMP Retrofit	\$200,000
Engineering	TIP List Roadway Design	\$400,000
Engineering	Elm/Pearson Traffic Signal Design	\$125,000
Fire	New Portable Radios	\$365,000
Fire	Replace Car 6	\$75,000
Fire	Fire HQ Building Feasibility Study	\$250,000
Health	Landfill Erosion Control	\$229,537
Health	Transfer Station Facilities	\$200,000
Public Works	DPW Facility Upgrades	\$3,000,000
Public Works	Pond Brook Drainage Repair	\$500,000
Public Works	Sign Room Expansion/Building	\$275,000
Public Works	Remove Underground Fuel Storage Tanks	\$600,000
Sewer (Enterprise)	Collection System Improvements	\$500,000
Sewer (Enterprise)	Pump Station Upgrades	\$1,000,000
Water (Enterprise)	CLWTF PLC Replacement	\$250,000
Water (Enterprise)	CLWTF Roof Replacement	\$150,000
Water (Enterprise)	Water Meter Replacement	\$1,000,000
School	Facilities Pickup Truck	\$60,000
School	GMS Road Improvements	\$500,000
School	GHS Elevator Renovations	\$150,000

The above list as presented herein may be used as a menu to select capital improvements for implementation using a multi-year capital improvement bond or by adding selected capital items to a multipurpose bond. It may also be advisable to set up a specific capital fund so that unspent allocated money for a designated capital purchase be returned to the protected fund for the next capital expenditure on the list or for an unscheduled capital emergency.

Ultimately the decision of which capital items will be funded lies with the Mayor and City Council. Additionally, each department must present its requests to a City Council subcommittee whose responsibilities include confirming or modifying each capital request. Therefore, it follows that the Capital Improvement Committee is presenting these items and the suggested method of paying for them as a recommendation for further study and action by the Mayor and others.

3. Decisions on funding capital projects for FY2026 must consider the impact they have on future year priorities.

Table 1 also includes the capital project requests for FY2026 to FY2030. As FY2026 projects are delayed due to a lack of funding, the delay will affect what projects can be funded in future years. In some cases, the FY2026 projects that have been rolled over will take precedence; in other cases, the future year projects may have to be addressed in that year as emergency expenditures. It should be noted that the list for FY2026 contains far less backlogged projects which have been pushed ahead from previous years. As this backlog is decreased, and bonding capital expenditures is less necessary, more funds may be freed up to be used through the annual budget to deal with capital expenses.

4. The City must adequately fund routine repair and maintenance accounts to assure that capital investments productively live out their lives.

Capital spending is wasted money if funds are not available to adequately maintain the new assets. In committing to a capital improvement program, the City must remain committed to budget money for asset maintenance.

5. The City must continue to adequately fund recurring capital needs, i.e. vehicle and police cruiser replacement and technology upgrades and replacement.

The Committee has noted that items considered routine maintenance and items too small to be considered capital projects are now being included in the annual budget process. Examples of these items include police cruisers, automobiles, pickup trucks, and computer hardware. The City should continue to use the annual budget to provide funds to cover the replacement or upgrade of a portion of these items each year.

Adopting or adapting these recommendations will help the City continue making progress in providing stability to the funding and maintenance of capital assets. The Committee does realize that this process does not take place in a vacuum. The City is still facing tight economic times and must address the ongoing challenge of balancing the general fund budget. The Committee hopes its recommendations will provide useful information to be used as part of the meaningful discussions.

Capital Improvement Planning Committee

As defined by Chapter 34-1 of The City of Gardner Code

Councillor at Large – **Elizabeth Kazinskas**

Ward 3 Councilor – **Paul Tassone**

City Engineer – **Robert Oliva**

Director of Community Development and Planning – **Jason Stevens**

City Treasurer – **Jennifer Dymek**

Director of Public Works – **Dane Arnold**

City Purchasing Agent/Civil Enforcement Director – **Joshua Cormier**

City Auditor – **John Richard**

School Department Business Manager – **Mark Hawke**

Report contains submissions from City Departments. Since the Capital Improvement Committee has not yet performed ratings on items, this report does not indicate whether the items fall under the definition of a capital improvement. During the ratings process, it may be determined that items do not qualify as capital purchases, but will be considered as recommendations by the Committee under the normal budget procedure.

Department	Project ID	FY26 Priority**	Project Title	5-yr Cost	Fiscal Year				
					FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Airport									
			No Requests Submitted						
			Department Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building									
			No Requests Submitted						
			Department Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City Hall									
			No Requests Submitted						
			Department Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Dev & Planning									
Comm. Dev & Planning	26-099	H	Downtown Infrastructure Improvements	\$ 900,000	\$ 600,000	\$ 300,000			
Comm. Dev & Planning	26-100	H	Outdoor Pool Expansion/Pavilion/Facilities	\$ 6,100,000	\$ 1,567,500	\$ 4,532,500			
Comm. Dev & Planning	26-101	H	North Pathway Connector Nature & Bike Path	\$ 5,200,000	\$ 2,000,000	\$ 2,000,000	\$ 1,200,000		
Comm. Dev & Planning	26-102	H	Selective Demolition	\$ 1,200,000	\$ 600,000	\$ 600,000			
			Department Total	\$ 13,400,000	\$ 4,767,500	\$ 7,432,500	\$ 1,200,000	\$ -	\$ -
Council on Aging									
			No Requests Submitted						
			Department Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering									
Engineering	26-042	L	Dam Repairs	\$ 1,500,000	\$ 1,500,000				
Engineering	26-043	H	Rt. 140 Bridge Design Grant Match	\$ 44,000	\$ 75,000	\$ 100,000			
Engineering	26-044	H	MS4 Municipal Property BMP Retrofit	\$ 1,255,000	\$ 200,000	\$ 225,000	\$ 250,000	\$ 275,000	\$ 305,000
Engineering	26-045	L	TIP List Roadway Design	\$ 2,650,000	\$ 400,000	\$ 250,000	\$ 800,000	\$ 1,200,000	
Engineering	26-046	H	Elm/Pearson Traffic Signals	\$ 1,625,000	\$ 125,000	\$ 1,500,000			
			Department Total	\$ 7,074,000	\$ 2,300,000	\$ 2,075,000	\$ 1,050,000	\$ 1,475,000	\$ 305,000
Fire									
Fire	26-047	E	New Portable Radios	\$ 365,000	\$ 365,000				
Fire	26-048	H	Fire HQ 3-Bay Garage (stand alone)	\$ 750,000	\$ 750,000				
Fire	26-049	L	Re-Chassis Rescue 2	\$ 250,000			\$ 250,000		
Fire	26-050	L	Replace Car 2	\$ 75,000		\$ 75,000			
Fire	26-051	L	Replace Car 3	\$ 75,000			\$ 75,000		
Fire	26-052	H	Replace Car 6	\$ 75,000	\$ 75,000				
Fire	26-053	L	Replace Engine 1	\$ 1,000,000			\$ 1,000,000		
Fire	26-054	L	Replace Rescue 4	\$ 500,000			\$ 500,000		
Fire	26-055	H	Replace Truck 5	\$ 75,000		\$ 75,000			
Fire	26-056	H	Fire HQ Building Addition/Renovation	\$ 10,000,000	\$ 10,000,000				
Fire	26-103	H	Fire HQ Building Feasibility Study	\$ 250,000	\$ 250,000				
			Department Total	\$ 13,415,000	\$ 11,440,000	\$ 150,000	\$ 1,825,000	\$ -	\$ -
Golf (Enterprise)									
			No Requests Submitted						
			Department Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TABLE 1

11576

Department	Project ID	FY26 Priority**	Project Title	5-yr Cost	Fiscal Year				
					FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Health									
Health	26-058	H	Landill Erosion Control	\$ 229,537	\$ 229,537				
Health	26-059	H	Transfer Station Facilities	\$ 400,000	\$ 200,000	\$ 200,000			
			Department Total	\$ 629,537	\$ 429,537	\$ 200,000	\$ -	\$ -	\$ -
Human Resources									
			No Requests Submitted						
			Department Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IT Dept.									
			No Requests Submitted						
			Department Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works									
Public Works	26-001	L	1 Ton Dump Truck	\$ 85,000			\$ 85,000		
Public Works	26-002	L	1 Ton Dump Truck	\$ 85,000				\$ 85,000	
Public Works	26-003	H	1 Ton Dump Truck	\$ 85,000	\$ 85,000				
Public Works	26-004	E	6 Wheel Dump/Plow/Spreader	\$ 295,000		\$ 295,000			
Public Works	26-005	H	6 Wheel Dump/Plow/Spreader	\$ 295,000			\$ 295,000		
Public Works	26-006	L	6 Wheel Dump/Plow/Spreader	\$ 295,000				\$ 295,000	
Public Works	26-007	L	6 Wheel Dump/Plow/Spreader	\$ 295,000					\$ 295,000
Public Works	26-008	E	6 Wheel Dump/Plow/Spreader	\$ 295,000	\$ 295,000				
Public Works	26-009	H	10 Wheel Dump/Plow/Spreader	\$ 385,000		\$ 385,000			
Public Works	26-010	E	10 Wheel Dump/Plow/Spreader	\$ 385,000	\$ 385,000				
Public Works	26-011	H	24' Double Garage Door	\$ 25,000	\$ 25,000				
Public Works	26-012	L	Backhoe	\$ 145,000			\$ 145,000		
Public Works	26-013	H	Bucket Truck	\$ 150,000	\$ 150,000				
Public Works	26-014	H	Cab and Chassis for Sander	\$ 35,000		\$ 35,000			
Public Works	26-015	H	Cab and Chassis for Sander	\$ 35,000	\$ 35,000				
Public Works	26-016	L	Cremation Vaults	\$ 200,000		\$ 200,000			
Public Works	26-017	H	Large Mower	\$ 45,000		\$ 45,000			
Public Works	26-018	H	Front End Loader	\$ 252,000		\$ 252,000			
Public Works	26-019	L	Front End Loader	\$ 252,000				\$ 252,000	
Public Works	26-020	E	Front End Loader	\$ 252,000	\$ 252,000				
Public Works	26-021	E	Front End Loader	\$ 252,000	\$ 252,000				
Public Works	26-022	L	Repave Municipal Lots	\$ 500,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Public Works	26-023	H	Pick-up Truck	\$ 85,000		\$ 85,000			
Public Works	26-024	L	Pick-up Truck	\$ 85,000				\$ 85,000	
Public Works	26-025	H	Sidewalk Tractor	\$ 190,000		\$ 190,000			
Public Works	26-026	L	Sidewalk Tractor	\$ 190,000				\$ 190,000	
Public Works	26-027	L	Sidewalk Tractor	\$ 190,000					\$ 190,000
Public Works	26-028	H	Sign Department Printer	\$ 26,000	\$ 26,000				
Public Works	26-029	H	Street Sweeper	\$ 310,000		\$ 310,000			
Public Works	26-030	H	Tractor/Brush Cutter	\$ 125,000		\$ 125,000			
Public Works	26-031	H	Utility Body Truck	\$ 92,000		\$ 92,000			
Public Works	26-032	L	Utility Body Truck	\$ 92,000					\$ 92,000
Public Works	26-033	L	Wilder Field Drainage/Soccer Field	\$ 100,000			\$ 100,000		
Public Works	26-034	L	Bickford Playground Improvements	\$ 150,000		\$ 150,000			
Public Works	26-035	H	DPW Facility Upgrades	\$ 3,000,000	\$ 3,000,000				
Public Works	26-036	L	Jackson Playground Improvements	\$ 150,000		\$ 150,000			
Public Works	26-037	H	OC/Bickford Ball Field Light Replacement	\$ 100,000	\$ 100,000				
Public Works	26-038	H	OC Playground Improvements	\$ 150,000		\$ 150,000			

TABLE 1

11576

Department	Project ID	FY26 Priority**	Project Title	5-yr Cost	Fiscal Year				
					FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Public Works	26-039	H	Pond Brook Drainage Repair	\$ 500,000	\$ 500,000				
Public Works	26-040	E	Sign Room Expansion/Building	\$ 275,000	\$ 275,000				
Public Works	26-041	H	Remove Underground Fuel Storage Tanks	\$ 600,000	\$ 600,000				
			Department Total	\$ 11,053,000	\$ 6,080,000	\$ 2,564,000	\$ 725,000	\$ 1,007,000	\$ 677,000
Police									
Police	26-057	L	Computer-Aided Dispatch/Records Management Software	\$ 950,000		\$ 650,000	\$ 100,000	\$ 100,000	\$ 100,000
			Department Total	\$ 950,000	\$ -	\$ 650,000	\$ 100,000	\$ 100,000	\$ 100,000
Sewer (Enterprise)									
Sewer (Enterprise)	26-085	H	1 Ton Pickup Truck	\$ 100,000	\$ 100,000				
Sewer (Enterprise)	26-086	H	Collection System Improvements	\$ 1,250,000	\$ 500,000	\$ 500,000	\$ 250,000		
Sewer (Enterprise)	26-087	H	Pump Station Upgrades	\$ 1,000,000	\$ 1,000,000				
Sewer (Enterprise)	26-088	E	Sludge Landfill Expansion/Hauling	\$ 7,000,000		\$ 7,000,000			
Sewer (Enterprise)	26-089	H	Wastewater Treatment Plant Upgrade	\$ 10,000,000	\$ 5,000,000	\$ 5,000,000			
			Department Total	\$ 19,350,000	\$ 6,600,000	\$12,500,000	\$ 250,000	\$ -	\$ -
Water (Enterprise)									
Water (Enterprise)	26-090	H	1 Ton Pickup Truck	\$ 100,000	\$ 100,000				
Water (Enterprise)	26-091	H	CLWTF PLC Replacement	\$ 250,000	\$ 250,000				
Water (Enterprise)	26-092	H	CLWTF Roof Replacement	\$ 150,000	\$ 150,000				
Water (Enterprise)	26-093	H	Dam Repairs	\$ 1,000,000		\$ 1,000,000			
Water (Enterprise)	26-094	H	Elevated Water Tank Interior Repairs	\$ 650,000	\$ 650,000				
Water (Enterprise)	26-095	H	Treatment Facility Upgrades	\$ 500,000	\$ 100,000	\$ 200,000	\$ 200,000		
Water (Enterprise)	26-096	H	Pearly Brook Pump Station Upgrade	\$ 600,000			\$ 600,000		
Water (Enterprise)	26-097	H	Water Main Replacement	\$ 11,000,000		\$ 5,000,000	\$ 6,000,000		
Water (Enterprise)	26-098	H	Water Meter Replacement	\$ 2,000,000	\$ 1,000,000	\$ 1,000,000			
			Department Total	\$ 16,250,000	\$ 2,250,000	\$ 7,200,000	\$ 6,800,000	\$ -	\$ -
School Dept									
School Dept	26-060	L	Central Office Building	\$ 5,000,000				\$ 5,000,000	
School Dept	26-061	L	ESS Auditorium	\$ 100,000					\$ 100,000
School Dept	26-062	L	ESS Replace Bathroom Partitions	\$ 50,000				\$ 50,000	
School Dept	26-063	H	ESS Roof	\$ 250,000		\$ 250,000			
School Dept	26-064	L	ESS Standby Generator	\$ 250,000				\$ 250,000	
School Dept	26-065	H	Facilities Garage Addition	\$ 500,000			\$ 500,000		
School Dept	26-066	H	Facilities Pickup Truck	\$ 60,000	\$ 60,000				
School Dept	26-067	E	GHS Auditorium Renovations	\$ 1,500,000	\$ 1,500,000				
School Dept	26-068	H	GHS C-Wing (locker rooms) renovations	\$ 2,000,000		\$ 2,000,000			
School Dept	26-069	H	GHS Replace Exit / Emergency Lighting	\$ 150,000	\$ 150,000				
School Dept	26-070	L	GHS Interior Painting	\$ 150,000			\$ 150,000		
School Dept	26-071	L	GHS Landscaping	\$ 50,000			\$ 50,000		
School Dept	26-072	L	GHS re-key building	\$ 40,000				\$ 40,000	
School Dept	26-073	L	GHS Replace Bathroom Partitions	\$ 50,000			\$ 50,000		
School Dept	26-074	L	GHS Replace Service Equipment	\$ 800,000			\$ 800,000		
School Dept	26-075	L	GHS Stair Tread Replacement	\$ 80,000			\$ 80,000		
School Dept	26-076	H	GHS Standby Generator	\$ 250,000		\$ 250,000			
School Dept	26-077	L	GHS to GMS Fiber Underground	\$ 40,000			\$ 40,000		
School Dept	26-078	H	GMS Domestic Hot Water Tank	\$ 50,000		\$ 50,000			
School Dept	26-079	L	GMS Electronic Sign	\$ 40,000					\$ 40,000

TABLE 1

11576

Department	Project ID	FY26 Priority**	Project Title	5-yr Cost	Fiscal Year				
					FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
School Dept	26-080	H	GMS Road Improvements	\$ 500,000	\$ 500,000				
School Dept	26-081	H	GMS Roof	\$ 300,000		\$ 300,000			
School Dept	26-082	H	GMS Rooftop Condensers	\$ 100,000		\$ 100,000			
School Dept	26-083	H	GMS Unit Ventilator Controller	\$ 500,000		\$ 500,000			
School Dept	26-084	H	GHS Elevator Renovations	\$ 150,000	\$ 150,000				
			Department Total	\$ 12,960,000	\$ 2,360,000	\$ 3,450,000	\$ 1,670,000	\$ 5,340,000	\$ 140,000
Grand Total				\$ 95,081,537	\$ 36,227,037	\$ 36,221,500	\$ 13,620,000	\$ 7,922,000	\$ 1,222,000

** E = Emergency (Immediate Need) High = High (Needed in Next 2 Years) L = Low (Needed in 2-5 Years)

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-001
PROJECT TITLE	
1-ton Dump Truck	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	15

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Purchase new 1-ton Dump Truck with Plow to replace 2008 truck
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment				85,000		
Other						
TOTAL				85,000		

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-002
PROJECT TITLE	
1-ton Dump Truck	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	15

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Purchase new 1-ton Dump Truck with Plow to replace 2012 truck
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment					85,000	
Other						
TOTAL					85,000	

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-003
PROJECT TITLE	
1-ton Dump Truck	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	15

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Purchase new 1-ton Dump Truck with Plow to replace 2001 truck
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment		85,000				
Other						
TOTAL		85,000				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-004
PROJECT TITLE	
6 Wheel Dump Truck/Spreader/Plow	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input checked="" type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
6 Wheel Dump Truck/Spreader/Plow replacing 1992 truck
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment			295,000			
Other						
TOTAL			295,000			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-005
PROJECT TITLE	
6 Wheel Dump Truck/Spreader/Plow	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
6 Wheel Dump Truck/Spreader/Plow replacing 1995 truck
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment				295,000		
Other						
TOTAL				295,000		

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-006
PROJECT TITLE	
6 Wheel Dump Truck/Spreader/Plow	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
6 Wheel Dump Truck/Spreader/Plow replacing 1998 truck
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment					295,000	
Other						
TOTAL					295,000	

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-007
PROJECT TITLE	
6 Wheel Dump Truck/Spreader/Plow	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
6 Wheel Dump Truck/Spreader/Plow replacing 2001 truck
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment						295,000
Other						
TOTAL						295,000

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-008
PROJECT TITLE	
6 Wheel Dump Truck/Spreader/Plow	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input checked="" type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
6 Wheel Dump Truck/Spreader/Plow replacing 1988 truck
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment		295,000				
Other						
TOTAL		295,000				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-009
PROJECT TITLE	
10 Wheel Dump Truck/Spreader/Plow	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
10 Wheel Dump Truck/Spreader/Plow replacing 1997 truck
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment			385,000			
Other						
TOTAL			385,000			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-010
PROJECT TITLE	
10 Wheel Dump Truck/Spreader/Plow	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input checked="" type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
10 Wheel Dump Truck/Spreader/Plow replacing 2005 truck
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment		385,000				
Other						
TOTAL		385,000				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-011
PROJECT TITLE	
24' Double Garage Door	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Remove 2 existing garage doors and replace with 1-24' garage door for large trucks with plows for service bay.
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities		25,000				
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL		25,000				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-012
PROJECT TITLE	
Backhoe	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
New Backhoe to replace 2007 backhoe
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment				145,000		
Other						
TOTAL				145,000		

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-013
PROJECT TITLE	
Bucket Truck	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	15

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Purchase new Bucket Truck for tree work/forestry department to replace 2011 truck
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment		150,000				
Other						
TOTAL		150,000				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-014
PROJECT TITLE	
Cab and Chassis for Sander	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	15

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Purchase new/used Cab and Chassis to install existing sander body
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment			35,000			
Other						
TOTAL			35,000			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-015
PROJECT TITLE	
Cab and Chassis for Sander	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	15

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Purchase new/used Cab and Chassis to install existing sander body
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment		35,000				
Other						
TOTAL		35,000				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-016
PROJECT TITLE	
Cremation Vaults	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	50

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Purchase Cremation Vaults and Site work at Crystal Lake Cemetery
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities			200,000			
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL			200,000			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-017
PROJECT TITLE	
Large Mower	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	15

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Large Mower with 14' mower deck to replace 2005 mower
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment			45,000			
Other						
TOTAL			45,000			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-018
PROJECT TITLE	
Front End Loader	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
New Front End Loader Replacing 2002 Loader
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment			252,000			
Other						
TOTAL			252,000			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-019
PROJECT TITLE	
Front End Loader	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
New Front End Loader Replacing 1999 Loader
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment					252,000	
Other						
TOTAL					252,000	

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-020
PROJECT TITLE	
Front End Loader	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input checked="" type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
New Front End Loader Replacing 1999 Loader
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment		252,000				
Other						
TOTAL		252,000				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-021
PROJECT TITLE	
Front End Loader	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input checked="" type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
New Front End Loader Replacing 2002 Loader
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment		252,000				
Other						
TOTAL		252,000				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-022
PROJECT TITLE	
Repave Municipal Lots	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION	
Please describe the project. Explain priority and justification for the project.	
<p><u>Pave Municipal Parking Lots</u></p> <p><u>Knowlton Street Parking Lot</u> <u>Pleasant Street Parking Lot CAC</u></p> <p><u>West Street Parking Lot</u> <u>Uptown Parking Lot</u></p> <p><u>George Sweeney Park</u> <u>Connors Street Lot</u></p> <p><u>Nichols Street Parking Lot</u> <u>Pine Street Lot</u></p> <p><u>West Lynde Street (North) Parking Lot</u> <u>City Hall Parking Lots</u></p> <p><u>Library Parking Lot</u> <u>Police Department Parking Lot</u></p> <p><u>Fire Department Lot</u> <u>Municipal Garage Parking Lot</u></p> <p><u>Animal Shelter Parking Lot</u> <u>School Parking Lots</u></p> <p><u>Waterford St Parking Lot</u></p>	
Provide additional sheets as necessary	

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure		100,000	100,000	100,000	100,000	100,000
Study/Design						
Vehicle/Equipment						
Other						
TOTAL		100,000	100,000	100,000	100,000	100,000

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-023
PROJECT TITLE	
Pick-up Truck	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
New 1-ton pick-up with plow to replace 2005 pick-up
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment			85,000			
Other						
TOTAL			85,000			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-024
PROJECT TITLE	
Pick-up Truck	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
New 1-ton pick-up with plow to replace 2005 pick-up
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment					85,000	
Other						
TOTAL					85,000	

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-025
PROJECT TITLE	
Sidewalk Tractor	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Purchase new sidewalk tractor with blower/sweeper to replace 1994 tractor
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment			190,000			
Other						
TOTAL			190,000			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-026
PROJECT TITLE	
Sidewalk Tractor	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Purchase new sidewalk tractor with blower/sweeper to replace 2001 tractor
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment					190000	
Other						
TOTAL					190000	

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-027
PROJECT TITLE	
Sidewalk Tractor	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Purchase new sidewalk tractor with blower/sweeper to replace 2006 tractor
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment						190,000
Other						
TOTAL						190,000

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-028
PROJECT TITLE	
Sign Department Printer	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	7

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Replace Sing Plotter/Printer/Banner Maker replaces 2018 machine
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment		26,000				
Other						
TOTAL		26,000				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-029
PROJECT TITLE	
Street Sweeper	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Purchase new Street Sweeper to replace 2005 sweeper
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment			310,000			
Other						
TOTAL			310,000			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-030
PROJECT TITLE	
Tractor/Brush Cutter	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	15

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Tractor and brush cutter for roadside brush clearing to replace 2011 tractor
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment			125,000			
Other						
TOTAL			125,000			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-031
PROJECT TITLE	
Utility Body Truck	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	15

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Purchase new Utility style body pick-up to replace 2006 truck
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment			92,000			
Other						
TOTAL			92,000			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-032
PROJECT TITLE	
Utility Body Truck	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	15

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Purchase new Utility style body pick-up to replace 2016 truck
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment						92,000
Other						
TOTAL						92,000

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-033
PROJECT TITLE	
Wilder Field Drainage/Soccer Field	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	50

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Install drainage at Wilder Field and build soccer field
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities				100,000		
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL				100,000		

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-034
PROJECT TITLE	
Bickford Playground Improvements	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Install New Toddler and 8-12 year olds Playground Equipment, New Backstops and Ball Field Improvements
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities			150000			
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL			150000			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-035
PROJECT TITLE	
DPW Facility Upgrades	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	4/17/2025



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	25

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>The existing Department of Public Works garage was built in the early 1970, nearing 55 years old. The facility is in dire need of new siding, roof, garage doors and electrical upgrades along with new insulation. The building is poorly insulated allowing heat to escape through many openings throughout the building. There are many rotted overhead doors. The electrical system needs to be upgraded.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities		3,000,000	3,000,000			
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL		3,000,000	3,000,000			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-036
PROJECT TITLE	
Jackson Playground Improvements	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Install New Toddler and 8-12 year olds Playground Equipment, New Backstops and Ball Field Improvements
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities			150000			
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL			150000			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-037
PROJECT TITLE	
OC/Bickford Ball Field Light Replacement	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Replace Lights at OC and Bickford Ball Fields
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities		\$100,000				
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL		\$100,000				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-038
PROJECT TITLE	
OC Playground Improvements	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Install New Toddler and 8-12 year olds Playground Equipment, New Backstops and Ball Field Improvements
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities			150000			
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL			150000			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-039
PROJECT TITLE	
Pond Brook Drainage Repair	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	50

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Drainage Repairs needed on Pond Brook where culvert is collapsing
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure		500,000		500,000		
Study/Design						
Vehicle/Equipment						
Other						
TOTAL		500,000		500,000		

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-040
PROJECT TITLE	
Sign Room Expansion/Building	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input checked="" type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	25

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Expand existing sign room at the DPW. Lines and Signs Department has outgrown existing small room
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities		275,000				
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL		275,000				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-041
PROJECT TITLE	
Remove Underground Fuel Storage Tanks	
DEPARTMENT	
Public Works	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	12/19/2024



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	N/A

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Remove Underground Storage Tanks located at the DPW. These tanks have been taken out of service and are mandated by DEP to be removed by 5-20-26. Add fill material, compact, regrade site, and pave the DPW lot that has not been paved since 1970's
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities		600,000				
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL		600,000				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-042
PROJECT TITLE	
Dam Repairs	
DEPARTMENT	
Engineering/Survey	
SUBMITTED BY	DATE SUBMITTED
Robert Oliva	2/14/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
General repairs to existing city owned dams and related infrastructure
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure	1,500,000	1,500,000				
Study/Design						
Vehicle/Equipment						
Other						
TOTAL	1,500,000	1,500,000				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-043
PROJECT TITLE	
Rt. 140 Bridge Design Grant Match	
DEPARTMENT	
Engineering/Survey	
SUBMITTED BY	DATE SUBMITTED
Robert Oliva	2/14/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input checked="" type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>A MassTrails grant was applied for in their 2025 grant cycle for funds to complete 100% design of the proposed rail trail pedestrian bridge over Route 140. Awards are made in June 2025, and if granted, the City will need to provide a match of \$44,000. It is anticipated that the City will receive this grant as a follow up to the 2024 grant we received.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design	44,000	44,000				
Vehicle/Equipment						
Other						
TOTAL	44,000	44,000				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-044
PROJECT TITLE	
MS4 Municipal Property BMP Retrofit	
DEPARTMENT	
Engineering/Survey	
SUBMITTED BY	DATE SUBMITTED
Robert Oliva	2/14/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input checked="" type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>The requirements of our EPA MS4 permit, for coming years, will require that the City retrofit at least one municipal property per year with stormwater BMP's to provide treatment of runoff from those properties. This request would provide funding for design and construction of the mandated retrofits.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure	1,080,000	175,000	195,000	215,000	235,000	260,000
Study/Design	175,000	25,000	30,000	35,000	40,000	45,000
Vehicle/Equipment						
Other						
TOTAL	1,255,000	200,000	225,000	250,000	275,000	305,000

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-045
PROJECT TITLE	
TIP List Roadway Design	
DEPARTMENT	
Engineering/Survey	
SUBMITTED BY	DATE SUBMITTED
Robert Oliva	2/14/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Roadway corridor design for various roads including Elm Street, Chestnut Street, Pearson Boulevard, and Pearl Street. Designs would be used to procure construction funding via the State Transportation Improvement Program
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure	2,650,000	400,000	250,000	800,000	1,200,000	
Study/Design						
Vehicle/Equipment						
Other						
TOTAL	2,650,000	400,000	250,000	800,000	1,200,000	

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-046
PROJECT TITLE	
Elm/Pearson Traffic Signals	
DEPARTMENT	
Engineering/Survey	
SUBMITTED BY	DATE SUBMITTED
Robert Oliva	2/14/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input checked="" type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	25

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>The project includes consultant design work (FY26) to improve traffic operations and pedestrian safety at the intersection of Pearson Street and Elm Street by replacing the existing outdated traffic signal. This is expected to include up to two (2) mast arms and video detection. In addition, updated pedestrian controls will be added to the new equipment. The design would also include improvements to the existing crosswalks and curb ramps to be ADA compliant</p> <p>At this time there is no construction cost estimate available but is being provided assuming the design cost is approximately 12% of the expected construction cost.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure	1,500,000		1,500,000			
Study/Design	125,000	125,000				
Vehicle/Equipment						
Other						
TOTAL	1,625,000	125,000	1,500,000			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-047
PROJECT TITLE	
New Portable Radios	
DEPARTMENT	
Fire	
SUBMITTED BY	DATE SUBMITTED
Chief Lagoy	1/7/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input checked="" type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	12

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Current Portable Radios used by the Fire Department are now 15 years old. They are beyond their life expectancy, and the model used is no longer supported by the manufacturer, so parts are often no longer available. They also do not meet current fire service standards, they are not heat or water resistant. Portable Radios are critical safety equipment for firefighters and are a life line when operating in IDLH atmospheres. Multiple attempts have been made to secure grant funding for this project through FEMA's Assistance to Firefighter Grant (AFG) program, as of yet without success.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment	365000.00	365000.00				
Other						
TOTAL	365000.00	365000.00				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-048
PROJECT TITLE	
Fire HQ 3-Bay Garage (stand alone)	
DEPARTMENT	
Fire	
SUBMITTED BY	DATE SUBMITTED
Chief Lagoy	1/7/2025



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	50

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>This project would be to replace the current Fire HQ “Annex” storage building (old Cumberland Farms). The current building does not meet the needs of the Fire Department, garage bays are too small to accommodate modern fire apparatus and ambulances. The building is not well insulated and there are issues with the HVAC unit. There is no running water to the building. A stand alone garage is an option if it could not be incorporated into the Fire HQ addition/Renovation project, although an attached garage is preferred.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities	750,000.00	750,000.00				
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL	750,000.00	750,000.00				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-049
PROJECT TITLE	
Re-Chassis Rescue 2	
DEPARTMENT	
Fire	
SUBMITTED BY	DATE SUBMITTED
Chief Lagoy	1/7/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	10

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>This is a request to replace Rescue 2 (2007 Ford E450/Horton Ambulance). This unit is currently the Fire Department “mechanical spare” ambulance. It is not stocked with equipment or supplies, and is kept as a spare for use in the event of a long-term issue with one of the other two Fire Department ambulances. Over the last several years, parts availability for repairs has become a major issue and caused long delays returning primary ambulances to service. “Loaner” used ambulances from dealers are rarely available now as they were in the past. This vehicle is important to the City and continuity of the Fire Department providing emergency services to citizens. This vehicle is now 18 years old and beyond recommended replacement age. While still serviceable for its current role, parts availability (due to age) and corrosion are becoming issues. Instead of full replacement, I am recommending this ambulance be “re-chassied” where the ambulance module would be removed from the current 2007 chassis, reconditioned, and remounted on a new chassis. This is a cost-effective option, the only limitation is the vehicle is not four wheel drive.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment	250,000.00			250,000.00		
Other						
TOTAL	250,000.00			250,000.00		

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-050
PROJECT TITLE	
Replace Car 2	
DEPARTMENT	
Fire	
SUBMITTED BY	DATE SUBMITTED
Chief Lagoy	1/7/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	7

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>This is a request to replace the current Car 2 (2020 Chevrolet Tahoe Shift Commander's SUV). This vehicle is used 24/7 by the Fire Department Shift Commander and responds to approximately 2,500 emergency calls yearly, in addition to multiple daily errands handled by the Shift Commander. The current vehicle is now 5 years old and is already showing significant wear and tear. Due to heavy use, this vehicle has a shorter life expectancy than most other Fire Department utility vehicles. It is also a critical emergency response unit and must be reliable and in good condition. Replacement of this vehicle is recommended within the next 2 years.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment	75,000.00		75,000.00			
Other						
TOTAL	75,000.00		75,000.00			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-051
PROJECT TITLE	
Replace Car 3	
DEPARTMENT	
Fire	
SUBMITTED BY	DATE SUBMITTED
Chief Lagoy	1/7/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	10

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
This is a request to replace Car 3 (2018 Ford Interceptor SUV). This vehicle is currently assigned to the Captain, and is used for inspections and emergency response. It is now 7 years old and showing signs of wear and tear.
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment	75,000.00				75,000.00	
Other						
TOTAL	75,000.00				75,000.00	

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-052
PROJECT TITLE	
Replace Car 6	
DEPARTMENT	
Fire	
SUBMITTED BY	DATE SUBMITTED
Chief Lagoy	1/7/2025



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	10

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>This is a request to replace the current Car 6 (2015 Ford Interceptor SUV). The current vehicle now has over 100,000 miles and is showing signs of heavy wear and tear, and is used as a utility vehicle (most often used by new firefighters commuting daily to the Mass Fire Academy Recruit Training Program). The new vehicle would be assigned to either the Chief or Captain, with one of those current vehicles being re-assigned to the utility vehicle role. This request has been moved up a year due to the deteriorating condition of this vehicle. The Fire Department will have 3 utility vehicles that are all aging and will appear on this year's CIP application.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment	75,000.00	75,000.00				
Other						
TOTAL	75,000.00	75,000.00				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-053
PROJECT TITLE	
Replace Engine 1	
DEPARTMENT	
Fire	
SUBMITTED BY	DATE SUBMITTED
Chief Lagoy	1/7/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>This is a request to replace Engine 1 (1996 E-One Pumper). This vehicle is currently in reserve status and housed at the South Gardner Fire Station. It is placed in service when another Engine is out of service for repairs, or staffed by recalled Firefighters to respond to major incidents. This vehicle is now 29 years old and in fair condition for it's age, although it currently has a limited role. The Fire Department's other two pumpers are 2019 and 2024 vintage and both in good condition. Replacement of this vehicle is recommended in FY29. This new pumper would become one of the Fire Department's primary response vehicles, and the next oldest pumper would be moved to reserve status. It should be noted that a 2 year delivery time should be expected after ordering the new custom vehicle. Current estimated replacement cost is \$1,000,000.00.as new fire apparatus prices have increased dramatically over the last several years.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment	1,000,000.00			1,000,000.00		
Other						
TOTAL	1,000,000.00			1,000,000.00		

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-054
PROJECT TITLE	
Replace Rescue 4	
DEPARTMENT	
Fire	
SUBMITTED BY	DATE SUBMITTED
Chief Lagoy	1/7/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	10

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>This is a request to replace Rescue 4 (2018 Ford F550/Horton Ambulance). Currently this ambulance is in reserve status, as a new ambulance was placed in service August 2024 (purchased with ARPA funds). Industry recommendations and best practices call for ambulances to be kept in service for 10 years (5 as primary/5 as reserve). Replacing this unit in FY28 would follow this recommendation, keeping the Fire Department ambulance on the planned replacement schedule.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment	500,000.00			500,000.00		
Other						
TOTAL	500,000.00			500,000.00		

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-055
PROJECT TITLE	
Replace Truck 5	
DEPARTMENT	
Fire	
SUBMITTED BY	DATE SUBMITTED
Chief Lagoy	1/7/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	10

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>This is a request to replace the current Truck 5 (2015 Ford F250 pickup truck). This vehicle is used as a plow truck, for towing trailers, and general utility and equipment moving. It has almost 10 years of hard use, as snow plowing Fire HQ, the Annex lot, and the South Gardner Fire Station have caused heavy wear and tear. The truck is also showing significant body corrosion. The Fire Department needs reliable vehicles, and this critical vehicle is approaching the end of it's useful lifespan.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment	75,000.00		75,000.00			
Other						
TOTAL	75,000.00		75,000.00			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-056
PROJECT TITLE	
Fire HQ Building Addition/Renovation	
DEPARTMENT	
Fire	
SUBMITTED BY	DATE SUBMITTED
Chief Lagoy	1/7/2025



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	50

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>The Fire Headquarters building was constructed in 1978 and is approaching 50 years old. At the time, there were two other staffed fire stations. Now all operations are consolidated at HQ. The building is aging and suffering from extensive wear & tear from years of 24/7 service. It also lacks space for the current number of employees, , female employees, current fire service safety & decontamination facilities, and the number and size of modern fire apparatus and ambulances that are housed there. The building is currently having a new metal roof installed due to 2024 wind storm damage, which is being paid through insurance. This will stabilize and protect the building from future water damage, and is a significant investment in the building. Moving forward with this project would meet the needs of the Fire Department for the next 50+ years.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities	10,000,000.00	10,000,000.00				
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL	10,000,000.00	10,000,000.00				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-057
PROJECT TITLE	
Computer-Aided Dispatch/Records Management Software	
DEPARTMENT	
Police	
SUBMITTED BY	DATE SUBMITTED
Chief Eric McAvene	2/3/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>The current CAD/RMS system the Gardner Police Department uses was first installed in February/March 2002. This program has been serviced by Central Square for the last several years. We have been informed that the company will stop doing updates and program fixes in the near future. This will eventually cause the end of life for the program we use. Initial costs of a new software program are \$600,000-700,000 for the initial data migration and setup. One of the programs looked at has a yearly subscription of \$96,000 and the other was \$127,000 per year and after the initial cost. We will seek required bids when approved for this project.</p> <p>This is a substantial cost and we are required by law to maintain records. Some of these records need to be maintained indefinitely. This project is a priority and will most likely need to be completed in the 2-5 year range. This system is used daily by all employees of the police department.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure			\$650,000	\$100,000	\$100,000	\$100,000
Study/Design						
Vehicle/Equipment						
Other						
TOTAL			\$650,000	\$100,000	\$100,000	\$100,000

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-058
PROJECT TITLE	
Landfill Erosion Control	
DEPARTMENT	
Health	
SUBMITTED BY	DATE SUBMITTED
Micah Blondeau	1/14/2025



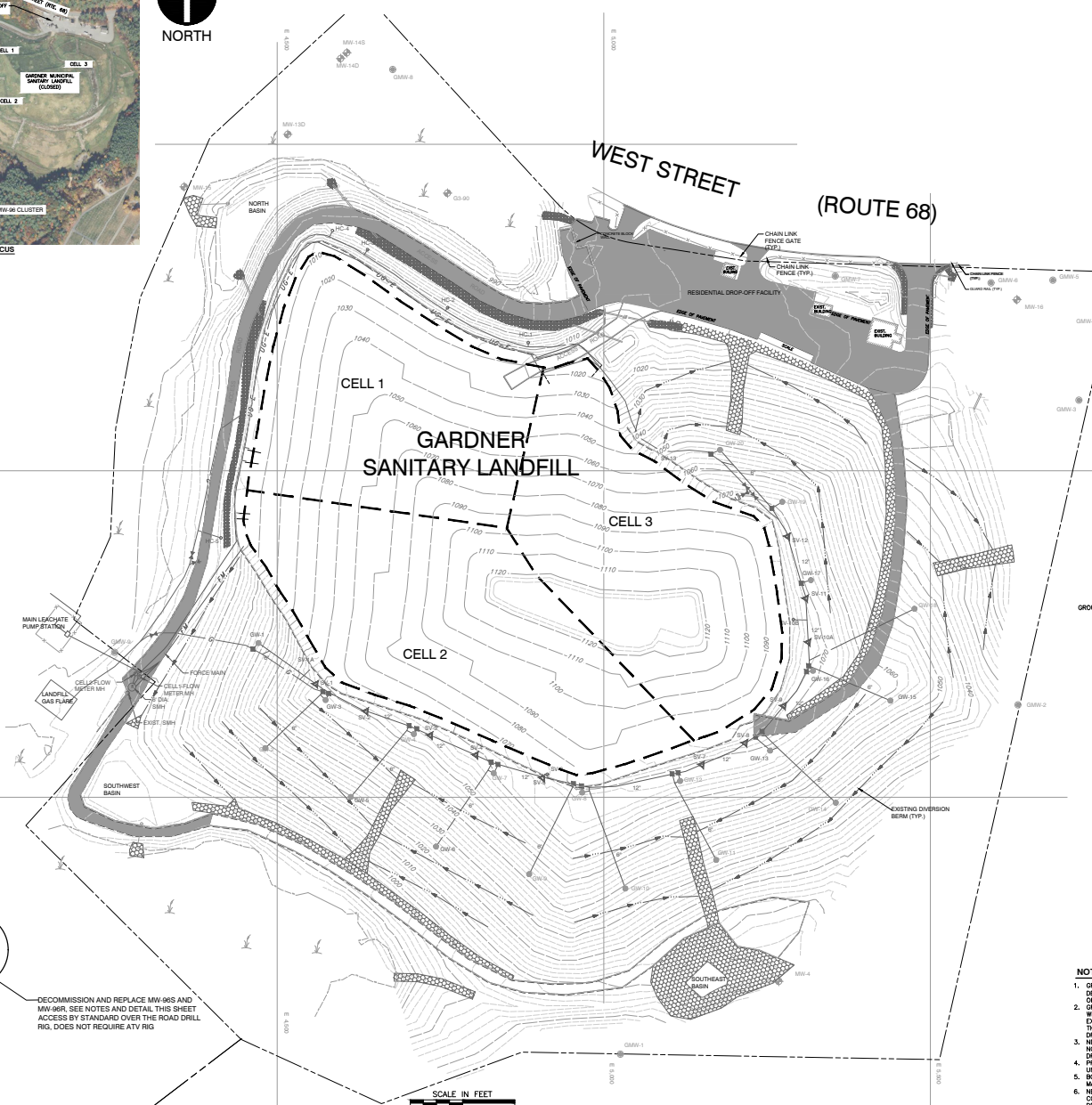
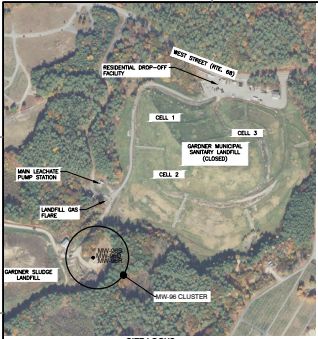
Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input checked="" type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>The City of Gardner has been required to submit a corrective action plan and schedule with MassDEP as a result of erosion observed on the cap of the landfill. In particular, 3 letdown channels have significantly eroded, leading to improper drainage of surface water. The most recent groundwater monitoring has shown that contaminants in excess of reportable limits have impacted surface water in an abutting property.</p> <p>The corrective action plan also includes the replacement of 2 groundwater monitoring wells that have been damaged and are no longer able to be sampled. Sampling of these wells is a requirement of the landfill closure monitoring.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities		186,537				
Infrastructure						
Study/Design		43,000				
Vehicle/Equipment						
Other						
TOTAL						

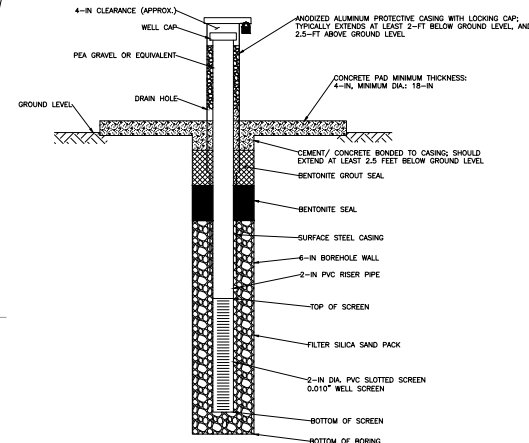
* If multiple categories for single project, include cost for each and for each FY as needed



- LEGEND:**
- GW-12 EXISTING GAS EXTRACTION WELL
 - HC-2 EXISTING LANDFILL GAS HEADER
 - EXISTING HORIZONTAL GAS COLLECTOR
 - EXISTING MAJOR CONTOUR
 - EXISTING MINOR CONTOUR
 - EXISTING DIVERSION BERM
 - EXISTING WELLHEAD CONTROL VALVE
 - EXISTING VALVE
 - EXISTING LEACHATE MANHOLE
 - COORDINATE GRID LINE
 - EXISTING RIP-RAP
 - EXISTING PROPERTY LINE
 - PERIMETER GAS MONITORING PROBE
 - EXISTING LANDFILL GAS PIPE AND SIZE
 - EXISTING GROUNDWATER MONITORING WELL
 - EXISTING PAVED ROAD
 - EXISTING GRAVEL ROAD

MONITORING WELL REPLACEMENTS			
LOCATION	GROUND ELEV.	WELL SCREEN	BOTT. OF BORING
MW-96R	982.22±	28.5' - 32.5' B.G.S.	32.5' B.G.S.
MW-96S	982.71±	1.0' - 12.0' B.G.S.	12.0' B.G.S.

ACCORDING TO BORING LOGS DATED 2/19/1997 AND 2/20/1997 COMPLETED BY CUSHING, GOINS & KIRSCHNER, INC. CONTRACTOR TO REFER TO BORING LOGS TO CONFIRM DEPTHS
B.G.S. = BELOW GROUND SURFACE



GROUNDWATER MONITORING WELL DETAIL
NOT TO SCALE

- NOTES**
- GROUNDWATER MONITORING WELLS SHALL BE INSTALLED IN ACCORDANCE WITH THE MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION (MADEP) STANDARD REFERENCES FOR MONITORING WELLS, OR OTHER STATE OR LOCAL REQUIREMENTS.
 - GROUNDWATER MONITORING WELLS MW-96R AND MW-96S SHALL BE DECOMMISSIONED IN ACCORDANCE WITH APPLICABLE REQUIREMENTS AND NEW WELLS SHALL BE INSTALLED TO THE SAME DEPTHS AS EXISTING. SEE BORING LOGS AS PROVIDED. A STANDARD OVER THE ROAD DRILL RIG CAN BE USED AS THE ACCESS IS ON EXISTING GRAVEL ROAD AND STAGING AREAS. ACCESS DOES NOT REQUIRE AN ATV DRILL RIG.
 - NEW GW WELLS SHALL BE LOCATED A MINIMUM OF 2 FEET HORIZONTALLY FROM EXISTING GW WELLS, BUT NOT MORE THAN 7 FEET HORIZONTALLY. CONTRACTOR TO REVIEW WITH ENGINEER AND OWNER PRIOR TO DRILLING.
 - PRIOR TO DRILLING, CONTRACTOR RESPONSIBLE FOR CONTACTING DISSEASE AND LOCATING ANY UNDERGROUND UTILITIES THAT MAY EXIST IN THE AREA.
 - BORING LOGS SHALL BE PROVIDED TO ENGINEER AND OWNER UPON COMPLETION, AND SUBMITTED TO MADEP AS REQUIRED.
 - NEW GROUNDWATER WELLS SHALL BE DEVELOPED AS PART OF THE DRILLER'S SCOPE OF WORK. CONTRACTOR TO COORDINATE WELL DEPTH CHECKS AND INITIAL SAMPLE PURGE WITH CEC PRIOR TO DEMOBILIZING FROM SITE.
 - CONTRACTOR TO PLACE 2 JERSEY BARRIERS IN FRONT OF NEWLY INSTALLED GW WELLS AT COMPLETION OF PROJECT TO PROTECT WELLS FROM DAMAGE.

REVISION RECORD	
NO.	DATE

31 Bellows Road
Raynham, MA 02767
Ph: 774.501.2176
www.ccecinc.com

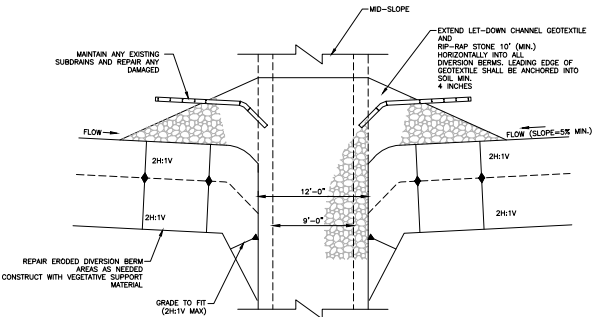


**GARDNER CLOSED SANITARY LANDFILL
GROUNDWATER MONITORING
WELL REPLACEMENT
CITY OF GARDNER, MA**

SITE PLAN GROUNDWATER MONITORING WELL REPLACEMENT	
DATE	SEPTEMBER 2024
DRAWN BY	BBM
CHECKED BY	PNL
PROJECT NO.	346-023
APPROVED BY	

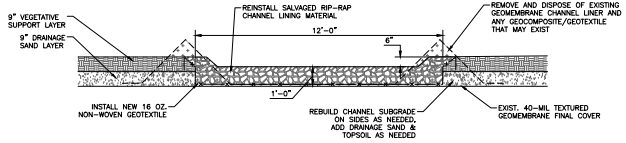
CONSTRUCTION SEQUENCE - LET DOWN CHANNEL REPAIRS

1. CONTRACTOR SHALL LAYOUT AREA OF REPAIR AND REVIEW WITH THE OWNER AND ENGINEER PRIOR TO COMMENCING WORK. CONTRACTOR SHALL EXERCISE CAUTION WHEN WORKING NEAR/FINAL COVER GEOSYNTHETICS OR TO THE LANDFILL GAS SYSTEM SHALL BE REPAIRED BY THE CONTRACTOR AT THEIR OWN EXPENSE.
2. REMOVE THE EXISTING RIPRAP IN THE LETDOWN CHANNEL AND STOCKPILE FOR REUSE. CAREFULLY REMOVE THE EXISTING VEGETATIVE SUPPORT SOIL ALONG THE EDGES OF THE LETDOWN CHANNEL AS NECESSARY AND STOCKPILE ON-SITE FOR RE-USE. AVOID MIXING OF THE VEGETATIVE SUPPORT SOIL WITH THE UNDERLYING DRAINAGE SAND.
3. CAREFULLY REMOVE THE EXISTING DRAINAGE SAND ALONG THE EDGES OF THE LETDOWN CHANNEL AS NECESSARY AND STOCKPILE ON-SITE FOR RE-USE. AVOID MIXING OF THE DRAINAGE SAND WITH THE OVERLYING VEGETATIVE SUPPORT SOIL. DRAINAGE SAND MUST BE REMOVED USING HAND TOOLS WITHIN 4 INCHES OF THE EXISTING FINAL COVER GEOMEMBRANE. CONTRACTOR SHALL BE RESPONSIBLE FOR EXERCISING EXTREME CARE DURING THIS PROCESS SO AS NOT TO DAMAGE THE EXISTING FINAL COVER GEOMEMBRANE.
4. REMOVE AND DISPOSE OF EXISTING GEOMEMBRANE CHANNEL LINER AND EXIST. CHANNEL GEOCOMPOSITE/GEOTEXTILE THAT MAY BE PRESENT.
5. REMOVE EXIST. CHANNEL SUBGRADE LOCATED BENEATH CHANNEL LINING MATERIAL AND REUSE TO REBUILD SIDES OF ERODED LETDOWN CHANNEL, OR STOCKPILE EXCESS CHANNEL SUBGRADE AT OWNER'S DESIGNATED ON-SITE STOCKPILE LOCATION.
6. THE VEGETATIVE SUPPORT SOIL AND DRAINAGE SAND SHALL MEET THE REQUIREMENTS OUTLINED BELOW:
 - 6.1. THE DRAINAGE SAND LAYER SHALL CONSIST OF SOIL WITH A MINIMUM PERMEABILITY OF 1×10^{-4} CM/SEC AND LESS THAN 10% PASSING THE #200 SIEVE.
 - 6.2. THE VEGETATIVE SUPPORT LAYER SHALL CONSIST OF SOIL WITH AN ORGANIC CONTENT NOT LESS THAN 8%, A pH BETWEEN 5.0 AND 7.0 AND CONSIST OF A 3-INCH MINUS SOIL.
7. REPAIR ANY DAMAGE TO EXISTING FINAL COVER GEOMEMBRANE USING APPROPRIATE EXTRUSION WELDING REPAIR METHODS WITH 40 MIL TEXTURED GEOMEMBRANE.
8. INSTALL 16 OZ. GEOTEXTILE TO LINE CHANNEL BOTTOM AND SIDES BEFORE PLACING RIPRAP.
9. REINSTALL SALVAGED RIPRAP, AND INSTALL ADDITIONAL OFFSITE SOURCE RIPRAP AS NEEDED TO MEET 12-INCH THICK DEPTH REQ'D.
10. REPLACE THE DRAINAGE SAND LAYER AND VEGETATIVE SUPPORT SOIL LAYER TO THE THICKNESS INDICATED ON THE EXISTING FINAL COVER SECTION DETAILS.
11. HYDROSEED ALL DISTURBED AREAS OR INSTALL SEED, FERTILIZER AND EROSION CONTROL MAT.



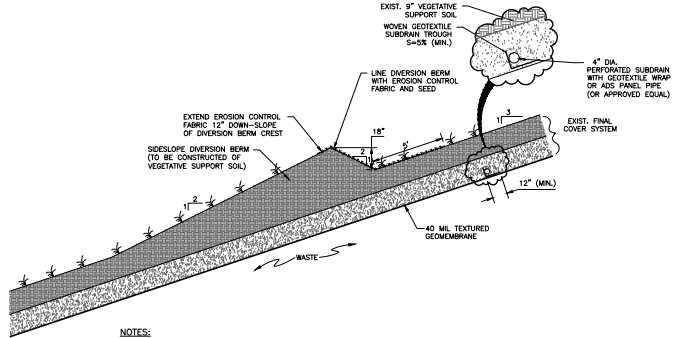
EXISTING LET DOWN CHANNEL CROSS-SECTION

SCALE: 1"= 3'



PROPOSED LET DOWN CHANNEL CROSS-SECTION

SCALE: 1"= 3'



PROPOSED LET DOWN CHANNEL TOE-OF-SLOPE TRANSITION CROSS-SECTION

SCALE: 1"= 3'

DIVERSION BERM REPAIR DETAIL

SCALE: 1"= 4'

REVISION RECORD

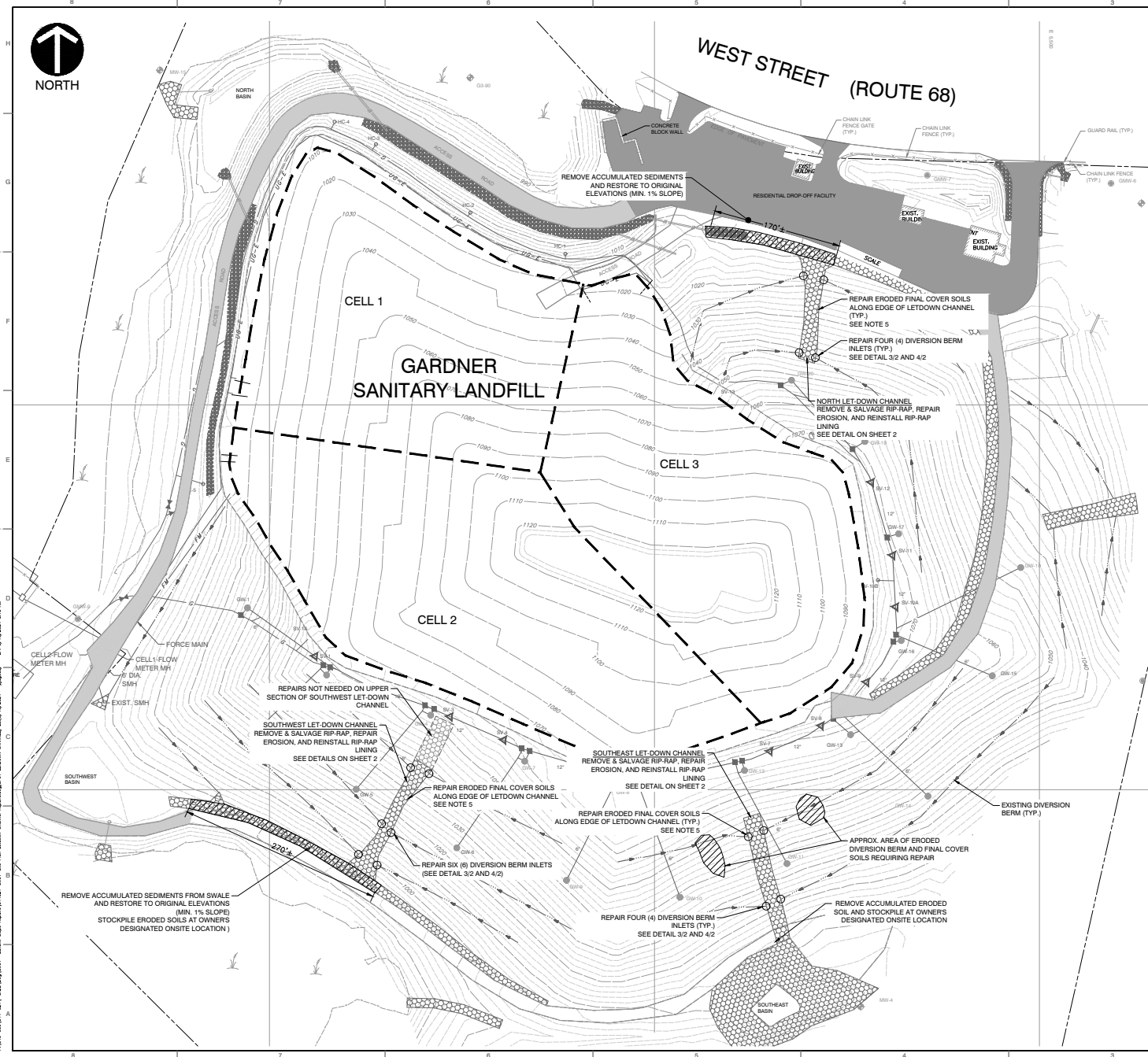
31 Bellows Road
Raynham, MA 02767
Ph: 774.501.2176
www.ceinc.com

CEC
Civil & Environmental
Consultants, Inc.


















GARDNER CLOSED SANITARY LANDFILL
LET-DOWN CHANNEL REPAIRS
CITY OF GARDNER, MA

DETAIL SHEET
LET-DOWN CHANNEL REPAIRS
DATE: SEPTEMBER 2024
DRAWN BY: [blank]
CHECKED BY: [blank]
PROJECT NO.: [blank]
APPROVED BY: [blank]

DRAWING NO.
2
SHEET 2 OF 2



LEGEND

- | | | |
|---|----------|-------------------------------------|
|  | OW-12 | EXISTING GAS EXTRACTION WELL |
|  | MC-2 | EXISTING LANDFILL GAS HEADER |
|  | | EXISTING HORIZONTAL GAS COLLECTOR |
|  | | EXISTING MAJOR CONTOUR |
|  | | EXISTING MINOR CONTOUR |
|  | | EXISTING DIVERSION BERM |
|  | | EXISTING WELLHEAD CONTROL VALVE |
|  | | EXISTING VALVE |
|  | | EXISTING LEACHATE MANHOLE |
|  | N. 5,500 | COORDINATE GRID LINE |
|  | | EXISTING RIP-RAP |
|  | | EXISTING PROPERTY LINE |
|  | | PERMITTEE GAS MONITORING PROBE |
|  | | EXISTING LANDFILL GAS PIPE AND SIZE |
|  | | EXISTING GRUNDFOSS MONITORING WELL |
|  | | EXISTING PAVED ROAD |
|  | | EXISTING GRAVEL ROAD |

NOTES

1. EXISTING CONDITIONS AND SITE TOPOGRAPHY SHOWN ON THIS PLAN IS BASED ON HISTORICAL SITE DRAWINGS TO ILLUSTRATE THE GENERAL SCOPE OF WORK. EXISTING CONDITIONS MAY VARY FROM THE SHOWN CONDITIONS. THE CONTRACTOR SHALL NOTIFY THE OWNER AND ENGINEER IF CONDITIONS DIFFER SIGNIFICANTLY FROM PROPOSED CONDITIONS.
2. CONTRACTOR SHALL EXERCISE CAUTION WHEN WORKING NEAR THE EXISTING FINAL COVER/GEOMEMBRANE. DAMAGE CAUSED TO THE EXISTING GEOMEMBRANE SHALL BE REPORTED TO THE OWNER AND ENGINEER IMMEDIATELY, AND SHALL BE REPAIRED BY THE CONTRACTOR.
3. IDENTIFY ANY EXISTING LANDFILL GAS PIPES IN THE FINAL COVER SOLS NOT THEREON ON THIS PLAN. CONTRACTOR SHALL EXERCISE CAUTION WHEN WORKING TO EXPOSE AND REPAIR EXISTING GAS PIPING AND COMPONENTS. ANY DAMAGES SHALL BE REPAIRED BY THE CONTRACTOR.
4. STABILIZATION NOTES: THE CONTRACTOR SHALL ESTABLISH PERMANENT VEGETATION TO REHABILITATE THE EXPOSED SOILS. EROSION CONTROL MEASURES MAY BE REQUIRED DURING CONSTRUCTION TO MINIMIZE SOIL EROSION. THE CONTRACTOR SHALL MAINTAIN VEGETATION THROUGHOUT THE PROJECT.
5. CONTRACTOR SHALL REPAIR EROSION ALONG EDGES OF LECTURN CHANNEL, AS NEEDED AND SHALL REUSE EXISTING SOLS TO THE MAX. EXTENT POSSIBLE. OFFSITE IMPORTED DRAINAGE SAND AND VEGETATIVE SUPPORT SOLS SHALL MEET RZTS IN NOTE 1.

ITEM	GENERAL	GENERAL SCOPE OF WORK
1.1		MOBILIZATION/DEMOLITION
1.2		EROSION & SEDIMENTATION CONTROLS
1.3		HYDROLOGIC ALL DISTURBED AREAS
2.0	NORTH LET-DOWN CHANNEL	REPAIR & REBUILD EROSION LET-DOWN CHANNEL AND PAVING LINING
4.1		REPAIR & REBUILD EROSION LET-DOWN CHANNEL AND PAVING LINING
4.2		REPAIR FOUR (4) DIVERSION BELEM INLETS
4.3		REPAIR ACCUMULATED SEDIMENTS IN SWALES AND RESTORE SLOPE GRADES
4.4		REPAIR ACCUMULATED SEDIMENTS IN SWALES AND RESTORE SLOPE GRADES
3.0	SOUTHEAST LET-DOWN CHANNEL	REPAIR & REBUILD EROSION LET-DOWN CHANNEL AND PAVING LINING
4.1		REPAIR & REBUILD EROSION LET-DOWN CHANNEL AND PAVING LINING
4.2		REPAIR ONE (1) DIVERSION BELEM INLET
4.3		REPAIR ACCUMULATED SEDIMENTS AT THE OF SLOPE
4.4		REPAIR EROSION PAVED SIDEWALKS AS NEEDED
4.0	SOUTHWEST LET-DOWN CHANNEL REPAIRS	REPAIR & REBUILD EROSION LET-DOWN CHANNEL AND PAVING LINING
4.1		REPAIR & REBUILD EROSION LET-DOWN CHANNEL AND PAVING LINING
4.2		REPAIR SIX (6) DIVERSION BELEM INLETS
4.3		REPAIR ACCUMULATED SEDIMENTS IN SWALES AND RESTORE SLOPE GRADES
4.4		REPAIR ACCUMULATED SEDIMENTS IN SWALES AND RESTORE SLOPE GRADES

NOTE: SEE BID FORM FOR ESTIMATED QUANTITIES AND BID ITEMS.

REVISION RECORD

[illegible]

331 Bellows Road
Raynham, MA 02767
Ph: 774.501.2176
www.cecinc.com

Civil & Environmental
Consultants, Inc.

**GARDNER CLOSED SANITARY LANDFILL
LET-DOWN CHANNEL REPAIRS**

SITE PLAN LET-DOWN CHANNEL REPAIRS

SEPTEMBER 2024	DRAWN BY:	SBM
E: 1" = 60'	CHECKED BY:	PHJ
NO:		344-0211

DRAWING NO.:

1

1

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-059
PROJECT TITLE	
Transfer Station Facilities	
DEPARTMENT	
Health	
SUBMITTED BY	DATE SUBMITTED
Micah Blondeau	1/14/2025



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	5+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Construction of a permanent transfer station office with electricity, internet, sanitary sewer, and potable water. The current facilities at the transfer station consist of 2 porta-potties, an insulated shed for the monitor's station, and an unheated trailer for an office/breakroom. There is no water service for handwashing available. Electricity is supplied to the attendants shed via a small generator, and heat is provided by a propane radiator in the monitor's shed. Transfer station staff are subject to the elements year round without adequate facilities. Attached is a preliminary quote for the installation of a modular office, equipped with a bathroom and a mini split hvac system.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities		150,000	150,000			
Infrastructure		50,000	50,000			
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

Gardner Transfer Station ROM Proposal



Project Contact:

Name

Title: Director of Construction

Development and Solutions

Email: mwhite@triumphmodular.com

Mobile: 267-638-2365

12/17/2024

Micah Blondeau R.S.
Director of Public Health
City of Gardner MA
95 Pleasant Street Room 29
Gardner, MA 01440

Dear Micah,

Thank you for your interest in exploring a modular office space facility with Triumph Modular. The modular construction method enables a significant amount of construction, in some cases up to 80%, to be completed off-site concurrent with permitting and preparation of the site to accept your new building.

The result is less disruption to your campus and personnel, more assurance of schedule and cost, and greater speed to occupancy.

Please find attached ROM pricing on the options detailed.

Please do not hesitate to reach out if you have any questions.

Best,

Megan White
Director of Construction Development and Solutions
mwhite@triumphmodular.com
267-638-2356

Building Information:

- (1) 10'x44' modular office unit
- (1) Individual office space
- (1) Unisex restroom

Associated Costs:

- Modular Building and Installation: \$329,800
 - Building drawings – Architectural, Structural, MEP
 - Transport the modular unit from Littleton, MA to Gardner, MA
 - Foundation system – Dry stack block on below grade concrete piers
 - Set unit via track machine
 - Install interior and exterior seaming at mate lines, including skirting around the building perimeter
 - 1/8" VCT flooring throughout
 - 1/2" vinyl covered gypsum walls throughout
 - 4" vinyl cove base throughout
 - C-spray ceiling, finished ceiling height 8'-0" AFF
 - Smart panel exterior siding with smart trim
 - R-30 Floor insulation
 - R-19 Exterior wall insulation
 - R-48 Ceiling insulation
 - R-11 Interior wall insulation
 - 48"x24" Horizontal sliding windows with Low E insulated glass

Please understand that providing Rough Order of Magnitude pricing is a challenge as specifications, design, site conditions, and scopes of work are all loosely defined at best.

The risk therefore providing a budget that is too low, resulting in disappointment with the results of a formal bidding process, or one too high that might cast doubt about the viability of a project.

Code Classification:

- Number of Stories: One
- Occupancy: Construction Code
- Construction: VB

Triumph will provide the following:

Division 1 – General Conditions, Building Code and Permitting Clarifications

- Design engineering services for construction and building department submission
- Client to provide civil design plan with proposed building layout
- All required staffing and general requirements to responsibly manage and facilitate turnkey construction project
- Submission to local building department for building permit and certificate of occupancy following installation

Division 2 – Site Work, 3 – Concrete, 4 – Masonry, 5 – Metals, 6 – Wood & Plastic, 7 – Thermal Moisture Protection, including Delivery, Set Up and Construction Services, at installation

- Building foundation will be per approved PE drawings provided by Triumph, and approved by local authority
- Site preparation and removal of excess material for new modular building foundation system
- Trenching, installation, and backfilling for new utility services
- Triumph to provide (2) new utility conduits from existing utility pole. Transformer provided by others (if required)
- Transport the modular units to the site, including all over the road transportation permits and route survey (if required), escort cars and local police escort if required.
- Removal and disposal of shipping walls and materials from modular units, preparation for set up on foundation, furnish of rigging equipment to set modular units on foundation specified, level and bolt buildings together and make weather tight.
- Placement of modules is assumed to be by track machines
- Anchoring of the building according to licensed engineer stamped tie down plan (provided by Triumph)
- Furnishing and installation of skirting materials around building perimeter with appropriate access and ventilation as required.

Division 15 – Mechanical/ Plumbing

- (1) 2.5 ton heat pump with 10 KW
- (1) individual restroom
- (1) Utility closet with mop sink
- Instant flow water heater
- Water and sewer connections (Assumed to municipal utilities)

- HVAC connections

Division 16 – Electrical

- Assumed electrical service is adequate size to accommodate new load requirements
- Outlets, switches, interior and exterior lights to code
- Security system and cameras are by others.
- Card access, low voltage/ data wiring, patch panels are by others.
- Electrical connections (Assumed to municipal utilities)

Division 17 – Miscellaneous

- Proposal is based on non-union, non-prevailing wage rates unless specified otherwise
- Assumes all existing utilities are adequately sized to support additional load with no modifications or improvements required
- Furniture (desk, chairs, tables, etc.) for these units have NOT been included in the above pricing
- Marker boards and smart boards for these units have NOT been included in the above pricing
- Shut down of any existing systems or any associated fee(s) if applicable, by others
- Final clean will be considered “construction clean” and includes broom clean, vacuuming of floors, wiping down of wall surfaces and interior and exterior cleaning of windows
- Pricing does NOT include sales, use, personal or real property taxes if applicable
- Police site detail for traffic management during installation is NOT included
- Construction fencing/ site security fencing during construction is by others

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-060
PROJECT TITLE	
Central Office Building	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	50

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Estimated cost \$5,000,000. Project would construct a new office building to house all of the Central Office Administration and Departments. This would include approximately 16 people making up the District Administration team and Special Education team. All of these people are currently housed in Elm Street School. Elm Street School was originally built as a high school in 1926. The buildings electrical, HVAC and utilities are mostly original to the building. The District offices are mainly on the second floor of the building. It is not the highest and best use of Elm Street School. A new efficient and modern building on the three school campus would be beneficial.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment					5,000,000	
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-061
PROJECT TITLE	
ESS Auditorium	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Estimated cost \$100,000. This project will re-finish the floor and paint the walls and ceiling at ESS.
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						100,000
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-062
PROJECT TITLE	
ESS Replace Bathroom Partitions	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Estimated cost \$50,000. This project will replace original bathroom partitions throughout the buildings. Many of the partitions have been repaired past their useful life span.
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities					50,000	
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-063
PROJECT TITLE	
ESS Roof	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	25

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Estimated cost \$250,000. Project consists of the replacement and/or repair of the ESS roof. Project would have a consultant assess the roof at ESS as leaks continue to appear. Facilities patches the roof, but leaks continue.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities			250,000			
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-064
PROJECT TITLE	
ESS Standby Generator	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Estimated cost \$250,000. This project will replace the generator at ESS. The current generator is past its expected useful life.
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities					250,000	
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-065
PROJECT TITLE	
Facilities Garage Addition	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	50

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Estimated cost \$500,000. Project would add on to the existing facilities garage. The current two bay garage is used to store various pieces of equipment such as tractors, mowers, paint machines, attachments, etc. The space is full and a lot of equipment is stored outside. An addition would allow all the equipment to be stored inside and out of the elements.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities				500,000		
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-066
PROJECT TITLE	
Facilities Pickup Truck	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	10

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Estimated cost \$60,000. Project would purchase a new truck for the facilities department. A new truck will replace the 2012 GMC Sierra with over 100,000 miles on it. The newest truck in our fleet of four (4) is a 2021 Chevrolet Silverado.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment		60,000				
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-067
PROJECT TITLE	
GHS Auditorium Renovations	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input checked="" type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	50

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Estimated cost \$1,500,000. This will be the first Auditorium renovation project in the schools forty-eight (48) years of use. Project consists of new HVAC system, new electrical system, new lighting (stage and house), new sound system, new projection system and screen, removal of original drop ceiling, new ceiling structure with appropriate sound dampening system, new exit doors, painting throughout the auditorium, sound booth enhancements and equipment along with various additional tangential items. The goal is to have this completed by the end of 2025.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities		1500000				
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-068
PROJECT TITLE	
GHS C-Wing (locker rooms) renovations	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Estimated cost \$2,000,000. This project will take a holistic look at the C-wing of GHS (Gym and Cafeteria). In particular, the boys and girls locker rooms and associated rooms/offices. In both locker rooms, the showers are not utilized and the original lockers are well beyond their useful life. The weight room is undersized. The tile work is failing after 50 years of use and abuse. The project would re-make the aforementioned areas into modern usable locker rooms, weight rooms and offices.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities			2,000,000			
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-069
PROJECT TITLE	
GHS Replace Exit / Emergency Lighting	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Estimated cost \$150,000. This project will replace original EXIT signage and emergency lighting. A lot of the EXIT signage at GHS is not code compliant, but is grandfathered in as it is not illuminated. The emergency lighting is mostly original to the building and is need of updating and replacement.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities		150,000				
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-070
PROJECT TITLE	
GHS Interior Painting	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Estimated cost \$150,000. This project will paint all interior walls at GHS. While some walls are painted each year, many of the walls have not been re-painted in excess of 15 years.
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities				150,000		
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-071
PROJECT TITLE	
GHS Landscaping	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Estimated cost \$50,000. This project will replace the existing landscaping of mostly ewe bushes. First impressions are important and the first impression of the landscaping around the City's premier educational facility is lacking. Many of the bushes are damaged, dying or missing. A new low-maintenance landscape design would not only be appealing, but would also assist in time it takes to maintain the area.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities				50,000		
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-072
PROJECT TITLE	
GHS re-key building	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Estimated cost \$40,000. This project will re-key the entire building and create a new key hierarchy. Over the past 50 years, keys have come and gone and have been added and deleted.
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities					40,000	
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-073
PROJECT TITLE	
GHS Replace Bathroom Partitions	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Estimated cost \$50,000. This project will replace original bathroom partitions throughout the buildings. Many of the partitions have been repaired past their useful life span.
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities				50,000		
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-074
PROJECT TITLE	
GHS Replace Service Equipment	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Estimated cost \$800,000. This project will replace original service equipment throughout the building. The Auditorium project replaced a dangerous and original piece of service equipment which serves the electrical needs of a portion of the buildings. Replacement of the remaining equipment is necessary. The reason this is listed as a low priority is that an engineering firm would need to be consulted to evaluate the existing equipment and make recommendations for replacement equipment. This would push the timing of the project out past two years.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure				800,000		
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-075
PROJECT TITLE	
GHS Stair Tread Replacement	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Estimated cost \$80,000. Project would replace stair treads throughout GHS. The original stair treads (49 years old) are worn and/or missing in many areas.
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities				80,000		
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-076
PROJECT TITLE	
GHS Standby Generator	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Estimated cost \$250,000. This project will replace the original 49 year old generator. The current generators size will only run a portion of the building during an electrical outage. A new appropriately sized generator will ensure essential functions like lighting, heating, security systems and communication networks will continue to operate during an outage. Most of the aforementioned electrical needs (i.e. security, communication) were not in existence at the time of construction.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities			250,000			
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-077
PROJECT TITLE	
GHS to GMS Fiber Underground	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Estimated cost \$40,000. Project would replace the overhead lines that currently carry the fiber with underground conduit. The current lines are currently strung on self-installed telephone poles at a less than optimal height.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure				40,000		
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-078
PROJECT TITLE	
GMS Domestic Hot Water Tank	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	25

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Estimated cost \$50,000. Project would replace the original domestic hot water tank which is original to the building. The tank is showing signs of age and components are beginning to fail
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities			50,000			
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM
FY2026 – FY2030

PROJECT ID (by Committee)	26-079
PROJECT TITLE	
GMS Electronic Sign	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input checked="" type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	25

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Estimated cost \$40,000. Project would replace the original movable letter sign near the entrance to GMS. This would align with the electronic signs at GHS and GES and allow for important information to be displayed to all visitors.
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure						
Study/Design						
Vehicle/Equipment						40,000
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-080
PROJECT TITLE	
GMS Road Improvements	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	15

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Estimated cost \$500,000. Project consists of reclamation and re-paving of road, restoration/replacement of curbing of approximately 2,200 linear feet of two-lane road. Project would start at the intersection of the GMS roadway and Catherine Street and include the perimeter roadway at GMS. The goal is to have this completed by the end of 2025.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities		500,000	500,000			
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL		500,000				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-081
PROJECT TITLE	
GMS Roof	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	25

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Estimated cost share with MSBA \$300,000+. Project consists of the complete replacement of the GMS roof. Project would include costs associated with OPM, Design and construction. The goal is to have this completed by the end of 2027.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities			300,000			
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-082
PROJECT TITLE	
GMS Rooftop Condensers	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	25

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Estimated cost \$100,000. Project would replace the original rooftop condensers at the same time as the GMS roof project. Condensers are original to the construction of the building. The goal is to have this completed by the end of 2027.
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities			100,000			
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-083
PROJECT TITLE	
GMS Unit Ventilator Controller	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	12/17/24



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	25

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Estimated cost \$500,000. Project would replace the original controllers for the unit ventilators in each room at GMS. The current controllers are twenty-seven (27) years old, not supported or manufactured any longer and are beginning to fail.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities			500,000			
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-084
PROJECT TITLE	
GHS Elevator Renovations	
DEPARTMENT	
School	
SUBMITTED BY	DATE SUBMITTED
School	3/27/24



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	50

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Estimated cost \$150,000. There is only one elevator at GHS and it is original to the building. A recent inspection noted that the elevator was "tired" and many portions of the elevator were past their life expectancy. The project would entail the updating of the GHS elevator to include the motor, cables, cab interior, cab floor and all aspects and devices of the elevator cab and equipment. It would also bring portions of the elevator into ADA compliance (call button positioning).</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities		150,000				
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL						

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-085
PROJECT TITLE	
1 Ton Pickup Truck	
DEPARTMENT	
Sewer (Enterprise)	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	4/15/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
1 Ton pickup truck for work & snow removal related to Sewer Dept.
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure		\$100,000				
Study/Design						
Vehicle/Equipment						
Other						
TOTAL	\$100,000	\$100,000				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-086
PROJECT TITLE	
Collection System Improvements	
DEPARTMENT	
Sewer (Enterprise)	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	4/15/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	50+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>This capital expense request is for the relining of aging sewer lines and the repair of deteriorating sewer manholes. These improvements are essential to maintaining the integrity of the wastewater collection system, preventing inflow and infiltration, and reducing the risk of costly emergency repairs. By proactively addressing these infrastructure needs, we can extend the service life of existing assets, enhance system performance, and ensure continued compliance with environmental and public health standards.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure		\$500,000	\$500,000	\$250,000		
Study/Design						
Vehicle/Equipment						
Other						
TOTAL	\$1,250,000					

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-087
PROJECT TITLE	
Pump Station Upgrades	
DEPARTMENT	
Sewer (Enterprise)	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	4/15/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Summit Street Sewer Pump Station and Racette Avenue Pump Station have reached the end of their useful lives. Summit Street will need to be replaced and upgraded in order to support increased flows from Ashburnham. Racette will be replaced in kind.</p> <p>For FY2026 the DPW submitted Summit Street Pump Station as a candidate for a Congressionally Directed Spending Grant. We anticipate hearing back on the award status in late 2026.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure		\$1,000,000				
Study/Design						
Vehicle/Equipment						
Other						
TOTAL	\$1,000,000					

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-088
PROJECT TITLE	
Sludge Landfill Expansion / Hauling	
DEPARTMENT	
Sewer (Enterprise)	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	4/15/2025



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input checked="" type="checkbox"/> Emergency <i>Immediate Need</i>	<input type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>Pending State-level regulatory approval this money would fund the construction of an expansion to the existing landfill as well as appurtenant infrastructure in the area. The current landfill is expected to be at capacity in 2027. If approval is not granted for the sludge landfill expansion third party hauling of the sludge will be required.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure			\$7,000,000			
Study/Design						
Vehicle/Equipment						
Other						
TOTAL	\$7,000,000					

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-089
PROJECT TITLE	
Wastewater Treatment Plant Upgrade	
DEPARTMENT	
Sewer (Enterprise)	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	4/15/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>The Wastewater Treatment Plant in it's current configuration was built in 1986. Major repairs and upgrades to meet modern wastewater regulations were completed in 2014 and 2018. This project will be the next phase of those repairs and upgrades. This work will primarily be focused on the clarifier sweep mechanisms and structural coatings to the primary, intermediate & final clarifier tanks.</p> <p>This work will utilize the EPA Clean Water Trust.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure		\$5,000,000	\$5,000,000			
Study/Design						
Vehicle/Equipment						
Other						
TOTAL	\$10,000,000	\$5,000,000	\$5,000,000			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-090
PROJECT TITLE	
1 Ton Pickup Truck	
DEPARTMENT	
Water (Enterprise)	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	4/15/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
1 Ton pickup truck for work & snow removal related to Water Dept.
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure		\$100,000				
Study/Design						
Vehicle/Equipment						
Other						
TOTAL	\$100,000	\$100,000				

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-091
PROJECT TITLE	
CLWTF PLC Replacement	
DEPARTMENT	
Water (Enterprise)	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	4/15/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	25+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>This capital expense request is for the replacement of the programmable logic controllers (PLCs) at the Water Treatment Facility. The existing PLCs are nearing the end of their service life and pose a risk to reliable plant operations. Upgrading to modern PLC systems will enhance operational control, improve system reliability, and reduce the likelihood of unplanned downtime. This investment is essential for maintaining compliance, optimizing performance, and supporting the long-term resiliency of the facility.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure		\$250,000				
Study/Design						
Vehicle/Equipment						
Other						
TOTAL	\$250,000					

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-092
PROJECT TITLE	
CLWTF Roof Replacement	
DEPARTMENT	
Water (Enterprise)	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	4/15/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	50+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>This capital expense request is for the replacement of the aging asphalt roof at the Crystal Lake Water Treatment Facility. The existing roof has exceeded its expected service life and shows signs of deterioration that could lead to leaks and structural damage. Replacing the roof now will protect critical treatment infrastructure, prevent costly water damage, and extend the overall longevity of the facility.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure		\$150,000				
Study/Design						
Vehicle/Equipment						
Other						
TOTAL	\$150,000					

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-093
PROJECT TITLE	
Dam Repairs	
DEPARTMENT	
Water (Enterprise)	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	4/15/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>This capital expense request is for critical repairs to the dam at Perley Brook. These repairs are necessary to address structural deficiencies, ensure regulatory compliance, and protect downstream properties and infrastructure. Investing in the dam's integrity now will reduce the risk of future failures, enhance public safety, and provide long-term stability.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure			\$1,000,000			
Study/Design						
Vehicle/Equipment						
Other						
TOTAL	\$1,000,000					

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-094
PROJECT TITLE	
Elevated Water Tank Interior Repairs	
DEPARTMENT	
Water (Enterprise)	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	4/15/2025



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	25+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>This capital expense request is for the interior cleaning and relining of the elevated water storage tank. The tank's protective interior coating has deteriorated over time, increasing the risk of corrosion and potential water quality issues. Cleaning and relining the tank will restore its structural integrity, extend its service life, and ensure continued compliance with public health and safety standards. This proactive maintenance is essential for preserving the reliability of the drinking water system.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities		\$650,000				
Infrastructure						
Study/Design						
Vehicle/Equipment						
Other						
TOTAL	\$650,000					

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-095
PROJECT TITLE	
Treatment Facility Upgrades	
DEPARTMENT	
Water (Enterprise)	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	4/15/2025



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	25+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>This capital improvement project request covers a number of items at two locations. Both Crystal Lake Water Treatment Facility and Snake Pond Water Treatment Facility have multiple assets (pumps, tanks, HVAC etc.) that are reaching the end of their useful life.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure		\$100,000	\$200,000	\$200,000		
Study/Design						
Vehicle/Equipment						
Other						
TOTAL	\$500,000					

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-096
PROJECT TITLE	
Perley Brook Pump Station Replacement	
DEPARTMENT	
Water (Enterprise)	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	4/15/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	25+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>This capital expense request is for the replacement of the Perley Brook Pump Station, which plays a critical role in transferring water from the Perley Brook Reservoir to Crystal Lake to maintain appropriate water levels for drinking water production. The existing pump station is aging and increasingly unreliable, posing a risk to the consistent supply of raw water to the treatment facility.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure				\$600,000		
Study/Design						
Vehicle/Equipment						
Other						
TOTAL	\$600,000					

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-097
PROJECT TITLE	
Water Main Replacement	
DEPARTMENT	
Water (Enterprise)	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	4/15/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	50+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>This capital expense request is for the replacement of aging water mains throughout the distribution system. Many of these mains are undersized, prone to breaks, or nearing the end of their useful life, posing risks to water quality, service reliability and roadway damage. Design work has already been completed for many of the proposed replacement locations, allowing the project to move forward efficiently.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure			\$5,000,000	\$6,000,000		
Study/Design						
Vehicle/Equipment						
Other						
TOTAL	\$11,000,000					

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-098
PROJECT TITLE	
Water Meter Replacement	
DEPARTMENT	
Water (Enterprise)	
SUBMITTED BY	DATE SUBMITTED
Dane E Arnold	4/15/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	20+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>This capital expense request is for the replacement of outdated municipal water meters. Upgrading to modern, more accurate meters will improve billing efficiency, reduce water loss through more precise usage tracking, and enhance customer service. The new meters will also support long-term operational savings and provide the data needed for proactive system management and future planning.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure		\$1,000,000	\$1,000,000			
Study/Design						
Vehicle/Equipment						
Other						
TOTAL	\$2,000,000					

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-099
PROJECT TITLE	
Downtown Infrastructure Improvements	
DEPARTMENT	
Community Development & Planning	
SUBMITTED BY	DATE SUBMITTED
Jason Stevens	4/15/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input checked="" type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Funds supporting the critical infrastructure within the downtown area's various phases of improvements to enhance safety, accessibility, and economic vitality, address aging and deteriorating infrastructure by upgrading key elements such as roadways, sidewalks, lighting, drainage, and other public realm features.
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure		575,000	275,000			
Study/Design		25,000	25,000			
Vehicle/Equipment						
Other						
TOTAL	900,000	600,000	300,000			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-100
PROJECT TITLE	
Outdoor Pool Expansion/Pavilion/Facilities	
DEPARTMENT	
Community Development & Planning	
SUBMITTED BY	DATE SUBMITTED
Jason Stevens	4/15/2025



Insert Picture if available/applicable

CATEGORY	<input checked="" type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input checked="" type="checkbox"/> Study/Design	<input checked="" type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>This includes the following:</p> <p>Remaining upgrades needed for Greenwood Pool administration and storage buildings.</p> <p>Planning & construction for the new pavilion on the site of the pre-existing indoor pool and other needed facilities.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities		7,500	7,500			
Infrastructure		1,500,000	4,515,000			
Study/Design		50,000				
Vehicle/Equipment		10,000	10,000			
Other						
TOTAL	6,100,000	1,567,500	4,532,500			

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-101
PROJECT TITLE	
North Pathway Connector Nature & Bike Path	
DEPARTMENT	
Community Development & Planning	
SUBMITTED BY	DATE SUBMITTED
Jason Stevens	4/15/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input checked="" type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
<p>This includes the following: Planning & construction for remaining sections for the North Central Pathway Connector along the pre-existing footpath including safety features like railings, a necessary culvert for stream crossing, full paving of path, etc.</p>
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure		1,950,000	1,950,000	1,200,000		
Study/Design		50,000	50,000			
Vehicle/Equipment						
Other						
TOTAL	5,200,000	2,000,000	2,000,000	1,200,000		

* If multiple categories for single project, include cost for each and for each FY as needed

CITY OF GARDNER CAPITAL IMPROVEMENT PROJECT REQUEST FORM

FY2026 – FY2030

PROJECT ID (by Committee)	26-102
PROJECT TITLE	
Selective Demolition	
DEPARTMENT	
Community Development & Planning	
SUBMITTED BY	DATE SUBMITTED
Jason Stevens	4/15/2025



Insert Picture if available/applicable

CATEGORY	<input type="checkbox"/> Facilities	<input checked="" type="checkbox"/> Infrastructure	<input checked="" type="checkbox"/> Study/Design	<input type="checkbox"/> Vehicle/Equipment	<input type="checkbox"/> Other
PRIORITY	<input type="checkbox"/> Emergency <i>Immediate Need</i>	<input checked="" type="checkbox"/> High <i>Needed in next 2 years</i>	<input type="checkbox"/> Low <i>Needed in 2-5 years</i>	USEFUL LIFE (YRS)	30+

PROJECT DESCRIPTION
Please describe the project. Explain priority and justification for the project.
Funds supporting the selective demolition of vacant, deteriorated, and unsafe structures that have been officially identified as contributing to conditions of slum and blight in the city.
Provide additional sheets as necessary

Category*	Five Year Total	Estimated Cost by Fiscal Year				
		FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Facilities						
Infrastructure		550,000	550,000			
Study/Design		50,000	50,000			
Vehicle/Equipment						
Other						
TOTAL	1,200,000	600,000	600,000			

* If multiple categories for single project, include cost for each and for each FY as needed



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 23, 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 Payment of a Prior Year Salary Expenditure for the Gardner Conservation Commission

Dear Mr. President and Councilors,

When a new member of the Conservation Commission was appointed last year, the paperwork for that commissioner's pay did not go through the proper process, making it so that commissioner did not receive the compensation they were owed.

This authorization would pay that commissioner for the time they were on the commission in the previous fiscal year to correct that. Payments for the current fiscal year are being made through the funds appropriated in the FY25 budget.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AUTHORIZING PAYMENT OF PRIOR YEAR SALARY EXPENDITURE

ORDERED: To authorize payment of prior year CONSERVATION Board & Comm
salary expenditure account for prior year, as follows:

FY2024	CONSERVATION SAL ACCT	\$187.50
--------	-----------------------	----------



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 23, 2025

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

RE: An Order Transferring \$251,000.00 from Various Fire Department Operating Expense Accounts to Fire Department Salary and Wages- Over Time

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

The attached transfer request is being submitted to cover portions of the overages in the Fire Department Overtime Account with funds they had available in their expense line items.

As you are aware, transferring funds between salary and expense line items requires City Council approval before the funds can be transferred.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER TRANSFERRING APPROPRIATIONS FOR FIRE/AMBO DEPT FROM
OPERATING EXPENDITURES TO SALARIES & WAGES.

ORDERED:

That there be and is hereby transferred the appropriations sum of Two Hundred
Fifty-One Thousand Dollars and No Cents (\$251,000.00) Fire/Ambo Dept from
Operating Expenditures to Salaries & Wages:

FIRE DEPT OT SALARY EXPENSE

\$251,000



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 27, 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 \$40,000.00 from Free Cash to S. Graves v. City et Al. Lawsuit Account

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward to cover the overages in the outside counsel costs associated with the lawsuit filed by Attorney Scott J. Graves against the City.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO THE MAYOR'S
UNCLASSIFIED – S. GRAVES VS CITY LAWSUIT EXPENSE ACCOUNT.

ORDERED:

That there be and is hereby appropriated the sum of Forty Thousand Dollars and No Cents (\$40,000.00) from Free Cash to the Mayor's Unclassified – S. Graves vs City Lawsuit Expense Account.

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

May 27, 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 \$31,502.00 from Free Cash to the City's Special Education Stabilization Account

Dear Mr. President and Councilors,

At the City Council meeting held on May 20, 2024, the Council voted to approve the Administration's recommendation to create a new special purpose stabilization account to assist with the costs associated with School Department Special Education Services and Transportation.

Following this vote, the Administration amended the internal Executive Branch Financial Policies to state that the Mayor shall annually (fiscal year) submit an order to the City Council to appropriate a sum equivalent to one percent (1%) of certified free cash into each of the City's special purpose stabilization accounts.

This order is being put forward in accordance with that policy for the Special Education Special Purpose Stabilization Account.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO THE SPECIAL
EDUCATION STABILIZATION ACCOUNT.

ORDERED:

That there be and is hereby appropriated the sum of Thirty-One Thousand Five
Hundred Two Dollars and No Cents (\$31,502.00) from Free Cash to the Special
Education Stabilization Account.

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

May 27, 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 \$31,502.00 from Free Cash to the City's Vehicle Stabilization Account

Dear Mr. President and Councilors,

At the City Council meeting held on November 19, 2019, the Council voted to approve the Administration's recommendation to create a new special purpose stabilization account to assist with the costs associated with the purchase of vehicles for the City's fleet.

There was a withdrawal of \$200,000.00 from the account on October 2, 2023, that was put toward the downpayment on the City's new ladder truck that has been ordered.

Following this vote, the Administration amended the internal Executive Branch Financial Policies to state that the Mayor shall annually (fiscal year) submit an order to the City Council to appropriate a sum equivalent to one percent (1%) of certified free cash into each of the City's special purpose stabilization accounts.

This order is being put forward in accordance with that policy for the Vehicle Special Purpose Stabilization Account.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO THE SPECIAL
PURPOSE STABILIZATION VEHICLE ACCOUNT.

ORDERED:

That there be and is hereby appropriated the sum of Thirty-One Thousand Five
Hundred Two Dollars and No Cents (\$31,502.00) from Free Cash to the Special Purpose
Stabilization Vehicle Account.

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

May 27, 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 \$350,000.00 from Free Cash to the City's Capital Projects Stabilization Account

Dear Mr. President and Councilors,

At the City Council meeting held on May 20, 2024, the Council voted to approve the Administration's recommendation to create a new special purpose stabilization account to create an additional funding source to help work toward the back log of capital improvement projects that the City has been working toward.

Following this vote, the Administration amended the internal Executive Branch Financial Policies to state that the Mayor shall annually (fiscal year) submit an order to the City Council to appropriate a sum equivalent to one percent (1%) of certified free cash into each of the City's special purpose stabilization accounts.

This order is being put forward in accordance with that policy for the Capital Projects Special Purpose Stabilization Account.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO THE SPECIAL
PURPOSE STABILIZATION CAPITAL PROJECT ACCOUNT.

ORDERED:

That there be and is hereby appropriated the sum of Thirty-One Thousand Five
Hundred Two Dollars and No Cents (\$31,502.00) from Free Cash to the Special Purpose
Stabilization Capital Project Account.



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 27, 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 \$350,000.00 from Free Cash to the Employee Benefits Health Insurance Cost Account

Dear Mr. President and Councilors,

At the October 7, 2024, meeting of the City Council, I notified the Council that the health insurance rates for the City's plan with Blue Cross Blue Shield had increased by twenty percent (20%).

During this time, I noted that since the City's Health Insurance Plan is a split with seventy-five percent (75%) being paid by the City and twenty-five percent (25%) being paid from payroll deductions, that there would likely need to be an appropriation request to cover the overages in the City's budgeted health care cost account that pays the City's portion of these costs.

This appropriation request is being put forward to cover the overages in that account for the remainder of the fiscal year.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO HEALTH
INSURANCE COST.

ORDERED:

That there be and is hereby appropriated the sum of Three Hundred Fifty
Thousand Dollars and No Cents (\$350,000.00) from Free Cash to Health Insurance Cost.



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

June 5, 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 \$130,000.00 from Free Cash to the City's General Stabilization Account

Dear Mr. President and Councilors,

With the end of the fiscal year approaching, I am putting forward this appropriation request to deposit the remaining amount of free cash that we have left into the City's stabilization account.

While we have deposited more into the City's stabilization account during the last five (5) years than we have in previous years, I still believe it to be prudent to build up our financial reserves to be able to further protect the City from any financial concerns that may arise in the future due to economic inflationary trends.

An appropriation of fifteen percent (15%) of certified free cash was already approved by the City Council this fiscal year at the meeting of November 18, 2024. This appropriation request would be above and beyond that amount.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO STABILIZATION TRUST.

ORDERED:

That there be and is hereby appropriated the sum of One Hundred Thirty Thousand Dollars and No Cents (\$130,000.00) from Free Cash to Stabilization Trust.



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 27, 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 \$105,825.00 from Free Cash to the Department of Public Works
Road Resurfacing Account

Dear Mr. President and Councilors,

As the Administration is working to create this year's paving list, I am hereby requesting an additional appropriation be put forward to allow for increased paving to be done in this calendar year.

Traditionally, over the last several years, I have submitted appropriation requests equivalent to fifteen percent (15%) of certified free cash for road resurfacing, an amount above the ten percent (10%) that is listed in the Administration's Executive Branch Financial Policies. However, to be conservative in spending due to the unknowns at the time from the increase in Health Insurance Costs, the appropriation request that was put forward earlier this fiscal year was only for the ten percent (10%). This appropriation request will continue the trend that the City has done over the past five (5) years of a higher investment in our infrastructure.

We are also still awaiting final action from the Commonwealth on the Chapter 90 bill that is pending before the legislature.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

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

ORDERED:

That there be and is hereby appropriated the sum of One Hundred Five Thousand
Eight Hundred Twenty-Five Dollars and No Cents (\$105,825.00) from Free Cash to
Department of Public Works Dept. – Road Resurfacing Expense Account.



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 27, 2025

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

RE: A Measure Creating a Revolving Account for Youth Center Services, under the provisions of Chapter 44, Sec. 53 E ½ of the General Laws of the Commonwealth, for which the balance shall not exceed \$100,000.00

Dear Mr. President and Councilors,

The Gardner Club House of the Boys and Girls Club has recently announced that they will not be affiliated with the Boys and Girls Club Organization effective July 1, 2025, following mutual agreement with the Advisory Board of the Gardner Club House and the Boys and Girls Club of Fitchburg and Leominster.

In order to continue after school services for our students in grades 6 through 12, the City will be adding an additional teen center service at the location the Boys and Girls Club had previously been occupying at the Elm Street School Building.

In order for these services to run, the City would need to create a revolving account, in the same manner that the after school program for students in grades 1 through 5 currently operates.

I believe that this is a great opportunity for our students in the City and provides a service where there is currently a gap in after school opportunities for our youth.

I would like to thank Representative Zlotnik, President Tyros, and Councilor Kazinskas for all of the collaborative work they have done to establish this new service for our City.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

YOUTH CENTER DEPARTMENT
REVOLVING FUND M.G.L. CH.44, S.53E½

VOTED: To authorize and direct the City Treasurer to establish a revolving fund in accordance with M.G.L. Chapter 44, section 53E½ for salaries and expenses for the City of Youth Center Department.

Monies received from camp fees and donations shall be credited to this fund. As per M.G.L., interest earned on this fund shall be treated as general fund revenue.

The Youth Center Department is authorized to expend from this fund and is limited to a total amount not to exceed any available balance or one hundred thousand dollars (\$100,000.00), whichever is less.

The Youth Center Department 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 31st, along with any other information that City Council may by vote require.

In the event this 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

May 27, 2025

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

RE: A Measure Creating a Revolving Account for Youth Center Services, under the provisions of Chapter 44, Sec. 53 E ½ of the General Laws of the Commonwealth, for which the balance shall not exceed \$100,000.00

Dear Mr. President and Councilors,

The Gardner Club House of the Boys and Girls Club has recently announced that they will not be affiliated with the Boys and Girls Club Organization effective July 1, 2025, following mutual agreement with the Advisory Board of the Gardner Club House and the Boys and Girls Club of Fitchburg and Leominster.

In order to continue after school services for our students in grades 6 through 12, the City will be adding an additional teen center service at the location the Boys and Girls Club had previously been occupying at the Elm Street School Building.

In order for these services to run, the City would need to create a revolving account, in the same manner that the after school program for students in grades 1 through 5 currently operates.

I believe that this is a great opportunity for our students in the City and provides a service where there is currently a gap in after school opportunities for our youth.

I would like to thank Representative Zlotnik, President Tyros, and Councilor Kazinskas for all of the collaborative work they have done to establish this new service for our City.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO YOUTH CENTERS
SERVICES GIFT ACCOUNT.

ORDERED:

That there be and is hereby appropriated the sum of Fifty Thousand Dollars and
No Cents (\$50,000.00) from Free Cash to Youth Centers Services Gift Account.



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

May 20, 2025

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

RE: A Order Appropriating \$3,000.00 from Free Cash to Historical Commission Professional Services Account

Dear Mr. President and Councilors,

The Gardner Historical Commission has done a lot of work recently to revive their services and bolster their archives in the City.

As a means to help assist in these efforts, as well as prepare the commission for their eventual move into the new Community Center located at the former Waterford Street School Building, the administration is putting forward this appropriation request forward.

While the Administration was unable to accommodate the full budget request that the commission had submitted, this is being done to start the work they are looking to undertake in a phased-out manner. It is the hope of the Administration to provide additional funding to the Commission for items later on, once this initial work is done and completed.

In the meantime, I will be speaking with the members of the Commission to come up with a more long term plan for their operations in the City.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO HISTORICAL
COMMISSION PROFESSIONAL SERVICES - RESTORATION.

ORDERED:

That there be and is hereby appropriated the sum of Three Thousand Dollars and
No Cents (\$3,000.00) from Free Cash to the Historical Commission Professional Services
- Restoration.

HISTORICAL COMMISSION

CHARLES M. LaHAYE, Chairman
HISTORICAL COMMISSION
City Hall, Room 214
95 Pleasant Street, Gardner, MA
Telephone: _____

BUDGET HIGHLIGHTS

1. Membership in the American Association of State and Local History.
2. Preserving the Old Burying Ground through gravestone restoration.
3. Implementation of an Archival/Artifact Inventory Database.
4. Acquiring Archival and preservation materials and supplies.

Department Salaries & Wages – 0% of Dept Budget

1. There are no salaries and wages.

Department Operations – 100% of Dept Budget

- 1. Main reasons for operational costs**
 - Restoration and repair to damaged historic gravestones in the City's oldest cemetery, the Old Burying Ground.
 - Information Technology/specialized software.
 - Professional Association membership.
 - Archival preservation materials and office supplies.
- 2. If there are any increases in operational expenses, what are the drivers of those increases?**
 - For too many years, the City has not been committed to the care and preservation of its oldest cemetery, the Old Burying Ground, and the condition of its gravestones and monuments which have deteriorated to a point where dozens of gravestones, commemorating many of the Town's founders, have been all but abandoned.
- 3. Do you anticipate any new expenses coming up in the coming fiscal year (July 2024-June 2025) that will be reflected in this operating budget? If so, what are they?**
 - Please refer to No. 2, above.
- 4. Trends you've seen over the last couple of years – what seems to traditionally always be underfunded over the last few fiscal years?**
 - Cemetery gravestone maintenance upkeep and repairs.

Budget Directive Response

Department Request:

The “Wish List” as we have called it in the past. This is what your department would look like and be funded at in an ideal world where money limitations were not the issue. This includes both staffing levels and expenses. Make this the kitchen sink, but explain why you’ve included what you include and why it would be beneficial to both your department and the City as a whole if this were to be what goes forward to the City Council.

1. American Association for State and Local History (AASLH) Membership

Membership in AASLH (\$98.00 annually) affords the Commission discounts on products and services, such as 20% reduction in annual fees for PastPerfect® software, professional development webinars, online courses, publications, as well as historical resources such as online access to the *Encyclopedia of Local History*. The Institutional membership allows Commission members and volunteers to the membership account, allowing access to most membership benefits.

2. Gravestone Repair and Restoration

From *Historic Gardner, A Bicenquasguigenary Publication* by Tom Malloy: “*The Old Burying Ground contains 612 grave markers. The earliest date found in the cemetery is 1780 and the most recent is 1974. In the cemetery can be found stones with the names of 26 of the men who signed the petition which led to the incorporation of Gardner. Also found are the names of early settlers who served in the Revolutionary War. The burial stones themselves speak most eloquently of the early settlers buried there. Slate stones, with carvings, prose and verse still legible, show little signs of the time that has passed—each standing as a reminder of the sturdy men and women who founded our city.*”

The Historical Commission is committed to preserving our cemeteries because saving cemeteries is the preservation of history, of diverse, creative, and very personal histories. History is lost every day and the destruction of tombstones becomes the destruction of history. While cemetery desecration remains an issue, far more concerning are the effects of severe weather and human indifference. Trees, while beautiful providers of shade, often fall or drop large limbs in cemeteries experiencing severe weather. Without any intervention by the City, these trees and branches will continue to fall and damage memorial stones. With or without human intervention, cemeteries can still be negatively impacted.

Attached are recent photographs of the conditions of many of the gravestones in the Old Burying Ground.

3. Archival Database Software

The Commission proposes the procurement of PastPerfect software, currently utilized by The Gardner Museum, Inc., for archive collection management. As the Commission begins to develop an inventory of the City's historical records and artifacts, as well as its older permanent public records, the implementation of an efficient database is critical.

From the PastPerfect website:

- a. **PastPerfect Web Edition** is a cloud-based software solution for organizations looking for a hosted collection and contact management software in one package. Work from your desk, inside a gallery, at an offsite storage location, or anywhere that has internet access using your computer or tablet. With PastPerfect Web Edition, you pay a low annual fee for the hosting of your data and images, based on the number of users and the amount of storage space needed. All maintenance and updates to the software are included with your annual fee, along with technical support.
- b. **Collection Management**
Web Edition has numerous tools to manage your collection with ease, including accessions, loans, exhibits, and more. From archival, art, and archaeology to historic, ethnographic, and photographic collections, Web Edition is designed to manage all types and sizes of collections.
- c. **Contact Management**
Track volunteers, donors, and members, and organize fundraising activities and campaigns with Web Edition. Post donations, print thank you letters, manage pledges, and record in-kind gifts. Send emails, produce mailings, and print letters and labels with built-in tools.
- d. **Multimedia**
Easily identify items and reduce handling by attaching images of your artifacts to their catalog records. Further enrich your records by attaching audio or video files, PDFs, website links, and more. Multimedia files can be attached to all record types in Web Edition.
- e. **Searching**
Find your records easily using Quick Search, Keyword Search, and Queries. Customize your query output fields, save results to Custom Views, perform actions, and print or export to CSV. You can also group, organize, and manage your records with Catalog or Contact Lists.
- f. **Users & Security**
Ensure the integrity and security of your data through password-protected user logins and user-level restrictions. Control access to specific features and functions throughout the software by setting up Roles & Restrictions for your users.
- g. **Public Access**
Expand the reach of your organization by sharing your collection records with the public. Only the records, data, and images you choose are shared in a searchable database for web visitors. Changes made to your site settings and records are available instantly.
- h. **New Technologies**
Based on Microsoft SQL Server and a variety of cloud and web technologies, Web Edition offers users the ability to manage their collections and contacts using only a web browser. No need to worry about installing software or maintaining in-house servers.
- i. **Automatic Updates & Backups**
Each night an automatic backup of your data is created and stored in Amazon Web Services. Updates are pushed out automatically, ensuring that you are using the latest revision of the software as soon as it is available.

4. Archival Preservation Materials and Office Supplies

The Commission is committed to the long-term preservation of documents, photographs, and other materials by protecting them from environmental factors like moisture, acidity, light, and pests, ensuring their longevity and historical value for future generations. Specialized archival supplies are designed to minimize deterioration and maintain the integrity of important artifacts over time.

FY2025 Accomplishments

1. Projects that have been completed in the last six months.

- a. Instituted a City-assigned e-mail address for official Commission communications.
- b. Acquired a USPS mail box within City Hall for Commission use.
- c. Initiated plans for expanding and developing the Commission's webpage.
- d. Acquired office space in City Hall.
- e. Prepared former Nurse's Office (previously GJHS locker rooms) at Waterford Community Center for artifacts, records, and bound volumes of *The Gardner News*.

2. Ongoing Projects and current status.

a. City Archives at the Waterford Community Center.

- i. Approximately 300 bound volumes of *The Gardner News* from 1914 to 2013 were relocated to the former locker rooms at Waterford Community Center. This was achieved due to the efforts of volunteers and from private contributions. The housing of this historic collection should serve as the impetus to expand the space for the addition of hundreds of municipal records and artifacts in the near future.

b. City Historical Artifacts Identification and Inventory.

- i. The Commission commenced identifying over 60 historical markers and memorials for inventorying, condition, and for salvage purposes. Plans to complete the inventory by the close of the year.

c. Former Helen Mae Sauter School Building Reuse Study.

- i. The Commission volunteered to assist the Mayor and City Council in its efforts to perform a comprehensive review of the Sauter building, consistent with the City Council's Resolution of April 1, 2024. The Commission is hopeful that it may participate in such a review.

d. Greenwood Memorial Pool Artifacts Identification and Preservation.

- i. The Commission toured the Greenwood Pool in order to identify and relocate historically significant artifacts for preservation. Artifacts that have been identified are planned to be relocated in the current fiscal year.

e. School Street School Artifacts Identification and Preservation.

- i. The Commission toured the former School Street School in order to identify and relocate historically significant artifacts for preservation. Plans are underway for relocating artifacts in the spring.
- f. **Former Prospect School Artifacts Identification and Preservation.**
 - i. The Commission recovered supplies and artifacts from the former Prospect School and relocated them to Waterford for storage.
- g. **Gardner History Path Project.**
 - i. The Commission seeks to pursue producing sign boards for historic public areas throughout the City.
- 3. Projects they plan to undertake in the near future and how they plan to start and fund those projects.
 - a. **Refer to ongoing projects listed above.**
- 4. Goals, objectives, benchmarks, and improvements for the six months to a year.
 - a. **Refer to ongoing projects listed above.**

FY2026 Goals

Projects for the current and ensuing fiscal year include:

1. Old Burying Ground gravestone restoration and repairs. Contract with a professional firm to repair and restore damaged gravestones.
2. Assessment of gravestone conditions and **Crystal Lake** and **Green Bower** cemeteries.
3. Inventorying historically-significant artifacts housed in municipal buildings.
4. Assess and update the 243 historical properties and areas listed on the Massachusetts Cultural Resource Information System Report (MACRIS).
5. Develop the Commission's City Hall office for functionality.
6. Institute a database for inventorying the City's historical records, artifacts, etc.
7. Maintain and make improvements to the designated Archives/Historical Commission space at the new Waterford Community Center for archival records and artifacts.
8. Provide frequent updates to the Mayor and Public Welfare Committee of the Commission's activities.

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

June 5, 2025

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

RE: An Order Appropriating \$20,000.00 from Free Cash to Veterans Services- Veterans Benefits Expense Account

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

The attached appropriation request is being submitted to cover portions of the overages in the Veterans Services Veterans Benefits Account above what was able to be covered through departmental transfers.

This is a line item that the City receives reimbursement for 75% of expenses from this account during the following fiscal year through the Commonwealth's Cherry Sheet Local Aid program.

As Veterans' income or situations change, they can fluctuate whether they are eligible to receive benefits through the Chapter 115 program, so our original budgets are estimates based on our previous years as to how much may be needed.

Furthermore, while Gardner houses a regional Veterans Services Department, these expenses are for only those benefits paid for Gardner resident veterans.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO VETERANS SERVICES BENEFIT EXPENSES.

ORDERED:

That there be and is hereby appropriated the sum of Twenty Thousand Dollars and No Cents (\$20,000.00) from Free Cash to Veterans Services Benefit Expenses.

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

June 5, 2025

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

RE: An Order Transferring \$15,000.00 from Veterans Service Department Salary and Wages to Veterans Service Department Veterans Benefits Expenditure Account.

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

The attached transfer request is being submitted to cover portions of the overages in the Veterans Services Veterans Benefits Account above what was able to be in the other expense line items of the Veterans Service Department.

This is a line item that the City receives reimbursement for 75% of expenses from this account during the following fiscal year through the Commonwealth's Cherry Sheet Local Aid program.

As Veterans' income or situations change, they can fluctuate whether they are eligible to receive benefits through the Chapter 115 program, so our original budgets are estimates based on our previous years as to how much may be needed.

Furthermore, while Gardner houses a regional Veterans Services Department, these expenses are for only those benefits paid for Gardner resident veterans.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER TRANSFERRING APPROPRIATIONS FROM VETERAN DEPT,
ASSIST SALARIES AND WAGES EXPENDITURES TO VETERANS BENEFIT
OPERATING EXPENDITURES.

ORDERED:

That there be and is hereby transferred the appropriations sum of Fifteen
Thousand Dollars and No Cents (\$15,000.00) from Veterans Department, Assist Salaries
and Wages Expenditures to Veterans Benefit Operating Expenditures.

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

June 5, 2025

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

RE: An Order Transferring \$7,000.00 from Building Department Salary and Wages to Building Department Operating Expenditures.

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

The attached transfer request is being submitted to cover portions of the overages in the Building Department Repairs and Maintenance Account with funds they had available in their expense line items.

This overage was largely caused by additional plywood that had to be purchased to board up School Street School to reduce the number of break-ins taking place at the location.

As you are aware, transferring funds between salary and expense line items requires City Council approval before the funds can be transferred.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER TRANSFERRING APPROPRIATIONS FOR BUILDING DEPT FROM SALARIES & WAGES TO OPERATING EXPENDTURES.

ORDERED:

That there be and is hereby transferred the appropriations sum of Seven Thousand Dollars and No Cents (\$7,000.00) Building Dept from Salaries & Wages to Operating Expenditures as follows:

BUILDING DEPT REPAIR & MAINT EXPENSE	\$7,000
--------------------------------------	---------



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

June 5, 2025

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

RE: An Order Transferring \$8,000.00 from City Councilor Salaries and Wages Account to City Council Equipment Operating Expenditures

Dear Mr. President and Councilors,

The Council President has informed me that Councilor Heglin has requested that the unexpended salary expenditure that was budgeted for but unused due to Councilor Heglin not receiving compensation for being a City Councilor be used to purchase the bronze memorial for the late Councilor Ronald F. Cormier.

Transfer and appropriation requests, under the General Laws of the Commonwealth, must originate from the Executive Branch for the City Council's approval. Therefore, I hereby submit this transfer request from the City Council Salary and Wage line item to the City Council Equipment Operating Expense Account.

Per the General Laws, the City is able to encumber funds in an expense account across fiscal years when those funds have an anticipated upcoming expenditure. However, funds remaining in salary line items are not allowed to be encumbered. Thus, this transfer, if approved, would allow for the funds to remain available for this purpose until all final bills associated with it are paid, and then the remaining amount would fall to the City's free cash in a subsequent fiscal year.

I would like to thank Councilor Heglin for offering this solution in order to honor a true pillar in our community.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER TRANSFERRING APPROPRIATIONS FROM CITY COUNCILOR
SALARIES & WAGES TO EQUIPMENT OPERATING EXPENDTURES.

ORDERED:

That there be and is hereby transferred the appropriations sum of Eight Thousand Dollars and No Cents (\$8,000.00) from City Councilor Salaries & Wages to Equipment Operating Expenditures.



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

June 5, 2025

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

RE: A Communication from the Mayor regarding the City Clerk Copy Machine

Dear Mr. President and Councilors,

In the recent meetings of the City Council and its standing committees, it was brought up that the City Clerk's Office was in need of a new copy machine with scanning capabilities.

On November 18, 2019, the City Council approved a Free Cash Appropriation request, appropriating \$35,000.00 from Free Cash to install new mini-split air conditioning units in the Council Chamber. The work was completed in December of 2020, and came in under budget. There is currently \$14,000.00 remaining in the Council Chamber Augmentation Account from this appropriation.

As I stated in a few of the Standing Committee Budget Hearings, free cash appropriations are automatically encumbered between fiscal years until the department head overseeing that account requests that it be closed out to the City Auditor once the project is completed. This close out was never requested for this appropriation, and thus these funds are still available.

After notifying the Council President of these funds, I instructed the City's Director of Information Technology to work with the City Clerk to find a copy machine that meets the department's needs that fits within the budgetary limits of this account.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner



CITY of GARDNER
Office of the City Auditor

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

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

To: City Council

Re: Money Orders for consideration on June 16, 2025

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

These balances are as of June 4, 2025:

			<u>Money</u> <u>Order</u>	<u>Balance</u>
Sewer Enterprise Fund				
61000-31500				\$ 4,564,214
To Sewer Dept for Repairs & Maint Expense	61440-52030	\$ 30,000	\$	4,534,214
To Sewer Dept for Facility Maint Expense	61440-55163	\$ 54,000	\$	4,480,214
To Sewer Dept for Principal Outside Debt Expense	61440-57601	\$ 5,000	\$	4,475,214
To Sewer Dept for DPW New Equipment Expense	14420-52050	\$ 39,938	\$	4,435,276
To Sewer Dept for Design of the Dewatering Expense	61440-58640	\$ 15,000	\$	4,420,276
To Sewer Dept for Chemical Treatment Expense	61440-52231	\$ 130,000	\$	4,290,276
To Sewer Dept for Repairs to Mains Expense	61440-52031	\$ 50,000	\$	4,240,276
To Sewer Dept for Maint Crew Sal & Wages Expense	61440-51014	\$ 30,000	\$	4,210,276
			\$	4,210,276

Sincerely

John Richard

John Richard
 City Auditor

copies: Mayor
 City Clerk



CITY of GARDNER
Office of the City Auditor

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

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

To: City Council

Re: Money Orders for consideration on June 16, 2025

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

These balances are as of June 4, 2025:

			<u>Money</u> <u>Order</u>	<u>Balance</u>
Water Enterprise Fund				
62000-31500				\$ 1,591,670
To Water Dept for Repairs and Maint. Expense	62450-52030	\$ 25,000.00	\$	1,566,670
To Water Dept OT Maint Crew Sal & Wages Expense	62450-51030	\$ 62,000	\$	1,504,670
To Water Dept for Facility Maint Expense	62450-55163	\$ 75,000	\$	1,429,670
To Water Dept for Maint Crew Sal & Wages Expense	62450-51014	\$ 32,000	\$	1,397,670
To Water Dept for Repairs to Mains Expense	62450-52031	30,000.00	\$	1,367,670

Sincerely

John Richard

John Richard
 City Auditor

copies: Mayor
 City Clerk



CITY of GARDNER
Office of the City Auditor

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

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

To: City Council

Re: Money Orders for consideration on June 16, 2025

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

These balances are as of June 4, 2025:

			<u>Money Order</u>	<u>Balance</u>
Free Cash	10000-35400			\$2,002,331.00
to Mayor Unclassified for Graves VS City Law Suite Expenses	11199-57511	\$	40,000.00	\$1,962,331.00
to DPW for Snow Removal Expenses	14421-52210	\$	575,000.00	\$1,387,331.00
to Mayor Unclassified for WSB Energy & Utilities Expenses	11199-52110	\$	90,000.00	\$1,297,331.00
to City Hall Building Maint for Energy & Utilities Expenses	11192-52110	\$	30,000.00	\$1,267,331.00
to Historical Society for Prof Services Renovation Expenses	16650-52190	\$	3,000.00	\$1,264,331.00
to Fire Dept for OT Salaries & Wages Expenses	12220-51030	\$	260,000.00	\$1,004,331.00
to Police Dept for OT Salaries & Wages Expenses	12210-51030	\$	170,000.00	\$834,331.00
to Election & Reg. Dept for Elect. Workers Sal & Wages Expenses	11162-51013	\$	15,000.00	\$819,331.00
to City Clerk for Prof Services Expenses	11161-52190	\$	4,000.00	\$815,331.00
to DPW for Energy & Utilities Expenses	14421-52110	\$	31,500.00	\$783,831.00
to COA Dept for Energy & Utilities Expenses	15541-52110	\$	3,500.00	\$780,331.00
to Mayor Unclassified for Telephone Expenses	11199-52152	\$	30,000.00	\$750,331.00
to Benefit Dept for Health Insurance Expenses	19914-57060/57061	\$	350,000.00	\$400,331.00
to Special Purpose Stabilization Vehicle Fund	70100-32986	\$	31,502.00	\$368,829.00
to Special Purpose Stabilization Capital Project Fund	70100-32987	\$	31,502.00	\$337,327.00
to Special Purpose Stabilization Education Fund	70100-32988	\$	31,502.00	\$305,825.00
to City Stabilization Trust Fund	70100-32944	\$	130,000.00	\$175,825.00
to DPW for Road Resurfacing Expenses	14421-58602	\$	105,825.00	\$70,000.00
to Youth Center Dept for Youth Activities Expenses	24200-52110	\$	50,000.00	\$20,000.00
to Veteran Dept for Vertrans Benefit Expenses	15543-57100	\$	20,000.00	\$0.00
				\$0.00

STABILIZATION FUNDS	CUR BAL
ASSESSOR STABILIZATION FUND	\$ 102,713.01
MAIN CITY STABILIZATION FUND	\$ 3,204,572.72
OPEB STABILIZATION FUND	\$ 284,812.87
VEHICLE STABILIZATION FUND	\$ 20,443.58
TOTAL	\$ 3,612,542.18

The Snow & Ice account currently has available (\$572,775.89)
 14421-52210

Sincerely

John Richard

John Richard
 City Auditor

copies: Mayor
 City Clerk



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

June 6, 2025

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

RE: A Communication from the Mayor regarding the status of Net Metering Credits

Dear Mr. President and Councilors,

As you may know, the City has two ground mounted solar arrays that help offset the costs of electricity used in our City buildings, located on Mill Street and near Wildwood Cemetery.

The electricity produced by these locations is then sold to the City at a largely discounted rate, with any excess production being given to the City as a credit known as Net Metering Credits.

The City currently has an accrued amount of Net Metering Credits valued at just over \$500,000.00.

These credits can be used to off-set any overages that may come in any electricity accounts in the City for buildings located within the City limits that are on National Grid accounts. These however cannot be used at locations outside the City, such as the Wastewater Treatment Plant or the Airport, due to those locations being serviced by Templeton Municipal Light Service and not National Grid.

There is not action that needs to be taken with this regard, but I wanted to update you all on the status of these credits in the spirit of full transparency, since it was brought up in the budget hearings that a greater percentage of these credits are being used to help off-set electricity costs at the Levi Heywood Memorial Library for the upcoming fiscal year. However, the regulations on how these credits can be used, as set forth by the Executive Office of Energy and Environmental Affairs, are restricted to certain processes, so they are only accounted for in specific instances in the City's budgeting process.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

June 6, 2025

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

RE: A Communication from the Mayor regarding the City's Street Light Expense Account

Dear Mr. President and Councilors,

At various times since 2023, I informed the City Council that the City Engineer, Rob Oliva, has been working with National Grid to address discrepancies in the way billing was conducted for the city's Street Light Account.

In summary, when the City converted from incandescent light bulbs to LED lightbulbs in the City's street lights, not only were the streetlights using less electricity, but they were also supposed to be billed at a lower rate than the incandescent bulbs that were previously used.

When the City Engineer was first appointed, upon studying the bills we were receiving from National Grid, it was noticed that from 2019-2023, the bills were lower due to the lower amount of electricity used by the new bulbs, however, National Grid never instituted the lower rate that was supposed to be issued due to the new LED bulbs being used. As such, the City overpaid National Grid for that period of time.

To correct this, National Grid has issued a check to the City for approximately \$250,000.00 to reimburse the City for the over payments that were made due to their billing errors.

While this, by law, will fall to the City's General Fund and become part of the City's Free Cash Certification that will be issued this fall, I wanted to be sure to update the City Council on this matter, as I have made mention to the work being done to this end in the past.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

June 6, 2025

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

RE: Communication from the Mayor Regarding FY2026 Assessment Valuations

Dear Mr. President and Councilors,

With the recent certification of the City's LA-3, the valuations for assessments of real property have been set for the 2026 Fiscal year. While the valuations for personal property won't be certified until the LA-4 is certified in the September/October timeframe, the real property values take effect on July 1, 2026 for the preliminary tax bills that are issued on that date.

Parcel Count	Class 1 Residential Assessed Value	Total for Property Type	FY26 AVG	FY25 Count	FY25 Value (Approved LA4)	FY25 AVG	% Increase from FY25 to FY26	
4,038	1,480,187,300	1,480,187,300	366,564	4,032	1,374,021,800	340,779	7.57%	Single Family
554	112,637,500	112,637,500	203,317	547	95,856,900	175,241	16.02%	Condo
80	24,600,900	24,600,900	307,511	80	23,320,200	291,503	5.49%	Mobile Home
551	190,626,700	190,626,700	345,965	546	161,087,800	295,033	17.26%	Two Family
260	119,043,900	119,043,900	457,861	262	107,557,000	410,523	11.53%	Three Family
179	190,124,700	190,124,700	1,062,149	180	178,375,800	990,977	7.18%	Apt 4+ Units
458	18,204,100	18,204,100	39,747	458	16,926,900	36,958	7.55%	Res Vacant Land

By the requirements set forth by the General Laws of the Commonwealth, these valuations are based on arms-length sales that were certified by the Department of Revenue that took place during calendar year 2024.

The biggest increase in valuations are seen in the condominium and multifamily locations.

As a reminder, due to the way the real estate market has been trending in recent years, valuations have increased larger than usual at the beginning of the fiscal year. However, the new tax rate for the fiscal year cannot be set until the November/December time frame once free cash, new growth, and the LA-4 have all been certified once the 2025 fiscal year is closed out and the new 2026 fiscal year have first quarter data all entered into the Department of Revenue's portal. As such, for the first two quarters of the fiscal year, there is a situation with increased valuations at an older/ likely higher tax rate- leading to the first two quarters (preliminary estimated tax bills) to be higher than the second two quarters (actual tax bills). Based on this preliminary information from the valuations process, it is the Administration's belief that this will be the situation again this fiscal year.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

June 10, 2025

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

RE: An Order Transferring \$12,000.00 from Department of Public Works Salary and Wages to
Department of Public Works Vehicle Fuel Account

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

The attached transfer request is being submitted to transfer unexpended funds in the Department of Public Works salary and wages that won't be used by the end of the fiscal year, and putting that toward fuel expenditures for the department for the current fiscal year.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER TRANSFERRING APPROPRIATIONS FROM DPW MAINTENANCE
CREW SALARIES & WAGES TO VEHICLE FUEL OPERATING EXPENDTURES.

ORDERED:

That there be and is hereby transferred the appropriations sum of Twelve
Thousand Dollars and No Cents (\$12,000.00) from DPW Maintenance Crew Salaries &
Wages to Vehicle Fuel Operating Expenditures.

11604

CITY OF GARDNER
Department of Public Works

Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries



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

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

June 9, 2025

Dear Mayor Nicholson:

The Department of Public Works is requesting a transfer of **\$12,000** from the **Maintenance Crew Salary and Wages** line item (**14421-51013**) to the **Vehicle Fuel** line item (**14421-52243**). This Line Item covers fuel for all City Departments.

Because there are currently 5 vacancies, the Department of Public Works has funding available in the Maintenance Crew Line Item. It should also be noted that the Department of Public Works implemented a "No Overtime" policy unless deemed an emergency back in October to help curb unforeseen costs to the City.

It is anticipated that the total cost of fuel for the Fiscal Year should be around \$262,000. The original budgeted amount was \$250,000 in FY2025.

If you have any questions on any of these requests, please do not hesitate to contact my office.

Sincerely

Dane E. Arnold, Director
Department of Public Works

Pc: Public Service Committee
John Richard, City Auditor

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

June 5, 2025

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

RE: An Order Transferring \$10,000.00 from Pool Department Salary and Wages to Pool Department Repairs and Maintenance Operating Expenditure.

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

The attached transfer request is being submitted to transfer unexpended funds in the Pool's salary and wages that won't be used by the end of the fiscal year, and putting that toward the pool's maintenance account to cover the cost of various maintenance work being done at the outdoor pool location- repairs to bathroom fixtures, surface patching of the pool itself, and pipe and motor repairs to the splash park.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDER TRANSFERRING APPROPRIATIONS FROM POOL DEPT SALARIES
& WAGES TO REPAIRS & MAINT. OPERATING EXPENDITURES.

ORDERED:

That there be and is hereby transferred the appropriations sum of Ten Thousand
Dollars and No Cents (\$10,000.00) from Pool Dept Salaries & Wages to Repairs &
Maint. Operating Expenditures.



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

June 5, 2025

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

RE: Communication from the Mayor Regarding the FY2026 LA-3 Certification of Qualifying Sales

Dear Mr. President and Councilors,

City Assessor Chris Kumar recently received notification that the LA-3 for FY2026 has been certified by the Massachusetts Department of Revenue Division of Local Services.

This report lists arms-length sales that are then used to determine assessed valuations of properties two years after this report is certified.

To explain in terms of this particular document- the attached FY2026 Certified LA-3 Report lists the qualifying sales that took place in Calendar Year 2024 (CY2024) and will be used to determine valuations to be assessed in Fiscal Year 2026 for the bills to be sent out quarterly in FY2026.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner



Outlook

[EXTERNAL] DLS Gateway Upload Processing - Results

From dlssupport@dor.state.ma.us <dlssupport@dor.state.ma.us>

Date Tue 5/27/2025 12:19 PM

To ckumar@gardner-ma.gov <ckumar@gardner-ma.gov>

CAUTION: This email originated from a sender outside of the City of Gardner mail system. Do not click on links or open attachments unless you verify the sender and know the content is safe.

CAUTION: This email originated from a sender outside of the City of Gardner mail system. Do not click on links or open attachments unless you verify the sender and know the content is safe.

Massachusetts Department of Revenue Division of Local Services

Geoffrey E. Snyder, Commissioner

Sean R. Cronin, Senior Deputy Commissioner of Local Services

Jurisdiction: Gardner (103)

Fiscal Year: 2026

Process: LA-3 INTERIM YEAR ADJ

File Name: la3salesreporttemplate.xlsx

File Upload date: 5/27/2025 12:18:20 PM

Status: Completed

Remarks: Completed. Please return to the Bulk Upload page to review and make changes if necessary.

This is a system generated email. Please do not respond to this email.

Jur Code	Sale Date	Parcel Id	Seller	Buyer	St Num	St Alpha	St Name	Current Tx Use Code	Current Tx NAL Code	Sale Price	Prior Assessed Value	Current Assessed Value	TT Sales	Current Yr ASR	Current Yr AV/TSF	TA Flag	Outlier	Appraisal or Sale	Comment	Location Id
103	3/16/2023	M27 25 15	WHALEN KENNETH	OLIVEIRA, JOSELIANO and APARECIDA	42		VENNON ST	109		350,000	401,400	381,900	350,000	1.09	1.09					M 150291 925260
103	3/16/2023	M27 19 1 8	LIVING ENTERPRISES INC.	WEST MAIN STORM	1		WEST MAIN ST	441		37,000	31,400	31,400	37,000	1.07	1.07					M 150291 925262
103	3/22/2023	M22 4 54	MARCUS DEAN	MILLENNIUM HOLDING GROUP LLC	25		MAIN ST	340		400,000	402,300	390,000	400,000	0.98	0.98					2024 MTG FROM NORTH CENTRAL MA DEVELOP. M 150354 925072
103	3/16/2023	M27 22 11	WEST STREET SERVICE CENTER	240 WEST STREET LLC	240		WEST ST	332		375,000	363,100	372,200	375,000	1.01	1.01					M 150863 925089
103	5/31/2023	M27 18 5 1	HAPP and PHOENIX LLC	ATTAN WILLIAM AMARAO	131		WEST ST	339		379,500	379,500	379,500	379,500	1.00	1.00					M 151845 925400
103	7/26/2023	W12 11 37	MILLER RONALD L and CELESTE M	DELACRUZ GISELL	12		MARYNARD ST	013		221,100	229,500	228,000	221,100	0.86	0.86					M 150966 923931
103	8/17/2023	M27 9 5	MORSE DANA D TRSTE	461 WEST BROADWAY LLC	461		W BROADWAY	340		750,000	754,100	820,600	750,000	1.09	1.09					M 150836 925263
103	8/15/2023	M22 5 37 1	IONGARD INTERNATIONAL TRUSTEE	ONE E A REAL ESTATE LLC	325		PLASANT ST	31		185,400	185,400	185,400	185,400	1.06	1.06					M 150788 925274
103	10/5/2022	M27 1 84 10	GFA FEDERAL CREDIT UNION	PEARSON BLVD	67		PEARSON BLVD	440		1,995,000	1,841,100	1,990,400	1,995,000	1.00	1.00					CERT: 18879, BK 95, PG 79,CTRL: 424327 13905 D M 160454 925268
103	10/7/2023	M27 18 8	MORGAN KARIN A and TIMOTHY C	C OMOGHOPIVA PATIENCE E	117		CENTRAL ST	101		490,000	498,100	490,000	490,000	1.00	1.00					M 150701 925204
103	10/14/2023	M27 18 17	ONE TWENTY NINE SOUTH	PREMIER INSULATION LLC	129		S MAIN ST	401		250,000	250,000	250,000	250,000	1.07	1.07					M 150832 925217
103	11/4/2023	M27 16 10	COCC WILLIAM D TRSTE	JIBH LLC	242		W BROADWAY	326	C	970,000	858,100	970,000	970,000	1.02	1.02					KITCHEN EQUIPMENT, COOLERS, FREEZERS AND M 150863 923464
103	15/2/2023	M22 15 40	HOWLEY, WILLIAM	GREASLEY MICHAEL and JACOB	16		KNOWLTON ST	105		420,000	293,300	376,500	420,000	0.90	0.90					M 150291 924796
103	1/16/2023	M22 1 39	CAPILLAN YANKEA C TORRES	CARDOLINO THARY I MERCIEDES	131		JEAN ST	105		249,400	249,400	249,400	249,400	0.86	0.86					M 150778 925155
103	1/6/2023	M27 7 20 1505	DOUKAKS COOY J	MURPHY JAMES A	65		OLIVE COLONIAL DR	102		149,000	177,600	199,100	149,000	1.03	1.03					M 160324 924244
103	1/9/2023	M27 10 5 1	DIVERSIFIED INVESTMENT INT'L LLC	CASIOY KENNETH	68		ABDOTT ST	104	U	260,000	264,000	268,300	260,000	0.80	0.80					M 150292 925277
103	1/9/2023	M27 10 12	TOWER FRANK I	ORRIGA ROBERT J	125		PARK ST	101		270,000	254,700	270,000	270,000	1.00	1.00					M 150828 925008
103	1/10/2023	M27 10 01 02	HENDLEY CAMERON	WUOTI AMANDA	20		OLIVE COLONIAL DR	102		260,750	177,600	199,100	260,750	0.97	0.97					M 150837 924300
103	1/11/2023	M22 19 21A 154	MATSON HOMES INC	WILSONWOOD ST	154		WILSONWOOD ST	101		370,000	370,000	370,000	370,000	0.92	0.92					M 150838 924300
103	3/1/2023	M22 1 12	REID MICHAEL D JR and SORDANA V	ETIENNEDEBRIET NIKON	111		MAPLE ST	101		282,200	298,600	310,000	282,200	0.96	0.96					M 150714 925127
103	1/12/2023	M22 1 5	MADDERA JAMES JR	AKINS CHRISTOPHER TRAMMEL	15		AST	101		295,000	259,800	274,800	295,000	0.93	0.93					M 150847 925293
103	1/12/2023	M22 13 12	BRUSCO DANIEL	BENEDIC CHRISTOPHER DAVID	106		AST	101		246,200	246,200	246,200	246,200	0.97	0.97					M 150831 925197
103	3/12/2023	M27 12 20 0601	NOVELLI MICHELLE	DIGIOVANNI EDWARD J III	33		OLIVE COLONIAL DR	102		215,000	189,800	221,200	215,000	1.04	1.04					M 150908 923885
103	1/13/2023	M32 24 5	DOOLEY JOHN W JR	ROCHA RODRIGUE JOSE GUEDES	81		STUART ST	101		155,000	120,900	155,000	155,000	1.02	1.02					M 150832 925192
103	1/13/2023	M22 1 20 1	RUGGIERO BRUCE	SUTTON YOLANDA	41		SUNSET ST	101		340,000	340,000	340,000	340,000	0.97	0.97					M 150834 925233
103	3/17/2023	M27 10 14	EADY PENEY	LAKEVIEW LOAN SERVING LLC	188		FERNWOOD DR	101	L	274,813	345,200	352,700	274,813	1.28	1.28					M 150834 925233
103	1/1/2023	M27 10 18	KYLE M MORRIAU	MILLER TODD	64		HIGH ST	104		288,400	237,100	237,000	288,400	1.00	1.00					M 150827 925169
103	1/18/2023	M22 24 20	FREEMONT HOME LOAN TRUST 2006	TOSCO JORGE	150		GRANDVAY ST	104		270,400	315,500	315,500	270,400	1.64	1.64					M 150822 924661
103	1/18/2023	M22 4 64	MALLETT WINIFRED	SMITH ASHLEY	71		WEST ST	101	H	248,100	268,100	200,000	248,100	1.34	1.34					ESTATE SALE BY REMAINDERMAN PROBATE 2294 M 150939 925488
103	1/19/2023	M22 20 8	SHANE F DANDY	MILNER ANNEE	156		VENNON ST	102		272,000	221,600	235,200	272,000	0.86	0.86					M 160803 922793
103	1/19/2023	M22 1 10TH 10 02	ROCKET MORTGAGE LLC	ROULET KATHY	71		CENTURY WAY	101		156,000	156,000	156,000	156,000	1.46	1.46					M 150821 924812
103	1/20/2023	M27 22 31	U.S. BANK NATIONAL ASSOCIATION	DREAM HOME INVESTMENTS LLC	30		BATES RD	101		243,600	251,300	251,300	243,600	1.82	1.82					M 150274 923846
103	1/20/2023	M22 2 27 1	EDWARD LUGER N and CHERYL A	EDDA MONTGOMERY PATRICK	30		WINTER ST	101		335,000	335,300	335,300	335,000	1.08	1.08					M 150871 924865
103	1/20/2023	M22 19 10	HARTFORD JOHN A	HARTFORD JOHN A	156		PARK ST	101		220,000	220,000	220,000	220,000	1.30	1.30					M 150828 924318
103	1/20/2023	M27 10 01 03 03	MALLETT MONIQUE M	SHEA RICHARD	23		OLIVE COLONIAL DR	102	U	185,000	202,300	185,000	185,000	1.00	1.00					M 150848 925241
103	2/3/2023	M27 20 17	NEVINS LIBRARY OF ASSETS TRST	THEBERIAU DOMINIC CHARLES	58		WINTER ST	101		307,500	283,600	307,500	307,500	1.02	1.02					M 150828 925279
103	2/7/2023	M27 14 9	CHRISTOPHER R ANDERSON	ANDERSON CHRISTOPHER R	172		SUMMER ST	104	A	272,100	286,000	30,000	272,100	9.53	9.53					AFORFEABLE BUYING COVENANT FOR 7 YEARS M 150928 925497
103	2/7/2023	M27 14 9	COBELLI JESSICA A	FEDERAL NATIONAL MORTGAGE ASS 156	156		PARK ST	101	L	248,897	357,600	397,800	248,897	1.60	1.60					DOCKET #D0011304 M 160279 925840
103	2/7/2023	M27 18 8	JAMES W JR	WILNER ANNE C	41		OLIVE COLONIAL DR	102		310,000	310,000	310,000	310,000	0.99	0.99					M 150846 925195
103	2/10/2023	M27 12 25 9	PRICE BETHANY A	WELSH KENYA	9		WASA ST	101		339,700	348,300	357,500	339,700	0.97	0.97					M 150828 924512
103	2/10/2023	M27 12 1,200 02 04	HUTTER TIMOTHY	ASHMAN PATRICIA	1		OLIVE COLONIAL DR	102		220,000	183,600	205,400	220,000	0.93	0.93					M 150854 924882
103	2/14/2023	M27 14 11	SENG SAMONIA M	SUNSET	38		SUNSET ST	101		243,100	295,200	295,200	243,100	0.87	0.87					M 150822 924664
103	2/14/2023	M27 15 178	BOUDREAU KARLA M, PETERS KIRSTI	CHAPPELL SHELBY BROOK	547		PARTNDRG ST	101		230,000	213,500	200,000	230,000	1.10	1.10					M 150422 924579
103	2/15/2023	M27 15 0	EIROO CONSTRUCTION CO LLC	CALESCO GROUP LLC	261		MAIN ST	101	N	275,000	246,500	267,400	275,000	1.53	1.53					PURCHASE UNFINISHED M3 73062495CONOMO M 160250 923114
103	2/16/2023	M22 1 50	NAHI ROBERT A JR and GERMANA	MATCO ATAMIAN JUSTIN GRIFIN JR 44	44		LEAMY ST	101		130,000	130,000	130,000	130,000	0.82	0.82					M 150812 924812
103	2/17/2023	M22 6 25	THORSEA D CONIGNE	BURGADO YOLANDA	208		PINE ST	104	H	185,000	284,400	304,600	185,000	1.07	1.07					WORCESTER COUNTY PROBATE DOCKET: 22P250 M 150820 923885
103	2/17/2023	M27 11 1	CATELL, JOSEPH A, JR.	HANDY SERVICES PLUS CONSTRUCT 171	171		SAUNDERS ST	130		89,600	98,200	98,200	89,600	0.98	0.98					M 150764 926170
103	2/22/2023	M27 17 49	POLLOTT STEVEN P	ROSS KOLBY ELIZABETH	71		WASHINGTON ST	101		255,000	255,000	255,000	255,000	1.15	1.15					FIDUCIARY DEED - WORCESTER PROBATE COURT M 150826 924578
103	2/24/2023	M22 11 24	ANDERSON MARCOS O and VETTE	SMITH ERIC MATTHEW	141		WASHINGTON ST	101		300,900	292,300	307,600	300,900	1.01	1.01					M 150774 925758
103	2/24/2023	M27 25 5 1	HER FAMILY REVOCABLE TRUST	MEADOWCROFT VILLAGE LLC	77		PEARLS ST	101		412,500	425,200	450,000	412,500	0.95	0.95					M 150806 924865
103	2/27/2023	M22 1 5	CC HOMES LLC	NEAGARIE CHARVEMELEMA	1		GRANIT ST	101		99,900	189,900	189,900	99,900	1.01	1.01					M 150824 924802
103	2/28/2023	M27 15 2	AG IDEAL FUP LLC	FORSTHE KRISTA	45		PRINCETON ST	101		360,000	362,800	360,000	360,000	1.01	1.01					M 150232 923471
103	2/28/2023	M22 14 40	SANDEKS LAURA A	RICHARD TRAVIS	101		WINTER ST	101		217,400	212,000	212,000	217,400	0.95	0.95					M 150816 925244
103	3/1/2023	M22 20 100 03 03	MENFAZ KAREEM	AKOYT RAJ KUMAR	82		LAKE ST	102		175,200	167,700	199,900	175,200	0.88	0.88					M 150458 924997
103	3/2/2023	M22 2 51	AMMIZEL LLC	YOUNG DEVIN A	31		ASHLEY DR	101		398,000	319,000	347,200	398,000	0.89	0.89					M 150411 925405
103	3/6/2023	M22 4 15	GRAND SOLUTIONS LLC	VILLEGAS JOHN RODRIGUEZ	36		VILLEGAS JOHN RODRIGUEZ	101		505,000	465,400	465,400	505,000	1.09	1.09					M 150464 923400
103	3/13/2023	M22 1 3	KIOESSES JAMES T	ALBERT JENNIFER MARY	2		CRESTWOOD DR	101	H	375,000	415,400	415,400	375,000	1.11	1.11					WORCESTER COUNTY PROBATE DOCKET: W02P1 M 161104 925030
103	3/14/2023	M27 12 1,200 21 01	KIESSES HUBERT	MUKOWSKI MARVALDO	124		OLIVE COLONIAL DR	102		215,000	221,700	215,000	215,000	1.03	1.03					M 150415 924409
103	3/15/2023	M27 10 14	BRONCKOWSKI ROBERT J	LUTALITA CLOER K and REBEKAH	245		OLIVE COLONIAL DR	102		430,000	430,000	430,000	430,000	1.04	1.04					WEASEMENT TO MA ELECTRIC - OVERHEAD 4" M 150767 925119
103	3/17/2023	M27 4 4	RUSSELL ZACHARY P	MG RESIDENTIAL LLC	330		PARK ST	109		350,000	312,500	350,000	350,000	0.96	0.96					M 160887 924036
103	3/17/2023	M27 1 16	MCCER ROBERT G JR and MARYANN	JOSEPH HENRY	213		WOODLAND AVE	101		300,000	249,300	268,500	300,000</							

103	9/29/2023	C37 4 13	M3 INNOVATIONS INC	PODGORSKI KEVIN W	193	335,000	267,700	332,300	335,000	0.99	0.99	M 159249 924697
103	9/29/2023	M17 12 32A	MEAGHER RYAN P and JODI L	REJESSE SHAWN	713	480,000	392,200	389,100	480,000	0.81	0.81	M 159249 924192
103	9/29/2023	M22 15 15	DESANTANA CARLOS	CAISSEY TIMOTHY	20	272,000	264,900	276,600	272,000	1.02	1.02	M 157979 927979
103	9/29/2023	R17 21 6	COLLET LINDA	PAWLKOWSKI JOHN	56	440,000	370,100	378,500	440,000	0.86	0.86	M 159282 925282
103	10/2/2023	M12 21 4	COLON ANA M	YANG ROBERT	549	346,400	264,400	311,000	346,400	0.96	0.96	M 160319 930221
103	10/2/2023	M17 20 7	BELTSKY JEFFREY K and KATHLEEN C	VASQUEZ JOSHUA DANIEL	56	338,300	360,500	360,500	359,350	1.00	1.00	M 157651 927676
103	10/2/2023	M17 18 1	BETZEL ROBERT J SR and JANE M TR	BETZEL ROBERT J JR and DAVID A	0	12,500	10,000	10,000	12,500	0.80	0.80	M 158816 922383
103	10/2/2023	M27 25 16	MARCHETTI INDUSTRIES LLC	GOPEZ RONY P ANGEL	52	588,000	370,500	438,800	588,000	0.75	0.75	M 160396 925235
103	10/2/2023	M27 24 2	68 BROOK LAKE REALTY TRUST	MEAGHER RYAN P	66	645,000	542,200	564,900	645,000	0.88	0.88	M 162162 925363
103	10/3/2023	R22 21 21	UNION SQUARE LLC	THE SALVATION ARMY	8	320,000	285,700	316,200	320,000	0.99	0.99	M 162167 925235
103	10/4/2023	R17 13 18	AHO JONATHAN F	DALEY SAYAH I	167	546,000	365,900	480,400	546,000	0.88	0.88	M 158242 925079
103	10/6/2023	M22 1 27	ELLENKA VEGA	RICHARD TINA C	113	378,000	331,100	317,600	378,000	0.95	0.95	M 158962 930060
103	10/6/2023	M22 1 25	PARMENTER JAMES S	MERCEDIS AMBER	15	360,000	263,500	351,200	360,000	0.98	0.98	M 160282 922403
103	10/6/2023	M27 9 23	ATTER EDWARD J	WINNEDGE HOLDINGS LLC	0	40,000	65,800	77,200	40,000	1.93	1.93	M 158989 926059
103	10/6/2023	M27 9 34	ATTER EDWARD J	WINNEDGE HOLDINGS LLC	0	40,000	6,400	88,500	40,000	2.21	2.21	M 159635 924728
103	10/6/2023	R22 11 21	BRIGGSWOOD REALTY TRUST	MOLINA REALTY LLC	131	540,000	490,000	495,500	540,000	0.90	0.90	M 157327 927466
103	10/6/2023	R22 11 33	MOLINA REALTY, LLC	IZAGUIRRE NATALIO ENRIQUE GARC	242	410,000	268,000	342,100	410,000	0.83	0.83	M 158731 925207
103	10/11/2023	R12 15 20	LYONS ARMY M and GRANGER DUST	KINGSLEY THOMAS WARREN JR	15	365,000	358,100	365,800	365,000	1.00	1.00	M 158092 925071
103	10/12/2023	M17 24 38A	BELOFORD BENJAMIN	GENEHAUD JOHN R	543	215,300	158,300	215,000	215,000	0.88	0.88	M 159026 925487
103	10/12/2023	M22 3 36	MARTIN RENAUD	LANDRY TAYLOR JACOB	31	310,000	274,000	286,600	310,000	0.92	0.92	M 157925 924879
103	10/16/2023	R22 10 18	DOUCETTE MATTHEW	PILEAU DANIEL A	254	386,500	265,800	312,100	386,500	0.81	0.81	M 158298 925887
103	10/16/2023	M22 1 3	BUZZELLI KENNETH E JR	CAPOCCIA ERIC	29	275,000	263,300	275,000	275,000	0.96	0.96	M 158876 924969
103	10/18/2023	M27 19 18	CARRIE ANN MARION COX	VARGELLETS PEGUIERO RAFAEL AMIE	62	330,000	297,200	324,900	330,000	0.98	0.98	M 158380 923484
103	10/20/2023	M17 12 21	OPINAC C REAL ESTATE HOLDINGS LLC	W GARLOCK LLC	77	9,598,585	9,598,585	9,598,585	9,598,585	0.48	0.48	M 160281 922943
103	10/20/2023	M17 12 4	OPINAC C REAL ESTATE HOLDINGS LLC	W GARLOCK LLC	0	9,400	9,400	9,598,585	0.00	0.00	M 160281 922943	
103	10/20/2023	M22 9 13	DEUSUS REAL ESTATE LLC	OSOK REALTY LLC	37	505,000	399,200	473,900	505,000	0.94	0.94	M 160621 925004
103	10/23/2023	R12 2 2	REDMAN LAURIE ANN	FRET LAND INVESTMENTS LLC	101	380,000	340,700	349,600	380,000	0.94	0.94	M 161070 922356
103	10/24/2023	M27 20 100 02 04	MATSON HOMES INC	MILLMAN ANDREW JR	90	170,000	167,700	170,000	170,000	1.03	1.03	M 158962 925416
103	10/24/2023	R12 3 2	FIRST LAND INVESTMENTS LLC	MF DEVELOPMENTS LLC	101	270,500	340,700	349,600	270,500	1.29	1.29	M 158738 924395
103	10/24/2023	R17 19 3	MORSE AMANDA	RUTESHA SHARAH	4	489,000	466,600	489,000	489,000	0.96	0.96	M 158876 924937
103	10/24/2023	R32 5 18	DYKE ROBERT D III	BUROKAS STEVEN R	340	485,000	492,300	492,300	485,000	1.02	1.02	M 159415 925469
103	10/25/2023	M22 18 26	M3 INNOVATIONS INC	RAMIREZ RANDY A	190	432,000	270,100	367,100	432,000	0.85	0.85	M 160044 925692
103	10/27/2023	M22 02 51L	MING 3 FUND LLC	MAIAN TONYEM PROPERTIES LLC	65	373,600	462,300	600,000	373,600	0.71	0.71	M 159322 924096
103	10/27/2023	M27 24 23	LOAYZA AQUINO	FLOYD MARY A	73	321,000	293,600	321,000	321,000	0.91	0.91	M 158451 925081
103	10/27/2023	R27 17 11	FIRST CONGREGATIONAL CHURCH	MARANATHA CHRISTIAN CHURCH OF	28	500,000	1,635,200	2,018,700	500,000	4.08	4.08	M 157614 928170
103	10/30/2023	R17 10 14	LAKEVIEW LUNA SERVING LLC	CAUDRON EDUARDO	188	343,200	363,700	373,650	343,200	1.29	1.29	M 158892 925120
103	10/30/2023	M17 3 2	O BRIEN KATHLEEN	BENJAMIN CASEY E	235	245,000	253,700	266,700	245,000	1.09	1.09	M 159398 925512
103	10/30/2023	M22 2 54	JACQUES MICHAEL S and LAURA V T	377 PARKER STREET LLC	377	276,600	276,600	344,900	400,000	0.77	0.77	M 158906 925356
103	10/31/2023	M22 2 27	AKASO COSAMA and AKASO AKOBA	ODITH SANDRO	172	61,300	61,300	61,300	60,000	1.03	1.03	M 158906 925356
103	10/31/2023	M27 20 2	MILLENNIUM HOLDING GROUP LLC	MAPLELEAF RENTALS LLC	171	531,900	388,800	456,600	531,900	0.86	0.86	M 158739 925071
103	11/1/2023	M22 20 47	MAN H INVESTMENTS LLC	RICHARD HOLDINGS LLC	25	400,400	400,400	417,700	420,000	1.13	1.13	M 158877 927246
103	11/2/2023	M27 24 48	LEBLANC PATRICIA M	OSALVA ELIAS GONCALVES CORDERO	80	462,000	397,800	462,000	462,000	0.86	0.86	M 157960 922761
103	11/2/2023	M22 3 4	JRM LLC	ALQUODOR ELIAH	282	292,000	218,900	283,700	292,000	0.97	0.97	M 160524 923290
103	11/3/2023	M22 1 100 09 02	MARK D BOWERS	CENTURY WAY	25	192,300	227,500	257,500	192,300	0.86	0.86	M 159522 922525
103	11/3/2023	M32 21 6	BASSETT TODD	COPONEN ROY	68	65,000	73,200	58,700	65,000	0.90	0.90	M 159731 924726
103	11/3/2023	R17 19 32	WOOD JEFFREY	TORRES ALEXIS SANTIAGO	67	239,900	186,600	207,000	239,900	0.86	0.86	M 158694 925735
103	11/7/2023	R17 12 24	WINTER HENG	JACKSON PW	34	330,000	485,700	495,900	330,000	1.51	1.51	M 158876 924969
103	11/9/2023	M27 13 23	SOKOLOWSKI MARJORIE A	RUTA CANDACE CAROLYN	105	325,000	289,600	307,500	325,000	0.95	0.95	M 157010 924979
103	11/9/2023	R07 1 1	CARLSON DELORIS E A	DEMALLIA JAMES	747	265,000	397,600	398,900	265,000	1.51	1.51	M 160945 925152
103	11/9/2023	R12 14 25	MORSE JAMES H	RESILIENT INVESTMENTS LLC	52	195,000	268,500	395,000	195,000	2.30	2.30	M 161175 924216
103	11/9/2023	R22 11 12	VALEDDIN OMAM M	NASH NATHAN	126	390,000	343,700	416,800	390,000	1.07	1.07	M 159783 924969
103	11/9/2023	R22 5 16	SIGEN CHRISTOPHER	FOSTER DONALD S II	104	305,000	382,400	372,800	305,000	1.22	1.22	M 160969 925167
103	11/9/2023	R22 5 16A	SIGEN CHRISTOPHER	FOSTER DONALD S II	0	6,700	7,400	305,000	6,700	0.02	0.02	M 160970 925187
103	11/9/2023	R22 5 16B	SIGEN CHRISTOPHER	FOSTER DONALD S II	0	6,100	6,700	305,000	6,100	0.02	0.02	M 161484 922195
103	11/9/2023	R22 5 16C	SIGEN CHRISTOPHER	FOSTER DONALD S II	0	6,000	7,200	305,000	6,000	0.02	0.02	M 160970 925187
103	11/9/2023	M12 23 23	BOUCHER DANIEL S	AGNIE SHARON	16	340,000	287,200	340,000	340,000	0.84	0.84	M 160211 925254
103	11/9/2023	R17 2 100 08 04	RILEY LAWRENCE D	SUPERIOR MAYLVA ROSE	44	258,000	182,100	240,100	258,000	0.93	0.93	M 160019 923695
103	11/15/2023	R17 18 3	MORGAN CHARLES A and JANICE L	PICAZO STEPHEN	36	312,800	344,100	329,900	312,800	0.98	0.98	M 159624 924767
103	11/15/2023	M27 7 1	LAFANTIE EDMOND J	CHAMPNEY JOSEPH	99	174,800	174,800	75,000	174,800	2.43	2.43	M 159993 925882
103	11/16/2023	R22 11 31	O NEILL GARY P	SMITH MEAGHAN	228	285,000	255,400	268,200	285,000	0.94	0.94	M 159993 925882
103	11/17/2023	R22 11 17	MARK ROY JR	FERNANDEZ PREVILLE ZULY	39	370,000	336,100	370,000	370,000	1.04	1.04	M 158844 925340
103	11/20/2023	R27 12 1	BURKE DEBRA R	DAVAN SUSAN	104	200,000	371,500	365,900	200,000	1.83	1.83	M 158844 925340
103	11/21/2023	R27 23 33	RONALD WYTHE JR	FIRST LANDING INVESTMENTS LLC	127	155,000	95,300	267,700	155,000	1.73	1.73	M 159540 924843
103	11/21/2023	M27 23 33	FIRST LANDING INVESTMENTS LLC	WEST ST MANAGEMENT LLC	101	0	199,000	267,700	199,000	1.35	1.35	M 159329 924661
103	11/22/2023	R22 6 5	MOLINA LANDMARK LLC	REALGARDNER LLC	187	400,000	263,100	395,900	400,000	0.99	0.99	M 158876 924954
103	11/27/2023	M22 15 4	NOUBUGA JOHN	AGUILAR MERIBETH LISBETH RAMOS	243	162,000	383,900	325,000	162,000	1.18	1.18	M 159896 923769
103	11/30/2023	M22 5 1	MING 6 FUND LLC	DOUCETTE ERIC	41	417,700	497,700	608,000	417,700	0.82	0.82	M 161050 925659
103	11/30/2023	R17 7 6	BACZEWSKI JANET E	KORANG PRINCE	18	350,000	297,800	304,900	350,000	0.87	0.87	M 158034 926742
103	12/1/2023	M27 16 100 02 14	SILVA GLENY P and FRANCES M	TARR SUSAN M	27	143,000	106,600	142,200	143,000	0.99	0.99	M 158442 924943
103	12/1/2023	M22 7 31	MORSE GEROHSA L and JESSICA M T	LEAHY ST	22	310,000	284,700	310,000	310,000	1.02	1.02	M 158880 924951
103	12/1/2023	R22 7 18	ML BOWEN LLC	NEW MAN VENTURES LLC	78	435,000	394,900	468,800	435,000	1.08	1.08	M 159868 924886
103	12/2/2023	M22 16 10A	DALE M SPENCER	BOUDUC DAVID J	23	435,000	31,100	34,200	435,000	0.08	0.08	M 158938 924508
103	12/7/2023	M22 17 4	LECHEVAL LUC	COMEAU RD	305	298,300	316,100	365,000	298,300	0.87	0.87	M 160221 926003
103	12/7/2023	R27 9 19	MALLOUX THOMAS R	FIVE ONE EIGHT LLC	114	550,000	840,700	550,000	550,000	1.53	1.53	M 158363 925017
103	12/7/2023	M12 19 13	MILLER JEFF L	BELLY AVE	101	277,100	296,800	258,000	277,100	1.11	1.11	M 157312 924684
103	12/12/2023	M22 7 30	BRODEUR ADAM P	WEST ST	469	248,000	278,900	248,000	248,000	1.10	1.10	M 157696 923066
103	12/14/2023	M17 25 6	DAVIDSON PAULA M	ROBCHAUD AARON J	408	343,000	244,100	256,100	343,000	0.75	0.75	M 158163 925423
103	12/14/2023	M27 21 32	DEARDEN LEEDAN	SNAKE POND RD	101	275,000	284,800	275,000	275,000	1.04	1.04	M 160432 924849
103	12/15/2023	M17 4 3	MOLINA REALTY LLC	FARRELL VICTORIA	105	450,000	280,400	411,000	450,000	0.91	0.91	M 159691 924332
103	12/15/2023	M22 10 32B	DOWNTOWN GARDNER HOLDINGS LLC	GARDNER REDEVELOPMENT AUTHOR	82	50,000	0	50,000	50,000	1.86	1.86	M 155428 925010
103	12/15/2023	M27 17 64										



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

June 5, 2025

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

RE: A Measure Authorizing Payment of a Previous Fiscal Year Operating Expenditure for a National Grid Bill in the amount of \$87.31

Dear Mr. President and Councilors,

During FY2024, an electrical bill to National Grid was missed for the Community Center.

The General Laws of the Commonwealth require that all bills for service received in a previous fiscal year first receive legislative approval before payment can be issued, since the current fiscal year's funds would be used to pay a previous fiscal year's expense.

Respectfully submitted,

Michael J. Nicholson
Mayor, City of Gardner

AUTHORIZING PAYMENT OF PRIOR YEAR OPERATING EXPENDITURE

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

FY2024	ENERGY & UTILITIES WSB	\$87.31
--------	------------------------	---------

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

June 11, 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 \$15,000.00 from Sewer Enterprise Retained Earnings (Surplus) to
Sewer Enterprise Overtime Account

Dear Mr. President and Councilors,

As we close out the fiscal year, the Auditor and I have begun to work with the City's Department Heads to cover any gaps they have in funding for their departments. By in large, the overages currently in the line items of city departments came from unanticipated cost increases after the budget was approved due to market fluctuations, staffing changes in departments, as well as others.

This appropriation request is being put forward to cover the costs associated with the increased rates for overtime related to the wages that were negotiated when the new collective bargaining agreement was signed between the City and the employees paid for from the Sewer Enterprise Account after the FY2025 budget was already adopted.

Respectfully submitted,

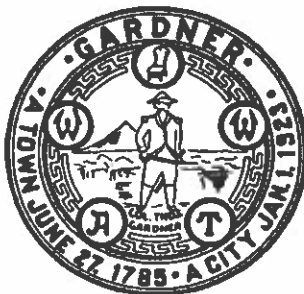
Michael J. Nicholson
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM WATER SURPLUS TO OVERTIME.

ORDERED:

That there be and is hereby appropriated the sum of Fifteen Thousand Dollars and No Cents (\$15,000.00) from Sewer Surplus to Overtime.

CITY OF GARDNER
Department of Public Works



Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries

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

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

RE: Overtime Shortfall

May 20, 2025

Dear Mayor Nicholson:

The Sewer Department is requesting the **\$15,000** from the available **Sewer Surplus** to **Overtime** line item **(61440-51030)** to make up for a shortfall.

The Sewer Overtime line item currently has a deficit of nearly \$1,000. The additional funds will be used in the event overtime is needed until June 30th. The line item was funded at \$25,000 but due to various sewer back-ups and emergency issues that have occurred throughout the year, the line item is in deficit.

It should also be noted that the FY2025 budget was created and approved by the Mayor and Council in the spring of 2024. Since the time of approval, a new contract for the Department of Public Works employees has been negotiated and approved. The new contract resulted in higher wages, which affects the overtime rate and budget.

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

Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC: Public Service Committee
 John Richard, City Auditor

Titi Siriphan

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

Thank you Mr. Chair,

Madam Clerk,

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

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

Thank you both,
 George

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

Mr. President and Madam Clerk,

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

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

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

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

- None

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

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

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

In Subcommittee - To Remain With The Finance Committee:

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

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

Please let me know if you have any questions.

Best,

--

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

Waterford Community Center Committee Discussion

A proposal by President Tyros that the City Council discuss the creation of a Special Committee for the Waterford Community Center Project, including outlining its initial responsibilities, proposed membership and duration.

RECEIVED

2025 APR - 3 P 3:59

CITY CLERK'S OFFICE
GARDNER, MA

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

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.

Signature

Print Name

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.¹ 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.

¹ 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.

Name (Print)

Signature

Date

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.

Facilities Manager Discussion

A proposal by President Tyros that the City Council discuss the current state of facilities management for all municipal buildings to evaluate the proper management, cost-effectiveness, current practices, and to explore potential improvements, ensuring responsible stewardship of city assets.

RECEIVED

2025 APR - 3 P 3: 59

CITY CLERK'S OFFICE
GARBER, MA



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

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 #11518: A Proposal by President Tyros that the City Council discuss the current state of facilities management for all municipal buildings

Dear Mr. Chairman and Councilors,

At the previous Finance Committee meetings, it was requested that the Administration provide a break down of the City's facilities management breakdown.

All School Department buildings are maintained by the School Department's custodial contractor- Mora's Cleaning. Their grounds and larger facilities projects are overseen by the School Departments' facilities manager, Wayne Anderson, who has three staff members under him.

The City's Water and Wastewater treatment plants are maintained by the City's contractor overseeing those plants- Veolia.

The DPW buildings are maintained by the staff at the DPW.

The Gardner Senior Center and Greenwood Memorial Pool are maintained by a shared maintenance staff member who assists with the pool in the summer months. This staff member reports jointly to Director Ellis and Director Morse and is a member of the AFSCME Union.

The Gardner Police Department has their own facilities maintenance manager. When this person is out, the City Hall maintenance staff covers the rounds at the police station. This staff member reports to Chief McAvene and is a member of the AFSCME Union.

City Hall has a Maintenance Manager who oversees one additional staff member. The manager works from 7am to 3:30pm, and the night shift maintenance manager works from 1pm to 9:30pm. Aside from being the back up staff for the Police Station, they also oversee any additional facilities that the City has- Waterford Community Center, School Street School, Helen Mae Sauter, Etc. These staff members report to Commissioner Zuppa and are members of the AFSCME Union.

The Levi Heywood Memorial Library has three non-union maintenance positions who oversee all of the work there and report to Director Klements.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner