

AGENDA FOR THE CITY COUNCIL
JUNE 17, 2025

PUBLIC HEARING

PUBLIC COMMENT

REGULAR AND PENDING EXECUTIVE SESSION MINUTES

1. From City Clerk Brenna Murphy Leary and Admin. Assistant Jeffery Anderson-Burgos- meeting minutes from June 3, 2025.
2. -- November 1, 2022, December 5, 2023, February 6, 2024, and June 11, 2024 Executive Session Minutes - Reviewed and partially released as of April 15, 2025
3. -- January 22, 2024, September, 4, 2024 Executive Session and December 9, 2024 Finance Committee Executive Session Minutes - Reviewed and withheld in entirety as of April 15, 2025

LAIID ON THE TABLE

4. From City Clerk Brenna Murphy Leary and Admin. Assistant Jeffery Anderson-Burgos, minutes of February 18, 2025 meeting.
5. The Committee on Charter and Rules to whom was referred an order With community support, order that the following section of our Codes of Ordinances and charter be updated to reflect use of email as sufficient for special meeting notice:
Sec. 12. – Special meetings of city council.
The Mayor or City Council President may at any time call a special meeting of the city council by public posting through the city website along with written notifications thereof, together with a statement of the subjects to be considered thereat, to be deposited in the post office, postpaid and addressed to the persons to be notified, at least forty-eight hours before the time appointed for such meeting, or to be left at the usual place of residence of each member of the council, by email at least forty-eight hours before the time appointed for such meeting. (Acts 1965, c. 187; Acts 1992, c. 189)
Recommended that the order be adopted.
6. Proposed FY2026 City Budget
7. Mayor's Updated DPW Admin Budget Page 32

COMMUNICATIONS

8. From Mayor Joshua Garcia- letter appointing Ms. Meghan Connolly of 9 McMahon Drive to serve on the Library Board of Directors. Ms. Connolly will replace Mr. Thomas Gilchrist and will serve the remainder of his term expiring February 2026.
9. From Mayor Joshua Garcia, letter reappointing Mr. Michael Falcetti to the Citizens Advisory Committee. Mr. Falcetti will serve a one-year term expiring June 30, 2026.

10. From Mayor Joshua Garcia- letter appointing Ms. Heather Leenders of 11 Robert Drive to serve on the Commission on Disabilities. Ms Leenders will serve a three-year term, expiring March 2028.
11. From City Treasurer Rory Casey- letter regarding free cash
12. From City Auditor Tanya Wdowiak: FY2025 General Fund & Sewer Enterprise Budget to Actuals to 6/13/2025

FY2025 PILOT Payments to 6/13/2025

13. From City Auditor Tanya Wdowiak- budget revision from the Mayor
Page 1- City Council: Increase of \$10k to Professional Services Line 11122-53010
Page 42- Recreation: Increase of \$5,139 to Recreation Director Line 16301-51101
Here is how I came up with the calculation for the new Directors salary:
3.00% daily (260) daily (261)
83,000.00 85,490.00 328.81 85,818.81
14. Intermunicipal Agreement for Regional Animal control Services
15. From Health Benefit Trust- meeting minutes from 4/7/25.
16. From Holyoke Community Preservation Act Committee-minutes from February 12, 2025, approved minutes from March 12, 2025, minutes from February 26, 2025, Historic and OS Presentations minutes from January 15, 2025, and Housing and OS Presentation minutes from January 22, 2025.
17. From Historical Commission-meeting minutes from February 10, 2025 and March 10, 2025.

PETITIONS

18. Petition of Robert Rose of 414 Hillside Ave Suite 167 for a Home Occupation Permit for a Custom Fabrication Shop.
19. Petition of Ella Sussman and Tyrone O'Banner of 1-9 Martin St. for a Home Occupation Permit for a Psychotherapy/Psychiatric Outpatient Mental health Practice
20. Petition of Sixan MA LLC of 15 Main Street for a Recreational Marijuana retail Establishment

PRESIDENT'S REPORT

REPORTS OF COMMITTEES

21. The Committee on Ordinance to whom was referred an order that City Council adopt the attached Substitute Municipal Modernization Ordinance
Recommended that the order be adopted, adding the Chief Administrative and Finance Officer (CAFO) to Grade 17 of Schedule A, the Treasurer/Collector to Grade 14 of Schedule A, and the Comptroller to Grade 13 of Schedule A.

22. The Committee on Ordinance to whom was referred an order that the position of Chief Administrative and Financial Officer be created and added to Schedule A
Recommended that the order has been complied with.
23. The Committee on Ordinance to whom was referred an order That the following entry be added to the City Ordinances Sec. 86-325. - Schedule IV: Stop streets, this will be directed to the Ordinance Committee to be heard.
Street Stopped/ Vernon St
Direction of Travel/ Southerly
Intersection/ Main St
Recommended that the order be adopted.
24. -- The Committee on Ordinance to whom was referred an order that That the City of Holyoke amend ordinance that provides Columbus day as a Holiday be updated to wording that reflects that Columbus Day will now be referred to as "Indigenous Peoples Day, formerly known as Columbus Day"
Recommended that the order be adopted as amended, striking out "formerly known as Columbus Day."
25. -- The Committee on Ordinance to whom was referred an order that That Columbus Day holiday ordinance be changed so the holiday be known as both Columbus Day and Indigenous Peoples Day so everyone may celebrate both, one or the other, or neither if they choose according to their own conscience. This will allow the maximum amount of sensitivity to the issue.
Recommended that the order be denied.
26. The Committee on Ordinance to whom was referred an order Handicap application from Yolanda Velazquez for a handicap sign at 120 Oak St. #1.
Recommended that the order be adopted.
27. -- The Committee on Ordinance to whom was referred an order That the ordinance committee review the draft Telecommunication ordinance changes. This is being filed on behalf of a constituent request.
Recommended that the order has been complied with.
28. The Committee on Ordinance to whom was referred an order that the city creates a Housing Committee tasked with creating policy suggestions and implementation of office of tenant protections, office of returning citizens and homelessness liaison. Roles and committee to be created by Ordinance while bylaws to be created by the committee.
The committee should included at least one of the following - 1 tenant in market rate housing, 1 tenant with section 8 voucher holder, 1 tenant with MRVP or continuum of care, 1 tenant of HHA, 1 tenant representative of local organization working on housing issues, 1 home owner, 1 landlord.
Recommended that the order be given a leave to withdraw.
29. -- The Committee on Ordinance to whom was referred an order that we add a Grant Manager position to oversee, streamline, and expand our grant applications and money for our city.
Recommended that the order be given a leave to withdraw.

30. -- The Committee on Ordinance to whom was referred an order that legal review the Boston Cannabis Equity program ordinance and begin to draft language similar to it for the purposes of creating a Holyoke Cannabis Equity program.
Recommended that the order be given a leave to withdraw.
31. -- The Committee on Ordinance to whom was referred an order that we allow for overnight parking on city parking lots for people to sleep in their cars. This would be an added measure in the work already being done to provide a safe, temporary place for our unhoused population until a more long term solution is created.
Recommended that the order be given a leave to withdraw.
32. The Committee on Ordinance to whom was referred a Special permit application of Mass Cannabis Growers Cooperative LLC at 1 Cabot St (048-01-010) to permit a marijuana cultivation facility.
Awaiting disposition
33. The Committee on Ordinance to whom was referred a Special permit application amendment of Blue Fox Brands Inc. at 1 Cabot St (048-01-010) a marijuana manufacturing facility, adding a C1D1 extraction booth.
Awaiting disposition
34. The Committee on Ordinance to whom was referred an order that a public hearing be held inviting the Planning Department, Health and Conservation Departments and the Ordinance Committee to hear the "Pros and Cons" of the possibility of including any additional wording to the "Keeping Backyard Hens" ordinance.
Awaiting disposition
35. The Committee on Ordinance to whom was referred an order That we consider crafting an ordinance stipulating requirements for expenditure of funds of the police special events line and requirements. Example: committee organized event, private businesses participating, alcohol served, who is profiting etc.
Awaiting disposition
36. The Committee on Ordinance to whom was referred an order that honorable city council amend ordinance 38-73 (8) Enumeration of prohibited noises. Drums, loud speakers, and similar devices. To read:
The use of a drum, loudspeaker or any other sound-producing instrument or device for the purpose of attracting attention to any election campaign, performance, show or sale or display of merchandise by the creation of noise, except where authorized by special permit to be issued by the city Licensing board with recommendations from the Chief, who shall make reasonable rules and regulations therefor.
Awaiting disposition
37. The Committee on Ordinance to whom was referred an order that the City examine and study the Schedule A increases that were recommended by the salary study completed in 2014, so that we can implement salary adjustments that are competitive and more aligned with neighboring municipalities in order to retract and retain City employees.
Awaiting disposition

38. The Committee on Ordinance to whom was referred an order That schedules B and C of ordinance 2-35 be updated as appropriate with competitive salaries to attract and retain employees.
Awaiting disposition
39. The Committee on Ordinance to whom was referred an order that Schedule B, Compensation for Elected Officials of Chapter 2 of the Code of Ordinances be amended as follows:
City Clerk: \$90,000
Awaiting disposition
40. -- The Committee on Ordinance to whom was referred an order that honorable city council add a section to Holyoke code of ordinances titled "Human Relations".
Awaiting disposition
41. The Committee on Ordinance to whom was referred an order that the Personnel Department and Law Department work in conjunction to update the following ordinances to reflect a modern Human Resources Department:
Article I
30-1 (a)
82-4 (c)
82-5 (c)
Article II Division I
2-40 (a)
2-43 (e) (k)
2-64
2-66 b (3)
2-67 (a)
2-69 (h)
Article II Division II
2-86
Article II Division VI
2-182 b (3) e (2)
Article III Division II
2-311 a, b, c, d
2-312 a, b (21)
2-313
2-314
Article IV 2-422 (b)
Awaiting disposition
42. The Committee on Ordinance to whom was referred an order that the City Council update its ordinances in Chapter 86 - Traffic and Vehicles to include language that clarifies rules and restrictions related to the city's street sweeping schedule.
Awaiting disposition
43. The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, TWELVE MILLION SEVEN HUNDRED FIFTY NINE THOUSAND EIGHT HUNDRED SIXTY AND 00/100 Dollars (\$12,759,860)

as follows:

FROM

19141-51999 HEALTH INSURANCE	\$12,759,860
TOTAL	\$12,759,860
TO:	
10002-59753 TR TO DENTAL INS TRUST	\$ 315,000
10002-59790 TR TO HEALTH INS TRUST	12,444,860
TOTAL	\$12,759,860

Recommended that the order be adopted.

44. The Committee on Finance to whom was referred an order that in accordance with M.G.L. Chapter 44 Sec. 53A, the City Council hereby accepts the provisions of the "MASS CULTURAL COUNCIL CULTURAL DISTRICT INVESTMENT GRANT, \$15,000, NO MATCH" grant and authorizes the establishment of a Fund or other method appropriate for the accounting of the receipts and expenditures of all resources associated with the administration of said grant.

Sec 2-509 - Grant Reporting

Any city department, of which has received grant funding by approval of the city council pursuant to Massachusetts General Laws, or any other authorizing criteria, shall within a reasonable period of time, but no later than 60 days from the conclusion of said grant, generate a detailed report which outlines the planned outcomes with the documented actual results. Said report shall be submitted to the city clerk for addition to the city council's next agenda.

Recommended that the order be adopted.

45. The Committee on Development and Governmental Relations to whom was referred an order City Council explore with the Mayor a residential redevelopment plan for city owned vacant parcels has homes built then sold. City funds coupled with any available grant funding will be used for seed funding with the proceeds of the sales used to build more homes. The long term play for the city is the generation of all of the property tax revenue from these home sales, the new availability of great new housing, the reduction in city owned buildable lots and the growth of population.

Recommended that the order has been complied with.

46. The Committee on Development and Governmental Relations to whom was referred an order to declare Parcel Holyoke Assessors Map 212, Block 00, Parcel 001, Easthampton Road, Holyoke, MA as surplus property and sell to the Massachusetts Department of Fish and Game with an address of 100 Cambridge Street, Suite 620, Boston, MA 02114 for \$270,000.00.

Recommended that the order be given a leave to withdraw.

47. The Committee on Charter and Rules to whom was referred an order that the City Council adopt the attached Special Act to remove future fire chiefs from civil service for the purpose of preserving the longstanding residency requirement for our Fire Chief as embodied in our ordinances. It will also allow the Fire Department to select external candidates and it will make the selection process comparable to Police Chief.

Recommended that the order be adopted.

48. The Committee on Charter and Rules to whom was referred an order City Council Rule 4 is hereby amended as follows: Add the following sentence to the end of the first paragraph of Rule 4.B. – So long as it is in a writing to the Clerk, any member may opt out of having his/her agenda sent via U.S. mail and instead may have the agenda sent via electronic mail, personal delivery by the Administrative Assistant or not at all. Said decision shall remain in force until the Clerk is otherwise notified, in writing, by the member.
Recommended that the order be adopted with amendments
49. The Committee on Charter and Rules to whom was referred an order that the City of Holyoke shall create an Administrative and Finance Department. Said acceptance shall be subject to implementation by city ordinance and any necessary amendments to the City Charter. This order shall be referred concurrently to Charter and Rules and Ordinance to be considered jointly, with recommendations regarding implementation to be reported back to the City Council jointly. See attached: Municipal Modernization Act of 2025.
Recommended that the order be adopted.
50. The Committee on Charter and Rules to whom was referred an order that City Council adopt the attached Substitute Municipal Modernization Ordinance
Recommended that the order has been complied with.
51. The Committee on Charter and Rules to whom was referred an order The City of Holyoke amends any charter, ordinance and any other regulations relative to its Tax Collector and combines the office with its City Treasurer so long as a charter change to appoint rather than elect Holyoke's City Treasurer is approved by the legislature and Holyoke voters.
Recommended that the order has been complied with and referred to the Ordinance Committee.

MOTIONS, ORDERS AND RESOLUTIONS

52. Murphy-Romboletti- Ordered, that That Rule 1 of the City Council be suspended for the purpose of the City Council going on Summer Recess and that the July 1, July 15, and August 19, 2023 meetings be cancelled.
53. Ocasio- Ordered that Park and Rec replace the two picnic tables at the Arena Park on South Summer St. asap. One is broken and is really bad.
54. Ocasio- Ordered that the City put a "No Parking" sign in front of the old Fire Station building on Main St. People park half on the street/sidewalk so people can't use the sidewalks. Police need to enforce and ticket them.
55. Ocasio- Ordered that the DPW repaint the parking lines on South Summer St again, because the paint has faded.
56. Ocasio- Ordered that the City address concerns and/or come up with a plan to stop individuals from using their apartments as storage for mini motorcycles etc. This is very dangerous for residents living in buildings.

57. Vacon- ORDER: Add solar lights to the stop sign & cut back brush to increase visibility of the stop sign at Keyes & County Rd. A driver hit a bike rider during the recent bike race & there have been other accidents at that intersection.
58. Vacon- ORDER: Install a Stop Ahead sign on Keyes Rd when approaching County Rd.
59. Vacon, Jourdain- ORDER: The Treasurer please send the City Council an update on the certification of free cash. We are waiting the promised completed reconciliation & filing of Schedule A & a communication from the Treasurer by the meeting of June 17, 2025.
60. Vacon- ORDER: that speed limit on Cypress & Sequoia be lowered to 15 or 20mph due to safety concerns similar to Bemis. They are being used as a cut through.
61. Vacon- ORDER: Add solar lights to the stop sign & cut back brush to increase visibility of the stop sign at Keyes & County Rd. A driver hit a bike rider during the recent bike race & there have been other accidents at that intersection.
62. Anderson-Burgos - Ordered that the City Council issue proclamations to the headliners of this year's PrideFest on June 21st: Grammy nominated artist and MTV VMA Winner, Mary Lambert, as well as RuPaul's Drag Race and current Drag Race All Stars contestant, Alyssa Hunter.
63. Devine- ORDERED: that the Public Safety Committee meet with the Police Chief or designee as soon as possible to discuss and possibly regulate motorized scooters.
64. DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, THREE THOUSAND SEVENTY FIVE AND 00/100 Dollars (\$3,075) as follows:

FROM

16101-51102 REFERENCE LIBRARY ASSISTANT	\$3,075
TOTAL	\$3,075

TO:

16101-51108 CUSTODIAN	\$1,025
16101-51112 FINANCIAL MANAGER	850
16101-51114 COMPUTER COORDINATOR	1,200
TOTAL	\$3,075

65. Devine-Ordered, that in accordance with M.G.L. Chapter 44 Sec. 53A, the City Council hereby accepts the provisions of the "DOE ENERGY EFFICIENT CDBG, \$76,420, NO MATCH" grant and authorizes the establishment of a Fund or other method appropriate for the accounting of the receipts and expenditures of all resources associated with the administration of said grant.

Sec 2-509 - Grant Reporting

Any city department, of which has received grant funding by approval of the city council pursuant to Massachusetts General Laws, or any other authorizing criteria, shall within

a reasonable period of time, but no later than 60 days from the conclusion of said grant, generate a detailed report which outlines the planned outcomes with the documented actual results. Said report shall be submitted to the city clerk for addition to the city council's next agenda.

66.

Devine-Ordered, that in accordance with M.G.L. Chapter 44 Sec. 53A, the City Council hereby accepts the provisions of the "FY25 MA DEPT OF FIRE SERVICES SAFE AND SENIOR SAFE GRANT, \$9,799.85, NO MATCH" grant and authorizes the establishment of a Fund or other method appropriate for the accounting of the receipts and expenditures of all resources associated with the administration of said grant.

Sec 2-509 - Grant Reporting

Any city department, of which has received grant funding by approval of the city council pursuant to Massachusetts General Laws, or any other authorizing criteria, shall within a reasonable period of time, but no later than 60 days from the conclusion of said grant, generate a detailed report which outlines the planned outcomes with the documented actual results. Said report shall be submitted to the city clerk for addition to the city council's next agenda.

67.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, TWENTY FOUR THOUSAND AND 00/100 Dollars (\$24,000) as follows:

FROM

14251-51102 HOISTING OPERATOR	\$24,000
TOTAL	\$24,000

TO:

6990-10400 FUEL DEPOT	\$24,000
TOTAL	\$24,000

68.

Devine: Order that the amount of one million and five hundred-thousand dollars (\$1,500,000) is appropriated for the purpose of financing the demolition, remodeling, reconstruction, engineering, construction, equipping or re-equipping of various municipal facilities, and purchase of municipal vehicles, including the payment of costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 7 or any other enabling authority.

FURTHER ORDERED: That the Mayor is authorized to contract for and expend any state aid available for the project; and that the Mayor is authorized to take any other action necessary or convenient to carry out these projects.

FURTHER ORDERED: That the Treasurer is authorized to file an application to qualify under Chapter 44A of the General Laws any and all of the bonds or notes authorized to be issued pursuant to this Order, and to provide such information and execute such documents as

may be required for such purposes.

FURTHER ORDERED: That there shall be no change in the purpose of this bond authorization without prior vote of approval by the Holyoke City Council

69. Jourdain- Ordered that the following Charter Change be adopted:

Charter Sec. 39. - City solicitor.

AMEND

FROM:

The city solicitor shall perform those all legal services in which the city is interested and attend to all proceedings at law or in equity to which the city is a party, and to all claims made to the city council. For these purposes he shall have sole charge of all such matters and proceedings. He shall give in writing his legal opinion upon any of the municipal affairs of the city, upon the request of the mayor or city council, and in addition shall give his opinion upon the law relating to municipal affairs in any department, upon request made by the head of such department.

TO:

The city solicitor shall perform those legal services in the city as the city council shall establish by ordinance. He or she shall give in writing their legal opinion upon any of the municipal affairs of the city, upon the request of the mayor or city council, and in addition shall give his opinion upon the law relating to municipal affairs in any department, upon request made by the head of such department.

70. Jourdain, Vacon- Ordered, that the following Resolution of the City Council be adopted and a copy be transmitted to the Department of Homeland Security and our federal delegation and the White House. It shall also be used by all departments of the city with their applications for federal funds and grants when necessary:
1. Holyoke is not a sanctuary city.
 2. Mayor Joshua Garcia has publicly declared that Holyoke is not a sanctuary city.
 3. The City Council hereby declares Holyoke is not a sanctuary city.
 4. Holyoke adopted Ordinance 2-68 "No elected official, department head or other city employee shall issue any order that shall knowingly violate any law or regulation of the federal, state or local government or the Constitution of the United States, the Constitution of the Commonwealth of Massachusetts or the Charter of the City of Holyoke, or any lawful order of a court of competent jurisdiction. No such order given shall be valid or shall be enforced by the City of Holyoke or its departments."
 5. To the extent, Holyoke has been deemed a sanctuary city by the federal government for failing to comply with any federal law or regulation, the Department of Homeland Security should notify the Holyoke City Council and Mayor of its specific violation and what steps are needed to remedy.
 6. The City of Holyoke and all of its employees and agents hereby agree to fully comply with all federal laws and regulations. To the extent the city, its employees or

agents have or are violating any federal law or regulation, they shall immediately cease and fully comply.

7. The City of Holyoke requests removal from any identification of our city as a sanctuary city by any federal department or agency.

71.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, TWO THOUSAND SEVENTY FOUR AND 96/100 Dollars (\$2,074.96) as follows:

FROM

12101-51107 PATROLMEN	\$2,074.96
TOTAL	\$2,074.96

TO:

12101-51912 P.O.S.T. STIPEND-CHIEF	\$2,074.96
TOTAL	\$2,074.96

72.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, THREE HUNDRED FIFTY THREE THOUSAND TWO HUNDRED TWENTY ONE AND 95/100 Dollars (\$353,221.95) as follows:

FROM

12101-51107 PATROLMEN	\$353,221.95
TOTAL	\$353,221.95

TO:

12201-51180 INJURED ON DUTY	\$353,221.95
TOTAL	\$353,221.95

LATE FILED ORDERS AND COMMUNICATIONS

Addendum:

Per City Council rule 2B, meeting shall end by 10 PM unless an extension is approved by a two-thirds majority of those present. If any items remain, those items will be added to the beginning of the next regular meeting.

The listing of matters are those reasonably anticipated by the chair 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 Clerk

REGULAR MEETING OF THE CITY COUNCIL

February 18, 2025

The meeting was called to order by President Murphy-Romboletti at 7:05 p.m.

The Clerk called the roll. Absent Members: 0 Present Members in person 12 (Anderson-Burgos, Bartley, Devine, Givner, Jourdain, Magrath-Smith, Murphy-Romboletti, Ocasio, I. Rivera, J. Rivera, Sullivan, Vacon). Present Members on Zoom: 1 (Greaney)

Motion was made and seconded to take a roll call vote that for the purposes of this meeting would be applicable to all motions to receive, refer items to committee, remove items from the table, place items on the table, package items together, comply with items, or suspend the rules unless there is an objection. Motion adopted.

The name of Councilor Magrath-Smith was pulled to head the roll call voting.

PUBLIC COMMENT

Alanna Rutledge, 75 Taylor Street, stated that she and several neighbors on her street had concerns that they had not been plowed since the recent snowstorm. She added that it had been difficult to get out of her street every morning. She also stated that it had not been sanded or salted, and she often fishtailed trying to get into her driveway. She also stated that a police car went up and down her street with a siren running but had not given any instructions. She added that after people moved their cars, the road was still not plowed. She also expressed concern with people falling, noting that a lot of older people lived on the street. She also emphasized that the road not being plowed had been a consistent issue.

Amelia Box, 57 Taylor Street, seconded Ms. Rutledge's concerns. She then stated that her car was an SUV and still found herself spinning out trying to get into the street from Hampden. She noted it was a one way street and observed that many other one way streets were also missed and had not been sanded or plowed.

Motion was made and seconded to suspend the necessary rules to take up item 30 out of order.

The Committee on Development and Governmental Relations to whom was referred an order Special permit application of F & M Hideway, Inc to reconstruct and renovate Schermerhorn's Restaurant and retail store per sec 4.7.3 at 224 Westfield Road (157-00-072).

have considered the same and Recommended that the special permit be granted.

Committee Members:

Kocayne Givner
Michael Sullivan
Carmen Ocasio

Juan Anderson-Burgos
Patricia Devine

UNDER DISCUSSION:

Councilor Givner noted that the applicants were in attendance. She then stated that they were planning to reconstruct Schermerhorn's by rebuilding exactly what was there before, adding that it will be up to code. She noted they sent in their building plans.

Councilor Devine thanked the applicant for sending in their plans. She noted that one of the neighbors had concern about parking, and she was impressed that the applicant offered to meet with that neighbor to address those concerns.

Councilor Vacon expressed support for the special permit. She also commended them for doing their due diligence and finding problem areas to do things the right way.

Councilor I. Rivera noted that many people were grateful that Schermerhorn's' would still be around.

Councilor Greaney stated that he hoped they would leave the sign up in the front.

---> Report of Committee received and recommendation Adopted on a call of the roll of the yeas and nays--Yeas 13--Nays 0--Absent 0.

LAI D ON THE TABLE

(10:35)

The Committee on Ordinance to whom was referred an order that the Police Department be allowed to hire a Crime Analyst past the Grade 10 mid-range (which is \$70,407) to \$78,000.

Recommended that the order be adopted.

---> Laid on the table.

Councilor Devine made a motion to suspend the necessary rules to remove item 2 through 6 from the table as a package. Councilor Anderson-Burgos seconded the motion.

Councilor Jourdain stated that he did not mind 3 through 6 being taken up as a package, but had concerns about unique issues with item 2 and would prefer to see that one separated from the package.

Councilor Vacon made a motion to refer the whole package to the Finance Committee as none of the orders had been taken up in committee. Councilor Jourdain seconded the motion.

Councilor Bartley stated they needed to be taken off the table first.

President Murphy-Romboletti stated that she believed that had happened.

Councilor Bartley stated that he did not hear a vote take place.

Councilor Jourdain stated that he objected to it all being taken up together.

Councilor Givner expressed her understanding that there was a motion to take items out of order and there was a vote.

Councilor Bartley stated that there was not a vote on it.

President Murphy-Romboletti stated that the body still needed to vote to take them up together. She then stated that item 2 would be taken up separately, and then 3 through 6 would be taken up as a package.

Motion was made and seconded to remove item 2 from the table.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, TWENTY ONE THOUSAND SIX HUNDRED AND 22/100 Dollars (\$21,600.22) as follows:

		FROM	TO
11211	51276	MAYOR'S CONTRACT NEGOTIATIONS	21,600.22
15411	51103	ASSISTANT DIRECTOR - COA	2,222.00
15411	51101	DIRECTOR COUNCIL ON AGING	3,030.00
11711	51101	CONSRVTN & SUSTNBLTY DIRECTOR	3,030.00
12441	51101	SEALER OF WEIGHTS AND MEASURES	2,525.00
16301	51101	DIRECTOR PARKS/REC FORESTRY	2,899.14
16301	51103	ASST DIRECTOR OF PARKS & REC	2,222.00
14211	51108	SAFETY OFFICER	2,020.00
15101	51101	DIRECTOR BOARD OF HEALTH	1,632.00
15101	51202	ANIMAL CONTROL OFFICER	2,020.08
		21,600.22	21,600.22

UNDER DISCUSSION:

Councilor Vacon made a motion to refer items 2 through 6 to the Finance Committee. Councilor Jourdain seconded the motion.

Councilor Devine stated that all of these had been in Finance. She then stated that she provided a list of 22 people that were in these positions. She then emphasized that the Council could only talk about the appropriations and could not get into benefits because that was not the Council's prerogative. She then suggested that discussion of benefits may lead to an unfair labor practice charge. She then asked why item 2 should go to committee but not the others.

Councilor Jourdain explained that item 2 had extra rules. He then suggested that due to previous objections to an earlier package of items that had portions of interdepartmental transfers, the administration submitted items 3 through 6 as intradepartmental transfers. He then stated that the only other issues was that to pass those items, it would require both readings by a two-thirds vote. He then suggested that item 2 presented an interdepartmental transfer due to funds coming from the Mayor's Contracted Services line to other departmental salary lines. He then noted that the Law Department offered guidance that since this was for the same purpose, that would not follow the interdepartmental rule. He then asked for an opportunity to speak to DOR (Department of Revenue) on the following Friday to ask if they understood the funds were in the Mayor's budget and the others were all their own separate departments. He added that he could consider going along with it if the Law Department's guidance was accurate. He emphasized that there was not a contract negotiation line in each of those departments. He

then stated that items 3 through 6 had not come to the Council before, and there could be open questions about why there was extra money in some of those accounts.

Councilor Vacon explained that the reason for her motion because it was better for the committee to do their work instead of the entire body trying to do that work.

Motion was made and seconded to suspend the necessary rules to allow the Law Department to address the Council.

Councilor Devine asked Councilor Jourdain if he was speaking with the DOR.

Councilor Jourdain stated that he was.

Councilor Devine asked if they would be giving a ruling in writing.

Councilor Jourdain stated that he doubted they would give one in writing, noting that they had not given one in writing to the Law Department. He then stated his interest in confirming what the Law Department was saying was accurate because it was only a verbal report.

Atty Bissonnette stated that it was unfortunate that the accuracy and legitimacy of what the Law Department has reported was being characterized as fruit of the poisonous tree and not an accurate representation of what the DOR said. He then explained that they call the DOR for guidance on a regular basis and emphasized that they do not provide written opinions. He then observed that due to Councilor Jourdain enlightening everyone on the rules of interdepartmental transfers, the mayor put forward these orders to transfer funds already within those departments. He then recalled that during the budget discussions, \$25,000 was specifically put into the mayor's budget for contract negotiations. He added that the contract negotiations with the PSA had been prolonged and had resulted in a stalemate, and the budget needed to reflect what the settlement may be. He then stated that after explaining all of that to the DLS (Division of Local Services) led to them concurring that it was for the same purpose. He added that it was not an attempt to mislead anyone as it had been explained what it was for. He noted that there was also a communication from Atty Ball presenting a case law from 1913 that explained the first time an item appeared on an agenda was when an item was first read.

Councilor Givner stated that this information was not new and she did not believe there was any reason to send the items back to the Finance Committee. She then expressed frustration that one person repeatedly does not agree with the opinions of the Law Department. She then expressed hope that the Law Department's guidances could be taken as real. She added that these items were time sensitive as employees had been waiting. She added that losing employees would be more costly. She then questioned looking for reasons that would make people want to leave. She then stated that while she understood the desire to hear from the state personally, she believed the word of the Law Department should be trusted.

Councilor Jourdain stated that history had taught him that the Law Department had often been wrong, as everyone else was wrong at times. He then suggested that he may look into things more than others choose to do. He then explained that the original form of this item already showed him to be correct, which was why these items were now here. He then stated that he had made his points already about the expense to taxpayers to give more vacation time, benefits, flex time, and other giveaways beyond just par raises. He then emphasized that he just wanted to ensure the rules were being followed. He noted that he

had just spoken with Atty Ball the previous week to understand where she got her opinion and then reached out to them to seek to hear it for himself. He also expressed concern about longtime rules and practices of the Council being flipped. He emphasized that this was not about just trying to win on an issue, but about avoiding having bad precedent created. He then acknowledged that items 3 through 6 were eventually going to pass. He then expressed disagreement with the interpretation of section 22 of the charter regarding the two reding rule in that the second reading could not be taken up until a motion to pass the first reading was passed. He then stated that the section required that if both motions were done within 3 days of each other, it required two-thirds of the vote for passage. He then acknowledged that items 3 through 6 could eventually pass on a simple majority if at least 3 days were given between the votes to pass the first and second readings. He also emphasized that these items included retro pay going back to July of 2023 and another 2 weeks would not be the end of the world.

Councilor Devine agreed with Councilor Givner that the Law Department should be trusted. She then emphasized that with respect to getting benefits on flex time, there was not comp time for employees who often get called in for meetings in the evening. She then asked Atty Bissonnette what the difference was with the motions to pass first and second readings as they had been done before.

Atty Bissonnette stated that the argument was what constituted a reading. He then explained that an item being read by the president could constitute a first reading. He added that according to the interpretation of the SJC (Supreme Judicial Court), the referral to a committee was considered to be a first reading. He added that the language of section 22 on passing both readings was likely about getting things passed on the first night they were introduced. He noted that the city of Lowell that was the focus of the SJC decision had a similar charter to that of Holyoke.

Councilor Devine asked if these items could be passed that night if a motion to do so was made.

Atty Bissonnette expressed his understanding that the motion on the floor was to refer item 2 to the Finance Committee. He then stated that if that motion was defeated, a motion to pass item 2 could be made, and as these items were taken up as late files and tabled at the last meeting which constituted the first reading, these could be passed with only the second reading needed to be passed. He noted that items 3 through 6 would first have to be taken off the table.

President Murphy-Romboletti clarified that Vaco's motion had been to refer items 2 through 6 to the Finance Committee.

Councilor Vacon stated that was correct but understood that the discission was currently just about item 2. She then expressed concern that the Council had been sliding away from practices under the city charter over the last 2 years under the argument that it was outdated. She then explained that unless it were changed, the Council still needed to operate under it. She also expressed concern about recent arguments that the state law trumped the charter, while the Council had always followed the charter until those recent arguments. She then stated that at the last meeting, the motion had been to take them up and table them and they were not even read into the record nor were they even posted 48 hours before the meeting. She also questioned how the late files were emergencies. She then suggested that this was the first night the items were legally before the Council and the first night they were read into the record.

Councilor Sullivan, emphasizing that this was not a reflection of the current Law Department, recalled that the Council had been lied to by the Law Department regarding things that went on with the collapse, lawsuits, and practices with respect to the Essex Hotel. He then stated that it was not a lack of trust to

question the Law Department or any other department, but was due diligence and not a waste of taxpayer money. He added that the city lost millions on the advice of the Law Department at that time.

President Murphy-Romboletti clarified that she did read the items into the record at the last meeting.

Motion to refer items 2 through 6 to the Finance Committee failed on a call of the roll of the yeas and nays--Yeas 6 (Bartley, Greaney, Jourdain, Ocasio, Sullivan, Vacon)--Nays 7--Absent 0.

Councilor Devine made a motion to pass items 2 through 6. Councilor Anderson-Burgos seconded the motion.

Councilor Jourdain emphasized that a motion to take them all up as a package had not been passed.

President Murphy-Romboletti stated that she had not recognized the motion.

Councilor Devine withdrew her motion and made a motion to pass item 2. Councilor Anderson-Burgos seconded the motion.

Councilor Jourdain stated that if this were to pass the first reading, he believed the second reading should be tabled in order to get confirming of what the Law Department was saying. He then expressed frustration in being questioned about seeking to get independent verification of what they were reporting. He noted that they had reversed their own opinions in the last few years, and had given verifiably bad opinions. He then stated that he believed they got it right and did their best most of the time. He then emphasized that Holyoke elected a split Council 7-6, adding that people did not get to change the rules because they did not like how the election turned out by trying to circumvent the rules that had been in effect for years. He then expressed concern that this new contract required flex time to be given which would tie the hands of the mayor going forward. He added that he also did not agree that managers should have been in the union. He also expressed concern about giving everyone an extra 2 weeks of vacation, along with extra longevity time, adding that the average Holyoker wasn't getting those benefits.

Councilor I. Rivera suggested that there was an irony in questioning when governments, both locally and nationally, should follow rules. He added that it appeared to be wielding power in a way that was not fair when people who disagree were being chastised. He then suggested that if the city had been working in collaboration with employees over the years, there wouldn't be a big hit all at once. He then stated that he could no longer be mad if an employee was asked to attend an Ordinance meeting and they couldn't show up if they were not going to be compensated. He emphasized that when the people of Holyoke are referred to, the employees were also among the people of Holyoke who needed to be thought about.

Councilor Anderson-Burgos expressed frustration with claims that the City Solicitor can't always be trusted. He then emphasized that these employees have been waiting since 2023 for these raises. He then questioned how anyone would feel about statements claiming that there was nothing wrong with waiting another two weeks. He also questioned the focus on when the City Solicitor was wrong when these people were just waiting to get paid. He also suggested that it was an insult that some councilors have a vendetta because of the results of an election. He added that the city had been in a rut for years and that was not on the newer city councilors who were being blamed.

Councilor Vacon raised a point of order, asking that the debate stay on topic.

President Murphy-Romboletti stated that the comments were on topic as they were response to what was already said, adding that those earlier comments arguably had not been on topic.

Councilor Anderson-Burgos stated that the mayor was trying to get things done and this felt like trying to block him in order to be able to claim he was doing a horrible job.

Councilor Vacon stated that city councilors had a fiduciary responsibility. She added that once councilors receive opinions from the Law Department, it is on the councilors to vote based on the rules, emphasizing that the Law Department was advisory to the Council. She reiterated that the City Solicitor had changed their opinion to the complete opposite in just the last 2 years. She added that it was legal and fair for the Council to question the cost of an agreement. She also asked that the same empathy being expressed for these employees being also expressed for the taxpayers who have to pay for the contract. He added that it was the job of councilors to know the charter.

Councilor Devine emphasized that the professional employees on the list had been asked into meeting on numerous occasions. She added that she can't help it if someone has a \$600,000 house. She then asked to get these passed for the sake of the good people who work for the city.

Councilor Magrath-Smith called the question. Councilor Devine seconded the motion.

President Murphy-Romboletti stated that the motion was to pass the second reading.

Councilor Jourdain asked when the motion to pass the first reading was.

President Murphy-Romboletti stated that she read the order into the record at the last meeting and that was the first reading.

Councilor Jourdain stated there was never a vote to pass the first reading.

President Murphy-Romboletti stated that she read the order into the record, adding that there was a legal opinion on the agenda citing case law. She added that this was not a new debate.

Councilor Jourdain stated that every single transfer that had come before the body had included a vote on the first reading and then a vote to adopt on the second reading.

President Murphy-Romboletti stated that the item was tabled at the last meeting.

Councilor Jourdain stated that nobody made a motion to pass the first reading.

President Murphy-Romboletti stated that there was a motion to table it after reading it.

Councilor Jourdain stated that the charter required a motion to pass the first reading.

President Murphy-Romboletti stated that the Law Department as well as case law cited otherwise.

Councilor Jourdain stated that it was unfair.

President Murphy-Romboletti asked how that was unfair. She also noted that some councilors do things that make things unfair to her.

Councilor Jourdain stated that he could talk all night about he gets treated in meetings.

President Murphy-Romboletti stated that she was not going to get into it. She then stated that Councilor Jourdain was out of order.

Councilor Jourdain stated that he had a point of order, reiterating that the charter required a passage of two readings.

President Murphy-Romboletti stated that things sometimes get laid on the table.

Councilor Jourdain stated that there still needed to be a motion to pass the first reading and then pass the second reading.

President Murphy-Romboletti reiterated that the Law Department weighed in.

Councilor Jourdain stated that he did not ask for the Law Department to weigh in.

Councilor Devine stated that she had asked.

President Murphy-Romboletti stated that she was going to listen to the Law Department.

Councilor Jourdain asked why this was going to be different than what had been done for 100 years. He added that the SJC case had not gone to committee for a discussion.

President Murphy-Romboletti questioned needing a discussion on everything that got communicated.

Councilor Jourdain stated that it should on a charter that everyone took an oath to enforce.

President Murphy-Romboletti stated that she did not need reminding of the oath she took. She then threatened to end the meeting early.

Councilor Jourdain expressed frustration that this was censorship.

President Murphy-Romboletti stated that it was not censorship.

Councilor Jourdain asked if the next step was going to be the police being called to kick him out.

President Murphy-Romboletti stated that the behavior was outrageous. She then demanded that Councilor Jourdain not raise his voice at her.

Councilor Jourdain stated that the public needed to understand that this was censorship.

President Murphy-Romboletti stated that it was not censorship, and she understood what censorship.

Councilor Devine stated that Councilor Magrath-Smith had a motion on the floor.

President Murphy-Romboletti called a five minute recess.

A five minute recess took place.

President Murphy-Romboletti stated that she would recognize a motion to pass the first reading.

---> Passed two readings and Adopted on a call of the roll of the yeas and nays--Yeas 7--Nays 3
(Greaney, Jourdain, Sullivan)--Absent 3 (Bartley, Ocasio, Vacon).

Councilor Magrath-Smith asked Atty Bissonnette if 7 was enough for passage.

Atty Bissonnette stated that the motion passed as DLS advised that the appropriation was made to fund the contracts.

Councilor Jourdain stated that as two readings had taken place on the same night, he believed that it was a violation of section 22 of the charter and should have required a two-thirds vote of the body.

Councilor Devine made a motion to suspend the necessary rules to take up items 3 through 6 as a package. Councilor Anderson-Burgos seconded the motion.

Councilor Magrath-Smith raised a point of order. She then asked if the body was just on item 3.

President Murphy-Romboletti stated that was correct.

Councilor Magrath-Smith asked if this was the first reading or the second reading.

Councilor Devine stated that it was the first.

President Murphy-Romboletti asked for a motion to lay items 3 through 6 on the table, noting that the body had just argued about these for an hour and a half. She then acknowledged and was fine that half the Council was going to oppose her on everything she did, but expressed frustration if everyone was going to contradict each other.

Councilor Jourdain raised a point of order. He then expressed it was an example of unfair treatment for her to state that half the Council was going to oppose her on everything.

President Murphy-Romboletti stated that she was not going to continue doing this.

Councilor I. Rivera made a motion to adjourn. Councilor Greaney seconded the motion. Motion adopted.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, EIGHT THOUSAND ONE HUNDRED EIGHTY TWO AND 93/100 Dollars (\$8,182.93) as follows:

	FROM	TO
12401 51101 LOCAL INSPECTOR	8,182.93	
12401 51102 ASST BUILDING COMMISSIONER		3,132.93
12401 51103 CHIEF INSPECTOR OF WIRES		2,828.00
12401 51107 ZONING OFFICIAL		2,222.00
	8,182.93	8,182.93

---> Laid on the table.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, ELEVEN THOUSAND THREE HUNDRED FORTY TWO AND 00/100 Dollars (\$11,342.00) as follows:

	FROM	TO
11751 51106 PLANNER I	11,342.00	
11751 51108 ASSISTANT DIRECTOR OF PLANNING		4,560.00
11751 51102 ASST DIR OF ECONOMIC DEV		4,560.00
11751 51105 SENIOR PROJECT MANAGER		2,222.00
	11,342.00	11,342.00

---> Laid on the table.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, FIVE THOUSAND FIFTY AND 00/100 Dollars (\$5,050.00) as follows:

	FROM	TO
16911 51104 ENTERPRISE COORDINATOR	5,050.00	
16911 51101 DIRECTOR WISTARIAHURST		2,828.00
16911 51103 CITY HISTORIAN		2,222.00
	5,050.00	5,050.00

---> Laid on the table.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, ONE THOUSAND FIVE HUNDRED SIXTY AND 99/100 Dollars (\$1,560.99) as follows:

	FROM	TO
15431 51104 INVESTIGATOR	1,560.99	
15431 51105 NATIONAL SERVICE OFFICER		1,560.99
	1,560.99	1,560.99

---> Laid on the table.

From Assistant Solicitor Jane Mantolesky, letter regarding St. Vincent Lots

---> Laid on the table.

COMMUNICATIONS

From Mayor Joshua Garcia, letter appointing Ms. Patricia Normand of 36 Pleasant St to serve as a member of the Conservation Commission. Ms. Normand will serve a three year term expiring February 1, 2028.

---> Laid on the table.

From Mayor Joshua Garcia, letter appointing Mr. Denis Luzuriaga of 6 Pinehurst Rd., to serve as a Commissioner of the Holyoke Housing Authority. Mr. Luzuriaga will replace Mr. Jose Maldonado-Velez and will serve the remainder of his term expiring April 1, 2029.

---> Laid on the table.

From Mayor Joshua Garcia, letter reappointing Ms. Lyn Horan of 100 Southamptn Rd., to serve as a member of the Commission on Disabilities. Ms. Horan will serve a three year term expiring in March 2028.

---> Laid on the table.

From Mayor Joshua Garcia, letter reappointing Ms. Jessica Lebron-Martinez of 102 Brown Avenue., to serve as a member of the Commission on Disabilities. Ms. Lebron-Martinez will serve a three year term expiring in March 2028.

---> Laid on the table.

From Mayor Joshua Garcia, letter reappointing Mr. Jeffrey Horan of 100 Southamptn Rd. to serve as a member of the Conservation Commission. Mr. Horan will serve a three year term expiring February 1, 2028

---> Laid on the table.

From Mayor Joshua Garcia, letter reappointing Ms. Rosemary Arnold of 30 Mountain Rd. to serve as a member of the Conservation Commission. Ms. Arnold will serve a three year term expiring February 1, 2028.

---> Laid on the table.

From Mayor Joshua Garcia, letter reappointing Ms. Sarah Wedaman of 28 Howard St., to serve as a member of the Commission on Disabilities. Ms. Wedaman will serve a three year term expiring in March 2028.

---> Laid on the table.

From City Solicitor: Lisa Ball- Case of Fuller v. Haines 224 Mass. 176 which addresses the first reading of an order

---> Laid on the table.

From City Solicitor: Opinion from KP Law

---> Laid on the table.

From Assistant City Solicitor Jane Mantolesky- Notice of Sale - 285 Main

---> Laid on the table.

From Councilor Councilor Givner- Boston Globe article on Impact fees

---> Laid on the table.

From DOR- Guideline on appropriation transfers

---> Laid on the table.

From Frank Demarinis, Shermerhorns site plan review

---> Laid on the table.

Cultural Humility Workshop Curriculum

---> Laid on the table.

From City Clerk Brenna Murphy Leary and Amin. Assistant Jeffery Anderson-Burgos, minutes from February 4, 2025 meeting.

---> Laid on the table.

PRESIDENT'S REPORT

REPORTS OF COMMITTEES

The Committee on Public Service to whom was referred an order From Mayor Garcia, letter appointing Ms. Beverlyn Blanchard of 46 St. Kolbe Dr. to serve as a member of the Library Board of Directors. Ms. Blanchard will serve a three year term expiring February 2028.

have considered the same and Recommended that the appointment be confirmed.

Committee Members:

Juan Anderson-Burgos
Carmen Ocasio
Howard Greaney, Jr

---> Laid on the table.

The Committee on Public Service to whom was referred an order From Mayor Joshua Garcia, letter appointing Ms. Beverlyn Blanchard of 46 St. Kolbe Dr. to serve on the Library Board of Directors. Ms. Blanchard term will expire Feb. 2025.

have considered the same and Recommended that the appointment be confirmed.

Committee Members:

Juan Anderson-Burgos
Carmen Ocasio
Howard Greaney, Jr

---> Laid on the table.

The Committee on Public Service to whom was referred an order From Mayor Joshua Garcia, letter appointing Mr. Thomas Gilchrist of 26 Dunn Ave to serve on the Library Board of Directors. Mr. Gilchrist term will expire Feb. 2026.

have considered the same and Recommended that the appointment be confirmed.

Committee Members:

Juan Anderson-Burgos
Carmen Ocasio
Howard Greaney, Jr

---> Laid on the table.

The Committee on Public Service to whom was referred an order From Mayor Joshua Garcia, letter appointing Mr. Joseph Black of 1015 Maple St. to serve as a member of the Recycling Advisory Committee. Mr. Black's will serve a three year term, expiring on August 1, 2027.

have considered the same and Recommended that the appointment be confirmed.

Committee Members:

Juan Anderson-Burgos
Carmen Ocasio
Howard Greaney, Jr

---> Laid on the table.

The Committee on Public Service to whom was referred an order From Mayor Joshua Garcia, letter appointing Ms. Tiffany Espinosa of 30 Amherst St Holyoke to serve as a member of the Holyoke Redevelopment Authority. Ms. Espinosa will replace Mr. Jorge Colon and will serve the remainder of his term expiring November 1, 2029.

have considered the same and Recommended that the appointment be confirmed.

Committee Members:

Juan Anderson-Burgos
Carmen Ocasio
Howard Greaney, Jr

---> Laid on the table.

The Committee on Development and Governmental Relations to whom was referred an order Special Permit Application of Salmar Realty LLC c/o Peter Martins for a special permit for a Proposed Coffee shop/Drive Thru Restaurant at South Street Plaza, A Portion of 209 South St.

have considered the same and Recommended that the special permit be granted with the 32 conditions described in the Planning Board Site Plan Review Notice of Decision letter dated January 16, 2025

Committee Members:

Kocayne Givner
Michael Sullivan
Carmen Ocasio
Juan Anderson-Burgos
Patricia Devine

---> Laid on the table.

The Committee on Development and Governmental Relations to whom was referred an order City Council explore with the Mayor a residential redevelopment plan for city owned vacant parcels has homes built then sold. City funds coupled with any available grant funding will be used for seed funding with the proceeds of the sales used to build more homes. The long term play for the city is the generation of all of the property tax revenue from these home sales, the new availability of great new housing, the reduction in city owned buildable lots and the growth of population.

have considered the same and Recommended that the order has been complied with.

Committee Members:

Kocayne Givner
Michael Sullivan
Carmen Ocasio
Juan Anderson-Burgos
Patricia Devine

---> Laid on the table.

The Committee on Development and Governmental Relations to whom was referred an order The Law Dept., Building Commissioner and the city's property group provide its annual update on the City's Receivership program. Please send communication to the Clerk for the second city council meeting in January 2023.

have considered the same and Recommended that the order has been complied with.

Committee Members:

Kocayne Givner
Michael Sullivan
Carmen Ocasio
Juan Anderson-Burgos
Patricia Devine

---> Laid on the table.

The Committee on Finance to whom was referred an order that in accordance with M.G.L. Chapter 44 Sec. 53A, the City Council hereby accepts the provisions of the "FY2025 FIREFIGHTER SAFETY EQUIPMENT GRANT PROGRAM, \$24,081, NO MATCH " grant and authorizes the establishment of a

Fund or other method appropriate for the accounting of the receipts and expenditures of all resources associated with the administration of said grant.

Sec 2-509 - Grant Reporting

Any city department, of which has received grant funding by approval of the city council pursuant to Massachusetts General Laws, or any other authorizing criteria, shall within a reasonable period of time, but no later than 60 days from the conclusion of said grant, generate a detailed report which outlines the planned outcomes with the documented actual results. Said report shall be submitted to the city clerk for addition to the city council's next agenda.'

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

---> Laid on the table.

The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, THIRTY THREE THOUSAND AND 00/100 Dollars (\$33,000) as follows:

FROM

14101-51105 SR CIVIL ENGINEER	\$ 17,000	
14251-51102 HOISTING EQUIPMENT OPERATOR		16,000
TOTAL \$33,000		

TO:

14102-53010 PROF ENGINEERING SERVICES	\$33,000	
TOTAL \$33,000		

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

---> Laid on the table.

The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, ONE HUNDRED THOUSAND AND 00/100 Dollars (\$100,000) as follows:

FROM

12101-51107 PATROLMEN	\$ 50,000	
12101-51117 DISPATCH		50,000

TOTAL \$100,000

TO:

12102-53010 MAP/DATA MAINTENANCE \$100,000

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

---> Laid on the table.

The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, EIGHTY THOUSAND AND 00/100 Dollars (\$80,000) as follows:

FROM

12101-51105 SERGEANTS \$40,000

12101-51107 PATROLMEN 40,000

TOTAL \$80,000

TO:

12102-53010 MAP/DATA MAINTENANCE \$80,000

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

---> Laid on the table.

The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, EIGHTY THREE THOUSAND SIX HUNDRED FIFTY SIX AND 00/100 Dollars (\$83,656) as follows:

FROM

11511-51201 PT ASSISTANT SOLICITOR \$83,656

TOTAL \$83,656

TO:

11511-51202 PT ASSOCIATE SOLICITOR \$83,656

TOTAL \$83,656

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

---> Laid on the table.

The Committee on Finance to whom was referred an order From Sean Sheedy, Maintenance Admin for Holyoke Public Schools, 2-4-2025 SOI ARP PROJECTS HPS

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

---> Laid on the table.

The Committee on Finance to whom was referred an order that the City of Holyoke appropriates the amount of One Hundred Thousand (\$100,000) Dollars for the purpose of paying costs of conducting a Schematic Design Study at Kelly Elementary School located at 216 West Street Holyoke MA 01040 for a potential roof replacement, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the City of Holyoke has applied for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of Mayor Joshua Garcia. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 7, Chapter 70B, or any other enabling authority. The City of Holyoke acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA's Board of Directors votes to invite the City to collaborate with the MSBA on this proposed repair project, any project costs the City of Holyoke incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the City of Holyoke; and that, if invited to collaborate with the MSBA on the proposed repair project, the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the City of Holyoke and the MSBA.

FURTHER ORDERED: That the Treasurer is authorized to file an application to qualify under Chapter 44A of the General Laws any and all of the bonds or notes authorized to be issued pursuant to this Order, and to provide such information and execute such documents as may be required for such purposes. Further Ordered: That there shall be no change in the purpose of this bond authorization without prior vote of approval by the Holyoke City Council

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

---> Laid on the table.

The Committee on Finance to whom was referred an order That the City of Holyoke appropriates the amount of One Hundred Thousand(\$100,000) Dollars for the purpose of paying costs of conducting a Schematic Design Study at Lt Elmer J McMahon Elementary School located at 75 Kane Road Holyoke MA 01040 for a potential roof replacement, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the City of Holyoke has applied for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of Mayor Joshua Garcia. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 7, Chapter 70B, or any other enabling authority. The City of Holyoke acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA's Board of Directors votes to invite the City to collaborate with the MSBA on this proposed repair project, any project costs the City of Holyoke incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the City of Holyoke; and that, if invited to collaborate with the MSBA on the proposed repair project, the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the City of Holyoke and the MSBA. FURTHER ORDERED: That the Treasurer is authorized to file an application to qualify under Chapter 44A of the General Laws any and all of the bonds or notes authorized to be issued pursuant to this Order, and to provide such information and execute such documents as may be required for such purposes. Further Ordered: That there shall be no change in the purpose of this bond authorization without prior vote of approval by the Holyoke City Council

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

---> Laid on the table.

The Committee on Finance to whom was referred an order That the City of Holyoke appropriates the amount of Seventy-Five Thousand(\$75,000) Dollars for the purpose of paying costs of conducting a Schematic Design Study at Lt Clayre Sullivan Elementary School located at 400 Jarvis Avenue Holyoke MA 01040 for a potential partial roof replacement, including the payment of all costs incidental or related

thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the City of Holyoke has applied for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of mayor Joshua Garcia. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 7, Chapter 70B, or any other enabling authority. The City of Holyoke acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA's Board of Directors votes to invite the City to collaborate with the MSBA on this proposed repair project, any project costs the City of Holyoke incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the City of Holyoke; and that, if invited to collaborate with the MSBA on the proposed repair project, the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the City of Holyoke and the MSBA. FURTHER ORDERED: That the Treasurer is authorized to file an application to qualify under Chapter 44A of the General Laws any and all of the bonds or notes authorized to be issued pursuant to this Order, and to provide such information and execute such documents as may be required for such purposes. Further Ordered: That there shall be no change in the purpose of this bond authorization without prior vote of approval by the Holyoke City Council

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

---> Laid on the table.

The Committee on Finance to whom was referred an order That the City of Holyoke appropriates the amount of One Hundred and Fifty Thousand (\$150,000) Dollars for the purpose of paying costs of conducting a Schematic Design Study at Holyoke High School located at 500 Beech Street Holyoke MA 01040 for a potential roof replacement, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the City of Holyoke has applied for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of Mayor Joshua Garcia. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 7, Chapter 70B, or any other enabling authority. The City of Holyoke acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA's Board of Directors votes to invite the City to collaborate with the MSBA on this proposed repair project, any project costs the City of Holyoke incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the City of Holyoke; and that, if invited to collaborate with the MSBA on the proposed repair project, the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the City of Holyoke and the MSBA. FURTHER ORDERED: That the Treasurer is authorized to file an application to qualify under Chapter 44A of the General Laws any and all of the bonds or notes authorized to be issued pursuant to this Order,

and to provide such information and execute such documents as may be required for such purposes.
Further Ordered: That there shall be no change in the purpose of this bond authorization without prior vote of approval by the Holyoke City Council

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

---> Laid on the table.

The Committee on Finance to whom was referred an order That the City of Holyoke appropriates the amount of Seventy-Five Thousand(\$75,000) Dollars for the purpose of paying costs of conducting a Schematic Design Study at Maurice A Donahue Elementary School located at 210 Whiting Farms Road Holyoke MA 01040 for a potential partial roof replacement, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the City of Holyoke has applied for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of Mayor Joshua Garcia. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 7, Chapter 70B, or any other enabling authority. The City of Holyoke acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA's Board of Directors votes to invite the City to collaborate with the MSBA on this proposed repair project, any project costs the City of Holyoke incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the City of Holyoke; and that, if invited to collaborate with the MSBA on the proposed repair project, the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the City of Holyoke and the MSBA.

FURTHER ORDERED: That the Treasurer is authorized to file an application to qualify under Chapter 44A of the General Laws any and all of the bonds or notes authorized to be issued pursuant to this Order, and to provide such information and execute such documents as may be required for such purposes.
Further Ordered: That there shall be no change in the purpose of this bond authorization without prior vote of approval by the Holyoke City Council

have considered the same and Recommended that the order be adopted.

Committee Members:

Patricia Devine
Kocayne Givner
Michael Sullivan
Kevin A. Jourdain
Carmen Ocasio

---> Laid on the table.

The Committee on Joint Committee of City Council and School to whom was referred an order the School Department, the School Committee, the Receiver and Mayor present a plan for the future of Metcalf School. I'd like to hear long-terms plans as well as temporary ones. I would like the district to consider the City continue using the school in its current purpose: as a learning institution. If not in the plan, then let's consider it as the headquarters of the School Department. Should a committee be formed? What plans are being discussed? The building, erected 1911, is iconic and should be preserved and, if needed, rehabilitated and repurposed for City uses. Refer to HPS, Receiver, Mayor and Joint Committee.

have considered the same and Recommended that the order has been complied with.

Committee Members:

Kevin A. Jourdain
Carmen Ocasio
Howard Greaney, Jr

---> Laid on the table.

The Committee on Joint Committee of City Council and School to whom was referred an order From Mayor Garcia and Superintendent Soto, a Joint statement affirming the rights of immigrants

have considered the same and Recommended that the order has been complied with.

Committee Members:

Kevin A. Jourdain
Carmen Ocasio
Howard Greaney, Jr

---> Laid on the table.

The Committee on Joint Committee of City Council and School to whom was referred an order The Superintendent of Schools discuss his recent memo on affirming the rights of immigrants with the Joint Committee on City Council and School Committee.

have considered the same and Recommended that the order has been complied with.

Committee Members:

Kevin A. Jourdain
Carmen Ocasio
Howard Greaney, Jr

---> Laid on the table.

The Committee on Joint Committee of City Council and School to whom was referred an order From Sean Mangano, School Committee Finance Subcommittee 12.12.24

have considered the same and Recommended that the order has been complied with.

Committee Members:

Kevin A. Jourdain
Carmen Ocasio
Howard Greaney, Jr

---> Laid on the table.

The Committee on Joint Committee of City Council and School to whom was referred an order The Superintendent of Schools please update the Joint Committee on City Council and School Committee on any updated plans for the School Dept headquarters in light of their decision not to go forward with proposed High Street location.

have considered the same and Recommended that the order has been complied with.

Committee Members:

Kevin A. Jourdain
Carmen Ocasio
Howard Greaney, Jr

---> Laid on the table.

ORDERS AND TRANSFERS

Magrath-Smith, ordered that City Council review CPA Committee recommendations and approve funding for FY25 CPA projects.

---> Laid on the table.

Murphy-Romboletti- With community support, the City Council issue a proclamation to Gina Nelson, Executive Director of Community Roots Neighborhood Services, Inc. and the Veterans Lunch Program in recognition of the invaluable work they do for our community's veterans.

---> Laid on the table.

Vacon- ORDER: That the American flag protocol is followed for flags at public schools such as McMahon & on other city property, including; either lighting the flag or bringing the flag in each night and putting it up in the morning.

---> Laid on the table.

Vacon, Jourdain- ORDER: The Treasurer & Auditor provide the City Council with an update & timeline for the certification of free cash. Refer to Finance Committee
---> Laid on the table.

Bartley- Ordered that Schedule B, Compensation for Elected Officials of Chapter 2 of the Code of Ordinances be amended as follows:
City Clerk: \$90,000
---> Laid on the table.

Devine, Givner - ORDERED: that the Directors of the Board of Health, Zoning, Planning, and the Animal Control Officer and Law Department meet with the Ordinance Committee to discuss Ordinance Sec. 14-12 as it relates to #2 Hens, specifically the keeping of hens DEFINITIONS, SPECIAL PERMIT PROCESS, SPECIFICATIONS AND DIMENSIONS, GENERAL REGULATIONS, VIOLATIONS and any and all regulations whether State or Federal that may be pertinent.
---> Laid on the table.

Devine - ORDERED: that the City Engineer determine if a BLOCK THE BOX is warranted at Columbus Avenue and Northampton Street. Refer to City Engineer
---> Laid on the table.

Devine- ORDERED that the Law Department determine and render an opinion as to whether DPW supervisors/employees can ticket those automobiles/trucks that are impeding snow removal and plowing during a legal parking ban.
---> Laid on the table.

Devine-Ordered, that in accordance with M.G.L. Chapter 44 Sec. 53A, the City Council hereby accepts the provisions of the "BYRNE STATE CRISIS INTERVENTION PROGRAM, \$84,458.79, NO MATCH " grant and authorizes the establishment of a Fund or other method appropriate for the accounting of the receipts and expenditures of all resources associated with the administration of said grant.

Sec 2-509 - Grant Reporting

Any city department, of which has received grant funding by approval of the city council pursuant to Massachusetts General Laws, or any other authorizing criteria, shall within a reasonable period of time, but no later than 60 days from the conclusion of said grant, generate a detailed report which outlines the planned outcomes with the documented actual results. Said report shall be submitted to the city clerk for addition to the city council's next agenda.

To the City Council:

I hereby recommend the passage of the above order at the meeting of your Council to be held Tuesday, February 18, 2025.

Joshua A Garcia, Mayor
---> Laid on the table.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, NINE THOUSAND NINE HUNDRED EIGHTY ONE AND 52/100 Dollars (\$9,981.52) as follows:

FROM

12201-51103 CAPTAIN \$3,663.90

12201-51104 LIEUTENANTS	6,317.62
TOTAL \$9,981.52	
TO:	
12201-51180 INJURED ON DUTY	\$9,981.52
PP#16 TOTAL \$9,981.52	

To the City Council:

I hereby recommend the passage of the above order at the meeting of your Council to be held Tuesday, February 18, 2025.

Joshua A Garcia, Mayor

---> Laid on the table.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, TWENTY FIVE THOUSAND AND 00/100 Dollars (\$25,000) as follows:

FROM

8811-10400 CAPITAL STABILIZATION	\$25,000
----------------------------------	----------

TOTAL \$25,000

TO:

12103-58003 HPD CAP OUTLAY- BUILDING IMPROVEMENTS	\$25,000
---	----------

TOTAL \$25,000

To the City Council:

I hereby recommend the passage of the above order at the meeting of your Council to be held Tuesday, February 18, 2025.

Joshua A Garcia, Mayor

---> Laid on the table.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, ONE HUNDRED EIGHT THOUSAND SIX HUNDRED NINETY FIVE AND 56/100 Dollars (\$108,695.56) as follows:

FROM

8815-10400 CANNABIS STABILIZATION	\$108,695.56
-----------------------------------	--------------

TOTAL \$108,695.56

TO:

19412-57630 SOLICITOR CLAIMS & DAMAGES	\$108,695.56
--	--------------

TOTAL \$108,695.56

To the City Council:

I hereby recommend the passage of the above order at the meeting of your Council to be held Tuesday, February 18, 2025.

Joshua A Garcia, Mayor
---> Laid on the table.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, FIVE THOUSAND Dollars AND 00/100 Dollars (\$5,000) as follows:

	FROM	TO
12101 5119 POLICE RESERVE	5,000	
0010 57200 OUT OF STATE TRAVEL		5,000
	5,000	5,000

To the City Council:

I hereby recommend the passage of the above order at the meeting of your Council to be held Tuesday, February 18, 2025.

Joshua A Garcia, Mayor
---> Laid on the table.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, FIVE THOUSAND Dollars AND 00/100 Dollars (\$5,000) as follows:

	FROM	TO
1421 51102 DPW HOISTING EQUIP OPERATOR	5,000	
01010 57200 OUT OF STATE TRAVEL		5,000
	5,000	5,000

To the City Council:

I hereby recommend the passage of the above order at the meeting of your Council to be held Tuesday, February 18, 2025.

Joshua A Garcia, Mayor
---> Laid on the table.

DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, FIVE THOUSAND Dollars AND 00/100 Dollars (\$5,000) as follows:

	FROM	TO
12101 5119 FIRE FIGHTER LINE	5,000	
0010 57200 OUT OF STATE TRAVEL		5,000
	5,000	5,000

To the City Council:

I hereby recommend the passage of the above order at the meeting of your Council to be held Tuesday, February 18, 2025.

Joshua A Garcia, Mayor
---> Laid on the table.

Givner- In the interest of transparency, order that the Collins Center for Public Management present its findings, working with Holyoke's Government Restructure Advisory Council, on Payments In Lieu of Taxes, PILOTs. Some cities and towns (Boston, Brookline) developed formal PILOT policies where the municipality asks the nonprofit to pay a portion of the taxes their tax-exempt property would have paid if it wasn't tax-exempt. Springfield and Concord are exploring the need for PILOT policies. Holyoke has hundreds of tax-exempt properties including group homes, charities, drug recovery agencies, hospitals, health centers, churches, schools, colleges, and more that were included in the study. ~Send to DGR
---> Laid on the table.

Givner- In an effort to promote efficiency while upholding quality of life standards, Order that the City Council invite department heads involved with permitting in to review special permit processes. Incomplete applications regularly come before DGR. The current process is incredibly inefficient wasting 8-10 hours, per applicant, in efforts from the Clerk's office, the Planning department, the Planning Board, building department, as well as City council and subcommittees. Our permitting Ordinance should be reviewed and updated if needed. ~Send to DGR for discussion / copy to ordinance for updates
---> Laid on the table.

LATE FILED ORDERS AND COMMUNICATIONS

The Committee on Development and Governmental Relations to whom was referred an order Law Dept and Mayor be invited to the City Council to discuss an update on the city's use of the receivership program including current properties being targeted and others that are excellent prospects for required repairs. I also would like to see if we can use this for larger scale problem rental properties with the right receiver as has been done in larger metropolitan cities. I also would like to start an initiative as has been used in large urban settings where we have required landlord training programs when appropriate as well as a model like Kansas City Bad Apple Program for repeat offenders. Law dept. and Mayor will be encouraged to look at what resources we need to go bold on problem properties and develop a plan with us.

have considered the same and Recommended that the order has been complied with.

Committee Members:

Kocayne Givner
Michael Sullivan
Carmen Ocasio
Juan Anderson-Burgos
Patricia Devine

---> Laid on the table.

Adjourned at 8:59 p.m.



In City Council, _____, 2025. Adopted on a call of the roll of the yeas ____ and nays ____

The City of Holyoke, through its Honorable City Council and Honorable Mayor hereby petition the Massachusetts General Court to approve the following legislation for the purpose of amending the charter of the city concerning special meetings, and that said legislation be entitled:

AN ACT TO AMEND THE CHARTER FOR THE CITY OF HOLYOKE

And that said act read as follows:

SECTION 1: Section 12 of the City of Holyoke Charter shall be amended by deleting the current section in its entirety.

SECTION 2: Section 12 of the City of Holyoke Charter shall be further amended by adding the following new section:

SECTION 12–Special Meetings of the City Council;

The Mayor or the President of the City Council may at any time call a special meeting of the City Council by causing written notifications thereof, together with a statement of the subjects to be considered thereat, to be electronically delivered to all Council members at least 48 hours prior to the commencement of the meeting. Members of the City Council may elect to alternatively receive all such notices by mail, hand delivery to their place of residence, or to their City Hall desk by designating their preference to the Clerk or the Assistant to the City Council.

SECTION 3: So much of Chapter 438 of the Acts of 1896 and Chapter 327 of the Acts of 1936 and acts in amendment thereof and addition thereto, as is inconsistent with this act, is hereby repealed.

SECTION 4: The General Court may make clerical or editorial changes of form only to the bill, unless the Mayor and City Council approve amendments before enactment by the General Court. The Mayor and City Council are hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

SECTION 5: This act shall take effect upon its approval.

Clerk

Presented to the Mayor for Approval:

City Clerk

Date

Approved:

Mayor

Date



City of Holyoke,
Massachusetts

Birthplace of Volleyball

Joshua Garcia <garciaj@holyoke.org>

FY2026 Mayor's Updated DPW Admin Budget Page 32

2 messages

Tanya Wdowiak <wdowiakt@holyoke.org>

Mon, Jun 2, 2025 at 12:02 PM

To: Joshua Garcia <garciaj@holyoke.org>

Cc: Mary Monahan <monahanm@holyoke.org>, Lisa Ball <balll@holyoke.org>, Kelly Curran <currank@holyoke.org>

Hi Mayor,

Attached is the revised DPW Admin Budget page 32. I have added an additional position to line 14211-51104 Principal Account Clerk, Step 1/2 with an additional \$56,137 in the budget line. Here is how I came up with the calculation, to include the estimated \$2 raise for the union contract.

14211-51104

add one position to 2026 budget step 1 & 2

54,918.92	56,946.89	added 3,654 raise \$2ph
211.23	219.03	261 days additional 1 day
55,130.15	57,165.92	total for steps 1/2
27,881.91	28,254.42	132/129 days per year
	56,136.33	total budget appropriation

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JUN 02 2025

Holyoke City Clerk's
Holyoke, MA

If this is accurate, please sign the signature page (second to last) and send to Brenna as a late file, with a copy to me for my records please and thank you. If not, let me know and I would be happy to make adjustments as necessary.

Thank you.

Tanya

--
Tanya Wdowiak
City Auditor
413-322-5589

See Attached



FY2026 MAYOR'S BUDGET REVISED 6-2-2025.pdf

300K

Joshua Garcia <garciaj@holyoke.org>

Mon, Jun 2, 2025 at 2:56 PM

Draft To: Tanya Wdowiak <wdowiakt@holyoke.org>

Cc: Mary Monahan <monahanm@holyoke.org>, Lisa Ball <balll@holyoke.org>, Kelly Curran <currank@holyoke.org>

Received. Thank you.

Joshua A. Garcia, MPA
Mayor, City of Holyoke

Holyoke City Hall
536 Dwight Street, Rm #1
Holyoke, MA 01040
Office: 413-561-1600

www.holyoke.org
www.exploreholyoke.com

JUN 02 2025

City of Holyoke, Massachusetts

Holyoke City Clerks
Holyoke, MA Council

revised 6/2/2025

PAGE NO.	DEPARTMENT NAME	DEPT. NO.	PERSONAL SERVICES	EXPENSES	CAPITAL OUTLAY & DEBT	DH Budget	Mayor's Budget	Council Appropriation	Supplemental Appropriations	TOTAL
FUND (Fund 0010)										
1	City Council	112	135,000	12,660		147,660	147,660	0	0	0
2	Mayor	121	341,046	63,300		404,346	404,350	0	0	0
3	City Auditor	135	306,250	156,780		463,030	459,524	0	0	0
4	Procurement	138	210,001	174,500		384,501	376,654	0	0	0
5	Assessors	141	258,378	47,660		306,038	262,313	0	0	0
6-7	City Treasurer	145	292,522	296,575		589,097	557,496	0	0	0
8	Tax Collector	146	195,600	29,110		224,710	224,777	0	0	0
9	City Solicitor	151	442,271	139,750		582,021	567,025	0	0	0
10	Personnel Administration	152	247,383	77,980		325,363	325,367	0	0	0
11	Computer	155		905,220		905,220	905,220	0	0	0
12	Admin. Assistant to City Council	157	50,750	250		51,000	51,451	0	0	0
13-14	City Clerk & Elections	161	338,270	51,950		390,220	341,999	0	0	0
15	Registrar of Voters	163	67,164	9,000		76,164	76,168	0	0	0
16	Conservation Commission	171	143,071	5,450		148,521	140,955	0	0	0
17-18	Planning/Economic Development	175	609,563	35,900		645,463	569,252	0	0	0
19-21	Police Department	210	14,911,656	1,525,850		16,437,506	14,792,065	0	0	0
22-23	Fire Department	220	11,676,026	503,305		12,179,331	11,891,756	0	0	0
24-25	Building Codes & Inspections	240	707,569	120,675		828,244	706,136	0	0	0
26	Weights & Measures	244	66,976	6,800		73,776	74,038	0	0	0
27	Emergency Management	291	5,000	65,000		70,000	60,761	0	0	0
28	Public Works: Forestry Division	294	190,761	156,500		347,261	240,418	0	0	0
29	Public Safety	299	900			900	900	0	0	0
30	School Department	300	68,519,716	33,026,287		101,546,003	101,220,035	0	0	0
31-38	Public Works: Engineer & Divisions	410-430	3,713,141	3,169,476		6,882,616	6,627,180	0	0	0
39	Municipal Parking Facilities	480	103,940	150,457		254,397	254,301	0	0	0
40-41	Board of Health	510	648,558	283,905	0	932,463	938,029	0	0	0
42-43	Council on Aging	541	577,033	105,775	0	682,808	672,320	0	0	0
44	Veterans Benefits	543	171,183	262,500		433,683	377,931	0	0	0
45	Public Library	610	775,222	60,000		835,222	839,850	0	0	0
46-47	Recreation	630	295,158	56,300		351,458	351,462	0	0	0
48-49	Public Works: Parks Division	650	592,432	217,629	0	810,061	767,197	0	0	0
50	Museums & Monuments	691	244,432	64,848		309,280	274,582	0	0	0
51	War Memorial Commission	693	95,702	46,191	0	141,893	138,820	0	0	0
52	Exhibit Hall Commission	694		60,470		60,470	60,470	0	0	0

City of Holyoke, Massachusetts

revised 6/2/2025

PAGE NO.	DEPARTMENT NAME	DEPT. NO.	PERSONAL SERVICES	EXPENSES	CAPITAL OUTLAY & DEBT	DH Budget	Mayor's Budget	Council Appropriation	Council Supplemental Appropriations	TOTAL
53	Commission on Disabilities	695		36,000		36,000	36,000			
54	Debt Service (Long Term P & I)	710			4,108,750	4,108,750	4,108,750	0	0	0
54	Debt Service (Short Term P & I)	752			150,000	150,000	100,000	0	0	0
55	Retirement (City Share)	911		13,147,588		13,147,588	13,147,588			
55	Workers' Compensation	912		200,000		200,000	200,000	0		0
55	Unemployment Compensation	913		50,000		50,000	50,000			
55	Health Insurance	914		13,746,739		13,746,739				
55	Life Insurance	915		90,000		90,000	90,000			
55	Medicare	916		1,600,000		1,600,000	1,600,000			
55	Police & Fire Indemnification	919				0				
55	Out-of-State Travel	920		3,000		3,000	3,000			
55	City Liability & Damage Insurances	940		1,004,820		1,004,820	1,004,820	0	0	0
55	Claims, Damages & Judgements	941		350,000		350,000	350,000	0	0	0
55	I.R.P. Leave Buybacks	942		103,000		103,000	103,000			
55-56	Transfers to Other Funds	-				0	13,746,739	0	0	0
	TOTAL GENERAL FUND		106,932,664	72,219,199	4,258,750	183,410,613	180,238,359	0	0	0
					GOAL	180,327,067	180,327,067			172,239,074
					VARANCESURPLUS(DEFICIT)	(6,916,454)	83,708			8,087,993
										4.70%
					CITY	101,546,003	101,220,035			
					SCHOOL	81,864,610	79,018,324			
WASTE WATER TREATMENT PLANT (Fund 6000)										
57	Administration & Operations	440	176,742	9,018,000		9,194,742	9,200,699	0	0	0
58	Debt Service & Capital Outlay	440			1,753,699	1,753,699	1,753,699	0	0	0
	TOTAL WWTP		176,742	9,018,000	1,753,699	10,948,441	10,954,398	0	0	0

RECEIVED

JUN 02 2025

Holyoke City Clerk's
Holyoke, MA

City of Holyoke, Massachusetts

revised 6/2/2025

PAGE NO.	DEPARTMENT NAME	DEPT. NO.	PERSONAL SERVICES	EXPENSES	CAPITAL OUTLAY & DEBT	DH Budget	Mayor's Budget	Council Appropriation	Council Supplemental Appropriations	TOTAL
WATER DEPARTMENT (Fund 6100)										
	Personal Services					\$3,186,035				
	Operations					\$4,134,280				
	Capital Outlay					\$175,000				
	SUB-TOTAL					\$7,495,315				
	Bond/Interest Payments					\$951,972				
	TOTAL WATER WORKS					\$8,447,287				
GAS & ELECTRIC DEPARTMENT (Fund 6200)										
<i>Income:</i>										
	Sales of Gas - Private Customers									
	Sales of Electricity - Private Customers									
	Sales of Telecom, Hydro, & Sundries									
	Sales of Gas - Municipal Buildings									
	Sales of Electricity - Municipal Buildings									
	Sales of Telecom - Municipal Buildings									
	Sales of Electricity - Street Lights									
	Other Miscellaneous Income									
	TOTAL REVENUE					\$0				
<i>Expenses:</i>										
	Operation, Maintenance & Repairs									
	Depreciation									
	Interest on Long-Term Debt									
	Principal on Long-Term Debt									
	TOTAL EXPENSES					\$0				

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Holyoke City Clerk's
Holyoke, MA

City of Holyoke, Massachusetts

revised 6/2/2025

PAGE NO.	DEPARTMENT NAME	DEPT. NO.	PERSONAL SERVICES	EXPENSES	CAPITAL OUTLAY & DEBT	DH Budget	Mayor's Budget	Council Appropriation	Council Supplemental Appropriations	TOTAL
COMMUNITY PRESERVATION (Fund 3380)										
<i>Estimated Revenues:</i>										
	CPA Local Surcharge Collections									
	State CPA Match									
	TOTAL REVENUE					0				
<i>Estimated Expenses:</i>										
	Administrative									
	Historic Resource									
	Community Housing									
	Open Space									
	Budget Reserve									
	TOTAL EXPENSE						\$0			

TO THE HONORABLE MEMBERS OF THE HOLYOKE CITY COUNCIL:

I am herewith submitting, for your approval, budgets for the General Fund, Waste Water Treatment Plant, Water Works, and Gas & Electric Department for the fiscal year July 1, 2025 through June 30, 2026.

Joshua A. Garcia, Mayor
City of Holyoke, Massachusetts

6/2/2025

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Holyoke, MA

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JUN 02 2025
 Holyoke City Clerk's
 Holyoke, MA

City of Holyoke
 Fiscal Year 2026 Annual Budget

DEPARTMENT OF PUBLIC WORKS
 ADMINISTRATION

Fund No.: 0010
 Department No.: 421

CITY COUNCIL
 SUPPLEMENTAL

revised 6/2/2025

Classification	Object Code	O R C D T A	\$ Expended 7/1/2024 thru 12/31/2024	\$ Budgeted* 7/1/2024 thru 6/30/2025	REQUESTED			PROPOSED			VOTED		APPROPRIATIONS	
					No. of Emp.	Classification or Rate	\$ 7/1/2025 thru 6/30/2026	No. of Emp.	\$ Proposed by Mayor	No. of Emp.	\$ Voted by City Council	BUDGET	TOTAL	
PERSONAL SERVICES														
Director of Public Works	51101	X	121,123	57,145	118,862	1	GR14	138,750	1	118,000				
Office Manager	51103		60,328	29,014	63,780	1	PS22	67,956	1	67,956				
Principal Account Clerk (add one position)	51104		43,285	20,431	54,295	1	PS13	58,471	2	111,608				
Superintendent of Outdoor Works	51106		68,670	33,417	68,775	1	PS28	73,951	1	73,951				
Safety Inspector	51108		50,000	24,039	50,000	1	PSA GR8	51,250	1	51,250				
Board Commissioners	51201	X	8,625	4,313	8,625	3		8,841	3	8,841				
"NEW" Asst. Dir of Public Works								100,000						
Overtime	51300		5,830	8,302	3,600			8,500		8,500				
Supervisor Oncall OT	51306		10,407	8,627	30,000			8,500		8,500				
Longevity	51400		925	1,250	1,250			1,250		1,250				
Vacation Buyback	51500									1				
Sick Leave Buyback	51510			139						1				
Family Medical Leave Act	51530									1				
Clothing Allowance	51830		650	975	975			1,000		1,000				
Workers Comp Wage Benefits	51996									1				
TOTAL PERSONAL SERVICES			369,843	187,652	401,162			518,469	9	450,860	0	0	0	0
EXPENSES														
Repair & Maintenance - Office Equipment	52400													
Education & Training	53190		2,649		5,000			5,000		5,000				
Medical Costs	53210		4,933	2,106	5,000			5,000		5,000				
Telephone Usage Charges	53410		7,328	3,757	7,600			8,000		8,000				
Postage	53420													
Advertising	53430													
Office & Professional Supplies	54200		1,520		250			1,520		1,520				
Uniform Rental Service	55830		9,753	3,818	11,000			11,000		11,000				
In-state Travel	57100		78	823	300			300		300				
Dues & Subscriptions	57300		936		1,000			1,000		1,000				
TOTAL EXPENSES			27,198	10,504	30,150			31,820		31,820	0	0	0	0
TOTAL DEPARTMENTAL EXPENDITURES														
			397,041	198,166	431,312			550,289		482,680	0	0	0	0



MAYOR JOSHUA A. GARCIA
CITY OF HOLYOKE

RECEIVED

JUN 06 2025

June 6, 2025

Holyoke City Clerk's
Holyoke, MA

The Honorable City Council
City of Holyoke
Holyoke, MA 01040

Dear Council Members:

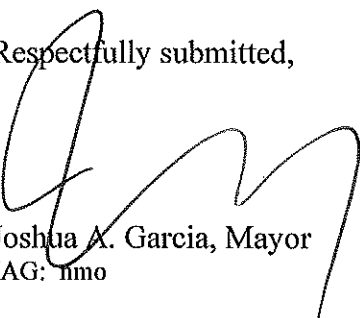
Subject to your approval, I hereby appoint the following individual to serve as member on the Library Board of Directors for the City of Holyoke:

Ms. Meghan Connolly
9 McMahon Drive
Holyoke, MA 01040

Ms. Connolly will replace Mr. Thomas Gilchrist and will serve the remainder of his term; said term will expire in February 2026.

If you have any questions with regards to this matter, please do not hesitate to contact me at (413) 561-1600.

Respectfully submitted,


Joshua A. Garcia, Mayor
JAG: nmo

Cc: Meghan Connolly
Maria Pagan



MAYOR JOSHUA A. GARCIA
CITY OF HOLYOKE

RECEIVED

May 29, 2025

JUN 05 2025

The Honorable Brenna Murphy Leary
City Clerk Office, Room 2
Holyoke, Massachusetts 01040

Holyoke City Clerk's
Holyoke, MA

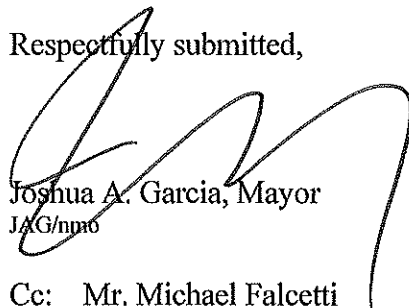
Dear Ms. Leary;

I hereby reappoint the following individual to serve on the Citizens Advisory Committee (CAC) for the Office of Community Development for the City of Holyoke:

Mr. Michael Falcetti
50 Holy Family Road
Holyoke, MA 01040

Mr. Falcetti will serve a one-year term; said terms will expire June 30, 2026.

Respectfully submitted,



Joshua A. Garcia, Mayor
JAG/nmo

Cc: Mr. Michael Falcetti
Alicia Zoeller, Office for Community Development



MAYOR JOSHUA A. GARCIA

CITY OF HOLYOKE

June 9, 2025

The Honorable City Council
City of Holyoke
Holyoke, MA 01040

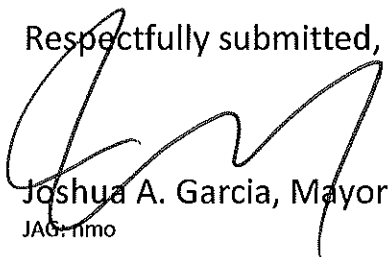
Dear Council Members:

I hereby appoint the following individual to serve as a member of the
Commission on Disabilities for the City of Holyoke:

Ms. Heather Leenders
11 Robert Drive
Holyoke, MA 01040

Ms. Leenders will serve a three-year term; said term will expire in March
2028.

Respectfully submitted,



Joshua A. Garcia, Mayor
JAG:nmo

CC: Heather Leenders
Lyn Horan
Personnel

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JUN 09 2025

Holyoke City Clerk's
Holyoke, MA



June 13, 2025

Dear Members of the Holyoke City Council,

I am writing to provide an update on the city's Schedule A filing, as required by the Commonwealth of Massachusetts. I'm pleased to report that the cash reconciliation process has been completed, and our outside auditing firm is now preparing the necessary documents for submission to the state.

As you are aware, Holyoke has experienced consistent delays in submitting Schedule A over the past five years. These delays have unfortunately resulted in postponed state aid payments and late certification of free cash, creating challenges for our city's financial planning and operations.

To address these persistent issues and move toward a more stable fiscal future, I strongly recommend the adoption of the Municipal Modernization Act of 2025. This legislation will provide the structural tools and administrative capacity needed to ensure timely filings and improve overall financial management.

I appreciate your continued attention to this matter and look forward to working together to strengthen Holyoke's financial position.

Respectfully,

Rory Casey
City Treasurer
City of Holyoke

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
0010 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL

0000

2 EXPENSES

10002 59750	TRANS. TO TRUST/AGE	0	5,000	5,000	5,000.00	.00	.00	100.0%
10002 59753	TRANS. TO DENTAL IN	0	0	0	415,071.97	.00	-415,071.97	100.0%
10002 59760	TRANS. TO STABILIZA	0	266,775	266,775	266,775.00	.00	.00	100.0%
10002 59780	TRANS. TO OPIOID RE	0	427,347	427,347	427,347.00	.00	.00	100.0%
10002 59790	TRANS TO HEALTH INS	0	0	0	9,415,861.83	.00	-9,415,861.83	100.0%
TOTAL EXPENSES		0	699,122	699,122	10,530,055.80	.00	-9,830,933.80	1506.2%

5 REVENUES

10005 41200	REAL EST.& PP REVEN	-67,816,208	0	-67,816,208	-45,656,320.57	.00	-22,159,887.43	67.3%
10005 41205	PERMIT FEES REVENUE	-27,000	0	-27,000	-29,625.00	.00	2,625.00	109.7%
10005 41420	TAX TITLE REVENUE	-700,000	0	-700,000	-381,427.35	.00	-318,572.65	54.5%
10005 41450	TAX FORECLOSURES RE	0	0	0	-29,500.00	.00	29,500.00	100.0%
10005 41500	MV EXCISE REVENUE	-3,400,000	0	-3,400,000	-932,319.15	.00	-2,467,680.85	27.4%
10005 41710	PENALTY & INT.-REAL	-290,000	0	-290,000	-383,497.52	.00	93,497.52	132.2%
10005 41720	PENALTY & INT.-MV E	-65,000	0	-65,000	-64,045.93	.00	-954.07	98.5%
10005 41730	TAX TITLE REDEMPTIO	-10,000	0	-10,000	-10,525.42	.00	525.42	105.3%
10005 41800	PAYMENTS IN LIEU OF	-1,480,000	0	-1,480,000	-1,479,733.76	.00	-266.24	100.0%
10005 41900	ROOM OCCUPANCY TAX	-670,000	0	-670,000	-665,248.34	.00	-4,751.66	99.3%
10005 41910	LOCAL MEALS TAX	-740,000	0	-740,000	-782,602.59	.00	42,602.59	105.8%
10005 41920	LOCAL CANNABIS TAX	-700,000	0	-700,000	-928,824.35	.00	228,824.35	132.7%
10005 42421	MEDICAID REIMBURSEM	-1,204,670	0	-1,204,670	-1,148,382.53	.00	-56,287.47	95.3%
10005 43210	FEE-DEMANDS & WARRA	-200,000	0	-200,000	-163,147.93	.00	-36,852.07	81.6%
10005 43211	FEE-M.V. REGISTRY	-55,000	0	-55,000	-50,987.00	.00	-4,013.00	92.7%
10005 43220	FEE-MUNI.LIEN CERTI	-40,000	0	-40,000	-37,045.00	.00	-2,955.00	92.6%
10005 43277	SURROUNDING COMM. A	-65,000	0	-65,000	-35,000.00	.00	-30,000.00	53.8%
10005 43630	RENT-COMMERCIAL STR	0	0	0	-10,000.00	.00	10,000.00	100.0%
10005 43660	RENT-WAR MEMORIAL B	0	0	0	-700.00	.00	700.00	100.0%
10005 43680	RENT-WISTARIAHURST	0	0	0	-2,606.25	.00	2,606.25	100.0%
10005 46100	C.S.-SCHOOL AID-CH.	-101,191,130	0	-101,191,130	-59,028,158.00	.00	-42,162,972.00	58.3%
10005 46120	C.S.-UNRESTRICTED G	-12,505,347	0	-12,505,347	-7,244,195.00	.00	-5,261,152.00	57.9%
10005 46230	C.S.-CHARTER SCHOOL	-2,613,205	0	-2,613,205	-1,547,453.00	.00	-1,065,752.00	59.2%
10005 46330	C.S.-VETERANS BENE	-150,063	0	-150,063	-149,033.04	.00	-1,029.96	99.3%
10005 46360	C.S.-EXEMPTIONS-VET	-90,376	0	-90,376	-59,658.00	.00	-30,718.00	66.0%

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10005 46380 C.S.-STATE OWNED LA	-139,475	0	-139,475	-80,917.00	.00	-58,558.00	58.0%
10005 46803 SCHOOL TRANSPORT-HO	-671,000	0	-671,000	-1,040,597.00	.00	369,597.00	155.1%
10005 48110 SALE OF PROPERTY &	-30,000	0	-30,000	-1.00	.00	-29,999.00	.0%
10005 48200 EARNINGS ON INVESTM	-1,100,000	0	-1,100,000	-438,807.74	.00	-661,192.26	39.9%
10005 49720 TRANS.FROM SPEC. RE	0	-32,492	-32,492	-32,492.00	.00	.00	100.0%
10005 49760 TRANS. FROM STABILI	0	-742,733	-742,733	-742,732.73	.00	.00	100.0%
10005 49770 TRANS. FROM CANNABI	0	-108,696	-108,696	-108,695.56	.00	.00	100.0%
TOTAL REVENUES	-195,953,474	-883,920	-196,837,394	-123,264,278.76	.00	-73,573,115.53	62.6%
TOTAL	-195,953,474	-184,798	-196,138,272	-112,734,222.96	.00	-83,404,049.33	57.5%

1120 CITY COUNCIL

1 PERSONAL SERVICES

11121 51201 PAY-CITY COUNCILORS	131,000	0	131,000	120,082.93	.00	10,917.07	91.7%
11121 51203 PAY-CLERK OF CITY C	4,000	0	4,000	3,666.63	.00	333.37	91.7%
TOTAL PERSONAL SERVICES	135,000	0	135,000	123,749.56	.00	11,250.44	91.7%

2 EXPENSES

11122 53010 PROFESSIONAL SERVIC	150	0	150	1,039.90	-890.00	.10	99.9%
11122 53190 EDUCATION & TRAININ	3,750	-1,995	1,755	1,755.00	.00	.00	100.0%
11122 53430 ADVERTISING	2,000	0	2,000	392.58	.00	1,607.42	19.6%
11122 57100 IN-STATE TRAVEL	2,500	1,995	4,495	4,279.56	.00	215.44	95.2%
TOTAL EXPENSES	8,400	0	8,400	7,467.04	-890.00	1,822.96	78.3%
TOTAL CITY COUNCIL	143,400	0	143,400	131,216.60	-890.00	13,073.40	90.9%

1210 MAYOR

1 PERSONAL SERVICES

11211 51101 PAY-MAYOR	100,000	0	100,000	94,230.68	.00	5,769.32	94.2%
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REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11211 51102 PAY-EXECUTIVE ASSIS	53,356	0	53,356	50,147.93	.00	3,208.07	94.0%
11211 51103 PAY-AIDE TO MAYOR	47,110	0	47,110	44,277.53	.00	2,832.47	94.0%
11211 51104 PAY-CHIEF ADMIN FIN	150,000	-35,000	115,000	.00	.00	115,000.00	.0%
11211 51276 CONTRACT NEGOTIATIO	0	-21,600	-21,600	.00	-21,600.22	.00	100.0%
11211 51400 PAY-LONGEVITY	675	0	675	675.00	.00	.00	100.0%
TOTAL PERSONAL SERVICES	351,141	-56,600	294,541	189,331.14	-21,600.22	126,809.86	56.9%

2 EXPENSES

11212 53009 CONTRACTED SERVICES	0	83,400	83,400	58,071.26	-12,521.26	37,850.00	54.6%
11212 53190 EDUCATION & TRAININ	1,700	-597	1,103	.00	330.00	772.90	29.9%
11212 54200 OFFICE & PROF. SUPP	250	1,195	1,445	780.00	.00	665.00	54.0%
11212 57100 IN-STATE TRAVEL	600	170	770	770.44	.00	.00	100.0%
11212 57300 DUES & SUBSCRIPTION	12,225	400	12,625	8,723.00	.00	3,902.00	69.1%
11212 57800 VIP RECEPTION(CH40/	1,000	-168	832	831.66	.00	.00	100.0%
TOTAL EXPENSES	15,775	84,400	100,175	69,176.36	-12,191.26	43,189.90	56.9%

5 REVENUES

11215 43700 OTHER DEPT.REV.-MAY	0	0	0	-5,669.00	.00	5,669.00	100.0%
TOTAL REVENUES	0	0	0	-5,669.00	.00	5,669.00	100.0%
TOTAL MAYOR	366,916	27,800	394,716	252,838.50	-33,791.48	175,668.76	55.5%

1350 CITY AUDITOR

1 PERSONAL SERVICES

11351 51101 PAY-AUDITOR	89,352	0	89,352	83,979.81	.00	5,372.19	94.0%
11351 51103 PAY-PROFESSIONAL AC	76,916	0	76,916	72,291.55	.00	4,624.45	94.0%
11351 51106 PAY-PROF ACCOUNTANT	70,409	-32,334	38,075	.00	.00	38,075.43	.0%
11351 51107 PAY-ASSISTANT ACCOU	56,842	0	56,842	53,329.65	.00	3,512.35	93.8%
TOTAL PERSONAL SERVICES	293,519	-32,334	261,185	209,601.01	.00	51,584.42	80.2%

2 EXPENSES

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11352 53010 PROFESSIONAL ACCT/A	116,000	0	116,000	30,500.00	60,500.00	25,000.00	78.4%
11352 53030 PRINT/BIND/MICROFIL	400	0	400	98.35	.00	301.65	24.6%
11352 53190 EDUCATION & TRAININ	440	485	925	925.00	.00	.00	100.0%
11352 54200 OFFICE & PROF. SUPP	250	0	250	258.02	-10.50	2.48	99.0%
11352 57100 IN-STATE TRAVEL	600	-575	25	.00	.00	25.00	.0%
11352 57300 DUES & SUBSCRIPTION	90	90	180	180.00	.00	.00	100.0%
TOTAL EXPENSES	117,780	0	117,780	31,961.37	60,489.50	25,329.13	78.5%
TOTAL CITY AUDITOR	411,299	-32,334	378,965	241,562.38	60,489.50	76,913.55	79.7%

1380 PROCUREMENT

1 PERSONAL SERVICES

11381 51101 PAY-CHIEF PROCUREME	76,000	0	76,000	69,866.80	.00	6,133.20	91.9%
11381 51102 PAY-ASSISTANT C.P.O	67,000	-42,896	24,104	3,850.57	.00	20,253.70	16.0%
11381 51105 PAY-ACCTS. PAY. SPE	52,146	-1,081	51,065	47,913.74	.00	3,151.13	93.8%
11381 51500 PAY-VACATION BUYBAC	0	2,916	2,916	2,916.46	.00	.00	100.0%
11381 51510 PAY-SICK LEAVE BUYB	0	2,979	2,979	2,979.27	.00	.00	100.0%
11381 51530 PAY-FAMILY & MEDICA	0	1,081	1,081	1,901.53	.00	-820.40	175.9%
TOTAL PERSONAL SERVICES	195,146	-37,000	158,146	129,428.37	.00	28,717.63	81.8%

2 EXPENSES

11382 52440 LEASE AGREEMENTS CO	51,000	0	51,000	48,079.16	2,920.84	.00	100.0%
11382 53010 PROFESSIONAL SERVIC	0	25,000	25,000	32,298.40	-7,298.40	.00	100.0%
11382 53190 EDUCATION & TRAININ	500	-500	0	.00	.00	.00	.0%
11382 53410 TELEPHONE USAGE CHA	93,000	2,066	95,066	78,258.16	16,764.54	43.70	100.0%
11382 53430 ADVERTISING	5,000	0	5,000	3,579.67	-79.67	1,500.00	70.0%
11382 54200 OFFICE & PROF. SUPP	250	0	250	.00	.00	250.00	.0%
11382 54205 CENTRAL OFFICE SUPP	18,640	0	18,640	9,866.07	7,045.34	1,728.59	90.7%
11382 57100 IN-STATE TRAVEL	500	500	1,000	779.65	220.35	.00	100.0%
11382 57300 DUES & SUBSCRIPTION	600	0	600	350.00	.00	250.00	58.3%
11382 57400 INSURANCE	250	0	250	.00	.00	250.00	.0%
TOTAL EXPENSES	169,740	27,066	196,806	173,211.11	19,573.00	4,022.29	98.0%

5 REVENUES

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11385 43700 OTHER DEPT.REV.-PRO	-3,500	0	-3,500	.00	.00	-3,500.00	.0%
TOTAL REVENUES	-3,500	0	-3,500	.00	.00	-3,500.00	.0%
TOTAL PROCUREMENT	361,386	-9,934	351,452	302,639.48	19,573.00	29,239.92	91.7%

1410 ASSESSORS

1 PERSONAL SERVICES

11411 51101 PAY-ASSESSOR	65,000	-3,111	61,889	49,179.05	.00	12,709.70	79.5%
11411 51102 PAY-ASSISTANT ASSES	56,711	-2,491	54,220	42,354.08	.00	11,865.96	78.1%
11411 51105 PAY-CHIEF ASSESS/AP	86,700	0	86,700	81,487.27	.00	5,212.73	94.0%
11411 51125 PAY-ADMINISTRATIVE	43,118	0	43,118	15,528.80	.00	27,589.20	36.0%
11411 51400 PAY-LONGEVITY	1,950	0	1,950	1,950.00	.00	.00	100.0%
11411 51500 PAY-VACATION BUYBAC	0	1,757	1,757	1,757.17	.00	.00	100.0%
11411 51510 PAY-SICK LEAVE BUYB	0	1,354	1,354	1,354.08	.00	.00	100.0%
11411 51530 PAY-FAMILY & MEDICA	0	2,491	2,491	2,490.96	.00	.00	100.0%
11411 51910 PAY-CERTIFICATION S	1,000	0	1,000	961.50	.00	38.50	96.2%
TOTAL PERSONAL SERVICES	254,479	0	254,479	197,062.91	.00	57,416.09	77.4%

2 EXPENSES

11412 53010 PROF. ASSESSMENT SE	42,500	0	42,500	36,725.00	.00	5,775.00	86.4%
11412 53190 EDUCATION & TRAININ	2,900	-690	2,210	2,090.00	.00	120.00	94.6%
11412 54200 OFFICE & PROF. SUPP	250	0	250	.00	191.64	58.36	76.7%
11412 57100 IN-STATE TRAVEL	1,750	690	2,440	866.05	-107.20	1,681.15	31.1%
11412 57300 DUES & SUBSCRIPTION	360	0	360	285.00	.00	75.00	79.2%
TOTAL EXPENSES	47,760	0	47,760	39,966.05	84.44	7,709.51	83.9%
TOTAL ASSESSORS	302,239	0	302,239	237,028.96	84.44	65,125.60	78.5%

1450 CITY TREASURER

1 PERSONAL SERVICES

11451 51101 PAY-TREASURER	85,000	0	85,000	80,096.14	.00	4,903.86	94.2%
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REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11451 51102 PAY-ASSISTANT TREAS	56,702	0	56,702	53,275.78	.00	3,426.22	94.0%
11451 51125 PAY-ADMINISTRATIVE	40,029	-16,000	24,029	17,769.01	.00	6,259.99	73.9%
11451 51131 PAY-SR PAYROLL SPEC	59,670	0	59,670	56,011.90	.00	3,658.10	93.9%
11451 51132 PAY-PAYROLL SPECIAL	44,470	-9,000	35,470	28,587.33	.00	6,882.67	80.6%
11451 51300 PAY-OVERTIME	1,000	0	1,000	3,610.66	.00	-2,610.66	361.1%
TOTAL PERSONAL SERVICES	286,871	-25,000	261,871	239,350.82	.00	22,520.18	91.4%
2 EXPENSES							
11452 52400 R & M - OFFICE EQUI	2,500	-1,500	1,000	369.00	228.78	402.22	59.8%
11452 53010 PROFESSIONAL SERVICE	10,000	85,000	95,000	61,706.61	-90.72	33,384.11	64.9%
11452 53030 PRINT/BIND/MICROFIL	5,000	-3,000	2,000	1,651.85	.00	348.15	82.6%
11452 53040 BORROWING CERTIFICA	5,000	0	5,000	14,769.31	-14,769.31	5,000.00	.0%
11452 53050 LAND COURT FILINGS	80,000	10,500	90,500	69,150.15	7,165.00	14,184.85	84.3%
11452 53055 REGISTER OF DEEDS F	6,000	-4,000	2,000	1,155.00	840.00	5.00	99.8%
11452 53060 BANKING SERVICES	35,000	-30,000	5,000	.00	.00	5,000.00	.0%
11452 53100 FSA ADMINISTRATION	25,000	-20,000	5,000	45.36	.00	4,954.64	.9%
11452 53190 EDUCATION & TRAININ	2,125	0	2,125	2,910.36	-2,500.00	1,714.64	19.3%
11452 53420 POSTAGE	70,000	-15,000	55,000	73,051.29	-55,000.00	36,948.71	32.8%
11452 54200 OFFICE & PROF. SUPP	250	0	250	45.36	42.17	162.47	35.0%
11452 55820 DATA PROCESSING-PAY	2,000	-2,000	0	.00	.00	.00	.0%
11452 56000 TAX LIABILITY/PENAL	1,000	0	1,000	.00	.00	1,000.00	.0%
11452 57100 IN-STATE TRAVEL	1,000	0	1,000	.00	.00	1,000.00	.0%
11452 57300 DUES & SUBSCRIPTION	500	0	500	.00	.00	500.00	.0%
11452 57400 SURETY BOND	1,200	0	1,200	433.00	433.00	334.00	72.2%
TOTAL EXPENSES	246,575	20,000	266,575	225,287.29	-63,651.08	104,938.79	60.6%
5 REVENUES							
11455 43700 OTHER DEPT.REV.-TRE	-280,000	0	-280,000	-180,511.49	.00	-99,488.51	64.5%
11455 43705 TAX TITLE RECOUPED	0	0	0	-109.84	.00	109.84	100.0%
TOTAL REVENUES	-280,000	0	-280,000	-180,621.33	.00	-99,378.67	64.5%
TOTAL CITY TREASURER	253,446	-5,000	248,446	284,016.78	-63,651.08	28,080.30	88.7%

1460 TAX COLLECTOR

1 PERSONAL SERVICES

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11461 51101 PAY-TAX COLLECTOR	86,700	0	86,700	75,284.92	.00	11,415.08	86.8%
11461 51106 PAY-SR DEPUTY TAX C	59,670	0	59,670	56,011.90	.00	3,658.10	93.9%
11461 51107 PAY-REVENUE COLLECT	0	21,844	21,844	18,626.35	.00	3,217.22	85.3%
11461 51125 PAY-ADMINISTRATIVE	42,740	-21,844	20,896	11,941.61	.00	8,954.82	57.1%
11461 51400 PAY-LONGEVITY	900	0	900	900.00	.00	.00	100.0%
11461 51530 PAY-FAMILY & MEDICA	0	0	0	3,601.39	.00	-3,601.39	100.0%
TOTAL PERSONAL SERVICES	190,010	0	190,010	166,366.17	.00	23,643.83	87.6%
2 EXPENSES							
11462 53010 TAX TITLE CERTIFICA	13,075	0	13,075	10,500.00	.00	2,575.00	80.3%
11462 53085 DEPUTY COLLECTOR SE	0	0	0	11,248.00	-13,920.00	2,672.00	100.0%
11462 53100 OTHER CONTRACT SERV	3,000	-1,030	1,970	.00	.00	1,970.00	.0%
11462 53190 EDUCATION & TRAININ	875	0	875	368.52	.00	506.48	42.1%
11462 53430 ADVERTISING	8,000	0	8,000	.00	.00	8,000.00	.0%
11462 54200 OFFICE & PROF. SUPP	250	211	461	444.65	.00	16.24	96.5%
11462 54210 PARKING TICKETS	1,700	449	2,149	2,149.11	.00	.00	100.0%
11462 57100 IN-STATE TRAVEL	1,000	400	1,400	173.68	.00	1,226.32	12.4%
11462 57300 DUES & SUBSCRIPTION	140	0	140	140.00	.00	.00	100.0%
11462 57400 INSURANCE	800	-30	770	770.00	.00	.00	100.0%
TOTAL EXPENSES	28,840	0	28,840	25,793.96	-13,920.00	16,966.04	41.2%
5 REVENUES							
11465 43700 OTHER DEPT.REV.-COL	0	0	0	-800.00	.00	800.00	100.0%
TOTAL REVENUES	0	0	0	-800.00	.00	800.00	100.0%
TOTAL TAX COLLECTOR	218,850	0	218,850	191,360.13	-13,920.00	41,409.87	81.1%
1510 CITY SOLICITOR							
1 PERSONAL SERVICES							
11511 51101 PAY-SOLICITOR	104,040	0	104,040	97,784.80	.00	6,255.20	94.0%

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11511 51102 PAY-ASSISTANT SOLIC	175,440	0	175,440	164,891.99	.00	10,548.01	94.0%
11511 51108 PAY-PARALEGAL	53,145	0	53,145	50,078.99	.00	3,066.01	94.2%
11511 51201 PAY-PT ASSISTANT SO	83,656	-83,656	0	74,010.96	.00	-74,010.96	100.0%
11511 51202 PAY-PT ASSOCIATE SO	0	83,656	83,656	.00	.00	83,656.00	.0%
TOTAL PERSONAL SERVICES	416,281	0	416,281	386,766.74	.00	29,514.26	92.9%

2 EXPENSES

11512 52400 R & M - OFFICE EQUI	765	-765	0	.00	.00	.00	.0%
11512 53006 PROFESSIONAL SERVIC	20,000	0	20,000	4,347.20	5,937.50	9,715.30	51.4%
11512 53010 SPECIAL COUNSEL SER	120,000	0	120,000	104,819.52	3,520.26	11,660.22	90.3%
11512 53190 EDUCATION & TRAININ	510	0	510	265.00	.00	245.00	52.0%
11512 54200 OFFICE & PROF. SUPP	250	765	1,015	1,098.13	-104.34	21.21	97.9%
11512 57100 IN-STATE TRAVEL	1,770	0	1,770	1,297.81	-228.40	700.59	60.4%
11512 57300 DUES & SUBSCRIPTION	7,038	0	7,038	4,448.79	274.58	2,314.63	67.1%
11512 57600 LITIGATION	9,180	0	9,180	4,921.56	560.70	3,697.74	59.7%
TOTAL EXPENSES	159,513	0	159,513	121,198.01	9,960.30	28,354.69	82.2%

5 REVENUES

11515 43700 OTHER DEPT.REV.-SOL	0	0	0	-10,250.00	.00	10,250.00	100.0%
TOTAL REVENUES	0	0	0	-10,250.00	.00	10,250.00	100.0%
TOTAL CITY SOLICITOR	575,794	0	575,794	497,714.75	9,960.30	68,118.95	88.2%

1520 PERSONNEL ADMINISTRATION

1 PERSONAL SERVICES

11521 51101 PAY-PERSON. ADMINIS	89,352	0	89,352	83,979.80	.00	5,372.20	94.0%
11521 51102 PAY-PERSONNEL ASSIS	111,241	-11,235	100,006	92,516.83	.00	7,489.17	92.5%
11521 51104 PAY-HEAD ADMINISTRA	40,800	-10,000	30,800	12,537.34	.00	18,262.66	40.7%
11521 51201 PAY-LABOR SERV. DIR	1,050	0	1,050	1,009.50	.00	40.50	96.1%
11521 51250 TEMPORARY/SEASONAL	0	9,555	9,555	9,539.25	.00	15.81	99.8%

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11521 51400 PAY-LONGEVITY	1,000	0	1,000	1,000.00	.00	.00	100.0%
11521 51500 PAY-VACATION BUYBAC	0	430	430	429.89	.00	.00	100.0%
11521 51510 PAY-SICK LEAVE BUYB	0	15	15	15.05	.00	.00	100.0%
TOTAL PERSONAL SERVICES	243,443	-11,235	232,208	201,027.66	.00	31,180.34	86.6%

2 EXPENSES

11522 52400 R & M - OFFICE EQUI	2,500	0	2,500	2,114.42	.00	385.58	84.6%
11522 53009 CONTRACTED PROF. SE	0	16,304	16,304	22,736.75	-7,477.62	1,045.00	93.6%
11522 53010 PROF.SERV.-EMPLOYEE	1,450	0	1,450	555.00	.00	895.00	38.3%
11522 53011 PROF.SERV.-EMPLOYEE	13,000	0	13,000	10,882.63	989.33	1,128.04	91.3%
11522 53190 EDUCATION & TRAININ	2,500	0	2,500	1,070.76	-770.00	2,199.24	12.0%
11522 53430 ADVERTISING	3,000	0	3,000	3,058.80	-908.80	850.00	71.7%
11522 54200 OFFICE & PROF. SUPP	250	0	250	149.89	.00	100.11	60.0%
11522 57100 IN-STATE TRAVEL	1,000	0	1,000	820.44	-45.00	224.56	77.5%
11522 57300 DUES & SUBSCRIPTION	600	0	600	599.00	.00	1.00	99.8%
TOTAL EXPENSES	24,300	16,304	40,604	41,987.69	-8,212.09	6,828.53	83.2%
TOTAL PERSONNEL ADMINISTRATION	267,743	5,069	272,812	243,015.35	-8,212.09	38,008.87	86.1%

1550 DATA PROCESSING

2 EXPENSES

11552 53010 PROFESSIONAL CONSUL	350,931	50,000	400,931	371,686.75	29,244.25	.00	100.0%
11552 53100 SOFTWARE LICENSE/US	330,620	2,000	332,620	272,745.16	58,409.72	1,465.12	99.6%
11552 53180 SYSTEM HARD/SOFTWARE	90,000	-20,000	70,000	20,558.28	.00	49,441.72	29.4%
TOTAL EXPENSES	771,551	32,000	803,551	664,990.19	87,653.97	50,906.84	93.7%
TOTAL DATA PROCESSING	771,551	32,000	803,551	664,990.19	87,653.97	50,906.84	93.7%

1570 ADMIN. ASSIST. TO CITY COUNCIL

1 PERSONAL SERVICES

11571 51101 PAY-ADMIN.ASSIST.TO	50,000	0	50,000	46,993.87	.00	3,006.13	94.0%
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REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12								
ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
TOTAL PERSONAL SERVICES	50,000	0	50,000	46,993.87	.00	3,006.13	94.0%	
2 EXPENSES								
11572 54200 OFFICE & PROF. SUPP	250	0	250	160.75	.00	89.25	64.3%	
TOTAL EXPENSES	250	0	250	160.75	.00	89.25	64.3%	
TOTAL ADMIN. ASSIST. TO CITY COUNCIL	50,250	0	50,250	47,154.62	.00	3,095.38	93.8%	
1610 CITY CLERK								
1 PERSONAL SERVICES								
11611 51101 PAY-CLERK	85,000	0	85,000	80,096.14	.00	4,903.86	94.2%	
11611 51102 PAY-ASSISTANT CLERK	57,120	0	57,120	53,685.76	.00	3,434.24	94.0%	
11611 51105 PAY-2ND ASSISTANT C	53,180	0	53,180	49,895.72	.00	3,284.28	93.8%	
11611 51125 PAY-ADMINISTRATIVE	41,297	0	41,297	37,806.79	.00	3,490.21	91.5%	
11611 51126 PAY-SR ADMINISTRATI	46,476	0	46,476	43,656.90	.00	2,819.10	93.9%	
11611 51210 ELECTION OFFICERS	38,000	21,000	59,000	32,042.47	.00	26,957.53	54.3%	
11611 51240 PAY-TEMPORARY/SEASO	650	0	650	.00	.00	650.00	.0%	
11611 51250 PAY-EXTRA CLERICAL	2,000	0	2,000	1,600.00	.00	400.00	80.0%	
11611 51300 PAY-OVERTIME	7,000	0	7,000	6,183.65	.00	816.35	88.3%	
11611 51400 PAY-LONGEVITY	675	0	675	675.00	.00	.00	100.0%	
TOTAL PERSONAL SERVICES	331,398	21,000	352,398	305,642.43	.00	46,755.57	86.7%	
2 EXPENSES								
11612 52400 R & M - OFFICE EQUI	1,000	0	1,000	611.85	.00	388.15	61.2%	
11612 52420 R & M - OTHER	4,200	1,000	5,200	5,081.99	.00	118.01	97.7%	
11612 52700 EQUIPMENT/BLDG. REN	1,800	1,300	3,100	1,098.41	1,735.00	266.59	91.4%	
11612 53010 RECORDS RETENTION	2,000	0	2,000	1,447.38	375.00	177.62	91.1%	
11612 53020 ORDINANCE CODIFICAT	6,000	-800	5,200	5,134.56	.00	65.44	98.7%	
11612 53030 PRINT/BIND/MICROFIL	10,000	5,750	15,750	13,649.70	1,475.61	624.69	96.0%	
11612 53100 OTHER SERVICES	2,000	-500	1,500	1,439.60	.00	60.40	96.0%	

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11612 53190 EDUCATION & TRAININ	500	0	500	265.00	.00	235.00	53.0%
11612 53410 TELEPHONE USAGE CHA	2,500	-1,600	900	.00	.00	900.00	.0%
11612 53420 POSTAGE	12,000	1,402	13,402	8,315.07	3,000.00	2,086.61	84.4%
11612 53430 ADVERTISING	300	-150	150	.00	.00	150.00	.0%
11612 54200 OFFICE & PROF. SUPP	250	1,000	1,250	1,208.28	-144.19	185.91	85.1%
11612 57100 IN-STATE TRAVEL	1,250	0	1,250	845.67	.00	404.33	67.7%
11612 57300 DUES & SUBSCRIPTION	550	0	550	410.00	.00	140.00	74.5%
11612 57303 ANIMAL SYSTEM MODUL	3,000	0	3,000	1,669.25	16.25	1,314.50	56.2%
TOTAL EXPENSES	47,350	7,402	54,752	41,176.76	6,457.67	7,117.25	87.0%

5 REVENUES

11615 43230 FEE-DOG LICENSES	-30,000	0	-30,000	-22,380.60	.00	-7,619.40	74.6%
11615 43310 FEE-RECORDS	-75,000	0	-75,000	-64,177.73	.00	-10,822.27	85.6%
11615 43311 FEE-NOTARY SEAL	-750	0	-750	-643.00	.00	-107.00	85.7%
11615 43700 OTHER DEPT.REV-CITY	0	0	0	-.70	.00	.70	100.0%
11615 44130 L & P-MARRIAGE	-4,000	0	-4,000	-4,065.00	.00	65.00	101.6%
11615 44140 L & P-TRADE NAME	-7,000	0	-7,000	-4,705.00	.00	-2,295.00	67.2%
11615 44150 L & P-OTHER	-11,000	0	-11,000	-10,058.00	.00	-942.00	91.4%
11615 47730 FINE/FORF-ORDINANCE	-10,000	0	-10,000	-47,725.00	.00	37,725.00	477.3%
TOTAL REVENUES	-137,750	0	-137,750	-153,755.03	.00	16,005.03	111.6%
TOTAL CITY CLERK	240,998	28,402	269,400	193,064.16	6,457.67	69,877.85	74.1%

1630 VOTER REGISTRATION

1 PERSONAL SERVICES

11631 51103 PAY-ASSIST. REGISTR	54,061	0	54,061	50,746.85	.00	3,314.15	93.9%
11631 51201 PAY-REGISTRAR COMMI	5,025	0	5,025	4,832.00	.00	193.00	96.2%
11631 51250 PAY-TEMPORARY/SEASO	5,000	0	5,000	2,036.00	.00	2,964.00	40.7%
11631 51300 PAY-OVERTIME	2,000	0	2,000	1,997.34	.00	2.66	99.9%
TOTAL PERSONAL SERVICES	66,086	0	66,086	59,612.19	.00	6,473.81	90.2%

2 EXPENSES

11632 53020 CENSUS	8,000	1,598	9,598	9,551.77	.00	46.55	99.5%
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REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12								
ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
11632 53420 POSTAGE	500	0	500	.00	.00	500.00	.0%	
TOTAL EXPENSES	8,500	1,598	10,098	9,551.77	.00	546.55	94.6%	
TOTAL VOTER REGISTRATION	74,586	1,598	76,184	69,163.96	.00	7,020.36	90.8%	
1650 LICENSE COMMISSION								
5 REVENUES								
11655 43700 OTHER DEPT.REV.-LIC	-5,000	0	-5,000	-4,425.00	.00	-575.00	88.5%	
11655 44110 L & P-ALCOHOLIC BEV	-70,000	0	-70,000	-71,325.00	.00	1,325.00	101.9%	
11655 44200 L & P-AMUSEMENT MAC	-17,000	0	-17,000	-20,375.00	.00	3,375.00	119.9%	
11655 44210 L & P-COMMON VICTUA	-1,600	0	-1,600	-1,075.00	.00	-525.00	67.2%	
11655 44220 L & P-MOTOR VEHICLE	-5,000	0	-5,000	-6,650.00	.00	1,650.00	133.0%	
11655 44230 L & P-ENTERTAINMENT	-2,700	0	-2,700	-1,400.00	.00	-1,300.00	51.9%	
TOTAL REVENUES	-101,300	0	-101,300	-105,250.00	.00	3,950.00	103.9%	
TOTAL LICENSE COMMISSION	-101,300	0	-101,300	-105,250.00	.00	3,950.00	103.9%	
1710 CONSERVATION								
1 PERSONAL SERVICES								
11711 51101 PAY-CONSERVATION OF	75,000	3,030	78,030	73,438.01	.00	4,591.99	94.1%	
11711 51127 PAY - ADMIN ASSISTA	25,000	0	25,000	22,332.67	.00	2,667.33	89.3%	
11711 51850 PAY-AUTO ALLOWANCE	2,820	0	2,820	2,585.00	.00	235.00	91.7%	
TOTAL PERSONAL SERVICES	102,820	3,030	105,850	98,355.68	.00	7,494.32	92.9%	
2 EXPENSES								
11712 53010 PROFESSIONAL SERVIC	50	0	50	50.00	.00	.00	100.0%	
11712 53020 CT RIVER CHANNEL MA	3,500	0	3,500	.00	.00	3,500.00	.0%	
11712 53100 CONSERVATION RESTRI	500	-500	0	.00	.00	.00	.0%	

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11712 53190 EDUCATION & TRAININ	700	65	765	715.00	.00	50.00	93.5%
11712 53430 ADVERTISING	50	300	350	343.95	.00	6.05	98.3%
11712 54200 OFFICE & PROF. SUPP	250	-100	150	.00	.00	150.00	.0%
11712 57100 IN-STATE TRAVEL	100	0	100	79.99	.00	20.01	80.0%
11712 57300 DUES & SUBSCRIPTION	300	235	535	534.27	.00	.73	99.9%
TOTAL EXPENSES	5,450	0	5,450	1,723.21	.00	3,726.79	31.6%
TOTAL CONSERVATION	108,270	3,030	111,300	100,078.89	.00	11,221.11	89.9%

1750 CITY PLANNING

1 PERSONAL SERVICES

11751 51101 PAY- DIRECTOR	88,756	0	88,756	83,419.55	.00	5,336.45	94.0%
11751 51102 PAY-ASST DIR ECON D	75,000	4,560	79,560	76,363.66	.00	3,196.34	96.0%
11751 51105 PAY-SR. PROJ MANAGE	55,000	2,222	57,222	54,989.81	.00	2,232.19	96.1%
11751 51106 PAY-PLANNER I	50,000	47,158	97,158	63,310.40	.00	33,847.60	65.2%
11751 51108 PAY-ASST DIRECTOR P	75,000	4,560	79,560	76,363.66	.00	3,196.34	96.0%
11751 51109 PAY-SR. PLANNER	58,500	-58,500	0	.00	.00	.00	.0%
11751 51112 PAY-LICENSING AGENT	0	34,152	34,152	31,511.90	.00	2,640.10	92.3%
11751 51125 PAY-ADMINISTRATIVE	44,456	0	44,456	41,707.26	.00	2,748.74	93.8%
11751 51128 PAY - LICENSE CLERK	43,397	-29,152	14,245	14,244.30	.00	.70	100.0%
11751 51129 PAY - ECONOMIC DEV	43,739	0	43,739	40,715.22	.00	3,023.78	93.1%
11751 51201 PAY-LICENSE COMMISS	2,800	0	2,800	2,491.63	.00	308.37	89.0%
11751 51300 PAY-OVERTIME	4,500	0	4,500	3,948.65	.00	551.35	87.7%
11751 51400 PAY-LONGEVITY	2,400	0	2,400	2,400.00	.00	.00	100.0%
TOTAL PERSONAL SERVICES	543,548	5,000	548,548	491,466.04	.00	57,081.96	89.6%

2 EXPENSES

11752 53010 OTHER CONTRACTED SE	13,000	1,712	14,712	12,496.15	-7,915.00	10,130.85	31.1%
11752 53020 PARCEL MAPPING SERV	10,000	0	10,000	11,040.00	-2,230.00	1,190.00	88.1%
11752 53030 PRINT/BIND/MICROFIL	250	0	250	.00	.00	250.00	.0%
11752 53166 HISTORIC PROGRAM CO	400	0	400	2,416.09	-2,416.09	400.00	.0%
11752 53190 EDUCATION & TRAININ	4,250	0	4,250	2,963.00	1,050.00	237.00	94.4%
11752 53430 ADVERTISING	800	0	800	558.00	.00	242.00	69.8%
11752 54200 OFFICE & PROF. SUPP	250	1,000	1,250	1,173.56	826.44	-750.00	160.0%

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11752 56900 PIONEER VALLEY PLAN	7,156	0	7,156	7,155.48	.00	.52	100.0%
11752 57100 IN-STATE TRAVEL	2,000	0	2,000	701.17	.00	1,298.83	35.1%
11752 57300 DUES & SUBSCRIPTION	400	145	545	294.67	.00	250.33	54.1%
11752 57615 DEP COMPLIANCE FEES	1,000	0	1,000	980.00	.00	20.00	98.0%
TOTAL EXPENSES	39,506	2,857	42,363	39,778.12	-10,684.65	13,269.53	68.7%

5 REVENUES

11755 43280 FEE-ANR	0	0	0	-675.00	.00	675.00	100.0%
11755 43295 FEE-SITE PLAN REVIE	0	0	0	-3,417.80	.00	3,417.80	100.0%
11755 43300 FEE-APPEAL APPLICAT	0	0	0	-600.00	.00	600.00	100.0%
11755 44150 PERMIT-SPECIAL PERM	-5,000	0	-5,000	-10,117.13	.00	5,117.13	202.3%
TOTAL REVENUES	-5,000	0	-5,000	-14,809.93	.00	9,809.93	296.2%
TOTAL CITY PLANNING	578,054	7,857	585,911	516,434.23	-10,684.65	80,161.42	86.3%

2100 POLICE

1 PERSONAL SERVICES

12101 51101 PAY-POLICE CHIEF	147,000	5,000	152,000	142,599.41	.00	9,400.59	93.8%
12101 51103 PAY-POLICE CAPTAIN	499,188	-83,697	415,491	369,400.89	.00	46,089.62	88.9%
12101 51104 PAY-POLICE LIEUTENA	860,451	-31,731	828,720	732,629.64	.00	96,090.26	88.4%
12101 51105 PAY-POLICE SERGEANT	1,396,755	-250,753	1,146,002	953,690.00	.00	192,311.97	83.2%
12101 51107 PAY-PATROL OFFICERS	6,574,427	-1,136,461	5,437,966	4,847,144.55	.00	590,821.44	89.1%
12101 51109 PAY-POLICE RESERVES	70,000	-5,000	65,000	44,335.50	.00	20,664.50	68.2%
12101 51110 PAY-SENIOR CLERK/TY	451,227	4,974	456,201	386,727.24	.00	69,473.76	84.8%
12101 51117 PAY- E-911 DISPATCH	583,364	-277,546	305,818	253,554.87	.00	52,263.13	82.9%
12101 51118 PAY-ADMIN.ASST.TO P	45,382	0	45,382	42,653.39	.00	2,728.61	94.0%
12101 51120 PAY-BLDG. MAINTENAN	48,254	0	48,254	46,220.00	.00	2,034.00	95.8%
12101 51123 PAY-BOOKKEEPER	67,818	0	67,818	61,238.94	.00	6,579.06	90.3%
12101 51132 PAY-CRIME ANALYST	70,407	0	70,407	43,213.29	.00	27,193.71	61.4%
12101 51180 PAY-INJURED ON DUTY	0	288,512	288,512	641,733.68	.00	-353,221.95	222.4%
12101 51201 PAY-MATRONS	3,500	0	3,500	1,363.50	.00	2,136.50	39.0%
12101 51203 PAY-E-911 DISPATCH	10,000	-10,000	0	.00	.00	.00	.0%
12101 51204 PAY-SR. CLERK (PT)	7,494	0	7,494	5,708.69	.00	1,785.31	76.2%
12101 51300 PAY-OVERTIME	300,000	900,000	1,200,000	1,018,249.11	.00	181,750.89	84.9%

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
12101 51320 PARADE OVERTIME	65,000	0	65,000	56,886.68	.00	8,113.32	87.5%
12101 51321 SPECIAL EVENTS - OV	50,000	0	50,000	41,041.35	.00	8,958.65	82.1%
12101 51322 ELECTIONS OVERTIME	20,000	0	20,000	19,438.84	.00	561.16	97.2%
12101 51323 SNOW/OTHER OVERTIME	8,000	198	8,198	8,197.89	.00	.00	100.0%
12101 51400 PAY-LONGEVITY	140,600	0	140,600	135,905.66	.00	4,694.34	96.7%
12101 51410 PAY-HOLIDAY BONUS	50,000	0	50,000	55,230.00	.00	-5,230.00	110.5%
12101 51440 PAY-SICK LEAVE BONU	55,000	13,782	68,782	75,607.89	.00	-6,825.89	109.9%
12101 51500 PAY-VACATION BUYBAC	95,000	191	95,191	105,533.13	.00	-10,342.23	110.9%
12101 51505 PAY-TIME OWED BUYBA	115,900	4,030	119,930	124,151.01	.00	-4,221.42	103.5%
12101 51510 PAY-SICK LEAVE BUYB	400,000	81,730	481,730	481,712.46	.00	17.05	100.0%
12101 51520 PAY-HOLIDAY DIFFERE	430,000	0	430,000	422,068.44	.00	7,931.56	98.2%
12101 51530 PAY-FAMILY & MEDICA	0	21,132	21,132	49,181.16	.00	-28,049.65	232.7%
12101 51590 PAY-COURT APPEARANC	60,000	0	60,000	57,500.10	.00	2,499.90	95.8%
12101 51830 PAY-CLOTHING ALLOW/	2,700	2,450	5,150	5,150.00	.00	.00	100.0%
12101 51900 PAY-IN-SERVICE TRAI	89,292	-6,000	83,292	69,773.58	.00	13,518.42	83.8%
12101 51912 PAY- P.O.S.T. STIPE	0	0	0	1,901.88	.00	-1,901.88	100.0%
12101 51915 PAY-CONTRACT ED. PL	262,300	-30,000	232,300	195,937.67	.00	36,362.33	84.3%
12101 51920 PAY-QUINN BILL ED.	500,000	23,500	523,500	467,467.22	.00	56,032.78	89.3%
TOTAL PERSONAL SERVICES	13,479,059	-485,692	12,993,368	11,963,147.66	.00	1,030,219.84	92.1%

2 EXPENSES

12102 52100 ENERGY-GAS/OIL/ELEC	122,897	0	122,897	75,661.84	-2,431.98	49,667.14	59.6%
12102 52300 WATER & SEWER	2,250	0	2,250	1,925.76	-475.90	800.14	64.4%
12102 52400 R & M - OFFICE EQUI	4,500	0	4,500	1,342.44	.00	3,157.56	29.8%
12102 52410 R & M - VEHICLES	70,000	0	70,000	55,385.00	14,337.23	277.77	99.6%
12102 52420 R & M - OTHER	3,000	52,000	55,000	1,822.00	61,595.67	-8,417.67	115.3%
12102 52500 R & M - BLDGS. & GR	20,000	0	20,000	15,095.84	4,843.85	60.31	99.7%
12102 53010 DATA MAINTENANCE SE	200,000	190,500	390,500	237,470.17	23,303.01	129,726.82	66.8%
12102 53030 PRINT/BIND/MICROFIL	4,000	0	4,000	1,120.89	570.00	2,309.11	42.3%
12102 53120 CARE OF PRISONERS	5,000	0	5,000	1,540.42	509.50	2,950.08	41.0%
12102 53125 DRUG TESTING	9,000	0	9,000	6,653.00	.00	2,347.00	73.9%
12102 53190 EDUCATION & TRAININ	60,000	0	60,000	38,794.58	10,912.50	10,292.92	82.8%
12102 53210 MEDICAL COSTS	20,000	0	20,000	14,276.00	.00	5,724.00	71.4%
12102 53410 TELEPHONE USAGE CHA	30,000	0	30,000	24,890.38	1,814.73	3,294.89	89.0%
12102 53420 POSTAGE	1,800	0	1,800	640.00	.00	1,160.00	35.6%
12102 54200 OFFICE & PROF. SUPP	33,000	-969	32,031	6,729.74	625.81	24,675.40	23.0%
12102 54220 SUPPLIES - OTHER	15,000	560	15,560	14,611.92	729.34	218.74	98.6%
12102 54221 SUPPLIES - AMMUNITI	45,000	20,000	65,000	35,888.28	-19,374.14	48,485.86	25.4%
12102 54800 MOTOR VEHICLE FUEL	100,000	0	100,000	.00	25,977.92	74,022.08	26.0%
12102 54830 SUPPLIES - MOTOR VE	70,000	0	70,000	54,879.28	15,113.72	7.00	100.0%

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
12102 55830 CLOTHING REIMBURSEM	2,700	0	2,700	167.99	.00	2,532.01	6.2%
12102 55860 PERSONNEL EQUIPMENT	50,000	30,650	80,650	29,259.27	41,861.75	9,528.98	88.2%
12102 55861 AUXILIARY	6,000	0	6,000	5,231.90	.00	768.10	87.2%
12102 57100 IN-STATE TRAVEL	4,500	0	4,500	1,798.57	1,000.00	1,701.43	62.2%
12102 57300 DUES & SUBSCRIPTION	2,500	409	2,909	2,759.05	.00	150.00	94.8%
12102 57301 LEGAL DEFENSE FUND	3,000	0	3,000	4,185.00	.00	-1,185.00	139.5%
12102 57302 REFORM BILL CERTIFI	2,900	0	2,900	.00	.00	2,900.00	.0%
TOTAL EXPENSES	887,047	293,150	1,180,197	632,129.32	180,913.01	367,154.67	68.9%

3 CAPITAL OUTLAY

12103 58000 CAP.OUTLAY-MOTOR VE	0	444,820	444,820	23,470.66	390,740.48	30,608.86	93.1%
12103 58002 CAP.OUTLAY-OTHER PO	0	0	0	55,247.83	-58,323.52	3,075.69	100.0%
12103 58003 CAP.OUT.-BLDG.IMPRO	0	25,000	25,000	.00	7,635.00	17,365.00	30.5%
TOTAL CAPITAL OUTLAY	0	469,820	469,820	78,718.49	340,051.96	51,049.55	89.1%

5 REVENUES

12105 43360 FEE-POLICE RECORDS	-300	0	-300	-197.35	.00	-102.65	65.8%
12105 43361 FEE-BLUE LAWS	-3,200	0	-3,200	-180.00	.00	-3,020.00	5.6%
12105 43363 FEE-HOME ALARMS	-8,000	0	-8,000	-350.00	.00	-7,650.00	4.4%
12105 43370 FEE-AUTOMOBILE TOWI	-6,000	0	-6,000	-1,240.00	.00	-4,760.00	20.7%
12105 43375 FEE-POLICE OFF DUTY	-45,000	0	-45,000	-49,086.13	.00	4,086.13	109.1%
12105 43700 OTHER DEPT.REV.-POL	0	0	0	-1,853.06	.00	1,853.06	100.0%
12105 44260 L & P-TAG SALES	0	0	0	-850.00	.00	850.00	100.0%
12105 44270 L & P-FIREARMS	-7,000	0	-7,000	-6,156.25	.00	-843.75	87.9%
12105 47710 FINES/FORF.-DIST'T	-85,000	0	-85,000	-98,058.54	.00	13,058.54	115.4%
TOTAL REVENUES	-154,500	0	-154,500	-157,971.33	.00	3,471.33	102.2%
TOTAL POLICE	14,211,606	277,279	14,488,885	12,516,024.14	520,964.97	1,451,895.39	90.0%

2110 PARKING TICKETS

5 REVENUES

12115 47720 FINES/FORF.-PARK.TI	-166,000	0	-166,000	-144,465.00	.00	-21,535.00	87.0%
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REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL REVENUES	-166,000	0	-166,000	-144,465.00	.00	-21,535.00	87.0%
TOTAL PARKING TICKETS	-166,000	0	-166,000	-144,465.00	.00	-21,535.00	87.0%

2200 FIRE

1 PERSONAL SERVICES

12201 51101 PAY-FIRE CHIEF	148,644	0	148,644	139,277.06	.00	9,366.94	93.7%
12201 51102 PAY-DEPUTY FIRE CHI	687,116	-51,785	635,331	596,292.47	.00	39,038.48	93.9%
12201 51103 PAY-FIRE CAPTAIN	863,681	-95,145	768,536	672,320.67	-4,447.68	100,662.76	86.9%
12201 51104 PAY-FIRE LIEUTENANT	1,844,935	-50,992	1,793,943	1,683,845.51	.00	110,097.59	93.9%
12201 51105 PAY-FIREFIGHTERS	5,458,453	-440,715	5,017,738	4,367,892.18	.00	649,845.38	87.0%
12201 51107 PAY-SUPERV.FIRE ALA	103,740	0	103,740	96,935.51	.00	6,804.49	93.4%
12201 51109 PAY-ASSIST.SUPERV.-	92,625	255	92,880	86,549.45	.00	6,330.52	93.2%
12201 51110 PAY-FIRE ALARM OPER	411,634	0	411,634	384,172.37	.00	27,461.63	93.3%
12201 51111 PAY-ADMIN.ASSIST.TO	52,199	0	52,199	49,060.54	.00	3,138.46	94.0%
12201 51180 PAY-INJURED ON DUTY	0	208,662	208,662	178,549.72	.00	30,111.81	85.6%
12201 51300 PAY-OVERTIME	407,638	270,000	677,638	603,866.73	.00	73,771.27	89.1%
12201 51301 PAY-ARSON OVERTIME	3,000	1,000	4,000	3,069.03	.00	930.97	76.7%
12201 51302 PAY-HAZ-MAT OVERTIM	8,505	13,000	21,505	20,840.77	.00	664.23	96.9%
12201 51321 SPECIAL EVENTS OVER	30,000	0	30,000	24,430.72	.00	5,569.28	81.4%
12201 51400 PAY-LONGEVITY	105,893	0	105,893	94,237.75	.00	11,655.25	89.0%
12201 51460 PAY-ACT OUT OF GRAD	25,150	30,000	55,150	54,436.42	.00	713.58	98.7%
12201 51462 EAP/MED.OFF./FIRE P	2,750	0	2,750	1,250.00	.00	1,500.00	45.5%
12201 51500 PAY-VACATION/PERSON	280,884	2,707	283,591	282,923.49	.00	667.61	99.8%
12201 51510 PAY-SICK LEAVE BUYB	510,591	78,860	589,451	587,586.02	.00	1,865.03	99.7%
12201 51530 PAY-FAMILY & MEDICA	0	1,695	1,695	1,695.49	.00	.00	100.0%
12201 51591 PAY-NON-EMERGENCY D	0	0	0	500.00	.00	-500.00	100.0%
12201 51780 PAY-NON-CONTRIB. AN	28,634	0	28,634	27,501.25	.00	1,132.75	96.0%
12201 51830 PAY-CLOTHING ALLOWA	11,200	0	11,200	4,200.00	.00	7,000.00	37.5%
12201 51900 PAY-IN-SERVICE COUR	1,000	0	1,000	120.00	.00	880.00	12.0%
12201 51910 PAY-HAZ-MAT TEAM ST	10,000	5,000	15,000	15,000.00	.00	.00	100.0%
TOTAL PERSONAL SERVICES	11,088,272	-27,459	11,060,814	9,976,553.15	-4,447.68	1,088,708.03	90.2%

2 EXPENSES

12202 52000 PURCHASE OF SERVICE	2,500	0	2,500	2,500.00	.00	.00	100.0%
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REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
12202 52100 ENERGY-GAS/OIL/ELEC	126,908	0	126,908	120,096.94	6,811.06	.00	100.0%
12202 52300 WATER & SEWER	8,500	0	8,500	5,101.80	1,853.89	1,544.31	81.8%
12202 52410 R & M - VEHICLES	30,000	43,000	73,000	46,281.84	10,101.96	16,616.20	77.2%
12202 52420 R & M - OTHER	7,000	0	7,000	5,910.75	820.44	268.81	96.2%
12202 52500 R & M - BLDGS. & GR	3,500	0	3,500	1,885.87	130.95	1,483.18	57.6%
12202 53011 INFORMATION TECHNOL	30,000	239	30,239	30,238.66	.00	.00	100.0%
12202 53120 FIRE PREVENTION	2,200	0	2,200	2,074.24	.00	125.76	94.3%
12202 53190 EDUCATION & TRAININ	8,125	0	8,125	6,295.00	.00	1,830.00	77.5%
12202 53191 FIRE ACADEMY COSTS	15,000	-9,138	5,862	860.00	.00	5,002.34	14.7%
12202 53210 MEDICAL COSTS	8,000	0	8,000	6,609.00	187.00	1,204.00	85.0%
12202 53220 ARSON	2,000	0	2,000	1,984.98	.00	15.02	99.2%
12202 54200 OFFICE & PROF. SUPP	4,000	0	4,000	3,498.87	448.67	52.46	98.7%
12202 54220 SUPPLIES - OTHER	13,000	0	13,000	8,503.29	1,159.71	3,337.00	74.3%
12202 54800 MOTOR VEHICLE FUEL	40,000	20,000	60,000	.00	.00	60,000.00	.0%
12202 54830 SUPPLIES - MOTOR VE	35,000	9,699	44,699	40,428.33	3,411.26	859.41	98.1%
12202 54880 SUPPLIES-FIRE EQUIP	20,000	2,500	22,500	19,601.84	2,802.06	96.10	99.6%
12202 54890 SUPPLIES-FIRE ALARM	8,000	0	8,000	5,078.09	1,924.62	997.29	87.5%
12202 55130 SUPPLIES-TRAINING A	7,800	-2,500	5,300	71.88	.00	5,228.12	1.4%
12202 55140 CPR	17,600	4,000	21,600	13,715.43	7,838.02	46.55	99.8%
12202 55150 SUPPLIES-HAZ-MAT	1,500	1,200	2,700	240.00	2,460.00	.00	100.0%
12202 55860 PERSONNEL EQUIPMENT	22,000	-4,000	18,000	6,673.57	5,291.53	6,034.90	66.5%
12202 57100 IN-STATE TRAVEL	750	0	750	.00	.00	750.00	.0%
12202 57300 DUES & SUBSCRIPTION	2,500	0	2,500	2,040.83	.00	459.17	81.6%
TOTAL EXPENSES	415,883	65,000	480,883	329,691.21	45,241.17	105,950.62	78.0%
3 CAPITAL OUTLAY							
12203 58000 CAP.OUTLAY-MOTOR VE	0	0	0	142,160.00	-142,160.00	.00	.0%
12203 58002 CAP.OUT.-OTHER FIRE	0	78,001	78,001	.00	78,000.50	.00	100.0%
TOTAL CAPITAL OUTLAY	0	78,001	78,001	142,160.00	-64,159.50	.00	100.0%
5 REVENUES							
12205 43700 OTHER DEPT.REV.-FIR	-12,000	0	-12,000	-25,478.77	.00	13,478.77	212.3%
12205 44250 L & P-FIRE (VARIOUS	-60,000	0	-60,000	-49,212.50	.00	-10,787.50	82.0%
TOTAL REVENUES	-72,000	0	-72,000	-74,691.27	.00	2,691.27	103.7%
TOTAL FIRE	11,432,155	115,542	11,547,697	10,373,713.09	-23,366.01	1,197,349.92	89.6%

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2400 BLDG. CODES/INSPECTIONS							
1 PERSONAL SERVICES							
12401 51101 PAY-BLDG. COMMISSIO	94,904	0	94,904	89,802.34	.00	5,101.66	94.6%
12401 51102 PAY-ASSIST.BLDG.COM	77,553	3,133	80,686	62,119.65	.00	18,566.28	77.0%
12401 51103 PAY-CHIEF INSP OF W	70,000	2,828	72,828	63,385.44	.00	9,442.56	87.0%
12401 51105 PAY-PLUMB/GAS INSPE	69,847	0	69,847	65,564.45	.00	4,282.55	93.9%
12401 51107 PAY-ZONING OFFICIAL	55,000	2,222	57,222	54,870.34	.00	2,351.66	95.9%
12401 51110 PAY-LOCAL BLDG. INS	118,579	-12,328	106,251	71,068.76	.00	35,182.54	66.9%
12401 51126 PAY-SR ADMINISTRATI	49,951	0	49,951	47,023.60	.00	2,927.40	94.1%
12401 51127 PAY - ADMIN ASSISTA	24,993	0	24,993	23,158.84	.00	1,834.16	92.7%
12401 51201 PAY-PROP MAINT/DEMO	0	24,780	24,780	12,001.36	.00	12,778.64	48.4%
12401 51300 PAY-OVERTIME	2,500	0	2,500	493.74	.00	2,006.26	19.7%
12401 51400 PAY-LONGEVITY	800	0	800	.00	.00	800.00	.0%
12401 51500 PAY-VACATION BUYBAC	0	3,273	3,273	3,273.08	.00	.00	100.0%
12401 51510 PAY-SICK LEAVE BUYB	2,500	872	3,372	3,371.69	.00	.00	100.0%
12401 51830 PAY-CLOTHING ALLOWA	525	0	525	525.00	.00	.00	100.0%
TOTAL PERSONAL SERVICES	567,152	24,780	591,932	496,658.29	.00	95,273.71	83.9%
2 EXPENSES							
12402 53010 OTHER CONTRACTED SE	10,000	-5,458	4,542	4,542.25	.00	.00	100.0%
12402 53030 PRINT/BIND/MICROFIL	150	0	150	.00	.00	150.00	.0%
12402 53040 INSPECTIONS-PLUMB &	2,500	1,900	4,400	4,400.00	.00	.00	100.0%
12402 53050 INSPECTIONS-ELECTRI	2,500	0	2,500	950.00	.00	1,550.00	38.0%
12402 53190 EDUCATION & TRAININ	3,125	-1,900	1,225	250.00	.00	975.00	20.4%
12402 54200 OFFICE & PROF. SUPP	250	684	934	672.45	-52.59	313.74	66.4%
12402 54800 MOTOR VEHICLE FUEL	1,500	-750	750	.00	.00	750.00	.0%
12402 54900 SUPPLIES-SMALL TOOL	600	3,018	3,618	2,722.28	375.80	519.67	85.6%
12402 57009 CLOTHING EXPENSE	2,000	0	2,000	1,496.00	.00	504.00	74.8%
12402 57100 IN-STATE TRAVEL	4,000	440	4,440	3,481.50	.00	958.50	78.4%
12402 57300 DUES & SUBSCRIPTION	800	0	800	80.00	.00	720.00	10.0%
TOTAL EXPENSES	27,425	-2,066	25,359	18,594.48	323.21	6,440.91	74.6%
5 REVENUES							
12405 43340 FEE-INSPECT.& OCCUP	-25,000	0	-25,000	-24,360.00	.00	-640.00	97.4%

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
12405 43700 OTHER DEPT.REV.-BLD	0	0	0	-840.00	.00	840.00	100.0%
12405 44280 L & P-BUILDING	-115,000	0	-115,000	-193,880.95	.00	78,880.95	168.6%
12405 44290 L & P-PLUMBING	-10,000	0	-10,000	-18,146.50	.00	8,146.50	181.5%
12405 44300 L & P-GAS	-5,000	0	-5,000	-11,946.50	.00	6,946.50	238.9%
12405 44310 L & P-PLUMBING & GA	-8,000	0	-8,000	-4,842.00	.00	-3,158.00	60.5%
12405 44320 L & P-ELECTRICAL	-87,000	0	-87,000	-60,233.69	.00	-26,766.31	69.2%
12405 44321 L & P-SHEET METAL	0	0	0	-2,575.00	.00	2,575.00	100.0%
12405 47750 BUILDING CODE VIOLA	0	0	0	-62,240.00	.00	62,240.00	100.0%
TOTAL REVENUES	-250,000	0	-250,000	-379,064.64	.00	129,064.64	151.6%
TOTAL BLDG. CODES/INSPECTIONS	344,577	22,714	367,291	136,188.13	323.21	230,779.26	37.2%

2440 WEIGHTS & MEASURES

1 PERSONAL SERVICES

12441 51101 PAY-SEALER OF WTS./	62,500	2,525	65,025	62,339.66	.00	2,685.34	95.9%
TOTAL PERSONAL SERVICES	62,500	2,525	65,025	62,339.66	.00	2,685.34	95.9%

2 EXPENSES

12442 53030 PRINT/BIND/MICROFIL	1,000	-750	250	.00	.00	250.00	.0%
12442 53190 EDUCATION & TRAININ	200	0	200	150.00	.00	50.00	75.0%
12442 54200 OFFICE & PROF. SUPP	250	0	250	228.00	.00	22.00	91.2%
12442 54800 MOTOR VEHICLE FUEL	1,200	0	1,200	.00	.00	1,200.00	.0%
12442 54901 TOOLS & EQUIPMENT	2,000	0	2,000	1,721.98	123.78	154.24	92.3%
12442 57009 CLOTHING EXPENSE	1,500	750	2,250	1,949.50	140.00	160.50	92.9%
12442 57300 DUES & SUBSCRIPTION	250	0	250	150.00	.00	100.00	60.0%
12442 57806 MOTOR VEHICLE EXPEN	200	0	200	200.00	.00	.00	100.0%
TOTAL EXPENSES	6,600	0	6,600	4,399.48	263.78	1,936.74	70.7%

5 REVENUES

12445 43350 FEE-WEIGHTS/MEAS. S	-16,000	0	-16,000	-16,275.00	.00	275.00	101.7%
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REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12								
ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
TOTAL REVENUES	-16,000	0	-16,000	-16,275.00	.00	275.00	101.7%	
TOTAL WEIGHTS & MEASURES	53,100	2,525	55,625	50,464.14	263.78	4,897.08	91.2%	
2910 OFFICE OF EMERGENCY MGMT.								
1 PERSONAL SERVICES								
12911 51225 EMERGENCY MGMT DIR	5,000	0	5,000	4,583.37	.00	416.63	91.7%	
TOTAL PERSONAL SERVICES	5,000	0	5,000	4,583.37	.00	416.63	91.7%	
2 EXPENSES								
12912 53100 REVERSE 911	15,300	0	15,300	14,783.87	.00	516.13	96.6%	
12912 53421 COMMUNICATIONS SERV	35,000	0	35,000	17,499.96	16,011.24	1,488.80	95.7%	
12912 54220 SUPPLIES - OTHER	2,000	0	2,000	2,000.00	.00	.00	100.0%	
TOTAL EXPENSES	52,300	0	52,300	34,283.83	16,011.24	2,004.93	96.2%	
TOTAL OFFICE OF EMERGENCY MGMT.	57,300	0	57,300	38,867.20	16,011.24	2,421.56	95.8%	
2940 FORESTRY								
1 PERSONAL SERVICES								
12941 51101 PAY-FORESTER	70,163	0	70,163	66,414.06	.00	3,748.94	94.7%	
12941 51104 PAY-TREE CLIMBER	106,447	-103,592	2,855	2,854.88	.00	.00	100.0%	
12941 51300 PAY-OVERTIME	8,000	3,067	11,067	15,232.40	.00	-4,165.86	137.6%	
12941 51400 PAY-LONGEVITY	1,250	0	1,250	1,250.00	.00	.00	100.0%	
12941 51830 PAY-CLOTHING ALLOWA	725	0	725	325.00	.00	400.00	44.8%	
TOTAL PERSONAL SERVICES	186,585	-100,526	86,059	86,076.34	.00	-16.92	100.0%	
2 EXPENSES								
12942 52410 R & M - VEHICLES	4,000	0	4,000	1,267.88	.00	2,732.12	31.7%	

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
12942 53010 CONTRACT FORESTRY S	0	95,526	95,526	70,867.18	-20,867.18	45,525.58	52.3%
12942 53190 EDUCATION & TRAININ	1,000	0	1,000	800.00	.00	200.00	80.0%
12942 54900 SUPPLIES-SMALL TOOL	1,500	0	1,500	.00	755.99	744.01	50.4%
TOTAL EXPENSES	6,500	95,526	102,026	72,935.06	-20,111.19	49,201.71	51.8%
TOTAL FORESTRY	193,085	-5,000	188,085	159,011.40	-20,111.19	49,184.79	73.8%

2990 PUBLIC SAFETY

1 PERSONAL SERVICES

12991 51201 PAY-CLERK	900	0	900	865.50	.00	34.50	96.2%
TOTAL PERSONAL SERVICES	900	0	900	865.50	.00	34.50	96.2%

5 REVENUES

12995 43700 OTHER DEPT.REV-PUB.	0	0	0	-1,925.00	.00	1,925.00	100.0%
TOTAL REVENUES	0	0	0	-1,925.00	.00	1,925.00	100.0%
TOTAL PUBLIC SAFETY	900	0	900	-1,059.50	.00	1,959.50	-117.7%

3000 SCHOOLS

1 PERSONAL SERVICES

13001 51101 PAY-SCHOOL PERSONNE	65,818,810	0	65,818,810	48,558,550.31	.00	17,260,259.69	73.8%
TOTAL PERSONAL SERVICES	65,818,810	0	65,818,810	48,558,550.31	.00	17,260,259.69	73.8%

2 EXPENSES

13002 57000 OTHER CHARGES & EXP	30,327,638	0	30,327,638	31,140,036.00	-5,344,935.87	4,532,537.87	85.1%
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REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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TOTAL EXPENSES	30,327,638	0	30,327,638	31,140,036.00	-5,344,935.87	4,532,537.87	85.1%
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5 REVENUES

13005 43700 OTHER DEPT.REV.-SCH	0	0	0	-12,297.27	.00	12,297.27	100.0%
TOTAL REVENUES	0	0	0	-12,297.27	.00	12,297.27	100.0%
TOTAL SCHOOLS	96,146,448	0	96,146,448	79,686,289.04	-5,344,935.87	21,805,094.83	77.3%

4100 CITY ENGINEER

1 PERSONAL SERVICES

14101 51101 PAY-ENGINEER/ASST.S	102,875	-44,875	58,000	47,577.71	.00	10,422.29	82.0%
14101 51103 PAY-GEN.CONSTRUCTIO	64,311	0	64,311	59,168.85	.00	5,142.15	92.0%
14101 51105 PAY-SR.CIVIL ENGINE	85,784	-79,325	6,459	.00	.00	6,459.00	.0%
14101 51107 PAY-GRANT WRITER/MA	64,260	0	64,260	60,396.45	.00	3,863.55	94.0%
14101 51830 PAY-CLOTHING ALLOWA	0	325	325	325.00	.00	.00	100.0%
TOTAL PERSONAL SERVICES	317,230	-123,875	193,355	167,468.01	.00	25,886.99	86.6%

2 EXPENSES

14102 53010 PROFESSIONAL ENGINE	50,000	144,875	194,875	174,522.70	20,352.30	.00	100.0%
14102 53190 EDUCATION & TRAININ	1,000	0	1,000	.00	100.00	900.00	10.0%
14102 54200 OFFICE & PROF. SUPP	250	0	250	.00	.00	250.00	.0%
14102 57300 DUES & SUBSCRIPTION	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL EXPENSES	52,250	144,875	197,125	174,522.70	20,452.30	2,150.00	98.9%
TOTAL CITY ENGINEER	369,480	21,000	390,480	341,990.71	20,452.30	28,036.99	92.8%

4210 DPW-ADMIN.

1 PERSONAL SERVICES

14211 51101 PAY-GEN.SUPERIN'DEN	118,862	0	118,862	109,028.98	.00	9,833.02	91.7%
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REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
14211 51103 PAY-OFFICE MANAGER	63,780	0	63,780	56,124.13	.00	7,655.87	88.0%
14211 51104 PAY-PRINC.ACCT.CLER	54,295	0	54,295	45,059.12	.00	9,235.88	83.0%
14211 51106 PAY-SUPT. OUTDOOR W	69,775	0	69,775	54,824.46	.00	14,950.54	78.6%
14211 51108 PAY-SAFETY INSPECTO	50,000	2,020	52,020	50,741.72	.00	1,278.28	97.5%
14211 51201 PAY-COMMISSIONERS	8,625	0	8,625	7,961.76	.00	663.24	92.3%
14211 51300 PAY-OVERTIME	3,600	0	3,600	17,007.88	.00	-13,407.88	472.4%
14211 51306 OVERTIME-SUPERVISOR	30,000	0	30,000	11,622.08	.00	18,377.92	38.7%
14211 51400 PAY-LONGEVITY	1,250	0	1,250	1,250.00	.00	.00	100.0%
14211 51500 PAY-VACATION BUYBAC	0	0	0	2,567.29	.00	-2,567.29	100.0%
14211 51510 PAY-SICK LEAVE BUYB	0	0	0	1,367.70	.00	-1,367.70	100.0%
14211 51830 PAY-CLOTHING ALLOWA	975	0	975	975.00	.00	.00	100.0%
TOTAL PERSONAL SERVICES	401,162	2,020	403,182	358,530.12	.00	44,651.88	88.9%
2 EXPENSES							
14212 53190 EDUCATION & TRAININ	5,000	-1,000	4,000	2,795.00	500.00	705.00	82.4%
14212 53210 MEDICAL COSTS	5,000	0	5,000	2,519.69	229.31	2,251.00	55.0%
14212 53410 TELEPHONE USAGE CHA	7,600	710	8,310	7,309.65	1,000.35	.00	100.0%
14212 54200 OFFICE & PROF. SUPP	250	0	250	160.91	.00	89.09	64.4%
14212 55830 UNIFORMS RENTAL SER	11,000	0	11,000	7,168.20	3,831.80	.00	100.0%
14212 57100 IN-STATE TRAVEL	300	1,000	1,300	823.19	.00	476.81	63.3%
14212 57300 DUES & SUBSCRIPTION	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL EXPENSES	30,150	710	30,860	20,776.64	5,561.46	4,521.90	85.3%
5 REVENUES							
14215 42425 TRANSFER STATION HO	-140,000	0	-140,000	-95,567.00	.00	-44,433.00	68.3%
14215 43700 OTHER DEPT.REV.-DPW	-15,000	0	-15,000	-10,605.42	.00	-4,394.58	70.7%
TOTAL REVENUES	-155,000	0	-155,000	-106,172.42	.00	-48,827.58	68.5%
TOTAL DPW-ADMIN.	276,312	2,730	279,042	273,134.34	5,561.46	346.20	99.9%
4220 DPW-CITY PROPERTY							
1 PERSONAL SERVICES							
14221 51101 PAY-BLDG.MAINT.SUPE	65,433	0	65,433	48,194.44	.00	17,238.56	73.7%

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
14221 51103 PAY-BLDG. MAINT. MA	48,254	0	48,254	45,295.61	.00	2,958.39	93.9%
14221 51104 PAY-LABORER	92,070	0	92,070	84,600.32	.00	7,469.68	91.9%
14221 51105 PAY-BLDG. CUSTODIAN	88,657	0	88,657	79,918.92	.00	8,738.08	90.1%
14221 51300 PAY-OVERTIME	22,000	0	22,000	16,456.78	.00	5,543.22	74.8%
14221 51400 PAY-LONGEVITY	5,575	-650	4,925	3,300.00	.00	1,625.00	67.0%
14221 51530 PAY-FAMILY & MEDICA	0	0	0	849.20	.00	-849.20	100.0%
14221 51830 PAY-CLOTHING/TOOL A	1,500	0	1,500	950.00	.00	550.00	63.3%
TOTAL PERSONAL SERVICES	323,489	-650	322,839	279,565.27	.00	43,273.73	86.6%

2 EXPENSES

14222 52100 ENERGY-STREET LIGHT	266,661	0	266,661	240,149.84	-15,498.98	42,010.14	84.2%
14222 52102 ENERGY-CITY HALL	67,546	0	67,546	57,980.66	16.24	9,549.10	85.9%
14222 52103 ENERGY-CITY HALL AN	43,159	0	43,159	39,344.56	-3,072.09	6,886.53	84.0%
14222 52104 ENERGY-PELLISSIER B	40,000	0	40,000	41,462.40	-1,548.13	85.73	99.8%
14222 52112 ENERGY-TRAIN STATIO	2,517	0	2,517	2,058.54	13.89	444.57	82.3%
14222 52300 HYDRANTS WATER USE	45,000	0	45,000	41,616.00	.00	3,384.00	92.5%
14222 52302 WATER/SEWER-CITY HA	7,500	0	7,500	3,211.88	.00	4,288.12	42.8%
14222 52303 WATER/SEWER-CITY HA	20,000	0	20,000	15,479.37	.00	4,520.63	77.4%
14222 52304 WATER/SEWER-PELLISS	2,200	0	2,200	1,683.28	.00	516.72	76.5%
14222 52502 R & M-CITY HALL	26,000	40,404	66,404	10,548.23	41,840.40	14,014.97	78.9%
14222 52503 R & M-CITY HALL ANN	20,000	1,390	21,390	13,111.61	6,645.79	1,632.60	92.4%
14222 52504 R & M-PELLISSIER BL	20,000	8,500	28,500	12,494.28	6,587.11	9,418.61	67.0%
14222 52505 R & M-SENIOR CENTER	30,000	28,550	58,550	38,057.13	5,643.85	14,849.02	74.6%
14222 52509 R & M-POLICE STATIO	35,000	8,000	43,000	25,696.88	8,922.93	8,380.19	80.5%
14222 52510 R & M-CENTRAL FIRE	25,000	8,000	33,000	18,856.80	5,333.20	8,810.00	73.3%
14222 52511 R & M-ELMWOOD FIRE	12,000	4,650	16,650	5,897.89	2,950.50	7,801.61	53.1%
14222 52512 R & M-HIGHLAND FIRE	7,000	2,145	9,145	5,475.35	1,476.68	2,192.97	76.0%
14222 52514 R & M-W.HOLYOKE FIR	4,000	0	4,000	1,705.77	1,926.00	368.23	90.8%
14222 52517 R&M-TRAIN STATION	5,000	0	5,000	.00	2,000.00	3,000.00	40.0%
14222 52519 R & M-PUBLIC LIBRAR	0	53,715	53,715	.00	53,715.00	.00	100.0%
14222 53010 PROFESSIONAL SERVIC	11,000	0	11,000	10,485.62	1,095.13	-580.75	105.3%
14222 54220 SUPPLIES - OTHER	7,000	0	7,000	6,060.97	518.54	420.49	94.0%
14222 54900 SUPPLIES-SMALL TOOL	1,200	0	1,200	672.01	.00	527.99	56.0%
TOTAL EXPENSES	697,783	155,354	853,137	592,049.07	118,566.06	142,521.47	83.3%

3 CAPITAL OUTLAY

14223 58000 CAP.OUT.-BLDG.IMPRO	0	0	0	4,582.50	-204,582.50	200,000.00	100.0%
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REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
14223 58001 CAP.OUT.-UST/FUEL D	0	192,500	192,500	5,675.31	186,824.69	.00	100.0%
TOTAL CAPITAL OUTLAY	0	192,500	192,500	10,257.81	-17,757.81	200,000.00	-3.9%
TOTAL DPW-CITY PROPERTY	1,021,272	347,204	1,368,476	881,872.15	100,808.25	385,795.20	71.8%

4250 DPW-HIGHWAYS & BRIDGES

1 PERSONAL SERVICES

14251 51101 PAY-P.W. FOREMAN/H	57,618	0	57,618	54,311.41	.00	3,306.59	94.3%
14251 51102 PAY-HOISTING EQUIPM	206,726	-21,000	185,726	132,355.65	.00	53,370.35	71.3%
14251 51104 PAY-HEAVY M.E.O.	408,426	-63,596	344,830	242,196.20	.00	102,633.66	70.2%
14251 51106 PAY-PROP MAINT & DE	57,738	0	57,738	49,702.56	.00	8,035.44	86.1%
14251 51107 PAY-LABORER	43,940	0	43,940	35,953.28	.00	7,986.72	81.8%
14251 51300 PAY-OVERTIME	25,000	0	25,000	19,483.97	.00	5,516.03	77.9%
14251 51301 PAY-SNOW REMOVAL OV	120,000	0	120,000	197,257.55	.00	-77,257.55	164.4%
14251 51400 PAY-LONGEVITY	6,925	0	6,925	5,350.00	.00	1,575.00	77.3%
14251 51480 PAY-CDL CLASS A DIF	600	0	600	510.75	.00	89.25	85.1%
14251 51830 PAY-CLOTHING ALLOWA	4,825	0	4,825	1,725.00	.00	3,100.00	35.8%
14251 51999 NON-CONTRIBUTORY AN	11,310	0	11,310	10,887.50	.00	422.50	96.3%
TOTAL PERSONAL SERVICES	943,108	-84,596	858,512	749,733.87	.00	108,777.99	87.3%

2 EXPENSES

14252 52600 R & M - STREETS & F	55,000	20,000	75,000	51,357.34	19,248.69	4,393.97	94.1%
14252 52700 EQUIPMENT/BLDG. REN	1,000	0	1,000	.00	1,000.00	.00	100.0%
14252 53100 SNOW REMOVAL SERVIC	250,000	0	250,000	453,187.13	64,313.68	-267,500.81	207.0%
14252 53140 ROCA SERVICES	65,000	0	65,000	63,615.00	1,385.00	.00	100.0%
14252 54220 SUPPLIES-TRAFFIC LI	21,000	0	21,000	10,321.72	9,732.64	945.64	95.5%
14252 54221 SUPPLIES-TRAFFIC LI	50,000	-20,000	30,000	24,275.00	.00	5,725.00	80.9%
14252 54900 SUPPLIES-SMALL TOOL	4,000	0	4,000	3,129.25	462.67	408.08	89.8%
TOTAL EXPENSES	446,000	0	446,000	605,885.44	96,142.68	-256,028.12	157.4%

3 CAPITAL OUTLAY

14253 58000 CAP.OUT.-CITY INFRA	0	0	0	31,927.18	-31,927.18	.00	.0%
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REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
14253 58002 CAP.OUTLAY-MOTOR VE	0	293,440	293,440	275,788.00	17,649.98	1.65	100.0%
TOTAL CAPITAL OUTLAY	0	293,440	293,440	307,715.18	-14,277.20	1.65	100.0%
TOTAL DPW-HIGHWAYS & BRIDGES	1,389,108	208,843	1,597,951	1,663,334.49	81,865.48	-147,248.48	109.2%

4260 DPW-AUTO EQUIP. MAINT.

1 PERSONAL SERVICES

14261 51101 PAY-FOREMAN/AUTOMOT	65,433	0	65,433	60,684.03	.00	4,748.97	92.7%
14261 51102 PAY-MOTOR EQUIP.REP	173,779	0	173,779	162,017.88	.00	11,761.12	93.2%
14261 51103 PAY-MOTOR EQUIP.MAI	50,885	0	50,885	47,765.20	.00	3,119.80	93.9%
14261 51105 PAY-EVT MECHANIC	71,890	0	71,890	67,290.80	.00	4,599.20	93.6%
14261 51106 PAY-POLICE FLEET ME	54,894	0	54,894	49,004.56	.00	5,889.44	89.3%
14261 51300 PAY-OVERTIME	35,000	0	35,000	27,740.09	.00	7,259.91	79.3%
14261 51400 PAY-LONGEVITY	3,400	0	3,400	3,400.00	.00	.00	100.0%
14261 51830 PAY-CLOTHING/TOOL A	3,775	0	3,775	1,525.00	.00	2,250.00	40.4%
14261 51902 TEMP CO-OP	16,000	0	16,000	12,817.50	.00	3,182.50	80.1%
TOTAL PERSONAL SERVICES	475,056	0	475,056	432,245.06	.00	42,810.94	91.0%

2 EXPENSES

14262 52410 R & M - VEHICLES	70,000	14,000	84,000	64,525.76	4,349.68	15,124.56	82.0%
14262 52420 R & M - OTHER	5,000	0	5,000	4,627.26	263.20	109.54	97.8%
14262 53100 TOWING SERVICES	2,000	1,000	3,000	2,575.31	.00	424.69	85.8%
14262 54800 MOTOR VEHICLE FUEL	30,000	0	30,000	.00	.00	30,000.00	.0%
14262 54830 SUPPLIES - MOTOR VE	26,000	-1,000	25,000	23,355.10	1,522.44	122.46	99.5%
14262 55835 TOOL REIMBURSEMENT	2,000	1,750	3,750	3,750.00	.00	.00	100.0%
TOTAL EXPENSES	135,000	15,750	150,750	98,833.43	6,135.32	45,781.25	69.6%
TOTAL DPW-AUTO EQUIP. MAINT.	610,056	15,750	625,806	531,078.49	6,135.32	88,592.19	85.8%

4300 DPW-TRASH COLLECTION

1 PERSONAL SERVICES

14301 51101 PAY-P.W. FOREMAN	60,975	0	60,975	57,308.54	.00	3,666.46	94.0%
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REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
14301 51102 PAY-HEAVY MOTOR EQU	442,652	-6,335	436,317	332,302.34	.00	104,014.66	76.2%
14301 51103 PAY-LABORER	270,133	0	270,133	244,997.28	.00	25,135.72	90.7%
14301 51106 PAY-WASTE/RECYCLE C	64,300	0	64,300	60,489.69	.00	3,810.31	94.1%
14301 51300 PAY-OVERTIME	40,000	6,335	46,335	51,751.42	.00	-5,416.42	111.7%
14301 51321 SPECIAL EVENTS OVER	30,000	0	30,000	16,987.23	.00	13,012.77	56.6%
14301 51400 PAY-LONGEVITY	2,425	0	2,425	1,775.00	.00	650.00	73.2%
14301 51830 PAY-CLOTHING ALLOWA	5,150	0	5,150	3,850.00	.00	1,300.00	74.8%
TOTAL PERSONAL SERVICES	915,635	0	915,635	769,461.50	.00	146,173.50	84.0%

2 EXPENSES

14302 52410 R & M - VEHICLES	68,000	-1,000	67,000	52,456.20	5,785.84	8,757.96	86.9%
14302 52700 EQUIPMENT/BLDG. REN	2,925	0	2,925	1,845.00	369.00	711.00	75.7%
14302 52900 LANDFILL DISPOSAL C	857,000	0	857,000	611,274.24	245,725.76	.00	100.0%
14302 52901 HAZARDOUS WASTE COL	14,500	13,005	27,505	.00	27,504.72	.28	100.0%
14302 52902 RECYCLING CONTRACT	90,000	-40,200	49,800	31,900.72	13,099.28	4,800.00	90.4%
14302 53100 OTHER SERVICES	336,000	-39,826	296,174	117,862.61	146,794.09	31,517.30	89.4%
14302 54800 MOTOR VEHICLE FUEL	65,000	0	65,000	.00	.00	65,000.00	.0%
14302 54900 SUPPLIES-SMALL TOOL	6,500	0	6,500	1,443.99	5.00	5,051.01	22.3%
14302 55830 CLOTHING REIMBURSEM	500	0	500	.00	.00	500.00	.0%
TOTAL EXPENSES	1,440,425	-68,021	1,372,404	816,782.76	439,283.69	116,337.55	91.5%
TOTAL DPW-TRASH COLLECTION	2,356,060	-68,021	2,288,039	1,586,244.26	439,283.69	262,511.05	88.5%

4800 MUNIC. PARKING FACILITIES

1 PERSONAL SERVICES

14801 51101 PAY-PARKING CONTROL	95,088	0	95,088	85,833.64	.00	9,254.36	90.3%
14801 51400 PAY-LONGEVITY	0	650	650	650.00	.00	.00	100.0%
14801 51830 PAY-CLOTHING ALLOWA	500	0	500	400.00	.00	100.00	80.0%
TOTAL PERSONAL SERVICES	95,588	650	96,238	86,883.64	.00	9,354.36	90.3%

2 EXPENSES

14802 52100 ENERGY-DWIGHT	25,812	0	25,812	21,959.66	-1,157.62	5,009.96	80.6%
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REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
14802 52101 ENERGY-SUFFOLK	17,823	0	17,823	15,837.81	-1,078.82	3,064.01	82.8%
14802 52300 WATER/SEWER-DWIGHT	350	200	550	280.02	.00	269.98	50.9%
14802 52500 R & M - DWIGHT	15,000	0	15,000	3,391.24	5,844.96	5,763.80	61.6%
14802 52501 R & M - SUFFOLK	5,000	0	5,000	334.00	.00	4,666.00	6.7%
14802 52506 R & M - STREET	8,000	-1,000	7,000	1,611.35	397.40	4,991.25	28.7%
14802 54220 SUPPLIES-DWIGHT	1,500	0	1,500	749.12	718.00	32.88	97.8%
14802 55830 UNIFORMS	0	800	800	3,003.84	-2,203.84	.00	100.0%
TOTAL EXPENSES	73,485	0	73,485	47,167.04	2,520.08	23,797.88	67.6%

5 REVENUES

14805 42436 PARKING-TRANSIT-STR	-6,000	0	-6,000	-3,359.44	.00	-2,640.56	56.0%
14805 42440 PARKING-MONTHLY-DWI	-115,000	0	-115,000	-168,672.00	.00	53,672.00	146.7%
14805 42441 PARKING-MONTHLY-SUF	-95,000	0	-95,000	-38,330.00	.00	-56,670.00	40.3%
TOTAL REVENUES	-216,000	0	-216,000	-210,361.44	.00	-5,638.56	97.4%
TOTAL MUNIC. PARKING FACILITIES	-46,927	650	-46,277	-76,310.76	2,520.08	27,513.68	159.5%

5100 BOARD OF HEALTH

1 PERSONAL SERVICES

15101 51101 PAY-HEALTH DIRECTOR	81,600	1,632	83,232	78,404.09	.00	4,827.91	94.2%
15101 51103 PAY-SANITARIAN II	129,411	0	129,411	122,082.86	.00	7,328.14	94.3%
15101 51104 PAY-PUBLIC HEALTH N	72,462	0	72,462	68,359.55	.00	4,102.45	94.3%
15101 51107 PAY-SANITARIAN III	69,993	0	69,993	65,701.73	.00	4,291.27	93.9%
15101 51109 PAY-SANITARIAN I	109,177	0	109,177	93,715.58	.00	15,461.42	85.8%
15101 51125 PAY-ADMINISTRATIVE	41,693	0	41,693	39,136.30	.00	2,556.70	93.9%
15101 51126 PAY-SR ADMINISTRATI	48,306	0	48,306	45,344.60	.00	2,961.40	93.9%
15101 51201 PAY-BOARD MEMBERS	3,650	2,338	5,988	5,683.26	.00	304.24	94.9%
15101 51202 PAY-ANIMAL INSPECTO	50,000	2,020	52,020	49,877.07	.00	2,143.01	95.9%
15101 51203 PAY-SUBSTITUTE NURS	2,000	-1,598	402	.00	.00	402.00	.0%
15101 51300 PAY-OVERTIME	4,000	0	4,000	2,072.41	.00	1,927.59	51.8%
15101 51400 PAY-LONGEVITY	4,150	0	4,150	4,150.00	.00	.00	100.0%
15101 51500 PAY-VACATION BUYBAC	0	0	0	628.09	.00	-628.09	100.0%
15101 51830 PAY-CLOTHING ALLOWA	952	98	1,050	1,050.00	.00	.00	100.0%
15101 51850 PAY-AUTO ALLOWANCE	19,740	-838	18,903	15,275.00	.00	3,627.50	80.8%

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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TOTAL PERSONAL SERVICES	637,134	3,652	640,786	591,480.54	.00	49,305.54	92.3%
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2 EXPENSES

15102 52400 R & M - OFFICE EQUI	450	0	450	139.00	310.00	1.00	99.8%
15102 53010 PROF. HEALTH SERVIC	10,000	0	10,000	8,375.19	780.00	844.81	91.6%
15102 53015 SHARPS KIOSK SERVIC	3,420	0	3,420	3,420.00	.00	.00	100.0%
15102 53026 WELLNESS	1,500	0	1,500	375.00	51.91	1,073.09	28.5%
15102 53030 PRINT/BIND/MICROFIL	750	200	950	382.30	541.92	25.78	97.3%
15102 53101 COMMUNICABLE DISEAS	4,000	0	4,000	142.81	2,550.04	1,307.15	67.3%
15102 53103 ANIMAL CONTROL SERV	175,000	0	175,000	173,478.00	.00	1,522.00	99.1%
15102 53190 EDUCATION & TRAININ	5,625	-400	5,225	3,324.00	-105.00	2,006.00	61.6%
15102 54200 OFFICE & PROF. SUPP	250	0	250	266.74	-16.74	.00	100.0%
15102 54220 SUPPLIES - OTHER	4,000	-70	3,930	2,293.08	1,413.96	222.96	94.3%
15102 54221 SUPPLIES - EMERGENC	3,500	0	3,500	3,407.25	92.75	.00	100.0%
15102 54800 MOTOR VEHICLE FUEL	2,820	0	2,820	1,406.75	.00	1,413.25	49.9%
15102 57009 CLOTHING EXPENSE	1,000	0	1,000	969.00	22.00	9.00	99.1%
15102 57100 IN-STATE TRAVEL	1,200	0	1,200	825.07	.00	374.93	68.8%
15102 57300 DUES & SUBSCRIPTION	75	-75	0	.00	.00	.00	.0%
15102 57400 MALPRACTICE INSURAN	0	200	200	140.00	.00	60.00	70.0%
TOTAL EXPENSES	213,590	-145	213,445	198,944.19	5,640.84	8,859.97	95.8%

5 REVENUES

15105 43240 FEE-TB SERVICES	0	0	0	-10.00	.00	10.00	100.0%
15105 43250 FEE-SEPTIC SYSTEMS	-1,300	0	-1,300	-450.00	.00	-850.00	34.6%
15105 43341 FEE-MA RENT VOUCH I	-3,000	0	-3,000	-1,995.00	.00	-1,005.00	66.5%
15105 44160 L & P-FOOD & EATERI	-55,000	0	-55,000	-54,757.50	.00	-242.50	99.6%
15105 44190 L & P-FUNERAL/BURIA	-5,500	0	-5,500	-4,560.00	.00	-940.00	82.9%
15105 47735 FINES/FORF.-HEALTH	0	0	0	-7,615.00	.00	7,615.00	100.0%
TOTAL REVENUES	-64,800	0	-64,800	-69,387.50	.00	4,587.50	107.1%
TOTAL BOARD OF HEALTH	785,924	3,507	789,431	721,037.23	5,640.84	62,753.01	92.1%

5410 COUNCIL ON AGING

1 PERSONAL SERVICES

15411 51101 PAY-EXECUTIVE DIREC	75,000	3,030	78,030	74,896.80	.00	3,133.20	96.0%
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REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
15411 51102 PAY-NUTRITIONAL DIR	47,589	914	48,503	46,244.38	.00	2,258.12	95.3%
15411 51103 PAY-ASSISTANT DIREC	27,500	2,222	29,722	24,219.01	.00	5,502.99	81.5%
15411 51104 PAY-UTILITY PERSON	65,426	1,869	67,295	64,791.00	.00	2,503.76	96.3%
15411 51105 PAY-VOLUNTEER COORD	136,557	5,803	142,360	131,532.65	.00	10,827.71	92.4%
15411 51106 PAY-PART TIME CUSTO	0	15,600	15,600	.00	.00	15,600.00	.0%
15411 51202 PAY-HEALTH SERVICES	74,392	1,413	75,805	71,153.63	.00	4,651.71	93.9%
15411 51203 PAY-DRIVER	70,815	2,265	73,080	35,174.12	.00	37,906.36	48.1%
15411 51300 PAY-OVERTIME	1,000	0	1,000	181.88	.00	818.12	18.2%
15411 51400 PAY-LONGEVITY	4,161	0	4,161	4,160.71	.00	.29	100.0%
TOTAL PERSONAL SERVICES	502,440	33,116	535,556	452,354.18	.00	83,202.26	84.5%

2 EXPENSES

15412 52100 ENERGY-GAS/OIL/ELEC	73,062	-5,750	67,312	65,443.48	-443.48	2,312.00	96.6%
15412 52300 WATER & SEWER	2,200	550	2,750	1,843.73	356.27	550.00	80.0%
15412 52400 R & M - EQUIPMENT	2,500	500	3,000	2,869.98	130.02	.00	100.0%
15412 52500 R & M - BLDGS. & GR	4,900	36,050	40,950	5,950.00	.00	35,000.00	14.5%
15412 53010 PROFESSIONAL SERVIC	7,500	900	8,400	8,300.00	100.00	.00	100.0%
15412 53190 EDUCATION & TRAININ	250	150	400	400.00	.00	.00	100.0%
15412 54200 OFFICE & PROF. SUPP	1,050	0	1,050	1,008.79	28.21	13.00	98.8%
15412 54220 SUPPLIES - OTHER	5,400	1,450	6,850	5,895.02	948.60	6.38	99.9%
15412 54800 MOTOR VEHICLE FUEL	6,000	1,250	7,250	5,402.95	597.05	1,250.00	82.8%
15412 57009 CLOTHING EXPENSE	750	0	750	287.65	.00	462.35	38.4%
15412 57100 IN-STATE TRAVEL	100	-100	0	.00	.00	.00	.0%
TOTAL EXPENSES	103,712	35,000	138,712	97,401.60	1,716.67	39,593.73	71.5%
TOTAL COUNCIL ON AGING	606,152	68,116	674,268	549,755.78	1,716.67	122,795.99	81.8%

5430 VETERANS SERVICES

1 PERSONAL SERVICES

15431 51101 PAY-COMMISSIONER	70,000	0	70,000	62,543.66	.00	7,456.34	89.3%
15431 51103 PAY-INVESIGATOR	40,560	-1,561	38,999	27,412.49	.00	11,586.52	70.3%
15431 51105 PAY- NATIONAL SERVI	53,095	1,561	54,656	41,162.30	.00	13,493.69	75.3%
15431 51400 PAY-LONGEVITY	800	0	800	800.00	.00	.00	100.0%
15431 51500 PAY-VACATION BUYBAC	2,000	0	2,000	685.51	.00	1,314.49	34.3%

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
15431 51510 PAY-SICK LEAVE BUYB	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL PERSONAL SERVICES	171,455	0	171,455	132,603.96	.00	38,851.04	77.3%

2 EXPENSES

15432 53190 EDUCATION & TRAININ	1,500	0	1,500	.00	.00	1,500.00	.0%
15432 54200 OFFICE & PROF. SUPP	2,000	0	2,000	1,081.13	282.30	636.57	68.2%
15432 57100 IN-STATE TRAVEL	1,000	0	1,000	482.64	.00	517.36	48.3%
15432 57300 DUES & SUBSCRIPTION	750	0	750	425.99	.00	324.01	56.8%
15432 57600 VETERANS PATRIOTIC	2,000	0	2,000	664.25	1,290.00	45.75	97.7%
15432 57700 VET. BENEFITS - DIR	240,000	0	240,000	180,177.70	.00	59,822.30	75.1%
TOTAL EXPENSES	247,250	0	247,250	182,831.71	1,572.30	62,845.99	74.6%

5 REVENUES

15435 43700 OTHER DEPT.REV.-VET	0	0	0	-5,000.00	.00	5,000.00	100.0%
TOTAL REVENUES	0	0	0	-5,000.00	.00	5,000.00	100.0%
TOTAL VETERANS SERVICES	418,705	0	418,705	310,435.67	1,572.30	106,697.03	74.5%

6100 PUBLIC LIBRARY

1 PERSONAL SERVICES

16101 51101 PAY-DIRECTOR	69,092	0	69,092	64,916.90	.00	4,175.10	94.0%
16101 51102 PAY-REFERENCE LIB.	133,835	-1,000	132,835	92,211.59	.00	40,623.41	69.4%
16101 51103 PAY-REFERENCE LIBRA	127,678	-700	126,978	111,235.02	.00	15,742.98	87.6%
16101 51104 PAY-CHILDREN'S LIBR	133,145	-2,500	130,645	122,125.24	.00	8,519.76	93.5%
16101 51105 PAY-CATALOGUER	39,345	0	39,345	37,074.80	.00	2,270.20	94.2%
16101 51108 PAY-CUSTODIAN	61,160	0	61,160	58,599.49	.00	2,560.51	95.8%
16101 51112 PAY-FINANCIAL MANAG	46,789	0	46,789	44,856.49	.00	1,932.51	95.9%
16101 51113 PAY-ASSISTANT DIREC	51,912	0	51,912	48,790.97	.00	3,121.03	94.0%
16101 51114 PAY-COMPUTER COORDI	76,446	0	76,446	73,145.14	.00	3,300.86	95.7%
16101 51115 PAY-COLLECTION DEV	43,054	0	43,054	40,569.37	.00	2,484.63	94.2%

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12								
ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
16101 51400 PAY-LONGEVITY	6,000	0	6,000	4,475.00	.00	1,525.00	74.6%	
16101 51530 PAY-FAMILY & MEDICA	0	4,200	4,200	3,283.78	.00	916.22	78.2%	
TOTAL PERSONAL SERVICES	788,456	0	788,456	701,283.79	.00	87,172.21	88.9%	
2 EXPENSES								
16102 52100 ENERGY-GAS/OIL/ELEC	32,000	0	32,000	32,000.00	.00	.00	100.0%	
TOTAL EXPENSES	32,000	0	32,000	32,000.00	.00	.00	100.0%	
TOTAL PUBLIC LIBRARY	820,456	0	820,456	733,283.79	.00	87,172.21	89.4%	
6300 RECREATION								
1 PERSONAL SERVICES								
16301 51101 PAY-RECREATION DIRE	71,761	2,899	74,660	66,079.60	.00	8,580.54	88.5%	
16301 51103 PAY-RECREATION COOR	55,000	2,222	57,222	46,099.98	.00	11,122.02	80.6%	
16301 51125 PAY-ADMINISTRATIVE	47,040	0	47,040	35,449.55	.00	11,590.45	75.4%	
16301 51240 PAY - TEMPORARY/SEA	110,000	0	110,000	91,376.00	.00	18,624.00	83.1%	
16301 51400 PAY-LONGEVITY	800	0	800	800.00	.00	.00	100.0%	
16301 51500 PAY-VACATION BUYBAC	0	0	0	1,017.79	.00	-1,017.79	100.0%	
16301 51510 PAY-SICK LEAVE BUYB	0	0	0	27.73	.00	-27.73	100.0%	
TOTAL PERSONAL SERVICES	284,601	5,121	289,722	240,850.65	.00	48,871.49	83.1%	
2 EXPENSES								
16302 52420 R & M - RECREATION	2,000	0	2,000	1,992.30	.00	7.70	99.6%	
16302 52701 EVENTS STAGING	8,000	0	8,000	5,000.00	.00	3,000.00	62.5%	
16302 53010 OTHER CONTRACTED SE	1,000	0	1,000	917.00	.00	83.00	91.7%	
16302 53030 PRINT/BIND/MICROFIL	500	0	500	.00	.00	500.00	.0%	
16302 53161 SPEC.EVENT-SENIOR F	3,500	0	3,500	3,500.00	.00	.00	100.0%	
16302 53164 SPORTS LEAGUES COST	8,000	0	8,000	7,970.70	.00	29.30	99.6%	
16302 53166 RECREATIONAL PROGRA	26,000	-90	25,910	16,611.29	5,850.09	3,448.62	86.7%	
16302 53190 EDUCATION & TRAININ	500	0	500	500.00	.00	.00	100.0%	

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
16302 53430 ADVERTISING	500	90	590	590.00	.00	.00	100.0%
16302 54200 OFFICE & PROF. SUPP	250	0	250	189.19	60.81	.00	100.0%
16302 54220 SUPPLIES - OTHER	3,000	0	3,000	2,677.86	41.07	281.07	90.6%
16302 57100 IN-STATE TRAVEL	500	0	500	227.13	.00	272.87	45.4%
16302 57300 DUES & SUBSCRIPTION	300	0	300	135.00	.00	165.00	45.0%
TOTAL EXPENSES	54,050	0	54,050	40,310.47	5,951.97	7,787.56	85.6%
3 CAPITAL OUTLAY							
16303 58001 CAP.OUTLAY-VEHICLES	0	0	0	32,974.22	-32,975.00	.78	100.0%
TOTAL CAPITAL OUTLAY	0	0	0	32,974.22	-32,975.00	.78	100.0%
TOTAL RECREATION	338,651	5,121	343,772	314,135.34	-27,023.03	56,659.83	83.5%
6500 PARKS							
1 PERSONAL SERVICES							
16501 51106 PAY-HEAVY MOTOR EQU	98,426	0	98,426	50,510.80	.00	47,915.20	51.3%
16501 51109 PAY-PARKS MAINTENAN	374,741	-4,676	370,065	309,582.65	.00	60,481.99	83.7%
16501 51110 PAY-PARKS MAINT.CRA	46,254	0	46,254	41,449.68	.00	4,804.32	89.6%
16501 51300 PAY-OVERTIME	20,000	0	20,000	8,803.11	.00	11,196.89	44.0%
16501 51400 PAY-LONGEVITY	4,325	0	4,325	3,675.00	.00	650.00	85.0%
16501 51530 PAY-FAMILY & MEDICA	0	4,676	4,676	2,605.70	.00	2,070.66	55.7%
16501 51830 PAY-CLOTHING ALLOWA	2,750	0	2,750	2,200.00	.00	550.00	80.0%
TOTAL PERSONAL SERVICES	546,496	0	546,496	418,826.94	.00	127,669.06	76.6%
2 EXPENSES							
16502 52100 ENERGY-GAS/OIL/ELEC	27,407	0	27,407	28,753.05	-2,113.90	767.85	97.2%
16502 52300 WATER & SEWER	29,000	48,596	77,596	27,247.35	.00	50,348.79	35.1%
16502 52410 R & M - VEHICLES	18,000	0	18,000	10,387.40	2,890.88	4,721.72	73.8%
16502 52420 R & M - OTHER	15,000	0	15,000	7,539.65	833.69	6,626.66	55.8%
16502 52500 R & M - FIELDS	62,500	-12,065	50,435	23,888.54	19,472.00	7,074.46	86.0%

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12								
ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
16502 52518 R&M POOLS	10,000	12,065	22,065	17,000.31	3,166.55	1,898.14	91.4%	
16502 53010 CONTRACT SERVICES	23,000	0	23,000	30.00	22,970.00	.00	100.0%	
16502 54220 SUPPLIES - OTHER	4,000	0	4,000	2,892.64	958.54	148.82	96.3%	
16502 55830 CLOTHING CONTRACT	2,250	0	2,250	1,466.20	783.80	.00	100.0%	
TOTAL EXPENSES	191,157	48,596	239,753	119,205.14	48,961.56	71,586.44	70.1%	
3 CAPITAL OUTLAY								
16503 58000 CAPITAL OUTLAY-EQUI	0	0	0	153,940.56	-153,940.56	.00	.0%	
TOTAL CAPITAL OUTLAY	0	0	0	153,940.56	-153,940.56	.00	.0%	
TOTAL PARKS	737,653	48,596	786,249	691,972.64	-104,979.00	199,255.50	74.7%	
6910 MUSEUMS & MONUMENTS								
1 PERSONAL SERVICES								
16911 51101 PAY-DIRECTOR	70,000	2,828	72,828	69,923.33	.00	2,904.67	96.0%	
16911 51103 PAY-CITY HISTORIAN	55,000	2,222	57,222	54,877.35	.00	2,344.65	95.9%	
16911 51104 PAY-ENTERPRISE COOR	38,623	-6,065	32,558	28,665.84	.00	3,892.44	88.0%	
16911 51106 PAY-OFFICE ASSISTAN	34,403	0	34,403	27,021.06	.00	7,381.94	78.5%	
16911 51400 PAY-LONGEVITY	900	0	900	900.00	.00	.00	100.0%	
16911 51500 PAY-VACATION BUYBAC	0	1,015	1,015	1,014.72	.00	.00	100.0%	
TOTAL PERSONAL SERVICES	198,926	0	198,926	182,402.30	.00	16,523.70	91.7%	
2 EXPENSES								
16912 52100 ENERGY-GAS/OIL/ELEC	26,858	0	26,858	26,702.38	155.62	.00	100.0%	
16912 52300 WATER & SEWER	2,200	0	2,200	2,423.36	-523.36	300.00	86.4%	
16912 52420 R & M - OTHER	20,000	0	20,000	15,261.49	391.00	4,347.51	78.3%	
16912 53009 CONTRACTED SERVICES	5,000	0	5,000	1,492.80	465.00	3,042.20	39.2%	
16912 53030 PRINT/BIND/MICROFIL	700	0	700	634.88	.00	65.12	90.7%	
16912 53190 EDUCATION & TRAININ	1,000	0	1,000	225.00	.00	775.00	22.5%	
16912 53420 POSTAGE	100	0	100	.00	.00	100.00	.0%	

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
16912 53430 ADVERTISING	1,000	0	1,000	.00	189.22	810.78	18.9%
16912 54200 OFFICE & PROF. SUPP	800	0	800	594.87	.00	205.13	74.4%
16912 54220 SUPPLIES - OTHER	800	0	800	724.73	24.54	50.73	93.7%
16912 57100 IN-STATE TRAVEL	250	0	250	.00	.00	250.00	.0%
16912 57300 DUES & SUBSCRIPTION	1,000	0	1,000	.00	951.00	49.00	95.1%
16912 57400 INSURANCE	3,825	0	3,825	3,825.00	.00	.00	100.0%
TOTAL EXPENSES	63,533	0	63,533	51,884.51	1,653.02	9,995.47	84.3%
TOTAL MUSEUMS & MONUMENTS	262,459	0	262,459	234,286.81	1,653.02	26,519.17	89.9%
6930 WAR MEMORIAL COMMISSION							
1 PERSONAL SERVICES							
16931 51101 PAY-SR. BUILDING CU	45,373	0	45,373	41,738.81	.00	3,634.19	92.0%
16931 51102 PAY-BUILDING CUSTOD	44,329	0	44,329	36,611.14	.00	7,717.86	82.6%
16931 51300 PAY-OVERTIME	6,000	0	6,000	5,116.64	.00	883.36	85.3%
16931 51400 PAY-LONGEVITY	0	0	0	800.00	.00	-800.00	100.0%
16931 51830 CLOTHING ALLOWANCE	0	0	0	350.00	.00	-350.00	100.0%
TOTAL PERSONAL SERVICES	95,702	0	95,702	84,616.59	.00	11,085.41	88.4%
2 EXPENSES							
16932 52100 ENERGY-GAS/OIL/ELEC	33,311	0	33,311	30,825.88	-433.58	2,918.70	91.2%
16932 52300 WATER & SEWER	502	0	502	364.21	.00	137.79	72.6%
16932 52500 R & M - BLDGS. & GR	14,500	30,000	44,500	20,473.10	10,733.63	13,293.27	70.1%
TOTAL EXPENSES	48,313	30,000	78,313	51,663.19	10,300.05	16,349.76	79.1%
3 CAPITAL OUTLAY							
16933 58001 CAP.OUT.-BLDG.IMPRO	0	0	0	94,730.00	-94,730.00	.00	.0%
TOTAL CAPITAL OUTLAY	0	0	0	94,730.00	-94,730.00	.00	.0%
TOTAL WAR MEMORIAL COMMISSION	144,015	30,000	174,015	231,009.78	-84,429.95	27,435.17	84.2%

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
0010 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	

6940 EXHIBIT HALL COMMISSION

2 EXPENSES

16942 52100 ENERGY-GAS/OIL/ELEC	44,130	0	44,130	44,499.19	-884.47	515.28	98.8%
16942 52300 WATER & SEWER	300	0	300	277.10	.00	22.90	92.4%
16942 52500 R & M - BLDGS. & GR	14,500	0	14,500	3,041.72	2,350.00	9,108.28	37.2%
TOTAL EXPENSES	58,930	0	58,930	47,818.01	1,465.53	9,646.46	83.6%
TOTAL EXHIBIT HALL COMMISSION	58,930	0	58,930	47,818.01	1,465.53	9,646.46	83.6%

7100 LONG TERM DEBT SERVICE

2 EXPENSES

17102 53017 LOAN ORIGATION &	0	0	0	1,493.13	.00	-1,493.13	100.0%
TOTAL EXPENSES	0	0	0	1,493.13	.00	-1,493.13	100.0%

4 DEBT SERVICE

17104 59137 PRINC.-LT DEBT-PUBL	680,000	0	680,000	395,000.00	.00	285,000.00	58.1%
17104 59138 PRINC.-LT DEBT-CITY	2,640,000	0	2,640,000	2,060,000.00	.00	580,000.00	78.0%
17104 59160 PRINCIPAL-WATER	0	0	0	625,088.06	.00	-625,088.06	100.0%
17104 59237 INT.-LT DEBT-PUBLIC	209,431	0	209,431	109,353.00	.00	100,078.00	52.2%
17104 59238 INT.-LT DEBT-CITY	764,519	0	764,519	406,060.00	.00	358,459.00	53.1%
17104 59260 INTEREST-WATER	0	0	0	177,877.37	.00	-177,877.37	100.0%
TOTAL DEBT SERVICE	4,293,950	0	4,293,950	3,773,378.43	.00	520,571.57	87.9%
TOTAL LONG TERM DEBT SERVICE	4,293,950	0	4,293,950	3,774,871.56	.00	519,078.44	87.9%

7520 SHORT TERM DEBT SERVICE

4 DEBT SERVICE

17524 59290 INTEREST-SHORT TERM	150,000	0	150,000	218,777.78	.00	-68,777.78	145.9%
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REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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TOTAL DEBT SERVICE	150,000	0	150,000	218,777.78	.00	-68,777.78	145.9%
TOTAL SHORT TERM DEBT SERVICE	150,000	0	150,000	218,777.78	.00	-68,777.78	145.9%

8200 STATE/COUNTY ASSESSMENTS

2 EXPENSES

18202 56350 STATE-RET.TEACH.HEA	4,019,583	0	4,019,583	2,344,762.00	.00	1,674,821.00	58.3%
18202 56360 STATE-AIR POLLUTION	0	9,365	9,365	5,467.00	.00	3,898.00	58.4%
18202 56370 STATE-RMV NON-RENEW	0	73,560	73,560	42,910.00	.00	30,650.00	58.3%
18202 56400 STATE-REGION.TRANSI	0	1,139,121	1,139,121	664,489.00	.00	474,632.00	58.3%
18202 56510 STATE-SPECIAL EDUCA	38,126	1,715	39,841	23,247.00	.00	16,594.00	58.3%
18202 56511 STATE-SCHOOL CHOICE	2,982,293	77,490	3,059,783	1,765,872.00	.00	1,293,911.00	57.7%
18202 56513 STATE-CHARTER SCHOO	14,270,523	-853,798	13,416,725	7,802,076.00	.00	5,614,649.00	58.2%
18202 56514 STATE-CHARTER SCHOO	0	871,780	871,780	508,543.00	.00	363,237.00	58.3%
TOTAL EXPENSES	21,310,525	1,319,233	22,629,758	13,157,366.00	.00	9,472,392.00	58.1%
TOTAL STATE/COUNTY ASSESSMENTS	21,310,525	1,319,233	22,629,758	13,157,366.00	.00	9,472,392.00	58.1%

9110 OTHER-RETIREMENT CONTRIB.

1 PERSONAL SERVICES

19111 51999 RETIREMENT CONTRIBU	12,563,043	0	12,563,043	.00	.00	12,563,043.00	.0%
TOTAL PERSONAL SERVICES	12,563,043	0	12,563,043	.00	.00	12,563,043.00	.0%
TOTAL OTHER-RETIREMENT CONTRIB.	12,563,043	0	12,563,043	.00	.00	12,563,043.00	.0%

9120 OTHER-WORKERS COMP.

1 PERSONAL SERVICES

19121 51996 WORKERS COMP WAGE B	90,000	0	90,000	75,686.53	.00	14,313.47	84.1%
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REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
19121 51997 WORKERS COMP MEDICA	100,000	0	100,000	60,775.59	.00	39,224.41	60.8%
19121 51999 WORKERS COMPENSATIO	0	0	0	24,000.00	.00	-24,000.00	100.0%
TOTAL PERSONAL SERVICES	190,000	0	190,000	160,462.12	.00	29,537.88	84.5%
TOTAL OTHER-WORKERS COMP.	190,000	0	190,000	160,462.12	.00	29,537.88	84.5%
9130 OTHER-UNEMPLOYMENT COMP.							
1 PERSONAL SERVICES							
19131 51999 UNEMPLOYMENT COMPEN	70,000	0	70,000	44,597.82	3,640.06	21,762.12	68.9%
TOTAL PERSONAL SERVICES	70,000	0	70,000	44,597.82	3,640.06	21,762.12	68.9%
TOTAL OTHER-UNEMPLOYMENT COMP.	70,000	0	70,000	44,597.82	3,640.06	21,762.12	68.9%
9140 OTHER-HEALTH INSUR.(32B)							
1 PERSONAL SERVICES							
19141 51999 HEALTH INSURANCE	13,084,880	0	13,084,880	211,858.19	.00	12,873,021.81	1.6%
TOTAL PERSONAL SERVICES	13,084,880	0	13,084,880	211,858.19	.00	12,873,021.81	1.6%
TOTAL OTHER-HEALTH INSUR.(32B)	13,084,880	0	13,084,880	211,858.19	.00	12,873,021.81	1.6%
9150 OTHER-LIFE INSURANCE							
1 PERSONAL SERVICES							
19151 51999 LIFE INSURANCE	90,000	0	90,000	55,250.19	.00	34,749.81	61.4%
TOTAL PERSONAL SERVICES	90,000	0	90,000	55,250.19	.00	34,749.81	61.4%
TOTAL OTHER-LIFE INSURANCE	90,000	0	90,000	55,250.19	.00	34,749.81	61.4%

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
0010 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
9160 OTHER-F.I.C.A.-M.								
1 PERSONAL SERVICES								
19161 51999 F.I.C.A.-MEDICARE	1,600,000	0	1,600,000	1,300,614.35	.00	299,385.65	81.3%	
TOTAL PERSONAL SERVICES	1,600,000	0	1,600,000	1,300,614.35	.00	299,385.65	81.3%	
TOTAL OTHER-F.I.C.A.-M.	1,600,000	0	1,600,000	1,300,614.35	.00	299,385.65	81.3%	
9190 OTHER-POL./FIRE INDEM.								
1 PERSONAL SERVICES								
19191 51999 POL./FIRE INDEMNIFI	80,000	0	80,000	.00	.00	80,000.00	.0%	
TOTAL PERSONAL SERVICES	80,000	0	80,000	.00	.00	80,000.00	.0%	
TOTAL OTHER-POL./FIRE INDEM.	80,000	0	80,000	.00	.00	80,000.00	.0%	
9200 OTHER-TRAVEL								
2 EXPENSES								
19202 57100 IN-STATE TRAVEL	0	5,000	5,000	.00	.00	5,000.00	.0%	
19202 57200 OUT-OF-STATE TRAVEL	3,000	15,000	18,000	14,728.82	.00	3,271.18	81.8%	
TOTAL EXPENSES	3,000	20,000	23,000	14,728.82	.00	8,271.18	64.0%	
TOTAL OTHER-TRAVEL	3,000	20,000	23,000	14,728.82	.00	8,271.18	64.0%	
9400 OTHER-PROP./LIAB. INSUR.								
2 EXPENSES								
19402 57400 CITY PROP/LIAB INSU	900,000	0	900,000	844,055.00	.00	55,945.00	93.8%	

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12								
ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
19402 57408 SHORT TERM DISABILI	47,392	0	47,392	49,797.55	.00	-2,405.55	105.1%	
TOTAL EXPENSES	947,392	0	947,392	893,852.55	.00	53,539.45	94.3%	
TOTAL OTHER-PROP./LIAB. INSUR.	947,392	0	947,392	893,852.55	.00	53,539.45	94.3%	
9410 OTHER-LEGAL CLAIMS/JUDG'T								
2 EXPENSES								
19412 57630 CLAIMS - GENERAL	200,000	108,696	308,696	168,210.82	-5,731.20	146,215.94	52.6%	
19412 57640 MED.CLAIMS-P & F	200,000	0	200,000	538,647.09	5,946.63	-344,593.72	272.3%	
TOTAL EXPENSES	400,000	108,696	508,696	706,857.91	215.43	-198,377.78	139.0%	
TOTAL OTHER-LEGAL CLAIMS/JUDG'T	400,000	108,696	508,696	706,857.91	215.43	-198,377.78	139.0%	
9420 INCOME REPLACEMENT BUYBACKS								
1 PERSONAL SERVICES								
19421 51950 IRP LEAVE TIME BUYB	100,000	0	100,000	99,760.63	.00	239.37	99.8%	
TOTAL PERSONAL SERVICES	100,000	0	100,000	99,760.63	.00	239.37	99.8%	
TOTAL INCOME REPLACEMENT BUYBACKS	100,000	0	100,000	99,760.63	.00	239.37	99.8%	
9440 CANNABIS IMPACT								
2 EXPENSES								
19442 53005 OPED LEGAL SERVICES	0	0	0	17,264.82	-22,664.82	5,400.00	100.0%	
19442 53006 OPED MUN. SUPPORT M	0	0	0	67,315.00	-67,315.00	.00	.0%	
19442 53009 SUBSTANCE ABUSE	0	0	0	14,992.18	-22,516.64	7,524.46	100.0%	
19442 53010 BOH CANNABIS INSPEC	0	0	0	.00	-75,000.00	75,000.00	100.0%	

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
19442 53018 OPED MARKETING	0	0	0	10,512.50	-10,512.50	.00	.0%
TOTAL EXPENSES	0	0	0	110,084.50	-198,008.96	87,924.46	100.0%
3 CAPITAL OUTLAY							
19443 58001 DPW MAIN STREET SAF	0	0	0	192,322.13	-192,322.13	.00	.0%
19443 58002 DPW RACE STREET IMP	0	0	0	3,073.77	-367,573.77	364,500.00	100.0%
TOTAL CAPITAL OUTLAY	0	0	0	195,395.90	-559,895.90	364,500.00	100.0%
TOTAL CANNABIS IMPACT	0	0	0	305,480.40	-757,904.86	452,424.46	100.0%
TOTAL GENERAL FUND	-4,025,725	2,418,175	-1,607,550	23,927,395.71	-5,099,586.70	-20,435,359.01	-1171.2%
TOTAL REVENUES	-197,575,324	-883,920	-198,459,244	-124,913,044.92	.00	-73,546,199.37	
TOTAL EXPENSES	193,549,599	3,302,095	196,851,694	148,840,440.63	-5,099,586.70	53,110,840.36	
PRIOR FUND BALANCE				15,351,757.31			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-23,927,395.71			
REVISED FUND BALANCE				-8,575,638.40			

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-4,025,725	2,418,175	-1,607,550	23,927,395.71	-5,099,586.70	-20,435,359.01	-1171.2%
** END OF REPORT - Generated by Tanya wdowiak **							

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
6000 SEWER ENTERPRISE	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL

0000

5 REVENUES

60005 41430 SEWER TAX TITLE REV	0	0	0	-5,622.65	.00	5,622.65	100.0%
60005 42400 SEWER USE REVENUE	-8,878,262	0	-8,878,262	-1,979,664.92	.00	-6,898,597.08	22.3%
60005 42401 SEPTAGE/WASTE FEE R	-28,000	0	-28,000	-10,400.00	.00	-17,600.00	37.1%
60005 42402 SEWER ENTRANCE FEE	-19,000	0	-19,000	-2,887.50	.00	-16,112.50	15.2%
60005 48200 EARNINGS ON INVESTM	-2,000	0	-2,000	-1,354.19	.00	-645.81	67.7%
60005 48500 MISCELLANEOUS RECEI	-3,000	0	-3,000	-1,141.44	.00	-1,858.56	38.0%
TOTAL REVENUES	-8,930,262	0	-8,930,262	-2,001,070.70	.00	-6,929,191.30	22.4%
TOTAL	-8,930,262	0	-8,930,262	-2,001,070.70	.00	-6,929,191.30	22.4%

4210 DPW-ADMIN.

000 UNCLASSIFIED

6000 41405 SEWER ADMIN FEES	0	0	0	-9,550.00	.00	9,550.00	100.0%
6000 49760 TRANS. FROM STABILIZ	0	0	0	-1,177,778.00	.00	1,177,778.00	100.0%
6000 59740 TRANS. TO ENTERPRISE	0	96,708	96,708	96,708.00	.00	.00	100.0%
TOTAL UNCLASSIFIED	0	96,708	96,708	-1,090,620.00	.00	1,187,328.00-1127.7%	
TOTAL DPW-ADMIN.	0	96,708	96,708	-1,090,620.00	.00	1,187,328.00-1127.7%	

4400 SEWER ADMINISTRATION

1 PERSONAL SERVICES

60401 51105 PAY-PRICIPAL CLERK/	110,640	0	110,640	88,789.93	.00	21,850.07	80.3%
60401 51300 PAY-OVERTIME	5,000	0	5,000	2,754.19	.00	2,245.81	55.1%
60401 51400 PAY-LONGEVITY	2,100	0	2,100	2,100.00	.00	.00	100.0%
60401 51830 PAY-CLOTHING ALLOWA	650	0	650	650.00	.00	.00	100.0%

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
6000 SEWER ENTERPRISE	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
60401 51999 RETIREMENT & BENEFIT	50,000	0	50,000	38,208.62		.00	11,791.38	76.4%
TOTAL PERSONAL SERVICES	168,390	0	168,390	132,502.74		.00	35,887.26	78.7%
2 EXPENSES								
60402 52420 R & M - SEWERS	100,000	-1,000	99,000	25,192.85	42,638.45		31,168.70	68.5%
60402 53005 LEGAL SERVICES	0	150,000	150,000	135,126.90	14,873.10		.00	100.0%
60402 53010 PROF. SERVICES - AU	15,000	0	15,000	.00	.00		15,000.00	.0%
60402 53011 PROF. SERVICES-OTHER	0	100,000	100,000	95,641.16	-268,855.19		273,214.03	-173.2%
60402 53012 MANAGEMENT SERVICE	7,600,000	0	7,600,000	7,803,329.95	-203,329.95		.00	100.0%
60402 53017 LOAN ORIGINATION &	0	0	0	12,395.73	.00		-12,395.73	100.0%
60402 53100 SEWER CHG.-WHITNEY	30,000	0	30,000	28,304.92	1,695.08		.00	100.0%
60402 53101 USER CHARGE ADMIN.	126,000	0	126,000	120,037.14	.00		5,962.86	95.3%
60402 53106 SHUT OFF PROGRAM	21,000	0	21,000	12,000.00	.00		9,000.00	57.1%
60402 54200 OFFICE & PROF. SUPP	0	1,000	1,000	731.06	.00		268.94	73.1%
TOTAL EXPENSES	7,892,000	250,000	8,142,000	8,232,759.71	-412,978.51		322,218.80	96.0%
4 DEBT SERVICE								
60404 59139 PRINCIPAL - LT DEBT	1,463,402	0	1,463,402	762,504.32	.00		700,897.68	52.1%
60404 59239 INTEREST - LT DEBT	430,956	0	430,956	212,230.00	.00		218,726.00	49.2%
TOTAL DEBT SERVICE	1,894,358	0	1,894,358	974,734.32	.00		919,623.68	51.5%
TOTAL SEWER ADMINISTRATION	9,954,748	250,000	10,204,748	9,339,996.77	-412,978.51		1,277,729.74	87.5%
9440 CANNABIS IMPACT								
2 EXPENSES								
69442 53007 INTEGRATED PLAN- CO	0	0	0	24,676.00	-24,676.00		.00	.0%
TOTAL EXPENSES	0	0	0	24,676.00	-24,676.00		.00	.0%
TOTAL CANNABIS IMPACT	0	0	0	24,676.00	-24,676.00		.00	.0%

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12								
ACCOUNTS FOR: 6000 SEWER ENTERPRISE	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
TOTAL SEWER ENTERPRISE	1,024,486	346,708	1,371,194	6,272,982.07	-437,654.51	-4,464,133.56	425.6%	
TOTAL REVENUES	-8,930,262	0	-8,930,262	-3,188,398.70	.00	-5,741,863.30		
TOTAL EXPENSES	9,954,748	346,708	10,301,456	9,461,380.77	-437,654.51	1,277,729.74		
PRIOR FUND BALANCE				681,902.15				
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-6,272,982.07				
REVISED FUND BALANCE				-5,591,079.92				

REVENUE, EXPENSES AND FUND BALANCE

FOR 2025 12							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,024,486	346,708	1,371,194	6,272,982.07	-437,654.51	-4,464,133.56	425.6%
** END OF REPORT - Generated by Tanya wdowiak **							

FY2025 PILOT PAYMENTS TO DATE 6/13/2025

ORG	OBJECT	DESCRIPTION	YEAR	PER	EFF DATE	SRC	AMOUNT
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	10	04/22/2025	CRP	-116,666.67
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	9	03/20/2025	CRP	-2,000.00
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	9	03/26/2025	CRP	-116,666.67
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	9	03/03/2025	CRP	-116,666.67
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	8	02/03/2025	CRP	-116,666.67
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	6	12/24/2024	CRP	-147,000.00
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	6	12/26/2024	CRP	-116,666.67
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	5	11/12/2024	CRP	-116,666.67
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	5	11/12/2024	CRP	-2,000.00
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	4	10/30/2024	CRP	-80,000.00
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	4	10/25/2024	CRP	-116,666.67
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	3	09/16/2024	CRP	-116,666.67
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	2	08/28/2024	CRP	-25,278.24
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	2	08/27/2024	CRP	-50,000.00
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	2	08/20/2024	CRP	-116,666.67
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	2	08/20/2024	CRP	-186.00
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	2	08/20/2024	CRP	-875.12
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	2	08/20/2024	CRP	-3,281.70
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	2	08/20/2024	CRP	-446.00
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	2	08/05/2024	CRP	-2,000.00
10005	41800	PAYMENTS IN LIEU OF TAXES	2025	1	07/18/2024	CRP	-116,666.67
							-1,479,733.76
							-1,166,666.70
							-6,000.00
							-4,788.82
							-147,000.00
							-80,000.00
							-50,000.00
							-25,278.24
							-1,479,733.76

COMMENTS

HG&E APRIL 2025
MENTAL HEALTH ASSN
HG&E MARCH 2025
HGE FEBRUARY 2025
HG&E JANUARY 2025
ISO NEW ENGLAND FY24
HG&E DECEMBER 2024
HG&E
MENTAL HEALTH ASSN
MGHPCC FY25
HG&E OCTOBER 2024
HGE SEPTEMBER 2024
VEOLIA PILOT TRUE UP
HWW - 6/30/2024
HGE - AUGUST 2024
HHA PILOT PYMT FY23 - 504
HHA PILOT PYMT FY23 - 689
HHA PILOT PYMT FY23 - 705
HHA PILOT PYMT FY23 - 501
MENTAL HLTH ASSOC 7/29/24
HGE JULY 2024

HG&E
MHA
HHA
ISO NEW ENGLAND
MGHPCC
HWW
VEOLIA

City of Holyoke, Massachusetts

revised 6/12/2025

PAGE NO.	DEPARTMENT NAME	DEPT. NO.	PERSONAL SERVICES	EXPENSES	CAPITAL OUTLAY & DEBT	DH Budget	Mayor's Budget	Council Appropriation	Council Supplemental Appropriations	TOTAL
<u>FUND (Fund 0010)</u>										
1	City Council	112	135,000	12,660		147,660	157,660	0	0	0
2	Mayor	121	341,046	63,300		404,346	404,350	0	0	0
3	City Auditor	135	306,250	156,780		463,030	459,524	0	0	0
4	Procurement	138	210,001	174,500		384,501	376,654	0	0	0
5	Assessors	141	258,378	47,660		306,038	262,313	0	0	0
6-7	City Treasurer	145	292,522	296,575		589,097	557,496	0	0	0
8	Tax Collector	146	195,600	29,110		224,710	224,777	0	0	0
9	City Solicitor	151	442,271	139,750		582,021	567,025	0	0	0
10	Personnel Administration	152	247,383	77,980		325,363	325,367	0	0	0
11	Computer	155		905,220		905,220	905,220	0	0	0
12	Admin. Assistant to City Council	157	50,750	250		51,000	51,451	0	0	0
13-14	City Clerk & Elections	161	338,270	51,950		390,220	341,999	0	0	0
15	Registrar of Voters	163	67,164	9,000		76,164	76,168	0	0	0
16	Conservation Commission	171	143,071	5,450		148,521	140,955	0	0	0
17-18	Planning/Economic Development	175	609,553	35,900		645,453	569,252	0	0	0
19-21	Police Department	210	14,911,556	1,525,850		16,437,506	14,792,065	0	0	0
22-23	Fire Department	220	11,676,026	503,305		12,179,331	11,891,756	0	0	0
24-25	Building Codes & Inspections	240	707,569	120,675		828,244	706,136	0	0	0
26	Weights & Measures	244	66,976	6,800		73,776	74,038	0	0	0
27	Emergency Management	291	5,000	65,000		70,000	60,761	0	0	0
28	Public Works: Forestry Division	294	190,761	156,500		347,261	240,418	0	0	0
29	Public Safety	299	900			900	900	0	0	0
30	School Department	300	68,519,716	33,026,287		101,546,003	101,220,035	0	0	0
31-38	Public Works: Engineer & Divisions	410-430	3,713,141	3,169,476		6,882,616	6,627,180	0	0	0
39	Municipal Parking Facilities	480	103,940	150,457		254,397	254,301	0	0	0
40-41	Board of Health	510	648,558	283,905	0	932,463	938,029	0	0	0
42-43	Council on Aging	541	577,033	105,775	0	682,808	672,320	0	0	0
44	Veterans Benefits	543	171,183	262,500		433,683	377,931	0	0	0
45	Public Library	610	775,222	60,000		835,222	839,850	0	0	0
46-47	Recreation	630	295,158	56,300		351,458	360,086	0	0	0
48-49	Public Works: Parks Division	650	592,432	217,629	0	810,061	767,197	0	0	0
50	Museums & Monuments	691	244,432	64,848		309,280	274,582	0	0	0
51	War Memorial Commission	693	95,702	46,191	0	141,893	138,820	0	0	0
52	Exhibit Hall Commission	694		60,470		60,470	60,470	0	0	0

City of Holyoke, Massachusetts

revised 6/12/2025

PAGE NO.	DEPARTMENT NAME	DEPT. NO.	PERSONAL SERVICES	EXPENSES	CAPITAL OUTLAY & DEBT		DH Budget	Mayor's Budget	Council Appropriation	Council Supplemental Appropriations	TOTAL
53	Commission on Disabilities	695		36,000			36,000	36,000			
54	Debt Service (Long Term P & I)	710			4,108,750		4,108,750	4,108,750	0	0	0
54	Debt Service (Short Term P & I)	752			150,000		150,000	100,000	0	0	0
55	Retirement (City Share)	911		13,147,588			13,147,588	13,147,588			
55	Workers' Compensation	912		200,000			200,000	200,000	0		0
55	Unemployment Compensation	913		50,000			50,000	50,000			
55	Health Insurance	914		13,746,739			13,746,739				
55	Life Insurance	915		90,000			90,000	90,000			
55	Medicare	916		1,600,000			1,600,000	1,600,000			
55	Police & Fire Indemnification	919					0				
55	Out-of-State Travel	920		3,000			3,000	3,000			
55	City Liability & Damage Insurances	940		1,004,820			1,004,820	1,004,820	0	0	0
55	Claims, Damages & Judgements	941		350,000			350,000	350,000	0	0	0
55	I.R.P. Leave Buybacks	942		103,000			103,000	103,000			
55-56	Transfers to Other Funds	-					0	13,746,739	0	0	0
	TOTAL GENERAL FUND		106,932,664	72,219,199	4,258,750	183,410,613	180,256,983	180,327,067	0	172,239,074	0
					GOAL	180,327,067	180,327,067			8,087,993	
					VARIANCE SURPLUS/(DEFICIT)	(3,083,546)	70,084			4.70%	
					CITY	101,546,003	101,220,035				
					SCHOOL	81,864,610	79,036,948				
WASTE WATER TREATMENT PLANT (Fund 6000)											
57	Administration & Operations	440	176,742	9,018,000			9,194,742	9,200,699	0	0	0
58	Debt Service & Capital Outlay	440			1,753,699		1,753,699	1,753,699	0	0	0
	TOTAL WWTP		176,742	9,018,000	1,753,699	10,948,441	10,954,398	10,954,398	0	0	0

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City of Holyoke, Massachusetts

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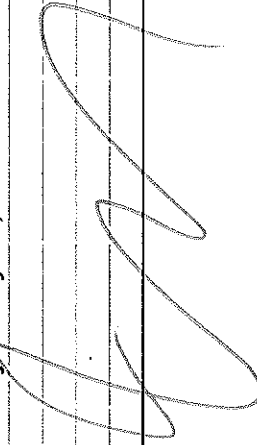
PAGE NO.	DEPARTMENT NAME	DEPT. NO.	PERSONAL SERVICES	EXPENSES	CAPITAL OUTLAY & DEBT	DH Budget	Mayor's Budget	Council Appropriation	Council Supplemental Appropriations	TOTAL
COMMUNITY PRESERVATION (Fund 3380)										
<i>Estimated Revenues:</i>										
	CPA Local Surcharge Collections									
	State CPA Match									
	TOTAL REVENUE						0			
<i>Estimated Expenses:</i>										
	Administrative									
	Historic Resource									
	Community Housing									
	Open Space									
	Budget Reserve									
	TOTAL EXPENSE						\$0			

TO THE HONORABLE MEMBERS OF THE HOLYOKE CITY COUNCIL:

I am herewith submitting, for your approval, budgets for the General Fund, Waste Water Treatment Plant, Water Works, and Gas & Electric Department for the fiscal year July 1, 2025 through June 30, 2026.

Joshua A. Garcia, Mayor

City of Holyoke, Massachusetts



City of Holyoke

Fiscal Year 2026 Annual Budget

Fund No.: 0010		CITY COUNCIL										CITY COUNCIL						
Department No.: 112		revised 6/12/2025										SUPPLEMENTAL						
Classification	Object Code	O	R	C	D	S	±	Δ	REQUESTED			PROPOSED		VOTED		APPROPRIATIONS		
									\$ Expended 7/1/2024 thru 12/31/2024	\$ Budgeted* 7/1/2024 thru 6/30/2025	No. of Emp.	Classification or Rate	\$ 7/1/2025 thru 6/30/2026	No. of Emp.	\$ Proposed by Mayor	No. of Emp.	\$ Voted by City Council	BUDGET
PERSONAL SERVICES																		
City Councilors*	51201	X							131,000	65,500	131,000	13	Ordinance	131,000				
Clerk of City Council	51203	X							4,333	2,000	4,000		Ordinance	4,000				
TOTAL PERSONAL SERVICES									135,333	67,500	135,000			135,000		0	0	0
EXPENSES																		
Professional Services	53010								2,240	890	150			13,660				
System Hard/Software Maint	53180																	
Education & Training	53190								3,515	3,750				2,500				
Postage	53420																	
Advertising	53430								639	210	2,000			1,500				
Office & Professional Supplies	54200																	
In State Travel	57100								2,488	2,500				5,000				
TOTAL EXPENSES									8,883	1,100	8,400			12,660		0	0	0
TOTAL DEPARTMENTAL EXPENDITURES									144,216	68,600	143,400			147,660		0	0	0

City of Holyoke

Fiscal Year 2026 Annual Budget

CITY COUNCIL

DEPARTMENT OF RECREATION

Fund No.: 0010
Department No.: 630

Department No.: 630										revised 6/12/2025				SUPPLEMENTAL	
Classification	Object Code	O R C D S \$ Expended thru 6/30/2024	O R C D S \$ Expended thru 6/30/2025	\$ Budgeted* 7/1/2024 thru 6/30/2025	REQUESTED			PROPOSED		VOTED		APPROPRIATIONS			
					No. of Emp.	Classification or Rate	\$ 7/1/2025 thru 6/30/2026	No. of Emp.	\$ Proposed by Mayor	No. of Emp.	\$ Voted by City Council	BUDGET	TOTAL		
PERSONAL SERVICES															
Director of Recreation	51101			71,761	34,500	71,761	1	PSA GR12	77,196	1	85,820				
Assistant Director	51103			55,000	26,442	55,000	1	PSA GR8	59,166	1	59,166				
Head Administrative Clerk	51104			41,701				NAGE S22 - 5							
Administrative Assistant	51125				19,165	47,040	1	NAGE 8-10	47,996	1	47,996				
Temporary/Seasonal Help	51240			77,498	68,880	110,000		MISC	110,000		110,000				
Longevity	51400					800	1		800		800				
Vacation Buyback	51500				1,502						1				
Sick Leave Buyback	51510										1				
Family & Medical Leave	51530										1				
Workers Comp Wage Benefits	51996										1				
TOTAL PERSONAL SERVICES				247,461	148,988	284,601			295,158		303,786	0	0		
EXPENSES															
Repair & Maintenance - Equipment	52420				2,578	1,914	2,000		3,000		3,000				
Events Staging	52701				5,350	5,000	8,000		8,000		8,000				
Other Contracted Services	53010				1,000	617	1,000		1,000		1,000				
Print/Bind/Microfilm	53030				110		500		500		500				
Concerts	53160														
Senior Fest	53161				3,500	3,500	3,500		4,500		4,500				
Sports Leagues Costs	53164				7,914	6,593	8,000		8,000		8,000				
Jones Ferry Programs	53165														
Recreational Programs / Events	53166				24,686	10,650	26,000		26,000		26,000				
Education & Training	53190				325		500		500		500				
Advertising	53430				432		500		500		500				
Office & Professional Supplies	54200				1,426		250		250		250				
Supplies - Other	54220				5,835	1,210	3,000		3,000		3,000				
In-state Travel	57100				502		500		750		750				
Dues & Subscriptions	57300				315	135	300		300		300				
TOTAL EXPENSES					53,973	29,619	54,050		56,300		56,300	0	0		
CAPITAL EXPENSES															
Capital Outlay - Motor Vehicles	58001					32,974									
TOTAL CAPITAL EXPENSES					0	32,974	0		0		0		0		
TOTAL DEPARTMENTAL EXPENDITURES					301,434	211,581	338,651		351,458		360,086	0	0		

INTERMUNICIPAL AGREEMENT FOR REGIONAL ANIMAL CONTROL SERVICES

Upon execution by all parties this Agreement ("Agreement") shall be effective July 1, 2025 pursuant to Mass. Gen. Laws ch. 40, § 4A, by and between the CITY OF SPRINGFIELD, a Massachusetts municipal corporation within the County of Hampden, Commonwealth of Massachusetts, acting by and through its Mayor, with a place of business at 36 Court Street, Springfield, Massachusetts 01103 ("Springfield"), the CITY OF CHICOPEE, a Massachusetts municipal corporation within the County of Hampden, Commonwealth of Massachusetts, acting by and through its Mayor, with a place of business at 17 Springfield Street, Chicopee, Massachusetts 01013 ("Chicopee"), and the CITY OF HOLYOKE, a Massachusetts municipal corporation within the County of Hampden, Commonwealth of Massachusetts, acting by and through its Mayor, with a place of business at 536 Dwight Street, Holyoke, Massachusetts 01040 ("Holyoke"). Springfield, Chicopee, and Holyoke are hereinafter collectively referred to as the "Cities."

WHEREAS, the Cities currently participate in a regional approach to animal control, providing animal control services ("Services") to the Cities and other participating communities through a Regional Animal Control Program ("Program") at the "Thomas J. O'Connor Animal Control Center" ("Center") located at 627 Cottage Street, Springfield, MA 01119.

WHEREAS, the Mayors of the Cities designated Springfield as the "Lead Community" in which to provide the Services and the Program; and

WHEREAS, the Cities agree to work cooperatively and expeditiously with the Lead Community and to seek all necessary legislative and other governmental approvals from their respective governmental bodies authorizing them to enter into an Inter-Municipal Agreement with the Lead Community for purposes of operating a facility where the Services and the Program are provided; and

NOW THEREFORE, the Cities hereto mutually agree as follows:

1. DESIGNATION OF LEAD COMMUNITY: The Cities designate Springfield as the "Lead Community" for purposes of which to provide the Services and the Program.
2. ADMINISTRATION OF FINANCIAL MATTERS: Springfield shall administer all financial and personnel matters relating to the Services and the Program, including but not limited to employee contracts and contracts with all service providers.
 - A. Pursuant to Mass. Gen. Laws ch. 40, § 4A, Springfield shall keep accurate and comprehensive records of services performed, costs incurred, and reimbursements and contributions received pursuant to this Agreement. Periodic financial statements shall be issued to all participants. Costs of the preparation of financial statements shall be considered an expense of the Program.

- B. Springfield shall submit to the Board of Animal Control Supervisors ("Board") a monthly statement of expenses incurred and the Board shall authorize payment therefor. In the event the Board does not authorize payment, the expense may be presented to the Mayors for approval. The concurrence of two (2) of the three (3) Mayors shall be required to pay an expense.
3. TERM: This Agreement shall be for a term of three years, beginning on July 1, 2025 and ending on June 30, 2028.
4. ANNUAL PER CAPITA ASSESSMENT:
- A. During the term of this Agreement, the Cities, and each additional community which seeks to participate in the Services and the Program, agree to pay to Springfield, as the Lead Community, an annual assessment described in this Agreement, based on the number of residents in each community according to the most recent United States Census. The assessment monies shall be used for the purposes of leasing, occupying, maintaining and operating a facility where the Services and the Program are provided, and for other reasonable and necessary expenses of the Services and the Program.
- B. According to the U.S. Census Bureau's 2020 Census, the population of the Cities is as follows: Springfield-155,929; Chicopee- 55,560; and Holyoke – 38,238. In order to account for several years of cost increases incurred by Springfield, including the need to hire additional personnel to maintain animal control operations, Chicopee and Holyoke have agreed to pay a rate of \$6.15 per resident during Fiscal Year 2026. The rate will increase \$0.30 for Fiscal Year 2027 (\$6.45) and an additional \$0.30 Fiscal Year 2028 (\$6.75.)
- C. Based on the population estimates, the annual assessment for each of the Cities shall be as follows:

1. FY26 (July 1, 2025 – June 30, 2026) \$6.15 per resident

City	Population	Annual Assessment
Springfield	155,529	\$958,964
Chicopee	55,560	\$341,694
Holyoke	38,238	\$235,164

2. FY27 (July 1, 2026 – June 30, 2027) \$6.45 per resident

Springfield	155,529	\$1,003,162
Chicopee	55,560	\$358,362
Holyoke	38,238	\$246,635

3. FY28 (July 1, 2027 – June 30, 2028) \$6.75 per resident

Springfield	155,529	\$1,049,821
Chicopee	55,560	\$375,030

Holyoke

38,238

\$258,107

- D. The Cities and each additional participating community shall pay the annual assessment to Springfield in quarterly installments, on or before July 1st, October 1st, January 1st, and April 1st. Springfield shall send each City a quarterly invoice no later than thirty (30) days prior to the date that the assessment is due.
 - E. All funding is subject to annual appropriation by the appropriate authority of each of the Cities.
5. BOARD OF ANIMAL CONTROL SUPERVISORS:
- A. The Mayor of each of the Cities shall designate one representative, who together shall constitute the Board of Animal Control Supervisors (the "Board"). The Board shall provide fiscal and operational oversight over the Services and the Program. The representative of the City of Springfield, as Lead Community, shall serve as Chairperson of the Board. The Board shall designate a Vice Chair and Clerk and conduct all meetings in accordance with Massachusetts "Open Meeting Law." A quorum of two (2) members of the Board must be present to hold a meeting and conduct business. The concurrence of a majority of the members present is required to approve of any motion.
 - B. The Board shall be responsible for setting performance standards, approving all financial matters and overseeing the performance of all employees.
 - C. Springfield shall submit to the Board a monthly statement of expenses incurred in furtherance of the Services and the Program, and the Board shall authorize payment therefor. In the event the Board does not authorize payment, the expense may be presented to the Mayors for approval. The concurrence of two (2) of the three (3) Mayors shall be required to pay an expense. Copies of the reports shall also be sent to the Cities in accordance with the notice provisions of Section 19 of this Agreement.
 - D. The Board shall provide copies of the minutes from all Board meetings to the Cities in accordance with the notice provisions of Section 20 of this Agreement. Minutes shall be sent within seven (7) days of the date of the Board's approval or acceptance of them.
6. PERSONNEL STATUS: All personnel hired to provide the Services and the Program shall be deemed to be employees of the City of Springfield for the term of this Agreement. The current staff positions are as follows:
- Executive Director
 - Operations Manager
 - Shelter Supervisor
 - Animal Control Supervisor

Veterinarian
Veterinary Clinic Coordinator
Veterinary Technician
Volunteer & Special Projects Coordinator
Maintenance Technician (part-time)
Animal Welfare Specialist (7)
Animal Control Officer (6)

7. ENFORCEMENT, LICENSING AND REPORTING:

- A. Citations: All citations for violations of the Massachusetts General Laws and the Cities' Code of Ordinances issued by the Animal Control Officers shall be duly noted in the citation books supplied by the Cities to the Center. The Officer's copy shall be retained by the Center. The Court's and Clerk's copies shall be delivered to the applicable City Clerk's Office with the reports within two (2) weeks of the date the citation was issued.
- B. Collection of Fines: The Center shall not collect any fines from City residents. Any fines set forth in citations issued pursuant to Paragraph A above shall be paid by the resident to the City Clerk or appealed in accordance with city ordinances and the Massachusetts General Laws.
- C. Licensing: All owners of unlicensed dogs that are being held at the Center must obtain a dog license from the applicable City Clerk's Office before the dog can be released to the owner.
- D. Reporting: The Center shall submit quarterly reports to the Cities detailing the services performed in each City, with a copy to the Board.

8. INDEMNIFICATION OF EMPLOYEES: The Cities shall indemnify and hold harmless the employees of the facility from any actions, suits, damages or causes of action which may be brought as a result of the negligent acts of Animal Control Officers, the Board or their agents or employees while enforcing the Cities' Animal Control Ordinances and the Massachusetts General Laws relative to the keeping of animals within the confines of Springfield, Chicopee, and Holyoke, subject to the limits set out in Massachusetts General Laws chapter 258.

9. PARTICIPATION BY OTHER COMMUNITIES:

- A. The Board may enter into agreements with other communities to participate in the Program, providing that each such community agrees to pay the per capita assessment for Services on the same terms and conditions set forth in this Agreement.

- B. The Cities agree that they will reach out to other communities in the area that might need animal control services. Notwithstanding the preceding paragraph, the Cities acknowledge that there might be other models through which another community could avail itself of the services provided by the Program. A unanimous vote of the Board is required for any deviation from Sections 4 and/or 9(A) of this Agreement.
10. **ADVISORY BOARD:** The Mayor of each of the Cities may appoint two (2) members each who shall serve in an advisory capacity to the Board. The Advisory Board will advise the Board on such matters as service review, complaint resolution and other such matters as may be directed to them by the Board.
11. **TERMINATION OF AGREEMENT:**
- A. It is expressly agreed and understood that each City shall have the right to terminate this Agreement by giving the Board and other Cities six (6) months' written notice signed by the Mayor of any City or their designee.
- B. In the event of termination of this Agreement, all originals of documents, data, papers, studies and reports prepared by any employee of the Program, or by any agent, associate, consultant, partner or servant of the Program, prepared under this Agreement, shall become the property of the Board. Furthermore, such documents must be delivered to the Chairman of the Board within three (3) business days of a written notice of termination of this Agreement.
12. **ASSIGNMENT OR TRANSFER:** None of the Cities shall assign or transfer their respective interests in this Agreement without prior written approval of the other Cities thereto.
13. **NON-DISCRIMINATION:** During the performance of this Agreement, the Cities agree as follows:
- A. In the performance of this Agreement, the Cities will not discriminate against any person because of race, color, religion, sex, sexual orientation, disability, family status or national origin. The Cities will take affirmative action to ensure that all persons to whom services are provided under this Agreement are treated without regard to their race, color, religion, sex, sexual orientation, disability, family status or national origin.
- B. In the event any City's non-compliance with the non-discrimination clauses of this Agreement, this Agreement may be canceled, terminated or suspended in whole or in part, and the non-compliant City may be declared ineligible to participate in the Program.
14. **CONFLICT OF INTEREST:** The Cities covenant that they have no interest, nor shall they acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder.
15. **VENUE, CHOICE OF LAW:** The laws of the Commonwealth of Massachusetts shall govern the validity, interpretation, construction and performance of this Agreement. The

sole and exclusive forum for the resolution of any question of law or fact arising out of this Agreement, to be determined in any judicial proceeding, shall be the Superior Court of Hampden County, or the United States District Court for the Western District of Massachusetts, sitting in Springfield, Massachusetts. It is the express intention of the parties that all legal actions and proceedings related to this Agreement or the rights or relationship of the parties arising therefrom shall be solely and exclusively brought and heard in said Courts.

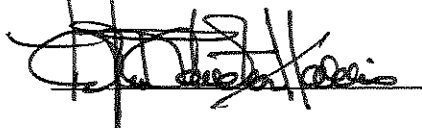
16. **COMPLIANCE WITH LAWS:** In the performance of this Agreement, the Cities, their agents, employees, officers, servants, consultants and subcontractors shall comply with all applicable rules and regulations promulgated by all federal, state and local laws and ordinances, as well as all applicable rules, regulations, and licensing requirements, promulgated by all local, state, federal and national boards, bureaus, associations and agencies.
17. **AMENDMENTS:** This Agreement may be amended by only written instrument signed by the Mayor and every other official of each City, as required by law or charter, necessary to effect a binding agreement.
18. **AUTHORITY TO SIGN AND RECEIPT OF ALL NECESSARY GOVERNMENTAL APPROVALS:** By signing this Agreement, the Mayor of each City warrants and represents he has full authority to act on behalf of his City, and that he has obtained all governmental approvals necessary to bind his City to the terms and conditions of this Agreement, including the commitment to pay the annual assessment for the Services and the Program as described in Paragraph 4.
19. **NOTICES:** Any notices, reports and invoices required hereunder shall be sent to the following:

Springfield: Office of the Mayor 36 Court Street Springfield, MA 01103 With a copy to: City Solicitor 36 Court Street, Rm 210 Springfield, MA 01103	Chicopee: Office of the Mayor 17 Springfield Street Chicopee, MA 01013	Holyoke: Office of the Mayor 536 Dwight Street Holyoke, MA 01040 With a copy to: Director, Board of Health Holyoke City Hall Annex 20 Korean Veterans Plaza Holyoke, MA 01040
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20. **ENTIRE AGREEMENT:** This Agreement represents the entire and integrated agreement among Springfield, Chicopee and Holyoke and supersedes all prior negotiations, representations or agreements, either written or oral.

IN WITNESS WHEREOF, the Cities of Springfield, Chicopee, and Holyoke. Acting by and through their respective Mayors, have executed this Agreement as of the day the same is signed by all necessary parties, as indicated by the dates noted below each signature.

City of Springfield



Helen R. Caulton-Harris,
Commissioner
Department of Health and
Human Services
Date signed:

Approved as to appropriation: *N/A*

City of Chicopee

Approved as to appropriation:



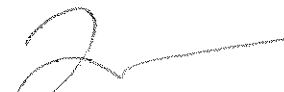
City Auditor *SHARYN A. RILEY* City Auditor

Date signed: ~~4-24-25~~
4-17-25 *AK*

Approved as to form:

City of Holyoke

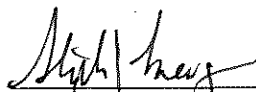
Approved as to appropriation:



City Auditor

Date signed: 4/20/25

Approved as to form:



Comptroller Acting

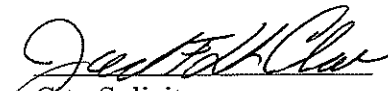
Date signed: 5-12-25

Approved as to form:



City Solicitor

Date signed:



City Solicitor

Date signed: 4/27/25

APPROVED:



John L. Vieau

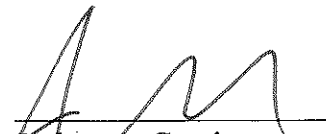
Date signed: 4/27/25



City Solicitor

Date signed:

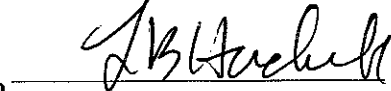
APPROVED:



Joshua A. Garcia

Date signed: 4/28/2025

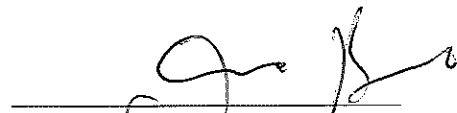
Reviewed:



dep C.A.F.O.

Date signed: 5/15/25

APPROVED:



Domenic J. Sarno

Date signed: 5/16/25 *AK*

City of Holyoke Health Benefit Meeting
April 7, 2025
City Hall, Fire Headquarters

The meeting was called to order by **Quentin Donohue** at **5:04 PM**

In attendance:

PEC Representatives: Joe O'Connor- Retirees, Chris Butler-Fire Dept

City Representatives: Sean Mangano- HPS CFO, Dazhana Argueta-Personnel Specialist

Others: Quentin Donohue - chairman, Steve Corbin - Dowd Insurance, Kelly Curran - HR Director, Rebecca Sutter - Dowd, Heidi Fountain, Jessica Chaput, Steve Fay and Steve Dion- BCBS, William Alicea-Fire Dept

Receive minutes from 3/24/25 meeting

MOTION: Joe made a motion to **approve minutes**. **Sean** seconded. Motion carried **Unanimously**

- Quentin- all those in favor to receive minutes. Vote carried unanimously

Pharmacy Carve Out Discussion - Heidi Fountain from Blue Cross/Blue Shield

- Heidi introduced folks from BCBS to review BCBS's Pharmacy carve out option.
- Jessica stated that we get all reimbursement for RX. Steve-90% of profit goes back into claims. Heidi clarified that all goes back into our claims as we are self funded with the exception of Admin fees.
- Jessica- reward providers for how they provide outcomes for their patients. Ex. Lower cost Rx. Also if the drug does not perform as expected= money back. (Outcome based)
- Quentin requested real world evidence. How does the drug work in the clinical trial vs real world? How does it compare to outcomes compared to other drugs?
- Steve- the important thing is when you talk about carving out the RX what they are not taking into consideration is the integration between medical and Rx.
 - Dazhana mentioned that currently most issues have been with diabetics getting coverage for medication
 - Heidi- there have been 17 calls regarding RX and most were for GLP1 regarding cost and coverage. This is tiny
 - Quentin-Maybe for you but not for employees. Rory mentioned previously that employees had the GLP1 authorized and then not with BCBS and had to spend hours on the phone to get their Rx covered.
 - Joe- Why did he not reach out to Steve or Rebecca?
 - Heidi- Their concern is not coming to me or Member services.
 - Joe- Did he bring it to Steve
 - Steve-No

- Steve- Only carrier where Heidi and Steve work together and look at trends but this is also the first he is hearing of this situation so that they may address concerns. Please trust us.
- Quentin-I get no benefit, I am a teacher but I hear stories and I am here for one reason, someone has to be in this chair and make sure that if there are problems please reach out to BCBS.
- Dazhana- we do have members go to Member services first and Heidi and Candis have been great with additional questions and support. This just happens to be an issue with a specific group of employees with Diabetes. Candis recommended that we meet to discuss and see what is happening behind the scenes.
- Steve- definitely reach out to Steve but also they should go to Member services first.
- Jessica- not to say we are not going to run into problems but that is there to make sure those that should be receiving the medication are.
- Ex. Rescue inhaler refilled 5x and BCBS reached out to Provider who was not concerned but still reached out to the family and it turns out they were using the rescue in place of preventative which could cause severe lung damage.
- Benefits of integrated care
 - Simple, improved health outcomes, lower medical cost, increased control, lower admin cost and time spent and contract oversight and management
 - Quentin-why would there be a difference in cost?
 - Jessica- where they are getting the prescription
 - Quentin- BCBS providers providing their own?
 - Jessica- most expensive. Ex. DR giving injectable in office vs cheaper out of office option
 - Groups that carve in save about 6%. Medical spend increases
 - Heidi- 6% is a lot. Currently around 11 million and could cost 660,000 dollars.
 - Jessica- additional fees that follow suit
 - Joe- dollar amount
 - Jessica- about 10% increase
 - Sean- just to confirm, cost per contract increases and if we take Rx out the contract goes up
 - Steve- Yes
 - Jessica-plus annual fee
 - Quentin-6% increase not just associated with management fee and medical claims due to lack of integration?

- Jessisca- Yes. Also think of the care management team reaching out when claims are high to review. The minute Rx is carved out we don't have the claim data so less members go down.
- Quentin- how much of that information is accessible by our broker?
- Steve Corbin- I do a lot of things but not medical management
- Quentin- Could the data from BCBS and Carve out be analyzed by the Trust if we had the power to do so? Who owns the data?
- Steve- BCBS data that you have access to
- Quentin- we should have all of the data
- Jessica- recommend speaking to a HIPAA attorney to be aware of legal guardrails
- Heidi- caution a self insured trust to have that confidential data.
- Steve- to put this in dummy terms, that is why you pay us
- Sean-the number we see for savings is significant and totally understands the service piece. Why does BCBS not have a middle plan that has the drug savings? Is BCBS exploring those plans?
- Jessica- Yes, great question. We want people to use generic and low cost. I think what you're thinking of Hollywood drugs losing patents. Bio-similars are usually for less concentration which are not suitable for certain people. Removing Humera from our formulary but seeing 2 others that are a lot less costly. Members pay 0 dollars for it. 2 They are interchangeable.
- Quentin- are they of concentration?
- Jessica- Yes
- Quentin-I have no idea what it is used for
- Jessica- it is used for everything
- Jessica- needs disruption analysis to see how members will be affected
- Sean- Humera will result in lower cost to city
- Jessica- Yes, Humera now on cost share as well as being lower cost
- Quentin- by acknowledging that, 10 most expensive drugs. What is on schedule for drug saving and cost?
- Jessica-Will see spending decrease once that comes off. Takes time to see
- Quentin- we are generic mandate in MA
- Jessica-Different for speciality drugs
- Heidi- if COH wanted to do an independent study without all claims, its not really a fair and full comparison.
- Jessica- group carved out and ended up spending more money because they did not think they were covering GLP1 drugs.

- Joe- Steve did we have a disruption report?
- Steve- yes top 50 drugs
- Jessica- you need a full data to compare, not the top 50 which are probably most expensive
- Heidi- Pharmacy who has no skin in the game.
- Steve- savings is going to decrease at the cost to members and calls to HR
- Quentin-how much does Caremark make
- Jessica- They negotiate but we create our own formulary and rebates are dependent on that formulary. 80% goes through CVS but we are not CVS we are just leveraging them because they can get us the aggregate due to their size.

Sean Mangano left meeting at 6:03pm

- Joe- How many rebates collected
- Jessica- there is a lag since you are still newer. Rebates paid 120 days after the close of the quarter.
- Steve- \$373,240 last one received. Ideally not getting high rebates because that means you are spending a lot on drugs.
- Heidi- never going to avoid HCD.
- Quentin- asked Dazhana what the process is when someone has an issue
- Dazhana- did they contact Member services, if not, then I reach out to Heidi or Candis
- Chris Butler- had a situation with the transition and directed to MS and it was taking too long and so he reached out to Steve and it was resolved on the same day.
- Quentin- Thanked BCBS for coming and for their support

Broker Update

- Quentin- asked for any questions and how folks are feeling
- Dazhana's concern is the member experience
- Steve Corbin- submitted 36 months of claim data although they kept saying no data
- Quentin- since we are only in year one, maybe after year 2 would be a good time to take a look at it
- Steve Corbin- only leverage is Admin Fee
- Chris Butler- Can appreciate that their number is their number. Agree that this is maybe a next year thing
- Joe- would you come back with more options
- Steve Corbin- There are others, just comfortable to SmithRx
- Joe- They don't have a municipality
- Steve Corbin- non in MA
- Chris Butler- worried about same people having the issues again

Quentin- The newly Health Benefit Trust is doing its due diligence to better provide better care for the employees of the City of Holyoke

Dazhana- brought up section 19 request to be presented to the Mayor

Chris Butler- 1% shift in splits for just HMO not PPO. Asked that Kelly Curran talk with Mayor regarding the pitch. It is a 179 thousand dollar shift. Maybe try to shift people to HMO plan.

MOTION: Joe O'Connor made a motion to **adjourn** . Chris Butler seconded. Motion carried **unanimously**

The meeting adjourned at **6:24 PM**

A handwritten signature in blue ink, appearing to be "Joe O'Connor", is written below the text "The meeting adjourned at 6:24 PM".

Holyoke Community Preservation Act Committee

Minutes February 12, 2025

The meeting was held remotely in keeping with Chapter 2 of the Acts of 2023 for Remote/Hybrid meeting signed into law March 2023.

Members Present:
Jay Ferreira, Chair/Community Representative
Michael Falcetti, Vice Chair/Housing Representative
Mary Moriarty, Secretary/ Conservation Commission
Maribel Ortiz, Community Representative
Chris Gauthier, Historic Commission Representative
Megan Magrath-Smith, City Council Representative
Helene Busby, Parks and Recreation Commission Representative
Lauren Niles, City Planning Representative
Sarah LaRose, Community Representative
Also Present: CPA Administrator Naomi Klayman, Member of the community, Linda Pratt

Chair Jay Ferreira called the meeting to order at 6:00 and took roll call.

1.Minutes: January 15 and 22. Ferreira moved to accept the minutes for January 15 and 22. Motion passed in a roll call vote. Falcetti abstained from voting on the January 15 minutes.

2.Public Comment to the FY 25 Applications: None

3. Scoring of Fy25 application: Ferreira told the committee about available funds. **\$696,142 total budget(local levy and state match), Admin costs \$34,807 (5%) funding available \$661,595** Note: 10% must be allocated in each category. Niles asked for clarification. Ferreira and Falcetti clarified that by state CPA legislation we are required to allocate 10% of the budget to each category. This year that is \$66,160. If we decide not to grant that much to a category, the remainder must be set aside for a future year. Also, we can decide not to spend any in a category but we must set it aside for a future year. Ferreira reminded everyone about the scoring rubric. He showed the Preservation Plan Goals and said that the projects would be taken in the order of how they scored from highest to lowest.

Flats Community Building request for 100,000. For an accessibility chair ramp and exterior rehabilitation was the highest scorer @25.25. Busby and Ferreira spoke in support of the project. **A motion to recommend the Flats Community building project for \$100,000 was made by Moriarty and seconded by LaRose.** Clarification was made that we are “recommending” these projects to City Council and that the Council may approve or disapprove the projects but they may not change or add to the projects. A roll call was taken. **The motion passed 8 to 1.**

Lawrence School Chimney and Retaining Wall request for \$115,000 was the second highest scorer @23.28. Falcetti indicated his opposition because it should be taken up by the school department or the city and he felt it is not historic. Niles thought this should have been through city budget. Magrath-Smith felt it was a worthy project but perhaps fund at a lower amount. She said it does fit in with our Community Preservation Act Goals but it would be precedent setting for us to fund a school project. Moriarty opined that it fits with our CPA goals and with Historic Preservation requirements and while it would be precedent setting for us, school projects are being funded in other communities. She pointed out that it is like so many other city projects that we have funded in that the city and school department

budgets do not have the money for historic restorations. She recommended reducing the grant to \$100,000. Ferreira offered that this does not seem like a CPA project. He doesn't think the people of Holyoke wanted this when they voted for the CPA and doesn't feel this project will have a strong influence on our city. He is voting no. LaRose asked for clarification about the process. She said there was an eligibility process whereby projects that were deemed ineligible did not go forward. She wondered if it was fair to now decide that a project that was considered eligible and that was scored highly by the committee should now be considered ineligible. Ferreira said the project was deemed eligible but that he doesn't feel it fits in with CPA. **A motion to recommend funding the Lawrence school Chimney and retaining wall for \$100,000 was made by Moriarty and seconded by LaRose. The motion failed 5-3. Busby abstained.** A new **motion to recommend funding the Lawrence School Project for \$50,000 was made by Ortiz and seconded by Magrath-Smith.** In discussion LaRose asked if the committee should reach out to the applicant to see if they could move forward with this substantially lower amount. Magrath-Smith clarified that we have a standard contract term stating that the recipient has three years to use the money. If they decide it is not in their interest they can back out at any time and the money comes back to the committee. **The motion passed by a vote 5-3. Busby abstained.**

Gloutak Park Playground Upgrade request for \$250,000 was the third highest scorer @23.25. OS and Recreation category. LaRose supported the project but asked for clarification regarding process. She asked what happens in the case that an applicant is awaiting grant funding that may be awarded after CPA has made its decision? Magrath-Smith explained that some applicants have received additional money from elsewhere after we have granted money and that is acceptable. She said she is inclined to offer \$150,000 and if funds come in from another source that is fine. Busby said she is passionate about this project. She said that Reynolds said that if the CPA comes in lower they could make it work. She said she felt that we should reward people who come to us applying for "on-the-nose" grants. She said we feel strongly about using our CPA dollars as a multiplier because that is something that will bring money into the city. Falcetti said he likes the project but would prefer to see it come back next year. He feels that there are projects on this year's list that are of greater priority and we have limited funds. Moriarty said she is not sure what we would be spending the money on. Reynolds gave us three estimates but there was not anything specific. She also cited a walkway that is pictured in one of the estimates that she does not think is feasible because there might be wetlands nearby. Ferreira offered to clarify. He said Reynolds gave three options. The one Ferreira feels is the best is the one from M.E. O'Brien for \$158,000. He said this company is the gold standard in playground equipment. He feels the committee should fund the \$158,000 because the equipment does need replacement. He sees this as a 2 for 1 project because CPA had, in two earlier years, funded the development of trail systems at Gloutak Woods. The trails and the park would be a 2 for 1 park. Busby agreed with the reduction from \$220,000 to \$158,000 saying that if a grant comes through we could get more or we could specify that if more money comes through, we could reduce the sum from CPA. Magrath-Smith said that the clarity for her is around the ME O'Brien proposal for \$158,000. She felt that the city could remove the old playground themselves and save around \$8,000. She proposed funding at \$150,000. She said that further clarity for the committee can come when the contracts are drafted in March or April. At that point we would know if another grant will be offered and could name what we want the money to be spent on. Moriarty asked if we could be specific about some of the things we want tonight? For example, she said the rubber surface was not cost effective vs. the wood chips and the walkway may need review. She also stated that the grant the applicant named requires that you purchase the materials from the company giving the grant. So, if we take that grant we are then committed to purchasing the playground

equipment from that company. Moriarty said she would want a very specific motion for this project. Busby expressed that she felt the questions were too detailed. She thought we didn't do that in past years. LaRose brought up that we need to ensure that we are funding in line with regulations. Will this go through Conservation Commission? Would CC put restrictions on this or do we do it when we write the contract. She wondered what is the process for writing a contract. Do we write the contract and then ask for other regulatory review? Moriarty answered that this body is supposed to fund shovel ready projects but we have been lax. If it was a shovel ready project it would come before us with all these bits in place. At some point all of the regulations will have to be satisfied. Ferreira offered that Reynolds is very responsive and he will work with us. He said many of our projects have open ended questions going in to contract writing. LaRose asked if we could fund this at a later time. Ferreira said possibly but we have a timeline to meet with City Council. Magrath-Smith detailed our timeline. Our administrator takes the funding recommendations from this meeting and creates a template for City Council, the recommendations then go to the Finance Subcommittee for review and then back to full Council for discussion and a vote. This must be complete before July 1. She further explained that after City Council approval, the process of contract writing begins. A contract template is created from the information that comes back from City Council, specific details are added, it goes to the applicant and the CPA contract committee for approval. Both CPA and the applicant must sign before funds are dispersed. The contract committee consists of Ferreira, Falcetti and Magrath-Smith. Other CPA members are welcome to join. ***A motion to recommend funding the Gloutak Park Project for \$150,000 was made by Sarah LaRose and seconded by Busby. The motion passed by a motion 5-4.***

YMCA Outdoor Pickleball Courts and Half Basketball Court request for \$130,000 was the fourth highest scorer 23.14. OS and Rec category. Ferreira said that he must recuse himself for conflict of interest. Magrath-Smith said people keep asking for Pickleball Courts. She said we could write a MOU to insure public access. She feels it would be good for the city. Falcetti agreed. He felt the project is shovel ready. Niles asked if there is a large Pickleball court at the mall? Magrath-Smith clarified that this one would be free and open to the public. Niles asked if that would be in writing. Magrath-Smith said Bevan agreed to a Memorandum of Understanding (MOU) that would define the hours of operation available to the public. Busby said she is always skeptical when there is limited access. She reported she had reached out to Parks Director Reynolds and she was glad the Y is going to work with the Parks and Rec on usage. Moriarty asked if the group is interested in reducing the amount granted. Magrath-Smith pointed out that we have never funded the YMCA. ***A motion to recommend funding the YMCA Pickleball Courts and Half Basketball court for \$130,000 was made by Falcetti and seconded by Magrath-Smith. The motion passed unanimously. Ferreira abstained.***

150 E Dwight Street Tiny Home Project request for \$50,000 scored fifth highest @22. Housing category. Gauthier said he can't grasp a tiny home in a city of multi family homes. Falcetti echoed what Gauthier said. He said he is not in favor of the architecture. We live in a city of industrial housing and this does not fit in. He felt it would not be good for Holyoke. Helene said she wanted to talk about both of the Tiny home projects, the stand alone home and the Tiny home adjacent to a Low AMI eligible home. She likes that CPA can be innovative. She felt that in this country and in this city the housing problem is just horrific. She feels that right now it is an area that we can do something about. She felt, Holyoke has a lot of apartments, but, the other project feels like an experiment worth trying. A house with a smaller house on the same property on the same lot helps the owner in times of financial difficulty. It might be hard to find other funders but we can be more nimble. This would be a way to help out with the housing

crisis. She is more inclined to fund the second project. Falcetti said he would be hard pressed to see another city in the Western Mass that has done more to solve the housing problem. The Housing Authority, Wayfinders, CPA and other organizations have created more housing than any other city. We are the leader in this. He is not in favor of spending local taxpayer dollars to support something that is being done with federal dollars by Holyoke Housing authority and Wayfinders. The Holyoke Housing Authority is building 8 duplexes that will be affordable and fit in with the neighborhood. He is not in favor of the Tiny Homes. Ferreira clarified that the need is great but that Holyoke has done a lot. Niles said from a planning perspective, Tiny Homes are solving one person's problem. This would be using taxpayer dollars to pay for one person's problem. She feels these properties could be used in a different way. She reminded that Planning Board is working on a Comprehensive Plan and on a Tiny Homes Plan and on defining Accessible Dwelling Units (ADU). She would like these projects to come back next year when the Planning Board has more of a handle on this. LaRose said she is in agreement that this is an innovative solution to the housing crisis. She feels, that while it may serve one family, as a solution it is not limited to one family. It serves as a case study to help inform how it might serve Holyoke in the future. She is inclined to encourage innovative solutions. Niles said the Planning Board is trying develop the comprehensive plan with Ordinance right now and this would be a project that is coming before the rules are clear. Magrath-Smith asked what was the Planning Board's rationale behind permitting the Tiny Homes on Dwight Street? The answer is unknown. Magrath-Smith then listed the positive and negative arguments presented tonight and said there are a lot of departments already working on the question of whether it fits or not; she does not think it is the job of CPA to figure that out tonight. Ferreira said that the 2024 Affordable Homes Act does include Tiny Homes as an option. Since the state law will take precedent over Holyoke rules he sees this as an opportunity for us to gather information on the value of Tiny Homes in Holyoke. He also said the cost per square foot is low compared to other housing units. He supports this project. ***A motion to recommend the Tiny Home project at 150E Dwight Street for \$50,000 was made by Moriarty.*** Magrath-Smith asked if we were funding both projects. And if Planning had approved this one. Ferreira opined that this is the most ready of the two projects. This project is approved by Planning. ***The motion was seconded by Larose. The motion passed 6-3.***

160 Pine Street Tiny Home ADU Project request for \$50,000. Scored 22. Housing . Housing category. The total remaining FY 25 is \$181,595 and we have not yet satisfied our Housing budget. If we do not fund anything else in Housing we must set aside our remaining Housing obligation of \$16,000 for next year. That would leave \$165,435.

Busby said that she likes the idea of the 160 Pine Street Project, with the Tiny Home adjacent to the single family home as a way to create income for the homeowner. She also wanted to go back to something said earlier to point out that she wasn't saying that Holyoke hadn't done their part to help with the Housing crisis but that we should be able to have the discussion about all the aspects of a project. She was glad to be living in a city that had done so much to help solve the housing problem.

Ferreira offered that funding one Tiny House project was good, and while this project has many merits, He felt this was enough for now until other city departments do their work. ***A motion to recommend the 160 Pine Street Tiny House for \$50,000 was made by Busby. There was no second.***

Wistariahurst Retaining Wall Request for \$350,000. Scored 19.8. Historic category. Ferreira mentioned that they were awarded for phase 1 and have not been able to get contractor bids. Larose said that she would like to see that original award of \$250,000 further in progress before considering a new award.

Falcetti expressed grave concern about safety and liability issues in regards to the crumbling retaining wall. He said \$165,000 is not going to get the wall done. Gauthier abstained because he is on the Wistariahurst board. Magrath-Smith agreed with Falcetti regarding the safety issue and regarding the sum of money needed compared to the sum we have to give them. They need a comprehensive plan for funding. What we have is not enough. Ferreira spoke well of Wistariahurst and all those working to keep it in good condition but said that we just don't have the money to solve the problem of the wall. Busby opined that if there was a comprehensive plan to fund the 400 feet of wall she would like to see other sources involved. She said she would like to be on record as being in favor of the project but wants to see a plan where our money could be used to drive other funds. ***A motion to recommend the Wistariahurst retaining wall project for \$165,000 was made by Motiarty. There was no second.***

Tiny House Survey request for \$40,000. Housing category. Scored 19.88. Falcetti said other boards are doing this. He does not support it. Magrath-Smith said Office of Community Development is in the process of securing funds for a study like this. Niles said Planning Board is doing this. She does not support it. Ferreira agrees there are already enough agencies for this. No motion was made. No Support.

City Hall Stained Glass Windows request for \$250,000. scored 19.13. Historic category. Ferreira read the details of the price estimate. Windows 1&5=\$150,000, 13=\$40,000. 6&7=\$40,000, consultation \$20,000. In discussion Falcetti strongly endorsed the project. Ferreira suggested we fund windows 1 & 5 and the balance to the consultant. ***A motion to recommend funding the Stained Glass Window Project at \$165,435 for windows 1 and 5 with the balance going to the professional consultant fee was made by Falcetti and seconded by Ferreira. The motion passed 8-1***

Administrator Klayman spoke appreciatively of the committee and all the work done.

Next meeting March 12, 2025.

Meeting adjourned at 8:16

Holyoke Community Preservation Act Committee

Minutes February 26, 2025

The meeting was held remotely in keeping with Chapter 2 of the Acts of 2023 for Remote/Hybrid meeting signed into law March 2023.

Members Present:
Jay Ferreira, Chair/Community Representative
Michael Falcetti, Vice Chair/Housing Representative
Mary Moriarty, Secretary/ Conservation Commission
Maribel Ortiz, Community Representative
Chris Gauthier, Historic Commission Representative
Megan Magrath-Smith, City Council Representative
Helene Busby, Parks and Recreation Commission Representative
Lauren Niles, City Planning Representative
Sarah LaRose, Community Representative
Also Present: CPA Administrator Naomi Klayman, Member of the community, Linda Pratt

Chair Jay Ferreira called the meeting to order at 6:00 and took roll call.

Ferreira began by explaining the reason for the meeting. There was an error in tabulating the funds available before we voted on projects at our last meeting. Ferreira is offering 2 actions to take to rectify the situation.

1.Stained Glass Windows: Ferreira said that when voting on this, we thought our remaining money was \$165,435 but it was not. ***A motion to reconsider our motion of February 12 regarding the Stained-Glass Windows was made by Moriarty and seconded by Ortiz. The motion passed unanimously.*** Next, ***A motion to reduce the amount recommended for funding for the Stained Glass Windows Project for windows from \$165,435 to \$165,000 to include windows 1&5 with the balance going to the professional consultant fee was made by Ferreira and seconded by Gauthier. The motion passed 8-1.***

2. Proposed reduction of FY 25 Admin Budget with balance toward affordable housing. There was an error in tabulating our Affordable Housing Reserve. Ferreira recommended reducing our administrative budget to bring our Affordable Housing Reserve up to our obligation. ***A motion to reduce the CPA administrative budget from \$34,837 to \$31, 528 to bring our Affordable Housing Reserve up to our obligation was made by Ferreira and seconded by Falcetti. The motion passed unanimously.***

The meeting closed at 6:11.

Holyoke Community Preservation Act Committee

Historic and OS Presentations Minutes January 15, 2025

The meeting was held remotely in keeping with Chapter 2 of the Acts of 2023 for Remote/Hybrid meeting signed into law March 2023.

Members Present:
Jay Ferreira, Chair/Community Representative
Mary Moriarty, Secretary/ Conservation Commission
Maribel Ortiz, Community Representative 6:30
Megan Magrath-Smith, City Council Representative
Helene Busby, Parks and Recreation Commission Representative
Lauren Niles, City Planning Representative
Sarah LaRose, Community Representative
Members Absent: Chris Gauthier, Historic Commission Representative, Michael Falcetti, Vice-Chair/Housing Commission Representative
Also Present: CPA Administrator Naomi Klayman, Miira Gates, Holyoke DPW representative, Tom Reynolds, Parks and Rec Director, Nairobi Rosa Holyoke One Representative, Sean Sheedy, School Department

Chair Jay Ferreira called the meeting to order at 6:00. He took roll call attendance at 6:13.

1.Public Comment to the FY 25 Applicants; None

2.FY Public Presentations: *A motion to allow Chairperson Ferreira take the Project Presentations out of order as he deems necessary was made by Moriarty and voted unanimously in a role call vote.*

Lawrence School Improvements : A request for \$115,000 for restoration of Lawrence school chimney and retaining wall was presented by School Department Representative Sean Sheedy. Sheedy highlighted safety concerns in regard to the restoration needed and demonstrated the historic nature of the project. He showed pictures of the current disrepair and explained what needed to be done. He showed the project budget including materials, equipment, labor, plans, and consultant and management fees. He assured that an historic architecture consultant would be present throughout the work. Magrath-Smith opened with 2 questions. First, she asked about the signage that would attribute the funding to CPA. Second, she asked about the Historic Consultant explaining that the Department of Interior requires compliance with historic standards on the whole building, not just one project. Sheedy responded that they do follow historic guidelines for restorations done to the school. He cited recent window replacement as an example of this saying that the windows were chosen according to the historic standards. He also assured the group that materials and maintenance methods also respect the historic guidelines. No detrimental physical or chemical treatments are used. He also stated that the school will still be used for its historic purpose into the foreseeable future. He then said he would work with the CPA Committee to develop wording and placement of the sign. Next Moriarty thanked Sheedy for the organization and clarity of this application and then asked about the timeline. Sheedy said he'd like to start after bidding and procurement, when the weather is optimal as in April 2025. Moriarty asked, if the bidding comes in higher than estimated, will the difference come from the school department. Sheedy said he would have to work it out with the school department. Lastly, Moriarty asked if birds are causing damage to the chimney mortar as they commonly eat the gravel in mortar. Sheedy said no.

Wistariahurst Retaining Wall- A request for \$350,000 for Phase 2 of the Wistariahurst retaining wall restoration was presented by DPW representative Miira Gates. Gates explained that CPA funded \$264,000 of Phase I repairs on the corner of Hampshire and Pine Street with an additional \$75,000 from Mass Historical funding. That part

of the project is now underway. As the first bidding round was unsuccessful, the applicant is working with MHC to change the DECAM certification requirements. The second phase request for \$350,000 is to restore the next 150 feet on Pine street. She said the restoration would involve removal, reinforcement and rebuilding of the retaining wall and installation of drainage. She said the work would be performed according to MHC guidelines under the guidance of the City Engineer, the Museum Director and Pare Engineering. Gates said there are 3 phases and it is expected to take 3 years to complete. Magrath-Smith asked if there are other funding sources. Gates said Mass Historic Funds contributed last year and they are applying for MHC again and possibly CDBG funds. Magrath-Smith explained that Mass Historic may only fund the project for a couple of years and the combination of CPA and Mass Historic funding may not be sustainable. Busby asked for clarification if the \$350,000 requested is the total cost of phase 2 and if there are funds granted from other sources will the CPA request be less? Gates said that \$350,000 is the total cost for Phase 2 but she was unsure if the CPA request would be reduced by other funding. She said she would get the information and send it to Administrator Naomi Klayman. Moriarty asked if there is a budget breakout in the application? Gates said she would send it to Klayman. Ferreira assured her that that would be fine.

Holyoke City Hall Stained Glass Window Restoration Phase 5: A request for \$210,000 for Phase 5 of the City Hall stained-glass windows was presented by DPW representative Miira Gates. Gates said this is the final stage of the restoration that was started in 2019. She highlighted the value of the windows to the city of Holyoke. She said \$147,000 would be for windows 1 and 5, window 13 and uppers would be \$25,000, windows 6 and 7 would be \$20,000 and professional services would be \$18,000. The desired timeline is to finish by winter 2025. If awarded less money, this phase would be smaller and would not be the final phase. Ferreira asked if these are this year's quotes because quotes can change over time. Gates replied that she trusted that the City Engineer had checked that out because she is very careful. Busby pointed out that she reviewed the 2011 estimate given by restorer Julie Sloan, and the figures are the same as the present request. Busby asked if the applicant would look into it and make sure the figures are the same and get back to us with it. Busby then asked about other funding sources, noting that Friends of City Hall has contributed \$10,000. She asked for a full listing of all other sources and how they could help. Gates said she would provide this. LaRose pointed out that the City Hall is planning improvements to the whole building envelope. She asked, how will the windows fit into these plans and how will the windows be protected from damage when the building envelope repairs occur? Gates did not know who to ask about that. Ferreira offered that these are all good questions and he thanked Gates and encouraged her to get back to us. Gates agreed.

Flats Community Building request for \$125,000 for an accessible ramp and repairs to the façade was presented by the Director of Community Engagement for One Holyoke Nairobi Rosa. Rosa began by describing the vital role that this building plays in the community. It serves as a cultural space and social center in the heart of the newly designated Puerto Rican District. The building houses educational programs, health initiatives, civic and safety programs.. The CPA funds requested would be for access ramps at both the front and rear entrances and also for restoration of the façade. These improvements would allow expansion of programs that parents and children are currently engaged in. Rosa went on to demonstrate how the façade restoration satisfies the goal of historic preservation. The building is a Greek revival style rowhouse (mill housing) that was built in 1848. It was the former site of the Portuguese American Community Center when it was purchased by One Holyoke in 2017. It was designated a Historic building in 2019 and again in 2023. All renovations will follow MHC guidelines. She explained the budget estimates. She mentioned the community feedback indicates support for this project and there are letters of support from the Holyoke Planning Department and from Nueva Esperanza. Moriarty expressed appreciation for a thorough application and presentation. She asked about signage attributing CPA's

contribution to the work. Rosa said there will be a sign to the right of the door that will mention the historic significance of the building and will mention the CPA contributions. One Holyoke will work with the CPA Committee on this. Moriarty asked about the \$10,000 listed as contingency in the budget. Rosa explained that some of the costs may go over the estimates and the contingency money will cover this. Ferreira spoke positively about the value of the Flats community building and then asked if there was any other work being done on the building. Rosa said One Holyoke is continuously applying for grants to improve the infrastructure of this building. She cited grants that helped improve the functionality of the building and she cited new fire alarms and plans to bring the electrical and heating up to code.

Gloutak Playground request for \$250,000 was presented by Holyoke Parks and Recreation Director Tom Reynolds. Reynolds explained why there is a need for upgrading Gloutak Park. Gloutak Park is a city owned and maintained park in West Holyoke. There is a baseball/softball diamond that is often used, and there are hiking trails that have drawn increased traffic to the park. There is a playscape that was installed in 1999 that is suitable for 3-6 year-olds. Reynolds proposed removal of the playscape and installing a new playscape that has equipment rated for 2-5 and 5-12 year olds. He also proposes adding a picnic table with an umbrella, benches and trash receptacles. Reynolds showed 3 proposals he received from 2 companies and he mentioned a fourth option that involved a matching grant. There were 2 options from Child Scapes. CS Option 1 is 98'x50' (4900sf) would be \$212,499. CS Option 2 is 85'x32' (2720 sf) would be \$132,029. The second company, ME O'Brien offered an estimate that included a poured rubber surface and equipment for \$158,000. In all cases a picnic table with umbrella and concrete pad and trash receptacles and benches would be approximately \$28,000 more. Reynolds mentioned many choices in each estimate that could be changed or reduced. Reynolds also mentioned a Play and Park Structures Community Impact Grant that he was applying for. He said this is a matching grant and he would hear back by April 2025. He said that if he got this grant the city would have to use Play and Park's proprietary equipment. It would require a redesign and a change in timelines but it would reduce the CPA costs. Larose asked about approximate timelines. Reynolds said that after City Council approval they could go out to bid and the project could possibly be done in 16 weeks after that. Larose asked about the advantage of rubber over mulch. Reynolds said there is less maintenance with the rubber surface. Mulch has to be replaced every 2 years. Busby appreciated hearing all the options. She asked If we were to grant \$220,000 and you were awarded the grant, would our costs come down? Reynolds said yes, he'd work out the budget. Busby opined that she could imagine a day at Gloutak Park to include the kids using the playscape, a hike in the woods and a family picnic. Moriarty asked what are the number of years guaranteed on the rubber surface. Reynolds said it depends on traffic. The rubber surface at Miracle League gets a lot of traffic and the area near the carousel recently had repair work but other less used spaces would go longer. He estimated up to 10 years. Moriarty asked if the concrete benches that are there would be maintained. Reynolds said they were maintained this fall. He said placement of other benches will be important. Ferreira said he took his family on the Gloutak trails and this is a really nice addition to our city's parks. He opined that the added features would make for a great outing for a family.

Next meeting is Wednesday January 22 at 6:00.

We have \$740,000 for our budget. An additional \$40,000 came in from city and state contributions but as Magrath-Smith explained that will go into our budget for next year. Daniel Koff, our financial advisor will come to our February meeting.

The meeting adjourned at 7:40 p.m.

Holyoke Community Preservation Act Committee

Housing and OS Presentations Minutes January 22, 2025

The meeting was held remotely in keeping with Chapter 2 of the Acts of 2023 for Remote/Hybrid meeting signed into law March 2023.

Members Present:
Jay Ferreira, Chair/Community Representative
Michael Falcetti, Vice Chair/ Housing Commission Representative
Chris Gauthier, Historic Commission Representative
Mary Moriarty, Secretary/ Conservation Commission
Megan Magrath-Smith, City Council Representative
Helene Busby, Parks and Recreation Commission Representative
Lauren Niles, City Planning Representative, 7:09
Sarah LaRose, Community Representative
Members Absent: Maribel Ortiz, Community Representative.
Also Present: CPA Administrator Naomi Klayman, Linda Pratt, community member, Connor Bevan, YMCA Director, Michael Moriarty, Holyoke One Director. Holyoke media

Chair Jay Ferreira called the meeting to order at 6:03 with roll call.

Ferreira asked for public comment. Hearing none he moved the meeting on to application presentations.

Chairperson Ferreira said that he would recuse himself from discussion and voting on the YMCA application due to a conflict of interest. He serves on the YMCA Board.

After a brief delay due to a glitch in zoom capability, Ferreira said he would reach out to the persons in the Mayor's office ASAP and resolve it for the future.

1.The YMCA Application for an Outdoor Pickleball Court and Half Basketball Court for \$130,000 was presented by YMCA Director Connor Bevan. Bevan gave a history of the YMCA in Holyoke, its record of social service work, its partnerships with local non-profits and the numbers of community residents served. He then addressed the current popularity of Pickleball and the local demand for courts. He proposed constructing a Pickleball court/Half Basketball court in a space on Beech Street that presently serves as parking for 2 cars. He said there would be improved lighting, security cameras, fencing and moveable benches. There would be removeable nets and a half basketball court. Regarding a timeline, the Y is hoping for an opening in the fall 2025. He said the court will be open to members of the public within the YMCA hours of operation as long as school and camp programs are not in session. All court users must sign up via an on-line system. The YMCA hopes to partner with the Holyoke Parks and Rec Department to offer the on-line sign-up system and to offer lessons to the public. He also mentioned offering Pickleball partnerships with the Holyoke Senior Center, Girl's Inc, Palainte and others. Ferreira asked if the Committee had questions. LaRose asked about long-term maintenance and funding. Bevan showed that they have plans for maintenance and replacement. Using removeable nets and offering court use only March to November will extend the life of the surface. Moriarty asked about the storm drain. Bevan said there is a

storm drain that will require permitting from the Holyoke Storm Water Authority that the architect has assured can be resolved with levelling and sloping. Moriarty asked about the items listed on the estimate as exclusions such as netting system or posts and whether the YMCA will pay for those items. Bevan said the YMCA would pick up the remaining costs. Magrath-Smith asked about a Memorandum of Understanding (MOU) in regard to the hours of availability to the public. Bevan said the YMCA is willing to work with the CPA on this. Discussion occurred around a commitment to specific hours of availability for the public on weekends and weekdays. The CPA and the YMCA will have to come to an agreement on this. Magrath-Smith asked about CPA signage. Bevan gave some examples of how that could be done. Magrath-Smith asked if there are any matching funds or in-kind funds from any sources or is CPA the sole source. Bevan said there may be some in-kind funding in the present request. He said there are no matching funds at this time. Ferreira let Bevan know that the CPA Administrator would be in touch about next steps.

2. Affordable Housing application for installation of a Tiny Home at 150 East Street for \$50,000 was presented by One Holyoke Director Michael Moriarty. He gave two prefaces to his presentation. He explained that the Massachusetts "Affordable Homes Act" enables the installation of Tiny Homes in towns across the commonwealth and he described the role the UMass Design Build program has had in designing Net Zero Tiny Homes. He stated that the project has Planning Board approval and a building permit has been issued. Moriarty showed pictures of the Tiny Home. He said it will be placed on helical piers. It will need to have plumbing and electrical hook-ups. He explained that this home will be rented at a rate that is approximately 10% below full market rate and will have an affordability restriction on it. One Holyoke has an agreement with Holyoke Office of Community Development whereby Community Development will act as compliance monitor for the affordability restriction. While the cost of this project is \$117, 850.00, One Holyoke is asking CPA for \$50,000. The remaining costs will be covered by an anonymous donor and by One Holyoke. The \$50,000 of CPA money will be used for hard construction costs only. Busby asked Director Moriarty to offer information about the theory of Tiny Homes and what considerations went into deciding this would be good for Holyoke. Director Moriarty explained that efficiency and the price are what is driving the demand for Tiny Homes. He said that across the state there has been controversy over placement of Tiny Homes in areas where they conflict with zoning laws. Holyoke does permit Tiny Homes in the Downtown Residential Zone and this house is in the DRZ. The state of Massachusetts passed this law for people that could benefit from stand-alone housing with a smaller footprint on a smaller lot and thereby open opportunities for expanding housing availability. For One Holyoke, affordability, small size, and faster production time are the reasons why they are a good fit for Holyoke. Magrath-Smith said the typical One Holyoke model has been a two-unit home where the owner lives in one unit and a tenant lives in the other. Why is One Holyoke moving away from this model? Director Moriarty answered that they are not moving away from their usual model. They have found that homes with a rental space is a wealth building mechanism. For a family of modest means, this is a safety measure. One

Holyoke will continue to follow that model. The house at 150 East Street will be a rental unit. Committee member Moriarty asked about contingency items on the budget. One Holyoke Director answered that the cost estimates given may be less than the actual cost estimates. Construction estimates usually include a 10% contingency, this application's contingency is much less than that. Also, the CPA funds will be used for hard costs only.

Housing Application for the 150 Pine Street Receivership Project for \$50,000 was presented by One Holyoke Director Michael Moriarty. The director explained that this property formerly had a home on it that was destroyed in a fire. Riverside Development took receivership. The Affordable Homes Act now makes it easier for non-profits to purchase and redevelop such properties in Mass. The purchase by One Holyoke has made it possible for the city of Holyoke to reclaim back taxes, and will pay for liens and title examination. The city has paid about \$100,000 for demolition but has agreed to forgive the costs if the new home on the property has an affordability restriction. The plan for this property is similar to the One Holyoke model with 2 homes on the same lot, a single-family modular home and a pre-built Tiny Home. The owners for both homes must be in the 80% AMI range. Both houses will have a 15-year affordability restriction and both must be owner occupied (no short-term housing). The CPA funding would go towards acquisition and related closing costs and hard costs. Committee member Moriarty asked about an item in the budget called developer project. Director Moriarty explained that that item is not going to be drawn from the CPA funds. He explained the various funding sources that One Holyoke is using. Next there was a question about CPA signage. Director Moriarty agreed to working with the CPA on that.

D.Tiny House Survey and Policy Report application for \$40,000 was presented by One Holyoke Director Moriarty. He first referenced the Holyoke CPA Plan saying that it does say that CPA money can be used for reports like this that support the goals of CPA. He then explained that there is presently a lot of confusion around Tiny Homes and the details of the Affordable Homes Act. There is a need for an in-depth assessment of how the Affordable Housing law will impact Holyoke's zoning and planning and how Tiny Homes can fulfill the housing shortage in Holyoke. The study would become a public document that would be available for city planning and for development. The cost is \$40,000. While most of the work would be done by a contracted organization some of the work could be done by One Holyoke's in-house Community Engagement Department. Committee member Niles asked, How does this fit with the comprehensive plan and the Holyoke ADU ordinance which is in its beginning stages. Director Moriarty said the One Holyoke study would be more in-depth than the Comprehensive Plan. And, the project would be complete before the ADU is complete and might be helpful to the councilors work. LaRose commented that she was glad that One Holyoke recognized that Housing is not a one-size fits all situation and is willing to look at all the options and the Net Zero option. Klayman reminded that she would post the One Holyoke presentation and links mentioned when she receives them. Ferreira asked about the cost per square foot of each of these units. Director Moriarty showed that the Tiny Houses and modular home are much less than the current average SF cost. Ferreira asked if they are spec built. Moriarty answered the

tiny houses are all designed and built by UMass Design Build program. Ferreira asked how are owners and tenants chosen and can Holyoke residents have priority. Director Moriarty said offering priority selection is contrary to the law. The owners and tenants must qualify and then there is a lottery. It happens that the lions' share of the present owners and tenants are from Holyoke.

Rubric and scoring information: Magrath-Smith, at Ferreira's request, gave instruction to the committee as to how to proceed with scoring before our next meeting. She explained that the committee will use the rubric to evaluate the applications and then fill in the google docs score sheet that will be emailed to everyone. She assured the committee that they would receive all the background information they need.

3. Projects Updates:

a. Jones Point Project: The Jones Point Park project engineering report estimate came in at \$90,000. Ferreira, with the help of Committee Member LaRose, went through it item by item and the estimate is down to about \$73,000. There is also a problem with wetlands boundaries that will need to be resolved through the Conservation Commission. There will be a preliminary site visit soon. Ferreira will keep everyone informed.

b. City Hall Basement Documents: Ferreira said most of the City Hall Documents that were reconditioned are at the Holyoke Public Library and the remaining documents are now at Wistariahurst. The City Clerk is informed. Wistariahurst will send a letter acknowledging the receipt of the documents.

c. Wistariahurst Retaining Wall: Ferreira reported that there were no bids from contractors for the Wistariahurst Retaining Wall repairs that we funded last year. City Engineer Houle is working with the Procurement Office to get this done. Falcetti asked what is so special about getting a wall built if you are using the same materials. Magrath-Smith explained that if you don't hire people with the right certifications you have no recourse if something goes wrong. The contractor must want to do historic work and must have the training and certification to do it. City Engineer Houle is working with the Procurement Office to get it packaged right. Additionally, Moriarty mentioned that at the last CPA meeting the Wistariahurst representative said they were going to approach Mass Historic Commission to get the certifications reduced or reconsidered.

Motion to adjourn at 8:03.

Holyoke Community Preservation Act Committee

Approved Minutes March 12, 2025

The meeting was held remotely in keeping with Chapter 2 of the Acts of 2023 for Remote/Hybrid meeting signed into law March 2023.

Members Present:
Jay Ferreira, Chair/Community Representative
Mary Moriarty, Secretary/ Conservation Commission
Maribel Ortiz, Community Representative left 7:40
Chris Gauthier, Historic Commission Representative
Megan Magrath-Smith, City Council Representative arrived 6:52
Helene Busby, Parks and Recreation Commission Representative
Sarah LaRose, Community Representative
Members Absent: Lauren Niles, City Planning Representative, Michael Falcetti, Vice Chair/Housing Representative
Also Present: CPA Administrator Naomi Klayman, Member of the community, Linda Pratt

Chair Jay Ferreira called the meeting to order at 6:05 and took roll call.

1.Approval of Minutes: A motion to include minutes from February 7 and 26 and December 11, 2024 in the same motion was made by Ferreira and seconded by Larose. The Motion passed unanimously in a roll call vote.

A motion to accept the minutes from February 7 and 26 and December 11, 2024 was made by Ferreira and seconded by Gauthier. The motion passed unanimously.

2.Discussion and approval of Contract Terms. Due to questions about contract terms, Ferreira read into the record our standard contract terms for Conditions and Restrictions b. through g.

- b. No disbursement of funds will occur until the project in its entirety has received all necessary permitting and approvals from all relevant municipal, state, and federal authorities.
- c. Recipient agrees to actively manage construction, require construction and material submittals for all products and processes used, and make regular construction observations as the work progresses both on-and off-site.
- d. The Recipient must display a temporary CPA sign provided by the CPC on the premises during the duration of the rehabilitation.
- e. The Recipient must cover the cost for and agree to display a permanent, approved "Paid For by CPA" sign in an appropriate location mutually acceptable to the parties. In the event that the permanent signage already exists, additional text must be added to acknowledge funding for this project.
- f. In order to be considered for future funding cycles, grantees must adhere to all contract terms, including a permanent CPA sign (if required) and a final report.
- g. In the event that these contingencies are not met by the Completion Date as described in "(5) Term" above this grant and the funds will automatically terminate and the funds reserved by CPAC will return to the CPA account without further encumbrance.

Ferreira explained that the “Term” is 36 months. He then read Item 13 into the record.

13. Community Preservation Act Awareness. Upon the completion of the Project, the Recipient agrees to cover the cost for and post, in an appropriate location mutually acceptable to the parties, a permanent sign stating that the project was funded through the City of Holyoke’s Community Preservation Act Program. In the event that permanent signage already exists, additional text must be added to acknowledge the funding for this project. The sign and its content must be approved by the CPC Administrator prior to its posting. The Recipient shall also identify that the Project was funded through City of Holyoke’s Community Preservation Act in any and all public-facing communications related to the project. Such communications will include an acknowledgement of CPA funding and the CPA logo, including but not limited to social media posts, websites, news interviews, and public-facing emails

LaRose inquired about exceptions to item b., citing Jones Point Park, where some of the funds may have to be spent to get a survey in order to determine the need for other permits. Moriarty suggested that in the future we must be mindful of the need for permits when reviewing future applications. Gauthier inquired about temporary signage and if it was a case by case situation. Ferreira answered that there are times when we can make case by case decisions but temporary signage has been required. CPA has a variety of temporary signs that can be used. Busby offered that these standards are the expectation. If an applicant needs to deviate from these requirements then it is on them to explain the need for exception. We want to make sure that these standards are fair to everyone. We need to have a core set of principles. Ferreira agreed that we can operate knowing that exceptions can be made in special situations but we should use the stated contract language. ***A motion to accept the current contract language as read into the record was made by Ferreira and seconded by Gauthier. The motion passed unanimously.***

2. Discussion and approval of contract terms for FY 25 projects: Explaining the contract process, Ferreira said that the full CPA Committee makes recommendations, the Contract Sub-Committee makes adjustments, the City Solicitor reviews and makes recommendations, the sub-committee and Solicitor finalize all terms. The Contract Sub-Committee includes Chair Ferreira, Vice-chair Falcetti and Past Chair Magrath-Smith and new members are welcome.

- a. **Flats Community Building-** Ferreira recommends an Historic Preservation Restriction to say “The Recipient agrees to execute the proposed project in its entirety in compliance with the U. S. Secretary of Interior’s Standards for Historic Rehabilitation.” ***A motion to include an Historic Preservation Restriction to the Flats Community Building Project contract was made by Ferreira and seconded by Moriarty. The motion passed unanimously.***
- b. **Lawrence School-** Ferreira explained that we have not attached an Historic restriction on applications involving city projects in the past therefore we should apply this to the Lawrence School Project. Moriarty asked if there would be a claw back clause in the

event that the school is used for some other purpose. ***A motion to add the following language to the Lawrence School Project “In the event that the Lawrence School becomes something other than a school within three years of signing the contract, the award will be returned without further encumbrance” was made by Ferreira and seconded by Gauthier. The motion passed with 5 yeas and one abstention..***

- c. **Gloutak Playground:** LaRose expressed a concern about the specifics of this project. Ferreira updated that the Gloutak Project scope of work now encompasses the ME O’Brien playscape design with wood chips and accessories to include a picnic table with a covering and a bench. There are no special additions to the contract language.
- d. **Holyoke YMCA Pickleball Courts:** ***A motion to include a memorandum of understanding regarding public access to the pickleball courts in the contract was made by Ferreira and seconded by Moriarty. The motion passed with 5 yeas and 1 abstention.***
- e. **One Holyoke Tiny Home:** ***A motion proposing that the contract with One Holyoke for the Tiny Home would include language requiring an affordability restriction and, also, a requirement that One Holyoke enter into an agreement with the Office of Community Development regarding oversight of the affordability restriction was made by Ferreira and seconded by Gauthier. The motion passed unanimously.***
- f. **The Stained Glass Windows:** No additions to the standard language for this contract.

3. Project Updates:

- a. Ferreira explained that Interim City Engineer Houle and the new City Engineer Sokop continue to work on getting the Granite Stairs study completed. The understanding was that the study would produce a plan as to how to move forward with the project. The CPA Committee approved \$30,000 for this and the City Council agreed. Now Engineer Houle, as well as the Historic Architect that was consulted, do not feel that the terms of the contract can be fulfilled. Ferreira reported that the funds may be recycled back to the CPA. Magrath-Smith reinforced that it is fiscally wiser for the city to look at all of the City Hall restoration needs and revisit funding methods.
- b. **Fire Truck Restoration:** Ferreira read a letter from Tom Shea updating us on the progress of the project and indicating that the project is very near finished. A viewing will be scheduled soon. ***The letter will be attached to the end of these minutes.***

4. Committee Member List: Naomi is compiling a list of members names, phone numbers and email addresses. Members may choose to offer their information or not. It will be available to CPA members only.

A motion to adjourn was made at 7:08 P.M.



Mayor Joshua Garcia

Office of Planning and Economic Development

City of Holyoke

Historical Commission

May 30, 2025

Holyoke City Council
City of Holyoke
Holyoke, MA 01040

Dear Councilors:

Attached please find copies of Meeting Minutes for the Holyoke Historical Commission (HHC) for February 10, 2025 and March 10, 2025, for your review.

As always, please contact me if there are any questions.

Sincerely,



Aaron M. Vega



Holyoke Historical Commission Meeting Minutes

Monday February 10th, 2025, at 5:30pm

Greater Holyoke Chamber of Commerce, 177 High Street, Holyoke

Or via Zoom: <https://us02web.zoom.us/j/87433341322>

Meeting ID: 874 3334 1322

Or by call-in at + 929 205 6099 with same Meeting ID

Present: Zaisha Robert, Olivia Mausel, Joseph Mazzola, Chris Gauthier, Jennifer Keitt, Mary Kate O'Connor, David Owen

Absent: Elizabeth Rodriguez

1. Call to Order

Time: 5:35 PM

2. Public Comment

Status: No public comments were presented.

3. Approval of Previous Minutes

Minutes Approved: Yes, with a correction to clarify a motion.

Motion by: Chris

Seconded by: Olivia

4. Letters of Support

Wright's Block & Crafts Block

● **Presenter:** Bill

● **Project Updates:**

○ Crafts Block: Includes eight apartments and three storefronts.

○ Wright's Block: Over \$1 million invested in building and infrastructure improvements.

○ Total project cost: Over \$8 million, securing state and federal funding, including tax credits.

Motion: Write a letter of support for both projects, contingent upon confirmation from legal regarding new members who have not signed the book.

Motioned by: Chris

Seconded by: David Owen

Abstained: Zaisha, Chris, Joseph, Kate

Votes in Favor: Olivia, David Owen

Victory Theater Presentation

Presenters: Mary Nastalsi & Don

● **Project Updates:**

○ Revised plans, cost increases, and restart of the application process.

- Interior work approved for removal of deterioration and extensive damage, with restoration to match the original design. Photos taken in February.
- Roof has been repaired.
- Construction begins in April, focusing on brick repointing and facade improvements on Suffolk Street.
- Next phase: Estimated to take 2–3 years.
- Seats to be repurposed, keeping original aluminum frames and rock maple armrests.
- City departments and architects will submit fire safety access points and overall plans for review and approval.
- **Next steps:** Meeting with the Planning Department on March 25. Historical Commission members should attend. MA Historical Commission approval obtained.

Motion: Write a letter of support.

Motioned by: David

Seconded by: Zaisha

Vote: All commissioners in favor

5. Announcements

None

6. New/Old Business

- **Motion:** Write a letter to the mayor requesting Lizbeth's resignation.
- **Motioned by:** Zaisha
- **Seconded by:** Joseph
- **Vote:** All in favor except Olivia, who abstained.
- **Deed of Gift Transfer:** All items transferred to the Wistariahurst Museum.
- **Reports from Commissioners Attending Other Meetings:** None

7. Next Meeting

Date: March 10, 2025

8. Adjournment

Motion to Adjourn:

- **Motioned by:** Joseph
- **Seconded by:** Zaisha
- **Vote:** All in favor

Time: 6:48 PM

Warmest Regards,

Christopher Gauthier
Holyoke Historical Commission Chairperson

 5/30/25



Holyoke Historical Commission Meeting Minutes

Monday, March 10, 2025 @ 5:30pm

City Hall Annex, 20 Korean Veterans Plaza, Conference Room 403

Or via Zoom: <https://us02web.zoom.us/j/81916003893>

Meeting ID: 819 1600 3893

Or by call-in @ 929-205-6099 with same Meeting ID

Present: Chris Gauthier, Zaisha Robert, Olivia Mausel, Mary Kate O'Connor, David Owen, Joseph Mazzola

Absent: Lizbeth Rodriguez

1. Call to Order

Time: Meeting began with roll call.

Members Present: Chris Gauthier, Zaisha Robert, Olivia Mausel, Mary Kate O'Connor, David Owen, Joseph Mazzola

Absent: Lizbeth Rodriguez

2. Public Comment

- David O'Connor – Comments in support of Wrights/Crafts Block projects.
 - Tony Witman – Comments in support of Wrights/Crafts Block projects.
 - Stephen Bosco – Comments in support of Wrights/Crafts Block projects.
 - Erin Brunelle – Comments in support of Wrights/Crafts Block projects.
 - Catherine Gobron - Comments in support of Wrights/Crafts Block projects.
-

3. Approval of Previous Meeting Minutes

Date Reviewed: February 26, 2025

Corrections: Add last names in future meeting minutes.

Motion to Accept: Joseph Mazzola

Seconded by: Chris Gauthier

Vote: Approved unanimously by all members present.

4. Letters of Support – January

Victory Theatre – 81-89 Suffolk St.

- **Discussion:** Mary Nastasi & John Sanders followed up on a previously approved letter of support and are applying for the April round. Joseph Mazzola suggested a meeting with all departments for compliance. The March meeting was moved to April. Theatre item in the March Planning Dept. meeting was moved by the Department to April. **Motion for Letter of Support (January round):** Olivia Mausel
- **Seconded by:** Joseph Mazzola
- **Vote:** Approved unanimously.
- **Motion for April Letter of Support:** Olivia Mausel
- **Seconded by:** Joseph Mazzola
- **Vote:** Approved unanimously.

Crafts Block – 141-147 High St. / Wrights Block – 106-120 High St.

- Vadim Tulchinsky updates on ongoing construction for both developments. Explains the importance of the tax credits for viability of the projects
 - **Motion for Letter of Support:** Olivia Mausel
 - **Seconded by:** David Owen
 - **Vote:** David, Olivia – Yes; Zaisha, Chris, Joseph, Mary abstain from vote – **Motion passes.**
 - **Motion for Wrights Block Letter of Support:** Olivia Mausel
 - **Seconded by:** David Owen
 - **Vote:** David, Olivia – Yes; Zaisha, Chris, Joseph, Mary abstain from vote – **Motion passes.**
-

5. Letters of Support – April

- **Motion to Write Letters of Support for Both Developments:** Olivia Mausel
 - **Seconded by:** David Owen
 - **Vote:** Chris, Joseph, Zaisha abstain, Mary Kate, David Owen – Yes. Motion passes.
 - **Motion for Open Square Mill II – 110 Lyman St.:** Joseph Mazzola
 - **Seconded by:** Chris Gauthier
 - **Vote:** Approved unanimously.
 - **Motion for Holyoke Health Center – 245 High St:** Olivia Mausel
 - **Vote:** Approved unanimously.
-

6. Announcements

- No formal announcements recorded.
-

7. New/Old Business

- **Lizbeth Rodriguez Resignation:** Joseph Mazzola spoke to Mayor Garcia. Lizbeth agreed to resign, but current status is unknown.
 - **Survey Updates:** Chris Gauthier working on updates.
 - **Plaque Program:** Chris Gauthier reported updates Jennifer is still researching.
 - **Stained Glass Windows:** In the final phase.
 - **Motion for Letter of Support:** Joseph Mazzola
 - **Seconded by:** Olivia Mausel
 - **Vote:** Approved unanimously.
-

8. Report from Commissioners Attending Other Board & Committee Meetings

- No reports provided.
-

9. Next Meeting Date

Date: April 14, 2025

10. Adjournment

Time: 6:27 PM

Motion to Adjourn: Joseph Mazzola

Vote: Approved unanimously.

Respectfully Submitted,

Zaisha Robert

Holyoke Historical Commission

Warmest Regards,

Christoper Gauthier

Holyoke Historical Commission Chairperson

 5/30/25.

City of Holyoke
Office of the City Clerk

536 Dwight St., Holyoke, MA 01040-(413)322-5520 Fax (413) 322-5521

RECEIVED

JUN 04 2025

Holyoke City Clerk's
Holyoke, MAApplication for a Special Permit for Home Occupation (Appendix A Zoning 4.8.2):

I hereby apply for a special permit for:

Street & Number 414 HILLSIDE AVE Suite 167
Property Owner ROBERT ROSE Telephone (413) 426-4177
(*if you are not the property owner, you must obtain a letter from the property owner allowing you to
conduct a business at their property)

Present Zone _____ Map and Parcel _____

Book and Page _____

Type of Business (purpose of which premises is to be used) CUSTOM FABRICATION SHOPExpected customer traffic flow 0Hours of operation 6am - 10pm

Number of deliveries _____

Signage _____

Name of business ROSE. Bldg

Instructions:

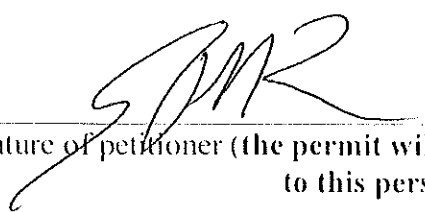
1. Obtain letter from tax collector (stating no outstanding taxes are owed to the City)
2. Return application with the tax letter to the Office of the City Clerk
3. An application fee of \$100.00 - check payable to the City Clerk (fee is non-refundable)

Please note:

Once the application is received, the petition will be added to the agenda for the next City Council meeting. Public hearings will be held in order to notify abutters in your area. You will receive notification regarding the public hearing notice and details explaining when and where to place the notice. The fee for publication is at your own expense. If the notice is not published, the hearing cannot be held. You must be present at this meeting.

The fee for said permit, once it is granted is \$100.00 yearly.
For any additional information please review the City of Holyoke Zoning Ordinance.

Signed under the penalties of perjury:


Signature of petitioner (the permit will be granted to this person)

ROBERT M. ROSE
Printed Name

Address and telephone number of petitioner 414 HILLSIDE AVE 3F (413) 426-4177

I also state that I have received a copy of Chapter 4.8.2 of Appendix A

Office use only ~ \$100.00 Application fee paid _____
Letter from Collector of Taxes _____
Letter from Treasurers _____

rev. 05/20/2013

RECEIVED

JUN 04 2025

Form A – Tax Compliance Form

Holyoke City Clerk's
Holyoke, MA

In accordance with Section 82-3 of the City Ordinance, specifically:

(c) In addition to the requirements of [M.G.L.] c. 40 § 57, every city board, department, authority, or commission issuing licenses or permits in the city shall certify with the Tax Collector and the Treasurer that all taxes, fees, and assessments are current, prior to issuing any license or permit, and that all tax agreements are being complied with.

Please bring this form to City Hall and obtain each signature as required below or mail the form to the Tax Collector's Office with a stamped, self-addressed envelope. Please do not submit a Business Certificate application to the City Clerk's Office prior to completing Form A.

I state that I have reviewed the following and as of the date of this letter, the following is true and accurate.

Current	Type
☒	Real Estate
<u>N/A</u>	Personal Property
<u>N/A</u>	Excise
<u>N/A</u>	Payment Plan

Comments:

Applicant:

Robert Rose / Rose, Bilds

Address:

414 Hillside Ave Holyoke, Ma 01040 Apt 8F

Property Owner:

Robert Rose

Respectfully,

Yaniza Orue

Tax Collector
413.322.5530

[Signature]

City Treasurer
413.322.5560

Date: 6/4/25

City of Holyoke
Office of the City Clerk

536 Dwight St., Holyoke, MA 01040 (413)322-5520 Fax (413) 322-5521

Application for a Special Permit for Home Occupation (Appendix A Zoning 4.8.2):

I hereby apply for a special permit for:

Street & Number 1-9 Martin StreetProperty Owner Ella Sussman and Tyron O'Banner Telephone 413 454 7974

(**if you are not the property owner, you must obtain a letter from the property owner allowing you to conduct a business at their property)

Present Zone R-2 Map and Parcel 122-00-018

Book and Page _____

Type of Business (purpose of which premises is to be used) Psychotherapy / psychiatricoutpatient mental health practice, one provider, no staff.Expected customer traffic flow Low, will only be open 2-3 days a week.Hours of operation 9am - 4pmNumber of deliveries noneSignage noneName of business Martin Street Psychiatry PLLC

Instructions:

1. Obtain letter from tax collector (stating no outstanding taxes are owed to the City)
2. Return application with the tax letter to the Office of the City Clerk
3. An application fee of \$100.00 - check payable to the City Clerk (fee is non-refundable)

Please note:

Once the application is received, the petition will be added to the agenda for the next City Council meeting. Public hearings will be held in order to notify abutters in your area. You will receive notification regarding the public hearing notice and details explaining when and where to place the notice. The fee for publication is at your own expense. If the notice is not published, the hearing cannot be held. You must be present at this meeting.

The fee for said permit, once it is granted is \$100.00 yearly.
For any additional information please review the City of Holyoke Zoning Ordinance.

Signed under the penalties of perjury:

	<u>Ella Sossman</u>
Signature of petitioner (the permit will be granted to this person)	Printed Name

90 Lincoln Park, Longmeadow, MA 01106 413 454 7974
Address and telephone number of petitioner

I also state that I have received a copy of Chapter 4.8.2 of Appendix A

Office use only ~ \$100.00 Application fee paid _____
Letter from Collector of Taxes _____
Letter from Treasurers _____

rev. 05/20/2013



Laura E. Wilson
Tax Collector

Rory Casey
Treasurer

City of Holyoke

Form A – Tax Compliance Form

DATE: 6/4/25

In accordance with Section 82-3 of the City Ordinance, specifically:

(c) In addition to the requirements of [M.G.L.] c. 40 § 57, every city board, department, authority, or commission issuing licenses or permits in the city shall certify with the Tax Collector and the Treasurer that all taxes, fees, and assessments are current, prior to issuing any license or permit, and that all tax agreements are being complied with.

Please bring this form to City Hall and obtain each signature as required below or mail the form to the Tax Collector's Office with a stamped, self-addressed envelope. Please do not submit a Business Certificate application to the City Clerk's Office prior to completing Form A.

I state that I have reviewed the following and as of the date of this letter, the following is true and accurate.

Current	Type
☒	Real Estate
☐ N/A	Personal Property
☒	Excise
☐ N/A	Payment Plan

Comments:

Applicant:

Ella Sussman / Martin St. Psychiatry PLLC

Address:

1-9 Martin St.

Property Owner:

Cynthia & Michael Yelle

Respectfully,

Laura E. Wilson
Tax Collector
413.322.5530

Rory Casey
City Treasurer
413.322.5560

4-8. - Home occupation.

4.8.1 *As of right.* A home occupation may be allowed as of right, provided that it:

1. Is conducted solely within a dwelling and solely by the person(s) occupying the dwelling as a primary residence;
2. Does not exhibit any exterior indication of its presence or any variation from residential appearance;
3. Does not produce any customer, client, student or pupil trips to the occupation site and has no nonresident employees;
4. Is registered with the city clerk and an annual fee of \$100.00 is paid.

4.8.2 *By special permit.* A home occupation may be allowed by special permit issued by the city council, provided that it:

1. Is clearly incidental and secondary to the use of the premises for residential purposes;
2. Does not produce offensive noise, vibration, smoke, dust, odors, heat, lighting, electrical interference, radioactive emission or environmental pollution;
3. Does not utilize exterior storage of material or equipment (including the parking of commercial vehicles);
4. Is conducted within a dwelling, or within a building accessory to a dwelling, solely by the person(s) occupying the dwelling as a primary residence and, in addition to the residents of the premises, by not more than one additional employee not a resident;
5. Does not exhibit any exterior indication of its presence, or any variation from residential appearance, except for a sign or name plate in compliance with this ordinance.

Such special permit may be granted subject to conditions including, but not limited to, restriction of hours of operation, maximum floor area, off-street parking, and maximum number of daily customer vehicle trips.

(Ord. of 2-19-02 [45th amd.], § 4.0; Ord. of 3-18-03 [50th amd.], § 1)

DOR - please note applicants put home address as Longmeadow. When they were told they had to live there to have a Home Occ. they ~~so~~ then said they live there. just a heads up!

Date: 4-30-25CITY OF HOLYOKE PLANNING BOARD
SPECIAL PERMIT APPLICATION FORRecreational Marijuana Retail Establishment - Section 7.10Name of Applicant: Sixan MA LLCAddress: 15 Main Street, Holyoke MA 01040 (If different from owner)Phone: 617-934-2121Email: p.silverman@vicentello.com Holyoke City Clerk'sName of Property Owner: ~~XXXXXXXXXX~~ LAURA BERNSTEIN

Holyoke, MA

Property Address: 15 Main Street, Holyoke MA 01040 (if different from Applicant & Business owner)Contact Name: ~~XXXXXXXXXX~~ LAURA BERNSTEIN Address (if other): ~~XXXXXXXXXX~~ 80 Easthampton RdContact Phone: ~~XXXXXXXXXX~~ 413 291 7145 Email: ~~XXXXXXXXXX~~ laura@crystal.com Apt E8Name of Business Owner: Dharini Patel Holyoke MAAddress: 1656 BRENTWOOD RD BENSLEM, PA 19020 (if different from Applicant & Property owner)Contact Name: Phillip Silverman, Esq. Address (if other): 800 Boylston St, 26th Floor, Boston MA 02199Contact Phone: 617-934-2121 Email: p.silverman@vicentello.comName of Engineer/Surveyor/Sign Company: Heritage Survey / Valere Architects241 College Hwy, Southhampton, MA 01073 (if applicable) 413-527-3600
Address: 102 Elm St Suite #208, Westfield, MA 01085 Phone: 413-642-5485Name of Project: Sixan MA LLC - proposed marijuana establishmentProperty Address: 15 Main Street, Holyoke MA 01040Zoning District: IGDeed of Property Recorded in Hampden County Registry of Deeds: Book: 20055 Page: 422Holyoke Assessor Map Reference: Map 033 Block 06 Parcel 022Pursuant to Chapter 40A of the General Laws of the Commonwealth of Massachusetts and the Holyoke Zoning Ordinance, application is hereby made to the Holyoke Planning Board to do the following: Recreational Marijuana Retail EstablishmentNo changes are proposed from existing use of the same type at the same location. Only change to the existing permit, attached as Exhibit A, and previously approved plans, attached as Exhibit B, is the petitioner.Does this project require the filing of a Wetlands Act, M.G.L. Ch. 131 s. 40, Requests for Determination? YES ☐ NO ☒Is this project categorically Included and require the filing of an Environmental Notification Form with Massachusetts Environmental Protection Agency? YES ☐ NO ☒~~Dharini Patel~~ Dharini Patel
APPLICANT (please print) Sixan MA LLC PROPERTY OWNER (or LEGAL COUNSEL) LAURA BERNSTEINDharini Patel
BUSINESS OWNERDharini Patel
SIGNATURE OF APPLICANTLAURA BERNSTEIN
SIGNATURE OF OWNER (or LEGAL COUNSEL)Dharini Patel
SIGNATURE OF BUSINESS OWNER

20 KOREAN VETERANS PLAZA, SUITE 406 • HOLYOKE, MASSACHUSETTS 01040-5000

PHONE: (413) 322-5575 • E-MAIL: planning@holyoke.org

Birthplace of Volleyball

IN THE YEAR TWO THOUSAND AND TWENTY-FIVE

AMENDMENT TO CHAPTER 86 OF THE REVISED CODE OF
ORDINANCES OF THE CITY OF HOLYOKE, MASSACHUSETTS 1997

AN ORDINANCE

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

SECTION 1. Section 86-325 entitled “Schedule IV: Stop Streets” of Article IX entitled “Schedules” of Chapter 86 entitled “Traffic and Vehicles” of the Revised Code of Ordinances of the City of Holyoke, Massachusetts, 1997, as amended, is hereby further amended by the following:

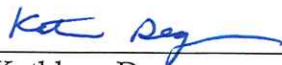
ADDING:

Street Stopped	Direction of Travel	Intersection
Vernon Street	Southerly	Main Street

SECTION 2. All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

SECTION 3. This ordinance shall take effect on the date of passage.

APPROVED AS TO FORM:



Kathleen Degnan
Assistant City Solicitor

IN THE YEAR TWO THOUSAND AND TWENTY-FIVE

_____AMENDMENT TO CHAPTER 2 OF THE REVISED CODE OF ORDINANCES OF THE CITY OF HOLYOKE, MASSACHUSETTS 1997

AN ORDINANCE

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

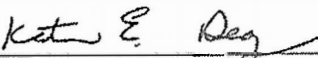
SECTION 1. Division 1 entitled “Generally” of Article II entitled “Officers and Employees Generally” of Chapter 2 entitled “Administration” of the Revised Code of Ordinances of the City of Holyoke, Massachusetts, 1997, as amended, is hereby further amended by:

At the end of Section 2-39-Paid holidays for fire department employees; uniform allowance, subpart (a), striking the term “Columbus Day” and replacing such term with the term “Indigenous People Day”.

SECTION 2. All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

SECTION 3. This ordinance shall take effect upon its passage.

APPROVED AS TO FORM:



Kathleen E. Degnan
Assistant City Solicitor

IN THE YEAR TWO THOUSAND AND TWENTY-FIVE

AMENDMENT TO CHAPTER 2 OF THE REVISED CODE OF ORDINANCES OF THE CITY OF HOLYOKE, MASSACHUSETTS 1997

AN ORDINANCE

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

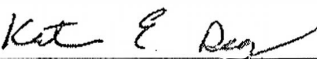
SECTION 1. Division 1 entitled “Generally” of Article II entitled “Officers and Employees Generally” of Chapter 2 entitled “Administration” of the Revised Code of Ordinances of the City of Holyoke, Massachusetts, 1997, as amended, is hereby further amended by:

At the end of Section 2-38-Paid holidays generally, subpart (a), striking the term “Columbus Day” and replacing such term with the term “Indigenous People Day”.

SECTION 2. All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

SECTION 3. This ordinance shall take effect upon its passage.

APPROVED AS TO FORM:



Kathleen E. Degnan
Assistant City Solicitor

IN THE YEAR TWO THOUSAND AND TWENTY-FIVE

AMENDMENT TO CHAPTER 86 OF THE REVISED CODE OF
ORDINANCES OF THE CITY OF HOLYOKE, MASSACHUSETTS 1997

AN ORDINANCE

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

SECTION 1. Section 86-321 entitled "Schedule I - Parking" of Article IX entitled "Schedules" of Chapter 86 entitled "Traffic and Vehicles" of the Revised Code of Ordinances of the City of Holyoke, Massachusetts, 1997, as amended, is hereby further amended by the following:

ADDING:

<u>Location</u>	<u>Side</u>	<u>From</u>	<u>To</u>	<u>Type</u>
Oak Street	East	A point 54 feet South of Dwight Street	A point 20 feet farther South	Handicapped parking only

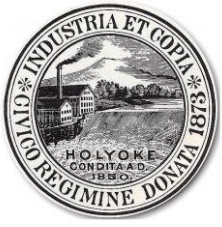
SECTION 2. All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

SECTION 3. This ordinance shall take effect on the date of passage.

APPROVED AS TO FORM:



Kathleen Degnan
Assistant City Solicitor



Mayor Joshua Garcia

City of Holyoke

Law Department

May 29, 2025

Holyoke City Council
536 Dwight Street
Holyoke, MA 01040

RE: Residency requirement for Holyoke Fire Chief

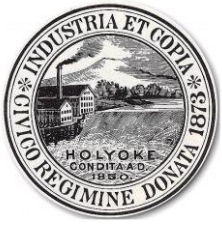
Dear Councilor:

I am writing to you in response to whether the Holyoke Fire Chief is required to live in the City of Holyoke in light of the fact that Section 42-72(c) of the Holyoke Code of Ordinances requires the Fire Chief to be a resident of the City of Holyoke.. There are 2 statutes that govern residency requirements for police and fire officials. The first one is M.G.L. c. 31, §58 and the second one is M.G.L. c. 41, §99A.

M.G.L. c. 31, §58 provides that “****,***, **notwithstanding the provisions of any general or special law to the contrary**, any person who receives an appointment to the police force or fire force of a city or town shall within nine months after his appointment establish his residence within such city or town or at any other place in the commonwealth that is within ten miles of the perimeter of such city or town; provided, however, that a city or town may increase the 10 mile residency limit under a collective bargaining agreement negotiated under chapter 150E).” (**emphasis added**).

M.G.L. c. 41, §99A provides that members of the regular police or fire departments appointed after August of 1978 must reside within 15 miles of such city or town. The statute also provides that “****, **the provision of such local ordinance or by-law or collective bargaining agreement shall supersede the provisions of this section** and provided further such local ordinance, by-law or collective bargaining agreement shall apply only to those members of a regular police or fire department appointed subsequent to the adoption of such local ordinance, by-law or collective bargaining agreement.” (**emphasis added**).

The Massachusetts Civil Service Commission wrote an opinion as to how to reconcile the 2 statutes should be reconciled. In the matter of Edward Williams v. Town of Fairhaven, 6 MCSR 278 (1993), the Commission explained that, in the context of residency requirements, Chapter 31, Section 58 govern because Fairhaven’s Fire Department is in civil service. The Commission explained that if the Town of Fairhaven had not placed its Fire Department in civil service, then the provisions of M.G.L. c. 41, §99A would govern.



Mayor Joshua Garcia

City of Holyoke

Law Department

Section 42-74 states that the position of Fire Chief is subject to the Civil Service in accordance with Chapter 278 of the Special Acts of 1917. Since the City placed the Fire Chief into civil service, M.G.L. c. 31, §58 governs. Having said this, I have reviewed M.G.L. c. 31, §58 and I see that, unlike the provisions of M.G.L. c. 41, §99A, there is no language relating to a local ordinance. In M.G.L. c. 41, §99A, the Legislature included provisions as to how a local bylaw affects the statute, and clearly, the Legislature gives cities and towns the authority to enact legislation regulating residency requirements for police and fire departments that are not subject to the civil service law. In contrast, the Legislature did not give cities and towns the authority to enact legislation regulating residency requirements for police and fire departments that are subject to the civil service law.

Given that the Legislature did not give cities and towns authority to enact legislation regulating residency requirements set forth in the civil service law [i.e. M.G.L. c. 31, §58], the city's ordinance does not preempt the civil service law regulating residency requirements.

Respectfully submitted

Kathleen E. Degnan
Assistant City Solicitor

In City Council, June __, 2025. Adopted on a call of the roll of the yeas and nays

That the City of Holyoke petition the General Court to the end that legislation exempting the position of Fire Chief of the City of Holyoke from the provisions of the Civil Service Law be adopted precisely as follows.

Chapter __ of the Acts of 2025

AN ACT EXEMPTING THE POSITION OF FIRE CHIEF OF THE CITY OF HOLYOKE FROM THE PROVISIONS OF THE CIVIL SERVICE LAW

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1: Chapter 278 of the Acts and Resolves of 1917 is hereby repealed.

SECTION 2: The position of Fire Chief in the city of Holyoke shall be exempt from the provisions of Chapter 31 of the General Laws.

SECTION 3: The provisions of Section 1 and Section 2 of this act shall not impair the civil service status of the present incumbent Fire Chief of said department holding such status on the effective date of this act.

SECTION 4: This act shall take effect upon its passage.

Clerk

Presented to the Mayor for Approval:

City Clerk

Mayor's Office, Holyoke, Mass.

Date:

Approved:

Mayor

Order:

3-18-25 Bartley- City Council Rule 4 is hereby amended as follows: Add the following sentence to the end of the first paragraph of Rule 4.B. – So long as it is in a writing to the Clerk, any member may opt out of having his/her agenda sent via U.S. mail and instead may have the agenda sent via electronic mail, personal delivery by the Administrative Assistant or not at all. Said decision shall remain in force until the Clerk is otherwise notified, in writing, by the member.

Proposed amendment to rule 4B:

Current rule:

No order, request, resolution or other form of business shall be presented to the City Council, except as provided below, unless a true copy of same shall have been filed in the Office of the City Clerk on or before twelve o'clock in the afternoon of the last Friday before the regular meeting of the Council, provided that if any Friday shall fall on a legal holiday, or in the case that the Monday prior to a Council Meeting is a holiday, or upon the request of the Clerk, such order, request, resolution or other business shall be filed on the last Thursday before the regular meeting. The City Clerk shall, at least forty-eight hours prior to a regular meeting prepare an agenda summarizing or identifying each order, request, resolution or other form of business to be electronically delivered to all Council members at least 48 hours prior to the commencement of the meeting. Members of the City Council may elect to alternatively receive all such notices by mail or to their City Hall desk by designating their preference to the Clerk or the Assistant to the City Council. This rule will apply to sub-committee meetings and regular City Council meetings.

Proposed amendment

No order, request, resolution or other form of business shall be presented to the City Council, except as provided below, unless a true copy of same shall have been filed in the Office of the City Clerk on or before twelve o'clock in the afternoon of the last Friday before the regular meeting of the Council, provided that if any Friday shall fall on a legal holiday, or in the case that the Monday prior to a Council Meeting is a holiday, or upon the request of the Clerk, such order, request, resolution or other business shall be filed on the last Thursday before the regular meeting. The City Clerk shall, at least forty-eight hours prior to a regular meeting prepare an agenda summarizing or identifying each order, request, resolution or other form of business to be electronically delivered to all Council members at least 48 hours prior to the commencement of the meeting. Members of the City Council may elect to alternatively receive all such notices by mail or to their City Hall desk by designating their preference to the Clerk or the Assistant to the City Council. This rule will apply to sub-committee meetings and regular City Council meetings. So long as it is in a writing to the Clerk, any member may opt out of having his/her agenda sent via U.S. mail and instead may have the agenda sent via electronic mail. Personal delivery by the Administrative Assistant may occur in circumstances where consistent and timely mail delivery is problematic. Said decision shall remain in force until the Clerk is otherwise notified, in writing, by the member. In writing to the Clerk may include email communication.

In City Council, _____, 2025. Adopted on a call of the roll of the yeas ____ and nays ____

The City of Holyoke, through its Honorable City Council and Honorable Mayor hereby petition the Massachusetts General Court to enact legislation to that end of amending the Charter of the City of Holyoke to remove the Treasurer as acting Mayor, and that said legislation be entitled:

AN ACT AMENDING THE CHARTER FOR THE CITY OF HOLYOKE

And that said act read as follows:

SECTION 1: Section 27 of the City of Holyoke Charter shall be amended by deleting the paragraph following the heading in total and replacing it with the following:

“Whenever by reason of sickness or other cause the mayor shall be unable to perform the duties of the office, the mayor may designate, by writing filed in the office of the city clerk, the city clerk, to act as mayor, or in case of the failure of the mayor to make such designation, said city clerk shall perform shall act as mayor for the duration of the mayor’s absence due to said inability to perform. The city clerk shall, during the continuance of such inability to perform, have all the rights and powers of mayor, except that the city clerk shall not, when so acting, have the power of removal, unless thereto in any instance authorized by vote of the city council, nor any power of appointment, unless such inability to perform by the mayor has continued for a period of thirty days, and then, subject to the approval of the city council, nor power to approve or disapprove any ordinance, order, resolution or vote until no earlier than twenty-four hours of the time when it would take effect, without the approval of the mayor. In the event that the city clerk shall be unable to perform the above duties, then the mayor may designate the city council president to act as mayor and perform said duties, subject to the aforementioned restrictions, or in case of the failure of the mayor to make such designation, said city council president shall perform shall act as mayor for the duration of the mayor’s absence due to said inability to perform, subject to the aforementioned restrictions. In case of such inability to perform by the mayor continuing for a period exceeding sixty days, the city council may at any time after the expiration of that period declare a vacancy to exist in the office of mayor.”

SECTION 2: So much of Chapter 438 of the Acts of 1896 and Chapter 327 of the Acts of 1936 and acts in amendment thereof and addition thereto, as is inconsistent with this act, is hereby repealed.

SECTION 3: The General Court may make clerical or editorial changes of form only to the bill, unless the Mayor and City Council approve amendments before enactment by the General Court. The Mayor and City Council are hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

SECTION 4: This act shall take effect immediately upon passage.

Clerk

Presented to the Mayor for Approval:

City Clerk

Date

Approved:

Mayor

Date

In City Council, _____, 2025. Adopted on a call of the roll of the yeas ____ and nays ____

The City of Holyoke, through its Honorable City Council and Honorable Mayor hereby petition the Massachusetts General Court to enact legislation to that end of amending the Acts of 1979, Chapter 44, Section 1, to reflect the removal of the City Treasurer from the membership of the Soldiers' Memorial Commission, and that said legislation be entitled:

**AN ACT AMENDING AN ACT RELATIVE TO THE MEMBERSHIP OF THE
SOLDIERS' MEMORIAL COMMISSION OF THE CITY OF HOLYOKE**

And that said act read as follows:

SECTION 1: Section 1 of Chapter 44 of the Acts of 1979 shall be amended by changing the reference from "city treasurer" to "treasurer/collector".

SECTION 2: So much of Chapter 44 of the Acts of 1979 and Chapter 113 of the Acts of 1929 and acts in amendment thereof and addition thereto, as is inconsistent with this act, is hereby repealed.

SECTION 3: The General Court may make clerical or editorial changes of form only to the bill, unless the Mayor and City Council approve amendments before enactment by the General Court. The Mayor and City Council are hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

SECTION 4: This act shall take effect immediately upon passage.

Clerk

Presented to the Mayor for Approval:

City Clerk

Date

Approved:

Mayor

Date

IN THE YEAR TWO THOUSAND AND TWENTY-FIVE

_____ AMENDMENT TO CHAPTER 2 OF THE REVISED CODE OF ORDINANCES OF THE CITY OF HOLYOKE, MASSACHUSETTS 1997

AN ORDINANCE TO ESTABLISH THE DEPARTMENT OF ADMINISTRATION AND FINANCE

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

SECTION 1. Division 1 entitled "Generally of Article III entitled "Departments" of Chapter 2 entitled "Administration" of the Revised Code of Ordinances of the City of Holyoke, Massachusetts, 1997, as amended, is hereby further amended:

BY ADDING THE FOLLOWING LANGUAGE:

Department of Administration and Finance.

Section 2-291

I. Establishment; responsibilities.

A. The Department of Administration and Finance shall be responsible for the overall budgetary, financial, and personnel administration of the City.

B. The Department shall be under the charge and control of the City's Chief Administrative and Financial Officer, herein referred to as the "CAFO."

C. The Department of Administration and Finance, under the direction of the CAFO, shall oversee the Treasurer/Collector Department, Assessors Department, Comptroller Department, Purchasing Department, Human Resources Department and such other departments as may be placed under the direction of the CAFO by the Mayor with the approval of the City Council.

D. Whenever the term "Department of Finance" appears in any general or special law or any ordinance, regulation, contract, or other document with reference to the City of Holyoke, it shall be taken to mean the Department of Administration and Finance of the City of Holyoke.

E. Whenever the term "Chief Financial Officer" appears in any general or special law or any ordinance, regulation, contract, or other document with reference to the City of Holyoke, it shall be taken to mean the Chief Administrative and Financial Officer of the City of Holyoke.

II. Responsibilities and Duties.

A. The Department of Administration and Finance, under the direction and management of the CAFO, shall be responsible for the overall budgetary and financial administration of the City, including:

- (1) Coordination, administration, and supervision of all financial departments, services and activities as allowed under the Charter, ordinances and state and federal law;
- (2) Assistance in all matters related to municipal financial affairs;
- (3) Implementation and maintenance of uniform systems, controls, and procedures for all financial activities in all departments, boards, commissions, agencies, and other units of City government, the operations of which have a financial impact upon the general fund and enterprise funds of the City, and including, but not limited to, maintenance of all financial and accounting data and records;
- (4) Implementation and maintenance of uniform financial data processing capabilities for all departments;
- (5) Supervision of all financial data processing activities;
- (6) Implementation and maintenance of uniform budget guidelines and procedures;
- (7) Assistance in development and preparation of all department budgets and spending plans;
- (8) Review of all proposed contracts, licenses, and obligations with a term in excess of thirty days
- (9) Monitoring of the expenditure of all funds, including periodic reporting by and to appropriate agencies of the status of accounts; and
- (10) Review of the spending plan for each department as provided herein.

B. In all cases where the duty is not expressly charged to any other department or office, it shall be the duty of the CAFO, under the auspices of the Department of Administration and Finance, to promote, secure, and preserve the financial interests of the City.

C. All department budgets and requests for budget transfers shall be submitted to the CAFO for review and recommendation by the Department of Administration and Finance prior to submission to the Mayor and City Council as appropriate.

D. For each and every proposed appropriation order, and with respect to any proposed City Council vote necessary to effectuate a financial transfer, ordinance revision, or special legislation which may require the expenditure of funds or otherwise financially obligate the City for a period in excess of one year, or with respect to a vote to

authorize a borrowing pursuant to a provision of law other than MGL c. 44, § 4, 6 or 6A, the CAFO shall, if it be the case, submit in writing to the Mayor and City Council a certification that is the CAFO's professional opinion, after an evaluation of all pertinent financial information reasonably available, that the City's financial resources and revenues are and will continue to be adequate to support such proposed expenditures or obligations without a detrimental impact on the continuous provision of the existing level of municipal services. If the CAFO fails to provide a certification as aforementioned within seven days of a request for such certification from the City Council or Mayor, such appropriation order, financial transfer, ordinance revision, special legislation, or borrowing authorization may nonetheless be approved by a two-thirds majority of all the members of the City Council, but the absence of the certification of the CAFO shall be expressly noted in such order or vote.

III. Financial Information.

A. The CAFO shall provide the City Council in writing an assessment, analysis or other financial information justifying approval, whenever the City Council shall be requested to approve any of the following:

- (1) An expenditure which is or may be in excess of an appropriation;
- (2) A condition where an allotment is or may be exceeded;
- (3) A certification of the CAFO that the City's financial resources and revenues are and will continue to be adequate to support a proposed expenditure or obligation pursuant to the terms set forth in this article; or
- (4) Any actions with respect to temporary or permanent indebtedness.

B. With respect to any year in which a loan remains outstanding, on or before July 1, the CAFO shall submit to the State Director of Accounts a pro-forma tax rate recapitulation for the following fiscal year. The Director shall ascertain whether the City budget for that fiscal year contains reasonable revenues from taxation and other sources to meet the appropriations and other amounts required by law to be raised under MGL c. 59, § 23, and the Director shall report their conclusion to the Commissioner of Revenue.

C. With respect to any such year, upon submission of the annual tax rate recapitulation, the Director shall also ascertain whether the City budget for that fiscal year contains reasonable revenues from taxation and other sources to meet the appropriations and other amounts required by law to be raised under MGL c. 59, § 23, and the Director shall report their conclusion to the Commissioner. If the Commissioner determines that the City budget as presented on the pro-forma or annual tax rate recapitulation would not permit certification of the tax rate for the applicable fiscal year, they shall certify this determination in writing and provide notice of this determination with a copy of the certificate to the Secretary of Administration and Finance.

IV. Requests for information from School Department.

A. The CAFO and the Director of Internal Audit shall make reasonable efforts to comply with all reasonable requests of the School Department to provide information relating to the operation of the School Department held within the authority or control of their offices.

B. If the CAFO, the Director of Internal Audit, or any employee thereof refuses to provide such information or engages in unreasonable delay, the School Department shall notify the Mayor and School Committee that the CAFO, Director of Internal Audit, or other employee has not made a good faith effort to provide said information in a timely manner. The Mayor and School Committee shall, within a reasonable time, make a determination that any such information shall be provided to the School Department, which shall be binding upon the CAFO, the Director of Internal Audit, and the School Department. Nothing in this subsection shall abrogate any of the other powers or duties of the School Committee under Chapter 71 of the General Laws.

V. Composition of financial activities.

A. The Department of Administration and Finance shall consist of the CAFO and such other personnel as from time to time may be approved by the City Council and Mayor for the proper execution and fulfillment of his/her duties and responsibilities.

B. The CAFO shall be responsible for overseeing and coordinating the work and administrative activities of those employees in the departments reporting to them, as well as those positions and departments placed under the direction of the CAFO by the Mayor.

C. All City departments, employees, officials, boards, commissions, agencies, and other units of City government, including the School Department, shall cooperate with the CAFO in the performance of their duties under this article. They shall furnish any information or other records requested by the CAFO within a reasonable period of time, except as otherwise prohibited by law. Any official who intentionally violates the provisions of this article by failing to cooperate with the CAFO may be subject to appropriate discipline. For the purposes of this article, the word "official" shall mean a chair, head or employee of a City department, board, commission, or committee, temporary or acting, but shall not be construed to include the Mayor or the members of the City Council or School Committee.

VI. Consolidation of financial activities.

A. All City financial activities shall be consolidated and transferred to the appropriate department under the City Charter or ordinance as established by the City Council subject to the provisions of the Charter. For purposes of this article, the phrase "financial activities" shall mean all duties, responsibilities, tasks, jobs, or employment positions within or assigned to any City department, board, commission, agency, or other unit of City government which substantially involve one or more of the following: accounting, auditing, billing, borrowing or leasing, budgeting, collecting, data processing, payroll, and payments. The CAFO shall further review and reevaluate the financial

activities of the City and make recommendations to the Mayor and City Council for their approval for such additional consolidations or transfers of financial activities as appropriate to promote the fiscal stability of the City.

B. To the extent that personnel performing financial activities as defined herein devote all or a substantial portion of their employment activities to matters related primarily to a particular department, board, commission, agency, or other unit of City government, and such personnel are not paid from, or their employment expenses not charged to, the appropriation of such department, board, commission, agency, or other unit of City government, the CAFO is authorized to and shall devise a reasonable "charge-back" system so as to provide for the recovery from the appropriation of such department, board, commission, agency or other unit of City government of the full employment expenses of the aforementioned personnel.

VII. Stabilization funds.

A. The City shall maintain all stabilization and reserve funds required by ordinance and state law.

VIII. Expenditures in excess of appropriations; personal liability.

No official of the City, except in the case of all emergency involving the health or safety of the people or their property, shall intentionally expend in any fiscal year any sum in excess of such official's departmental appropriation duly made in accordance with law, nor commit the City to any obligation for the future payment of money in excess of such appropriations. Any official who intentionally violates this section may be personally liable to the City for any amounts expended in excess of all appropriation to the extent that the City does not recover such amounts from the person or persons to whom such sums were paid. The Trial Court of the Commonwealth or a single justice of the Supreme Judicial Court shall have jurisdiction to adjudicate claims brought by the City hereunder and to order such relief as the Court may find appropriate to prevent further violations of this section. Any official who violates the provisions of this section shall be subject to removal. For purposes of this section, the word "official" shall mean a City department head, temporary or acting, and all municipal boards, committees, and commissions which recommend, authorize, or approve the expenditure of funds. However, the word "official" shall not be construed to mean the Mayor or the members of the City Council or School Committee.

Section 2-292 - Chief Administration and Financial Officer.

I. Appointment, removal, term, qualifications, and requirements of CAFO.

A. The Chief Administrative and Financial Officer shall report to and be under the direction of the Mayor. The Mayor shall appoint, subject to confirmation by the City Council, the CAFO for a term of not more than three years. Before entering upon the duties of the office, the person shall be sworn to faithfully discharge the duties thereof.

B. The CAFO shall be appointed solely on the basis of administrative and executive qualifications, and shall be especially fitted by education, training, and seven to ten years' previous successful senior level financial management experience to perform the duties of the office and shall hold no less than a bachelor's degree in a financially related field from an accredited college or university. A master's degree in business administration, accounting or finance degree preferred.

C. Under the policy direction of the Mayor, the CAFO shall function with considerable independence and be directly accountable for his or her actions. The CAFO shall be sufficiently bonded.

D. The Chief Administrative and Financial Officer need not be a resident of the City or Commonwealth when appointed, but shall become a resident of the City no later than the end of the first contract term to the extent required by law. In the event of a failure to become a resident of the City within two years after appointment, an extension may be granted by a majority of the City Council.

E. The CAFO may be removed for cause by the Mayor subject to the approval of the City Council. Such removal shall be approved by a two-thirds majority of all the members of the City Council.

II. Selection of CAFO.

A. When the office of the CAFO is vacant or will become vacant, the Mayor shall initiate the selection process by giving notice of his/her intent to establish a "screening committee" to review applicants for the position. The Mayor shall send a copy of the notice to each agency or officer responsible for appointing persons to serve on the screening committee.

B. The Mayor shall appoint a screening committee no later than 21 days after sending the notice. No screening committee is required if the Mayor reappoints an incumbent CAFO.

C. The screening committee shall consist of seven members. The School Committee, City Council, and Director of Internal Audit shall each appoint one person to serve on the screening committee. The Mayor shall appoint four other members to the screening committee, two of whom shall have expertise in municipal management specifically in the areas of finance and/or personnel management.

D. The screening committee shall recommend to the Mayor the names of not less than two nor more than five candidates whom it believes to be best suited to perform the duties of the CAFO. If the screening committee determines that there are not at least two candidates qualified to perform the duties of CAFO, the screening committee shall report to the Mayor that it is unable to complete its

assigned task. In that event, the Mayor shall direct the screening committee to reopen the search.

E. In the absence of a Chief Administrative and Financial Officer, or while the process of appointing a CAFO is proceeding, the Mayor may appoint an Acting CAFO for a term of no more than 60 days.

III. Powers and duties of CAFO; violations and penalties.

A. The Chief Administrative and Financial Officer shall cause the laws of the Commonwealth and the ordinances, orders, and regulations of the City to be executed and enforced by the officers under the direction of the CAFO. The CAFO shall exercise and have direct responsibility for the organization, administration and management of the following:

- (1) Coordination, administration, and supervision of all financial services and activities as set out by ordinance, charter, or state and federal law;
- (2) Assistance in all matters related to municipal financial affairs;
- (3) Implementation and maintenance of uniform systems, controls, and procedures for all financial activities in all departments, boards, commissions, agencies, or other units of City government, the operations of which have a financial impact upon the general fund and enterprise funds of the City, and including, but not limited to, maintenance of all financial and accounting data and records;
- (4) Implementation and maintenance of uniform financial data processing capabilities for all departments;
- (5) Supervision of all financial and information technology and data processing activities; overseeing all management information systems; making recommendations for improvements and implementation of appropriate policies;
- (6) Implementation and maintenance of uniform budget guidelines and procedures.
- (7) Direction, guidance and assistance in development and preparation of all department budgets and spending plans; establishing and overseeing budget processes from developing instructions and setting deadlines to providing recommendations.
- (8) Coordination of the development of strategic financial goals;
- (9) Review and approval of all proposed contracts and obligations with a term in excess of one year;
- (10) Monitoring of the expenditure of all funds, including periodic reporting by and to appropriate agencies on the status of accounts;

(11) Review of the spending plan for each department; reviewing all revenues collected and making recommendations concerning fees, charges, enterprise fund rates as well as new sources of revenue;

(12) Providing for the allotment of funds on a periodic basis as provided for in this article.

B. In all cases where the duty is not expressly charged to any other department or office, it shall be the duty of the CAFO to promote, secure, and preserve the financial interests of the City.

C. All department budgets and requests for budget transfers shall be submitted to the CAFO for review and recommendation before submission to the Mayor and City Council as appropriate. For each proposed appropriation order, and with respect to any proposed City Council vote necessary to effectuate a financial transfer, ordinance revision, or special legislation which may require the expenditure of funds or otherwise financially obligate the City for a period in excess of one year, or with respect to a vote to authorize a borrowing pursuant to a provision of law other than MGL c. 44, § 4, 6, or 6A, the CAFO shall, if it be the case, submit in writing to the Mayor and City Council a certification that it is the CAFO's professional opinion, after an evaluation of all pertinent financial information reasonably available, that the City's financial resources and revenues are and will continue to be adequate to support such proposed expenditures or obligations without a detrimental impact on the continuous provision of the existing level of municipal services.

D. If the CAFO fails to provide the certification in Subsection C above within seven days after a request for such certification from the City Council or Mayor, the appropriation order, financial transfer, ordinance revision, or borrowing authorization may nonetheless be approved by a two-thirds majority of all the members of the City Council, but only if the absence of the certification of the CAFO is expressly noted in that order or vote.

E. All departments, officers, boards, commissions, agencies, and other units of the City shall submit budget requests to the Mayor upon the schedule and in the form established by the CAFO.

F. On or before March 30 of each year, the CAFO shall submit to the Mayor and City Council a four-year financial plan and a five-year capital plan that includes all capital needs of the City.

G. The Board of Assessors, Treasurer/Collector, Comptroller, Director of Purchasing, Human Resources Director, and employees performing similar duties but with different titles shall report to and be under the direction of the CAFO on a day to day basis.

H. The Board of Assessors and Treasurer/Collector shall be appointed by a majority vote and may be removed for cause by a two-thirds majority of all the members of the City Council upon recommendation of the CAFO. The Comptroller and Director of Purchasing shall be appointed by the CAFO and approved by the Mayor, subject to confirmation by a majority vote and may be removed for cause by a two-thirds majority of all the members of the City Council upon recommendation of the CAFO.

I. The CAFO shall appoint the Human Resources Director subject to confirmation by the City Council. The CAFO shall supervise the Human Resources Director and assist in all aspects of the City's human resource and employee relations functions, including establishing and maintaining impartial and uniform personnel policies, job classifications, compensation, and benefits. The CAFO will oversee and coordinate budgets for insurance or self-insurance plans, including health, accident, life, and other forms of insurance, including workers' compensation and unemployment compensation.

J. The CAFO shall be responsible for overseeing all aspects of the City's labor-management activities. Working with the Mayor, City Solicitor, and Human Resources Director, the CAFO will provide professional guidance and oversee and coordinate all strategies, negotiations, and settlements regarding collective bargaining, grievance/arbitration, and all matters related to the promotion and maintenance of a harmonious labor-management relationship. The CAFO shall have the final decision making authority on personnel matters involving the expenditure of funds subject to the final approval of the Mayor.

K. The CAFO shall work in conjunction with the City Solicitor and the City's labor counsel to support all collective bargaining sessions with the unions in the City excluding all school department unions. The CAFO, along with the Mayor, will establish bargaining strategy and assign the members of the bargaining negotiating team. The CAFO shall cost out every bargaining proposal for both sides to determine if proposals are sustainable. Before any agreement is reached between the City and any City union, there must be consent of the CAFO before the Mayor shall be allowed to agree to the proposal. The CAFO is expected to attend all City Council meetings and committee meetings to explain their reasoning for supporting a final proposal. No agreement will be considered to have final approval until a vote of the City Council approving the appropriation needed for any agreement.

L. In the event there is a dispute between the Mayor and CAFO and both parties are unable to resolve the matter, the City Council President shall meet with the parties to review the matter and make a recommendation to both parties. The CAFO and the Mayor agree to accept the recommendation of the City Council President provided it is not in violation of any state, local, or federal law. Should

an agreement not be reached, the matter shall be decided in an executive session of the City Council by a two-thirds majority of all its members.

M. The CAFO shall not assume the duties or responsibilities of any position appointed by the City Council. The CAFO shall provide their full efforts to the position and shall not hold any elective office or engage in any other business or occupation.

N. If the CAFO finds, after receiving such information and report from the Director of Internal Audit or other appointee of the City Council, and after notice and opportunity for hearing, that an officer or employee of any unit of City government has refused information or access to the office of the Director of Internal Audit or other appointee of the City Council, or knowingly or through neglect provided false information to the Director, the officer or employee shall be individually and personally subject to a civil fine of \$300 per violation, per day, until the violation is cured. This fine shall be payable to the general fund of the City.

O. The CAFO and all of their appointees and/or reports shall be subject to the Charter and all the ordinances of the City of Holyoke. The CAFO shall at the request of the City Council give it such information in writing as it may require in relation to any matter, act or thing connected with his office or employment or with the discharge of the duties thereof.

Section 2-293 - Comptroller.

I. Appointment and term; oath; qualifications.

A. There shall be in the City the Office of Comptroller. The Office of Comptroller will be part of the Department of Administration and Finance. The Chief Administrative and Financial Officer shall appoint, with the confirmation of the City Council and approval of the Mayor, a Comptroller a term up to but not exceeding three years, solely on the basis of administrative and executive qualifications. The Comptroller shall report to and be under the direction of the Chief Administrative and Financial Officer, who may recommend removal of the Comptroller for cause. Such removal shall be approved by a two-thirds majority of all the members of the City Council. The CAFO may also serve as the Comptroller. In the event the CAFO also serves as Comptroller then they shall not require further confirmation by the City Council.

B. The person appointed Comptroller shall be qualified to hold or obtain certification as a public accountant, management accountant, government financial officer, or government accountant. Such certification shall be obtained during their first contract term. They shall have sufficient accounting experience and shall be a graduate of an accredited college or university, with a degree in accounting, or business administration. They shall be especially suited by education, training, and experience to perform the duties of the office.

II. Annual review of Comptroller.

The Comptroller shall present his/her annual goals to the Chief Administrative and Financial Officer by January of each year.

III. Access to books and documents.

The Comptroller shall, so far as may be necessary for the proper performance of their duties, have access to all books, documents, and vouchers in the possession of any party whose accounts they is authorized to examine, and which relate to such accounts.

IV. Books of accounts.

The Comptroller shall keep proper books of accounts in which they shall charge against their appropriations all claims approved by them, and shall keep such other accounts as they may deem advisable.

V. Powers and duties of Comptroller.

A. The Comptroller shall have the powers and duties of a City Auditor under MGL c. 41, §§ 51 to 54A, inclusive. MGL c. 41, § 50, shall also apply to the Comptroller to the extent that it does not conflict with the duties of the Director of Internal Audit under Section 2-131, and this article and other duties and powers as provided herein.

B. The Comptroller shall have the authority to hire, fire, discipline, and manage personnel under the Comptroller's direction. Employees of the Comptroller's Office shall be especially fitted by education, training and experience to assist in the performance of the duties of the office.

VI. Transfer of accounts.

The Comptroller may transfer from the accounts of any department any funding not projected to be necessary due to position vacancies or operating efficiencies developed during a fiscal year. This transfer shall be into a central holding account which shall expire on June 30 of each fiscal year. If a vacant position is filled after such a transfer, the Comptroller may reverse the portion of the transfer associated with that position to ensure sufficient funding in the relevant department.

VII. Requests for information; annual reporting.

A. The Comptroller shall provide an oral or written assessment, or both, as the City Council may request, of the current and future financial impact of the cost of any proposed appropriation order, lease arrangement for a term in excess of thirty days, collective bargaining agreement, or borrowing authorization, particularly, but not limited to, as such cost item would relate to the continuous provision of the existing level of municipal services.

B. To the extent reasonable, this assessment shall include such analysis or other information of a financial nature as is necessary to justify the approval of the City

Council. The Comptroller shall provide this assessment and analysis as the Comptroller's professional opinion and the Comptroller shall not be obliged to represent the position of the Mayor or the Chief Administrative and Financial Officer.

VIII Notice of exhaustion of appropriation.

Whenever any appropriation for any department has been exhausted, it shall be the duty of the Comptroller to notify the Chief Administrative and Financial Officer and head of such department of the fact in writing, and thereafter no further liability shall be incurred by the department until an additional appropriation has been made therefor.

IX Capital projects.

A. No funds may be expended for any capital project except from funds specifically appropriated for such project. In the case of any project which is recommended by the Board of Public Works, the initial appropriation, therefore shall not exceed the estimate furnished to the City Council by such board; but nothing in this section shall prevent the City Council from making subsequent additional appropriations for such project upon the recommendation of the Chief Administrative and Financial Officer.

B. No funds appropriated for any capital project may be expended for any other project not included in the appropriation order. On completion of each project for which an appropriation was granted, any unexpended funds shall revert to the account from which they were originally appropriated.

C. The terms "capital project" and "project," as used in this section, mean any project for which bond funds may be expended under the laws of the Commonwealth. Appropriations to any such capital project may be made from bond funds, from the General Fund, or may be included in the annual budget. All departments performing work subject to this section shall keep their accounts for such work in accordance with procedures prescribed by the Comptroller.

X Custody of contracts.

The original copy of all written contracts shall be deposited with the Comptroller and one copy with the City Clerk within one week after their execution; and the City Clerk shall keep the contract or copy on file, open to public inspection during business hours and made available electronically on the city website at all times.

XI Contracts exceeding \$25,000.

In all cases where the amount of any contract made with the City shall exceed \$25,000, the contract shall be in writing, shall be approved by the Comptroller as to available appropriation, and shall be signed by the Mayor and a majority of the committee, commission, or board in charge of the work on the part of the City, and after being signed by the parties, no such contract shall be altered in any particular unless a majority of such committee, commission, or board shall signify their assent thereto in writing, under their respective signatures, indorsed on such contract, and approved by the Mayor.

XII Approval of claims.

No claim shall be paid by the Treasurer/Collector unless it shall have been approved by the City Comptroller.

XIII Mayor's order required for payment of claims.

No money shall be drawn out of the City Treasury without the written order of the Mayor. The Mayor, and in case of his absence or inability, the acting Mayor, is authorized to draw orders on the Treasurer/Collector for the payment of all accounts and claims allowed and certified by the City Comptroller.

XIV Department heads to certify and forward bills to Comptroller.

Heads of departments shall certify to the correctness of all bills incurred by them and, after approval thereof by the committee, commission, or board authorized to approve their department expenditures, shall forward the same without delay to the Comptroller not later than the fourth day of each month.

XV Filing of claims with Comptroller; transmission to Collector.

All departments of the City government shall file with the Comptroller itemized bills, duly approved, of all claims as they become due the City in the several departments, giving full names and addresses of the debtor. The Comptroller shall examine and record such claims and transmit them to the City Collector for collection.

XVI Claims uncollectible by Treasurer/ Collector.

Copies of all claims which the Treasurer/ Collector refers to the City Solicitor shall be filed with the Comptroller.

XVII Payroll.

Sec. 2-315. – Further clarification of the scope of the Comptroller.

No employee of any department of the city including but not limited to the police department, fire department, and department of public works shall perform a payroll function without the express approval of the Comptroller and CAFO. These functions are reserved to the Department of Administration and Finance. The Comptroller and CAFO shall ensure the uniform and effective administration of payroll under standardized and generally acceptable practices that protect the fiscal integrity of the city resources.

XVIII Subject to the City Charter and Ordinances.

The Comptroller shall be subject to the Charter and all the ordinances of the City of Holyoke. The Comptroller shall at the request of the City Council give it such information in writing as it may require in relation to any matter, act or thing connected with the office or employment or with the discharge of the duties thereof.

BY STRIKING THE FOLLOWING SECTIONS IN THEIR ENTIRETY:

Section 2-101 Bond; Section 2-102 Duties generally; Section 2-103 Collection of Assessments, Claims and Demands Section 2-104; Keeping account with collector of taxes; Section 2-105 Sufficiency of appropriation for payment of draft or order; Section 2-106 Custody of bonds of officials; Section 2-107 Statements and reports to City Council; Section 2-108 Deposits for care of burial places – generally; Section 2-109 Same-Filing of instrument declaring purpose of which funds to be applied; Section 2-110 Same-Collection of income; investments; Section 2-11 Same-Distribution of income from deposits; Section 2-112 Same-Responsibility for funds; enforcing proper expenditure of income; Section 2-113 Assistant City Treasurer – appointment and term.

BY REPLACING THE STRICKEN SECTIONS WITH THE FOLLOWING:

SECTION 2. Division 3 entitled "Treasurer/Collector" of Article III entitled "Officers and Employees generally of Chapter 2 entitled "Administration shall be amended as follows:

Section 2-101-Treasurer and Collector of Taxes.

I Appointment and term; oath; qualifications

A. The present Treasurer/Collector shall hold their office during the term for which they are appointed.

B. During the month of January and each third year thereafter, and whenever a vacancy may occur, the City Council shall appoint by majority vote, a Treasurer/Collector, and the incumbent Treasurer/Collector shall continue in office for a term of three years from the first day of the current January and until his/her successor is appointed and qualified. The Treasurer/Collector may be reappointed to successive terms.

C. Before entering upon the duties of his/her office, the Treasurer/Collector shall be sworn to the faithful discharge thereof.

D. The person appointed Treasurer/Collector shall be a graduate of an accredited college or university, with a degree in accounting, public administration or business administration. Under special circumstances, relevant education and certification by the Massachusetts Treasurer and Collector Association can be accepted in lieu of a degree.

E. The Treasurer/Collector shall obtain and maintain certification from the Massachusetts Treasurer and Collector Association within (36) thirty-six months.

F. The Treasurer/Collector may be removed upon the recommendation of the CAFO and by a two-thirds majority of all the members of the City Council.

Section 2-102 - Annual review of Treasurer/Collector.

The Treasurer/Collector shall present his/her annual goals to the Chief Administrative and Financial Officer by January of each year. A copy of the final approved goals shall then be provided to the City Council.

Section 2-103 - Duties of Treasurer/Collector.

A. There is hereby established the position of Treasurer and the position of Collector of Taxes. Their duties and responsibilities shall be as set forth in Massachusetts General Laws, as amended, and as said laws may from time to time be amended, including, but not limited to, MGL c. 41, §§ 35 to 43A, and c. 60 inclusive, and in addition thereto, such powers and duties as provided for herein and elsewhere in the City ordinances. Wherever references to "Treasurer" or "City Tax Collector" appear in the ordinances, they are to be construed to mean the "Treasurer/Collector"

B. The Treasurer/Collector shall have the authority to hire, fire, discipline, and manage personnel under the Treasurer/Collector's direction. Employees of the Treasurer/Collector's Office shall be especially fitted by education, training and experience to assist in the performance of the duties of the office.

Section 2-104. Bond; Deposit in Banks; Safe Deposit of Documents; Delivery to Successor.

A. The Treasurer/Collector shall give bond in such sum as the law of the commonwealth shall require, for the faithful performance of the duties of their office. The premium for such bond shall be paid for by the city and such bond shall be put into the custody of the city clerk.

B. As Treasurer, they shall keep their cash balances of all funds, monies, and accounts belonging to or held by the City in trust or otherwise, on deposit in a bank or banks, and such balances shall be deposited at interest so far as is consistent with financial safety. They may, with the approval of the Mayor, call for bids for the deposit of the City's funds for any period, but they shall be under no obligation to accept any bid submitted in response thereto. It shall be the policy of the Treasurer/Collector that City funds shall not be deposited in any bank owing back taxes to the City of Holyoke.

C. As Treasurer/Collector, they shall cause all books, vouchers, papers, and documents under their care and belonging to or held by the City to be deposited and kept in a fireproof vault or safe and shall promptly deliver over to their successor in office all books, vouchers, papers, documents and other property belonging to that office.

Section 2-105. Assistant and deputy

The Treasurer/Collector shall, with the approval of the CAFO and subject to appropriation by the City Council, appoint at any time an Assistant Treasurer/Collector, who shall assist the Treasurer/Collector in the performance of their duties and who shall perform all the duties of that officer in his/her absence. The Assistant Treasurer/Collector shall, when appointed, be sworn to the faithful performance of their duties and shall give a bond to the City in a sum and with surety or sureties approved by the City Council for such faithful performance thereof.

Section 2-106. Care and custody of funds.

As Treasurer/Collector, they shall receive, receipt for, and have the care and custody of all funds and moneys of the City, the care and custody of which is not otherwise provided for by law or ordinance and also of all other funds, moneys, securities, and property which are now or may hereafter be committed to their charge by virtue of any statute or ordinance or by virtue of any gift, devise, bequest, or deposit.

Section 2-107 - Accounts of receipts and expenditures.

The Treasurer/Collector shall keep, in books provided for that purpose, a true and accurate account of all his/her receipts and expenditures, such accounts to conform to the uniform system of accounting approved by the Massachusetts Department of Revenue, and, as nearly as may be without violation of this provision, to the system of accounts kept by the Auditor of Accounts.

Section 2-108 - Payment of drafts, orders and warrant; check signing methods.

A. The Treasurer/Collector shall pay all drafts, orders, and warrants directed to them in accordance with the provisions of these ordinances or of the laws of the commonwealth for the payment of bills, accounts, and claims against the City and shall, on presentation of the evidence of such indebtedness, pay any sum of money due on the principal or interest of any note, bond, or other security of the City or on any execution against the City.

B. The City Treasurer/Collector is authorized, with appropriate security safeguards as established by the Director of Internal Audit and CAFO, to use a check- signing machine and/or an electronic signature for the purpose of affixing their signature to City checks.

Section 2-109 - Collection of rents, assessments, bills, claims, accounts, and demands.

It shall be his/her duty as Treasurer/Collector to collect and receive all rents and assessments which may be due the City, and all bills, claims, accounts, and other demands against all persons indebted to the City, when such bills, claims, accounts, or other demands are duly delivered to them for collection, and the receipt of the Treasurer/Collector shall be deemed the only sufficient and valid discharge of any debt due the City, except as otherwise provided by law or ordinance. For the purpose of such collection, the Treasurer/Collector shall have and is hereby given authority to bring suit or other appropriate legal action in the name of the City.

Section 2-110 - Summary Reports and Monthly Summary.

A The Treasurer/Collector shall file with the City Council a summary of the tax title account, said summary to reflect name, address, and tax outstanding, upon request.

B. The Treasurer/Collector shall file with the City Council a report of deposits and investments of municipal funds, upon request. This report will list transactions, dollar amounts, and banking institutions.

C. The Comptroller and Treasurer/Collector shall file monthly with the City Council, for the City Council meeting held on the third Tuesday of each month a statement of revenue and a statement of expenditures of the City of Holyoke for the previous month.

Section 2-111 - Deposits for care of burial places - Generally.

The Treasurer/Collector may receive, hold, and apply any funds, money, or securities deposited with them as Treasurer/Collector for the preservation, care, improvement, or embellishment of any public or private burial places situated in the city or of burial lots situated in such burial places, in accordance with the provisions of M.G.L.A. c. 114, § 19, or acts supplementary thereto or amendatory thereof.

Section 2-112- Same-Filing of instrument declaring purpose for which funds to be applied.

The depositor shall, at the time of making the deposits provided for in section 2-108, file with the Treasurer/Collector a copy of the instrument which declares the purpose for which the funds, money or securities so deposited is intended to be applied.

Section 2-113 - Collection of income; investments; Distribution of income from deposits; Responsibility for funds; enforcing proper expenditure of income.

A. The Treasurer/Collector shall collect and receive the income from any funds, money, or securities deposited under the provisions of this division, and shall deposit all money received in savings banks of Massachusetts or invest the same in securities in which savings banks of Massachusetts are authorized to invest.

B. The income received from the funds, money, or securities deposited under the provisions of this division shall be paid by the Treasurer/Collector each year to the financial officer of the respective associations in which are situated the burial lots, or burial places, designated by the respective depositors, the same to be expended and applied as directed in the instruments filed by the depositors, and the payment of such money to such officers shall release the city and any officer thereof from any further liability.

C. Neither the city nor any officer thereof shall be responsible for any funds, money, or securities deposited under the provisions of this division except for willful negligence or default, but the Treasurer/Collector may enforce in his/her own name the proper expenditure and application of the incoming arising from such funds, money or securities.

SECTION 3. Division 4 entitled "City Auditor" of Article II entitled "Officers and Employees Generally" in Chapter 2 entitled "Administration" shall be amended as follows:

BY STRIKING THE FOLLOWING SECTIONS IN THEIR ENTIRETY:

Section 2-131 Duties generally; Section 2-132 Notice of exhaustion of appropriation;
Section 2-133 Statement of condition of accounts; 2-134 Auditing of accounts of water

department; Section 2-135 Auditing of accounts of Gas & Electric Department; Section 2-136 Assistant City Auditor; Section 2-137 Monthly report of interdepartmental transfer of funds

BY REPLACING THE STRICKEN SECTIONS WITH THE FOLLOWING:

Section 2-131 Director of Internal Audit - Appointment and term; oath; qualifications.

A. The present Auditor shall hold their office during the term for which they have been appointed.

B. During the month of January and each third year thereafter, and whenever a vacancy may occur, the City Council shall appoint by majority vote, a Director of Internal Audit, and the incumbent Director of Internal Audit shall continue in office for a term of three years from the first day of the current January and until their successor is appointed and qualified. The Director of Internal Audit may be reappointed to successive terms.

C. Before entering upon the duties of their office, the Director of Internal Audit shall be sworn to the faithful discharge thereof.

D. The person appointed Director of Internal Audit shall have sufficient finance or auditing experience and shall be a graduate of an accredited college or university, with a bachelor's degree or higher in accounting, finance, or business administration. A certified public accountant preferred. They shall be especially suited by education, training, and experience to perform the duties of the office.

E. The Director of Internal Audit may be removed by the Mayor, with the approval of the City Council for cause with by two-thirds majority vote of all the members of the City Council.

F. Annual review of Director of Internal Audit - The Director of Internal Audit shall present their annual goals to the City Council by September 30 of each year. By November 1, the Finance Committee of the City Council shall conduct an annual review of the performance of the Director of Internal Audit, with a report to the full Council by January 1.

Section 2-132. Access to books and documents.

The Director of Internal Audit shall have access to all books, documents, and vouchers in the possession of any City department or any other party whose accounts they are authorized to examine, and which relate to such accounts.

Section 2-133. Duties of Director of Internal Audit.

A. The Director of Internal Audit shall have the powers and duties of a city auditor under MGL c. 41, §§ 50 and 53, inclusive, and in addition thereto, such powers and duties as provided for herein and elsewhere in the City ordinances. Wherever references

to "City Auditor" appear in the ordinances, they are to be construed to mean the "Director of Internal Audit" unless otherwise noted as pertaining to the Comptroller.

B. The Director of Internal Audit shall have the authority to hire, fire, discipline, and manage personnel under the Director's direction.

C. The Director of Internal Audit shall examine or cause to be examined the financial and other records of the City and its departments, including the City retirement system and any other audits or reviews as determined necessary by the Director of Internal Audit. The Director shall conduct or cause to be conducted both financial and performance audits to prevent and detect waste, fraud, and abuse and to improve the efficiency, effectiveness, and quality of public services provided in and by the City. Department heads are encouraged to use the resources of the Director of Internal Audit. The Director of Internal Audit shall serve as an ex-officio member of the Holyoke Retirement Board.

D. The Director of Internal Audit shall, on or before March 30 of each year, propose to the City Council an audit plan for the following fiscal year, which shall be reviewed and accepted by the City Council, subject to modification by majority vote. The audit plan may be filed, considered, modified, and approved in an Executive Session of the City Council if public reviews, consideration, modification, or approval would negatively impact the ability of the Director to execute the audit plan.

E. The Director of Internal Audit shall maintain an ethics and compliance hotline for the City of Holyoke as outlined in Ordinance 2-71. This hotline should be made available to the public and to City employees to enable them to report fraud, waste, and abuse.

F. No employee, officer, board, commission, agency, or other unit of the City government, including the School Department, shall interfere with any audit or review conducted by the Director of Internal Audit or his/her staff.

G. If, during an audit or review, the Director of Internal Audit becomes aware of abuse or illegal acts or indications of such acts, the Director of Internal Audit shall report the irregularities to the appropriate law enforcement authorities, elected officials, and/or state officials.

Section 2-134. Requests for information.

All officers and employees of officers, boards, commissions, agencies, and other units of City government, including the School Department, shall comply with all requests for information or access to system and records by any employee of the Director of Internal Audit acting in an official capacity. If any such officer or employee refuses to provide or engages in unreasonable delay in providing information or access, or knowingly or through neglect provides false or misleading information, the Director of Internal Audit may bring to the Chief Administrative and Financial Officer and/or Mayor an administrative complaint against that employee or officer.

If the Chief Administrative and Finance Officer finds, after notice and opportunity for hearing, that the officer or employee refused information or access to the office of the Director of Internal Audit or knowingly or through neglect provided false information, the employee or officer shall be individually and personally subject to a civil fine of \$300 per violation per day until the violation is cured. This fund shall be payable to the general fund of the City.

Notwithstanding any law, contract or collective bargaining agreement to the contrary, a violation of this section shall be just cause for termination.

Section 2-135. Requests for Information by School Department.

The Director of Internal Audit shall make reasonable efforts to comply with reasonable requests of the School Department to provide any information relating to the operation of the School Department held within the authority or control of the Director of Internal Audit. If the Director of Internal Audit or any employee of the Director refuses to provide such information or engages in unreasonable delay, the School Department shall notify the City Council. The City Council shall, within a reasonable time, make a determination that any such information be provided to the School Department, which shall be binding on the Director of Internal Audit and the School Department. Nothing in this section shall abrogate any of the other powers or duties of the School Committee under Chapter 71 of the General Laws.

Section 2-136. Use of outside firms.

A. The Director of Internal Audit shall ensure that an independent audit of the City is conducted on an annual basis.

B. The Director of Internal Audit, subject to appropriation, may retain the assistance of audit firms and others in the conduct of the work of the Director's office.

Section 2-137. Disability or vacancy in office.

If by reason of illness, absence, or other cause the Director of Internal Audit is temporarily unable to perform the duties of his/her office, the Assistant Director of Internal Audit shall assume said office for a term not to exceed 90 days or until such disability ceases. If a vacancy occurs in the office of Director of Internal Audit, the City Council may appoint an Acting Director of Internal Audit, who shall perform the duties of such office until such vacancy is filled as provided for in these ordinances.

Section 2-138. Legal Counsel to the City Council and Department of Internal Audit.

The Director of Internal Audit shall have the ability to hire outside legal counsel in the event they find it necessary to seek outside advice for the effective administration of the work of the department. In the event that the Director of the Internal Audit finds this is necessary, he or she must make said request for funds to the City Council. The line for contract services will be appropriated by the Mayor in the City Council budget and overseen by the City Council. Similarly, in the event the City Council finds it necessary

to contract with outside counsel due to a conflict that the City Solicitor has, the City Council shall have a contract funds line available for outside legal services. Both such requests for funding of outside legal services shall only be approved by the City Council after determining there is a conflict which necessitates the need for outside counsel. The approval of such expenditure requires a two-thirds majority of all the members of the City Council.

BY AMENDING THE FOLLOWING SECTION AS FOLLOWS:

2-156 Assistant City Solicitor.

(2) Labor relations/employment. At least one attorney from the law department shall be assigned all labor and employment matters within the city, including collective bargaining negotiations. The city solicitor shall have the authority to contract outside counsel to assist in that regard. The mayor and the CAFO shall both approve of any attorney assigned to any collective bargaining negotiation.

BY DELETING THE FOLLOWING SECTIONS IN THEIR ENTIRETY:

2-311; Established; Qualifications and Term of Personnel Administrator; Section 2-312 Duties of Personnel Administrator; Section 2-313 Authority of Personnel Administrator to require information from departments; Section 2-314 Removal of Personnel Administrator.

BY REPLACING THE STRICKEN SECTIONS WITH THE FOLLOWING:

Sec. 2-311. - Established, qualifications and term of Human Resources Director.

- (a) The present Personnel Director shall hold their office during the term for which they have been appointed.
- (b) There is hereby established in the City of Holyoke the Department of Human Resources, the head of which shall be appointed by the CAFO subject to confirmation by the City Council and shall be known as the Human Resources Director.
- (c) The Human Resources Director shall have a term of office of five years from the date of appointment.
- (d) The Human Resources Director shall have, prior to his appointment, at least five years' experience as a Human Resources Director, Assistant Human Resources Director, public administrator, business administrator or similar position in a comparable field with knowledge of federal and state wage counseling, hour laws, affirmative action, labor laws, recruitment and compensation in public or business enterprises. The said Human Resources Director shall have at least a bachelor's degree in a related subject and preferably a master's degree in a related subject.
- (e) The Human Resources Director shall hold office until their successor has been appointed and sworn in, or until removed for cause.

Sec. 2-312. - Duties of Human Resources Director.

- (a) It shall be the duty of the Human Resources Director, under the direction of the CAFO, to be responsible for providing guidance on human resource policy development and implementation, staff orientation, maintenance of the job evaluation program, coordination of labor relations issues and maintenance of personnel records.
- (b) Responsibilities include the following:
 - (1) Approve job descriptions and maintain the job evaluation system.
 - (2) Analyze salary structure and recommend changes.
 - (3) Approve personnel change of status recommended by department heads, including hires, transfers, promotions, demotions and discharges.
 - (4) Coordinate the hiring process.
 - (5) Establish an employment application, reference referral and search process.
 - (6) Establish an internal job posting process and application process.
 - (7) Establish and maintain an orientation process for all new employees, ensuring that all benefit and tax forms are completed.
 - (8) Establish personnel records for all city employees.
 - (9) Ensure that the city is in compliance with government regulations, such as affirmative action and the Fair Labor Standards Act.
 - (10) Coordinate all benefits such as medical insurance, vacation and sick leave policy, retirement benefits, etc.
 - (11) Ensure that employees are informed about any benefit changes.
 - (12) Serve as primary liaison with insurance carriers and seek alternative bids when appropriate.
 - (13) Establish a disciplinary procedure for employees not covered by collective bargaining agreements.
 - (14) Establish a formal grievance process.
 - (15) Counsel employees individually or in groups regarding personnel issues.
 - (16) Oversee any employee training programs.
 - (17) Assist with labor negotiation strategies and obtain comparative salary/benefit information.
 - (18) Recommend personnel policy changes.
 - (19) Prepare a personnel handbook.

(20) Represent city on personnel issues as appropriate.

(21) The Human Resources Director shall maintain all attendance records and leave balances of all city employees and make them available to all city employees and department heads. The Human Resources Director shall prepare such reports on these records as required by the mayor, the City Council or department heads.

(c) The Human Resources Director shall function at the department head level and report administratively to the CAFO.

Section 2-313. -Authority of Human Resources Director to require information from departments.

The Human Resources Director shall have the power and authority to call upon the head of any department or member thereof to furnish information essential to the proper operation of all functions under this division.

Sec. 2-314. - Removal of Human Resources Director.

The Human Resources Director may be removed for cause by the CAFO, subject to approval of the City Council, upon written notice stating the reasons thereof.

Sec. 2-315. – Further clarification of the scope of the Human Resources Director.

No employee of any department of the city including but not limited to the police department, fire department, and department of public works shall perform a human resource or personnel function without the express approval of the Human Resources Director and CAFO. These functions are reserved to the Department of Administration and Finance. The Human Resources Director and CAFO shall ensure the uniform and effective administration of human resources and personnel functions under standardized and generally acceptable practices that protect the fiscal integrity of the city resources.

BY STRIKING THE FOLLOWING SECTIONS IN THEIR ENTIRETY:

Section 2-331. - Established; appointment and qualifications of Purchasing Director and Assistant Purchasing Director; Section 2-346 Removal of Purchasing Director and Assistant Purchasing Director

BY REPLACING THE STRICKEN SECTIONS WITH THE FOLLOWING:

Section 2-331. - Established; appointment and qualifications of Purchasing Director and Assistant Purchasing Director.

(a) The present Personnel Director shall hold their office during the term for which they have been appointed.

(b) There is hereby established in the city the department of purchase, the head of which shall be appointed by the CAFO subject to confirmation by the City Council and shall be known as the Purchasing Director. Their term of office shall expire three years from the date of appointment. Subsequent terms of office shall be for a period of four years following the same process as the original appointment. The Purchasing Director shall have had prior to their appointment at least five years' experience as Purchasing Director, Assistant Purchasing Director or similar position in a comparable field such as auditing, engineering, with public or business enterprises which operate on justified requisitions based on stores control with perpetual inventories of stocks on hand. They shall hold office until their successor has been appointed and sworn in, or until removed for cause. The assistant to the Purchasing Director shall be appointed by the mayor with the approval of the Purchasing Director and shall be known as the Assistant Purchasing Director. Their term of office shall expire four years from the date of appointment. Subsequent terms of office shall be for a period of four years. The Assistant Purchasing Director shall have had prior to their appointment at least five years' experience as Assistant Purchasing Director, chief buyer or a similar position in a comparable field such as auditing, engineering, with public or business enterprises which operate on justified requisitions based on stores control with perpetual inventory on hand. They shall hold office until his successor has been appointed and sworn in, or until removed for cause.

(c) The Purchasing Director and the Assistant Purchasing Director shall furnish bonds for the faithful performance of their duties, to be approved by the city solicitor, in a sum to be determined by the Director of Internal Audit. In the absence, inability to serve, removal, resignation or death of the Purchasing Director, the Assistant Purchasing Director shall carry out the duties of the Purchasing Director until his return or until his successor shall have been appointed, said appointment to be for the unexpired term of the Purchasing Director. Before either the Purchasing Director or the Assistant Purchasing Director shall enter upon the duties of his respective office, he or she shall swear to the faithful performance thereof.

(d) For the purpose of this division, the Purchasing Director shall perform the duties and responsibilities of the chief procurement officer pursuant to M.G.L.A. c. 30B. The Assistant Purchasing Director shall likewise be bound by the provisions of M.G.L.A. c. 30B.

Sec. 2-346. - Removal of Purchasing Director or Assistant Purchasing Director.

The Purchasing Director and/or the Assistant Purchasing Director may be recommended for removal for cause by the CAFO, subject to the approval of a two-thirds majority of all the members of the City Council.

Section 2-35 entitled “Classification and Compensation Plan” of Chapter 2 entitled “Administration” of the Revised Code of Ordinances of the City of Holyoke, Massachusetts, 1997, as amended on April 8, 2021 is further amended as follows:

BY ADDING TO GRADE 13 of the SCHEDULE A CLASSIFICATION AND HIRING SCHEDULE, the position of:

GRADE 13	<u>Min</u>	<u>Mid</u>	<u>Max</u>
Comptroller	\$78,103.00	\$94,583.00	\$111,063.00

BY ADDING TO GRADE 14 of the SCHEDULE A CLASSIFICATION AND HIRING SCHEDULE, the position of:

GRADE 14	<u>Min</u>	<u>Mid</u>	<u>Max</u>
Treasurer/Collector	\$85,921.00	\$102,391.00	\$118,862.00

BY ADDING TO: GRADE 17 of the SCHEDULE A CLASSIFICATION AND HIRING SCHEDULE, the position of:

GRADE 17	<u>Min</u>	<u>Mid</u>	<u>Max</u>
Chief Administrative and Financial Officer	\$115,000.00	\$137,500.00	\$160,000.00

BY AMENDING GRADE 13 TO CHANGE CITY AUDITOR TO DIRECTOR OF INTERNAL AUDIT

BY AMENDING GRADE 10 TO CHANGE PROFESSIONAL ACCOUNTANT TO ASSISTANT DIRECTOR OF INTERNAL AUDIT

BY AMENDING GRADE 11 TO CHANGE PERSONNEL ADMINISTRATOR TO HUMAN RESOURCES DIRECTOR

BY AMENDING GRADE 7 TO CHANGE PERSONNEL ASSISTANT TO HUMAN RESOURCES ASSISTANT

SECTION 4. All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

SECTION 5. This ordinance shall take effect upon its passage.

APPROVED AS TO FORM

Lisa A. Ball
City Solicitor

City of Holyoke

Request for Appropriation Transfer Within a Classification

Dept. Name: Holyoke Public Library

Date 05 / 14 / 2025

I hereby respectfully request that the following amounts be transferred *within one* of the following indicated (X) appropriation classifications within my department and as further detailed below:

Personal Services XX Expenses _____ Capital Outlay _____

Account No.		Account Name	\$ Amount	
Organization	Object		From	To
<u>1 6 1 0 1</u>	<u>5 1 1 0 2</u>	<u>Reference Libray Assistant</u>	<u>(\$3,075)</u>	_____
<u>1 6 1 0 1</u>	<u>5 1 1 0 8</u>	<u>Custodian</u>	<u>()</u>	<u>\$1,025</u>
<u>1 6 1 0 1</u>	<u>5 1 1 1 2</u>	<u>Financial Manager</u>	<u>()</u>	<u>\$850</u>
<u>1 6 1 0 1</u>	<u>5 1 1 1 4</u>	<u>Computer Coordinator</u>	<u>()</u>	<u>\$1,200</u>
-----	-----	_____	<u>()</u>	_____
-----	-----	_____	<u>()</u>	_____
-----	-----	_____	<u>()</u>	_____
-----	-----	_____	<u>()</u>	_____
-----	-----	_____	<u>()</u>	_____
-----	-----	_____	<u>()</u>	_____
-----	-----	_____	<u>()</u>	_____
-----	-----	_____	<u>()</u>	_____

Reason for request: To cover payroll responsibility.

Maria G. B. i
Head of Department

[Signature]
Mayor

Form TR-1 (6/92)

rev'd from Mayor 5/30/2025 after noon deadline



Mayor Joshua Garcia

City of Holyoke

Conservation Commission

Yoni Glogower, Director of Conservation & Sustainability

May 30th, 2025

Tessa Murphy-Romboletti
City Council President
Holyoke City Hall
536 Dwight St, Room 10
Holyoke, MA 01040

Re: DOE Energy Efficiency Community Development Block Grant (EECDBG) Award

Dear President Murphy-Romboletti and members of the City Council,

The City of Holyoke has been awarded \$76,420 in formula funding from the U.S. Department of Energy (DOE) through the Energy Efficiency Community Development Block Program.

Primary activities for this award are anticipated to include LED lighting upgrades at either the City Hall Annex, DPW, or the Holyoke Police Department Building. The city has opted for a voucher option that will cover the costs for the new LED fixtures and labor associated with the installation and disposal of the old fixtures. The work will be performed by an electrical contractor and take place in collaboration with DPW and HG&E.

The Office of Conservation and Sustainability respectfully requests your approval of up to \$76,420 to fund these efforts. These EECDBG funds will operate on a rebate basis with full reimbursement provided on completion of project activities. There is no match requirement for this award. An Official Notice to Proceed email from DOE is attached, along with a signed Pre-Award Information sheet.

Sincerely,

Yoni Glogower
Director, Office of Conservation and Sustainability

City of Holyoke,
Massachusetts

Birthplace of Volleyball

Yoni Glogower <glogowery@holyoke.org>

Department of Energy EECBG Voucher Preapproval - Holyoke

11 messages

EECBG Vouchers <EECBGvouchers@emailicf.com>

Tue, Dec 31, 2024 at 1:17 PM

To: "glogowery@holyoke.org" <glogowery@holyoke.org>

Cc: "garciaj@holyoke.org" <garciaj@holyoke.org>, "gatesm@holyoke.org" <gatesm@holyoke.org>,

"petersonm@holyoke.org" <petersonm@holyoke.org>

Congratulations! The U.S. Department of Energy has approved your Energy Efficiency and Conservation Block Grant (EECBG) Program Equipment Rebate Voucher application. **This email serves as the official notice that you may now proceed with equipment purchase and installation.**

Next steps:

- Start your project! For information, please refer to the EECBG Voucher Handbook and the EECBG Program website.
- We recommend that all entities review their state's executed historic preservation programmatic agreement (PA) by visiting DOE's website that lists out each state's executed PA. If your application includes activities that require consultation with your state historic preservation office, you are responsible for reaching out to your state's SHPO contact to complete any required reviews.
- For information on reporting requirements, please review these resources:
 - **Reporting** tab of the Voucher Portal
 - DOE's Equipment Voucher Reporting webinar recording and slides
 - Attached Federal Assistance Reporting Checklist (FARC)
- Per the Handbook: "Following application approval, eligible entities have up to two years to use their EECBG Program voucher funds with the option to request a no-cost extension."
- Once your entire project is complete and all costs paid, see the attached Post-Installation User Guide for instructions on requesting voucher reimbursement.
- You are invited to join an EECBG Program Blueprint Cohort to meet monthly with other EECBG governments across 13 clean energy topic areas and learn from experts, discuss challenges/best practices, and answer questions. Sign up here to join a cohort relevant to your EECBG Program project or your community's broader clean energy goals. *Have a question about the cohorts? Reach out to TechnicalAssistance@hq.doe.gov.*

If you need additional assistance or have any questions, please get in touch with us at this email address (EECBGVouchers@icf.com) and reference your application number below:

Application Number: IA-0000001379

Thank you,

EECBG Rebate & Portal Administrator*ICF – Supporting DOE's Energy Efficiency and Conservation Block Grant (EECBG) Program*Email: EECBGVouchers@icf.comPortal: <https://doerebates.my.site.com/eecbgvouchers>

2 attachments



EECBG Program PRE-AWARD INFORMATION SHEET

Each Energy Efficiency and Conservation Block Grant (EECBG) Program recipient shall provide the following information on behalf of itself and all subrecipients and certify that the information is accurate and complete. Recipients may choose to provide this information in whatever format they like, as this form is optional.

EECBG Program recipients representing local and tribal entities may select from two options: 1) a grant or 2) a voucher for technical assistance and/or equipment rebates. EECBG Program recipients choosing a grant must provide data requested in sections 1 through 8 below. EECBG Program recipients choosing a voucher may skip sections 4 through 7. Please submit your completed document to EECBG@hq.doe.gov.

SECTION 1: CONTACT & LOCATION INFORMATION *(All recipients)*

Recipient Name:	City of Holyoke				
UEI:	G1H4KQZ18HD1				
Business Officer (BO):	Joshua Garcia	BO Phone Number:	413-322-5510	BO Email:	garclaj@holyoke.org
Project Director/Principal Investigator (PI):	Yoni Glogower	PI Phone Number:	413-322-5615	PI Email:	glogowery@holyoke.org

Note: PI is the designated primary point of contact for the EECBG grant, such as the Project or Program Manager. Business Officer is the authorized individual responsible for financial management of the EECBG grant. Additionally, UEI number is *required* for grant applicants, but not for voucher applicants.

A. TYPE OF ORGANIZATION – Please indicate the type of organization of the Recipient by selecting one of the following:

- ☒ Local Government
☐ Tribal Government
☐ State
☐ Territory

B. LOCATION AND CONGRESSIONAL DISTRICT

List the address and Congressional(s) district for the primary location where the grant will be performed.

Street Address:	536 Dwight Street
City:	Holyoke
State:	Massachusetts
Zip:	01040
Congressional District(s):	MA 01

SECTION 2: GRANT OR VOUCHER *(All recipients)*

EECBG Program recipients representing local and tribal entities must select whether to receive their EECBG Program award in the form of a grant or a voucher for technical assistance and/or equipment rebates. Please indicate your choice here. All States & Territories must select "Grant." (Select one option) [response to this question is non-binding]

- ☐ Voucher for Technical Assistance
- ☐ Voucher for Equipment Rebate
- ☐ Voucher for both Technical Assistance and Equipment Rebate
- ☒ Grant

SECTION 3: BUSINESS ASSURANCES *(All recipients)*

A. DISCLOSURE OF POTENTIAL IMPROPRIETIES

Below, please disclose if any of the following conditions exist. If the answer to any question (a) through (g) below is yes, provide a detailed explanation in an attachment to this form.

- a. Is the proposed Recipient, Subrecipient(s), or any of the Recipient's or Subrecipient's principals¹ under investigation for or charged with a covered offense²?
- ☐ Yes
- ☒ No
- b. Has the proposed Recipient, Subrecipient(s), or any of the Recipient's or Subrecipient's principals been convicted of a covered offense in the last five years or had a civil judgment rendered against them for one of those offenses in that time period?
- ☐ Yes
- ☒ No
- c. Is the proposed Recipient, Subrecipient(s), or any of the Recipient's or Subrecipient's principals under investigation for potential violation of U.S. export control laws and regulations, or has the proposed Recipient, Subrecipient(s), or any of the Recipient's or Subrecipient's principals been convicted of any violations of U.S. export control laws and regulations?
- ☐ Yes
- ☒ No
- d. Is the proposed Recipient or Subrecipient(s) under investigation for potential violations of the Drug-Free Workplace Act of 1988, or has the proposed Recipient or Subrecipient(s) been convicted of any violations of the Drug-Free Workplace Act of 1988?
- ☐ Yes
- ☒ No

¹ For this form, "principal" means: (1) An officer, director, owner, partner, PI, or other person (as defined in 2 C.F.R. 180.95) within the Project Team with management or supervisory responsibilities related to this project and any resulting transaction; or (2) A consultant or other person, whether or not employed by the Recipient, Subrecipient, or their principals, or paid with Federal funds, who (a) is in a position to handle Federal funds, (b) is in a position to influence or control the use of those funds, or (c) occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the transaction, including but not limited to, any Co-PIs.

² For this form, "covered offenses" include: (1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; (2) Violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; (3) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (4) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects the Recipient's present responsibility.

- e. Is the proposed Recipient, Subrecipient(s), or any of the Recipient's or Subrecipient's principals under investigation for research misconduct, or has the proposed Recipient, Subrecipient(s), or the Recipient's or Subrecipient's principals been convicted of research misconduct?
- ☐ Yes
- ☒ No
- f. Has any Federal Agency recommended or initiated proceedings against the proposed Recipient, Subrecipient(s), or the Recipient's or Subrecipient's principals for suspension or debarment, or is the proposed Recipient, Subrecipient(s), or the Recipient's or Subrecipient's principals debarred, suspended, publicly banned from doing business with the Federal government, or otherwise declared ineligible from receiving Federal Contracts, subcontracts or financial assistance?
- ☐ Yes
- ☒ No
- g. Is the proposed Recipient or Subrecipient(s) delinquent on federal debt or insolvent or at risk of insolvency or have the proposed Recipient or Subrecipient(s) filed for bankruptcy in any domestic or foreign jurisdiction?
- ☐ Yes
- ☒ No

B. POTENTIAL CONFLICTS OF INTEREST

1. **Financial Conflicts of Interest.** The Recipient must disclose in writing any managed or unmanageable financial conflicts of interest involving a member of the project team (i.e., Investigators) and include sufficient information to enable DOE to understand the nature and extent of the financial conflict, and to assess the appropriateness of the non-Federal entity's management plan. See Section V(b)(3) of the DOE Interim Conflict of Interest Policy. As part of this DOE funded project, does the recipient or any subrecipients have any managed or unmanageable financial conflicts of interest involving a member of the project team (i.e., Investigators)?
- ☒ No
- ☐ Yes. If yes, in a separate attachment, the Recipient must provide relevant disclosures/supporting documentation as required by the DOE Interim Conflict of Interest Policy Section V(b)(3).
- C. **Organizational Conflicts of Interest³.** The Recipient must disclose in writing any potential or actual organizational conflict of interest to DOE. See DOE Interim Conflict of Interest Policy Section VI and 2 CFR 200.318 for more information. As part of this DOE funded project, does the recipient or any subrecipients intend to engage in a procurement with a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe?
- ☒ No
- ☐ Yes. If yes, in a separate attachment, the Recipient must provide relevant disclosures/supporting documentation as required by the DOE Interim Conflict of Interest Policy Section VI.

Recipients choosing a voucher may skip to Section 8

³ Organizational Conflict of Interest means a situation where because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. 2 CFR 200.318(c)(2).

SECTION 4: PAYMENT INFORMATION *(Grant recipients only)*

Provide (1) the awardee seven-digit ASAP (Automated Standard Application for Payment System) ID number that is under the DOE / Golden Field Office (GO) Agency Locator Code (ALC) and Region Code (#8900-0001-04) if available; (2) the name, phone number and email for the ASAP / Payments Contact Person; and (3) indicate whether the preferred payment method is by advance or reimbursement. Note: If ASAP number is not available, please leave field (1) blank and proceed with filling out (2) and (3).

1) ASAP Number:	
2) ASAP/Payments Contact Person: Rory Casey, 413-322-5560, caseyr@holyokey.org	
3) Indicate Preferred Payment Method:	☒ Payment by Advance ☐ Payment by Reimbursement

SECTION 5: PERFORMANCE AND FINANCIAL INFORMATION REQUEST *(Grant recipients only)*

Before providing this information, please read the ADDITIONAL INFORMATION at the end of this form. Each field identified below must be completed.

1. Has the Recipient had prior Federal awards? ☒ Yes ☐ No

If Yes:

Is the Recipient up to date on all reporting requirements on all other current and prior awards, including submitting acceptable final technical reports, with other Federal or non-Federal organizations? If you check No to this question, please attach an explanation. ☒ Yes ☐ No

2a. Has the Recipient had an independent Single Audit or independent Compliance Audit per Federal regulations, or had a prior Defense Contract Audit Agency (DCAA) Audit performed? (Please see attached instructions regarding Independent Audit requirements.) ☒ Yes ☐ No

2b. Has the Recipient undergone a Financial Audit within the last 3 years? ☒ Yes ☐ No

If Yes to either 2a. or 2b.:

a. A copy of the audit is attached to this form. ☒ Yes ☐ No

b. An electronic copy of the audit was provided with application package. ☐ Yes ☒ No

An electronic copy of the audit can be found at _____

If audit was not provided, please explain why it has not been completed and/or provided:

--

3. Recipient's fiscal year end date is June 30

4a. Identify the Federal Agency providing the preponderance of funding from ALL Government Awards which the Recipient's organization is/was the prime recipient, including any DOE Awards.

Provide Agency name, Cognizant Agency point of contact (individual in charge of negotiating billing rates), phone number, and e-mail.

(If the Recipient's organization has a DCAA contact, please provide this information in 4(c) below):

Agency: US Department of Education

Point of Contact: Alex Lilly, Massachusetts Department of Elementary and Secondary Education
 Phone/Email: 781-338-6230 / federalgrantprograms@mass.gov

4b. DCAA Contact Information:

DCAA Office:

Point of Contact:

Phone/Email:

SECTION 6: FINANCIAL MANAGEMENT SYSTEM – ACCOUNTING SYSTEM SURVEY (*Grant recipients only*)

To qualify for Financial Assistance, compliance with 2 CFR 200 as amended by 2 CFR 910 is required. This includes assurance of an adequate accounting system for estimating, accounting, and billing for governmental funding received. Please complete the checklist below as assurance of this requirement.

For additional information, please visit <https://www.dcaa.mil>. Please refer specifically to the “Pre-award Accounting System Adequacy Checklist” under CUSTOMERS-->Checklists and Tools.

	Yes	No	NA
1. Is the Accounting System in accordance with Generally Accepted Accounting Principles applicable to the circumstances and associated applicable Federal regulations?	☒	☐	☐
2. Accounting System provides for:			
a. Segregation of direct costs from indirect costs.	☒	☐	☐
b. Identification and accumulation of direct costs by project.	☒	☐	☐
c. A logical and consistent method for the allocation of indirect costs to intermediate and final cost objectives. (Project line items are final cost objective)	☒	☐	☐
d. Accumulation of costs under general ledger control.	☒	☐	☐
e. A timekeeping system that identifies employees' labor by intermediate and final cost objective (i.e., project level, division level).	☒	☐	☐
f. A labor distribution system that charges direct and indirect labor to appropriate cost objectives.	☒	☐	☐
g. Interim (at least monthly) determination of costs charged to a project through routine posting of books of account.	☒	☐	☐
h. Excluding costs charged to Government projects which are not allowable in terms of FAR 31, Contract Cost Principles and Procedures, or other provisions.	☒	☐	☐
i. Identification of costs by project line item and by units (as if each unit or line item were a separate project) if required by the proposed award.	☒	☐	☐
3. Is the Accounting System designed, and are the records maintained in such a manner that adequate, reliable data are developed for use in developing cost proposals?	☒	☐	☐
4. Is the Accounting System currently in full operation?	☒	☐	☐

SECTION 7: REPRESENTATION/CERTIFICATION *(Grant recipients only)*

Certification of the information is required by the organization's authorized representative

- ☒ I certify that I have registered in the System for Award Management (SAM).
- ☒ I certify that I have registered in FedConnect.net in order to receive award documentation.
- ☒ I certify that all subrecipient cost information has been reviewed, and that all subrecipient costs are reasonable, allowable, and allocable in accordance with the applicable cost principles. All subrecipient budget documents should be available upon DOE request.
- ☒ I certify that all direct costs proposed in the application (under the personnel, travel, equipment, supplies, contractual, construction, and/or other direct costs categories) are direct to the project and are not duplicated in the proposed indirect costs.
- ☒ I certify that the processes undertaken to solicit any subrecipients, subawards, subcontracts and vendors comply with our organization's written procurement procedures as outlined in "Procurement Standards" 2 CFR 200.317 through 2 CFR 200.326 inclusive.
- ☒ I certify the Recipient:
 - (1) Has in effect an up to date, written, and enforced administrative process to identify and manage conflicts of interest with respect to all projects for which financial assistance funding is sought or received from DOE;
 - (2) Shall promote and enforce Investigator compliance with DOE's Interim Conflict of Interest (COI) Policy's requirements including those pertaining to disclosure of significant financial interests;
 - (3) Shall manage financial conflicts of interest and provide initial and ongoing financial conflicts of interest reports to DOE;
 - (4) Agrees to make information available, promptly upon request, to DOE relating to any Investigator disclosure of financial interests and the Recipient's review of, and response to, such disclosure, whether or not the disclosure resulted in the Recipient's determination of a financial conflict of interest; and
 - (5) Shall fully comply with the requirements of the DOE Interim COI Policy.

SECTION 8: SIGNATURES *(All recipients)*

I, the Authorization Official named below, represent by my signature that I am authorized to certify this information on behalf of the Recipient. I certify to the best of my knowledge and belief that the information contained in this Pre-Award Information Sheet is true, complete and accurate. I understand that any false, fictitious, or fraudulent information, misrepresentations, half-truths, or omissions of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (18 U.S.C. §§ 1001 and 287, and 31 U.S.C. 3729-3730 and 3801-3812). I further understand and agree that (1) the statements and representations made herein are material to DOE's funding decision, and (2) I have a responsibility to update the disclosures during the period of performance of the award should circumstances change which impact the responses provided above.

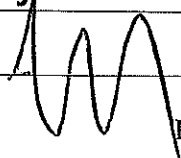
Name:

Joshua A. Garcia

Title:

Mayor

Signature of Authorized
Official:

 4/28/2023

Date:

4/28/2023

I, the Principal Investigator named below, certify to the best of my knowledge and belief that the information contained in this Pre-Award Information Sheet is true, complete and accurate. I understand that any false, fictitious, or fraudulent information, misrepresentations, half-truths, or omissions of any material fact may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (18 U.S.C. §§ 1001 and 287, and 31 U.S.C. 3729-3730 and 3801-3812). I further understand and agree that (1) the statements and representations made herein are material to DOE's funding decision, and (2) I have a responsibility to update the disclosures during the period of performance of the award should circumstances change which impact the responses provided above.

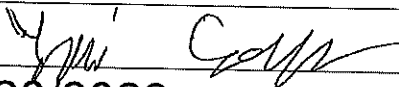
Name:

Yoni Glogower

Title:

Director of Conservation and Sustainability

Signature of Principal Investigator:



Date:

4/28/2023



Mayor Joshua A. Garcia

CITY OF HOLYOKE
FIRE DEPARTMENT HEADQUARTERS

JOHN KADLEWICZ
CHIEF OF THE DEPARTMENT

May 12, 2025

The Honorable Mayor Joshua Garcia
Room One
Holyoke City Hall
Holyoke, Ma. 01040

Dear Mayor Garcia;

The Holyoke Fire Department has been awarded a grant by the Massachusetts Department of Fire Services for SAFE and Senior SAFE in the amount of \$9,799.85.

Pursuant to the Fiscal Policies Manual page 25, I am respectfully requesting acceptance of these funds and an appropriate account be established for utilization.

Respectfully submitted,

John Kadlewicz
Chief of the Department

Approved

Not Approved

Enc. Letter from Governor Maura Healy and subsequent documentation

COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice forms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions for Human and Social Services or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access forms at www.mass.gov/procurement or www.mass.gov/contracts.

CONTRACTOR INFORMATION Contractor Legal Name: City of Holyoke Legal Address: As entered on Form W-9 or Form W-4 536 Dwight St, Holyoke, MA 01040 Contract Manager Name: Chief John Kadiowicz Phone: (413) 534-2260 Email: kadiowicz@holyoke.org Fax: 413-534-2247 Vendor Code: VC6000192102 Vendor Code Address ID: AD001 o.g. "AD001". Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.		COMMONWEALTH INFORMATION Department: Department of Fire Services MMARS Code: DFS Contract Manager Name: David Clemons Business Mailing Address: P.O. Box 1025, SLOW, MA 01775 Billing Address: N/A Phone: 978-567-3179 Email: David.Clemons@mass.gov Fax: 978-567-3121 MMARS Doc ID(s): CT-DFS-1000-2025SAFEGRANT0000000 RFR/Procurement or Other ID Number: FY25 SAFE and Senior SAFE Grant Program	
NEW CONTRACT Procurement or Exception Type (Check one option only) ☒ Statewide Contract (OSD or an OSD designated department) ☐ Collective Purchase (Attach OSD approval, scope, and budget) ☐ Department Procurement - includes all Grants 815 CMR 2.10. (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.) ☐ Emergency Contract (Attach justification for emergency, scope, and budget) ☐ Contract Employee (Attach Employee Status Form, scope, and budget) ☐ Interim Contract with new Contractor (Attach justification for Interim Contract and updated scope/budget) ☐ Other Procurement Exception (Attach authorizing language, legislation with specific exemption or remark, and exception justification, scope, and budget)		CONTRACT AMENDMENT Current Contract End Date: PRIOR to Amendment Amendment Amount: Or Enter "No Change" Amendment Type (Check one option only. Attach details of amendment changes.) ☐ Amendment to Date, Scope, or Budget (Attach updated scope and budget) ☐ Interim Contract with Current Contractor (Attach justification for Interim Contract and updated scope/budget) ☐ Contract Employee (Attach any updates to scope or budget) ☐ Other Procurement Exception (Attach authorizing language/justification and updated scope/budget)	
TERMS AND CONDITIONS The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding (Check ONE option) ☒ Commonwealth Terms and Conditions ☐ Commonwealth Terms and Conditions for Human and Social Services ☐ Commonwealth IT Terms and Conditions			
COMPENSATION (Check ONE option) The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by self client appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 2.10. ☐ Rate Contract (No Maximum Obligation). (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended) ☐ Maximum Obligation Contract. Total maximum obligation for total duration of this contract for new total if contract is being amended: \$9,799.85			
PROMPT PAYMENT DISCOUNTS (PPD) Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See Prompt Pay Discounts Policy. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days % PPD: 15 days % PPD: 20 days % PPD: 30 days % PPD: If PPD percentages are left blank, identify reason: ☐ Statutory/legal ☐ Ready Payments (M.G.L. c. 29, § 24A) ☒ Agree to standard 45-day cycle ☐ Only initial payment			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications. This contract is for funds from the FY25 SAFE and Senior SAFE Grant program administered by the Department of Fire Services in accordance with the FY25 grant application. The attached Contract Addendum, and the attached FY25 SAFE and Senior SAFE Grant Report Template. Award amounts are as follows: SAFE Grant - \$7,199.90 Senior SAFE Grant - \$2,599.95.			
SUPPLIER DIVERSITY PROGRAM (SDP) PLAN Does the Supplier Diversity Program apply? ☐ YES ☒ NO If YES, the Contractor's annual SDP commitment for this Contract is: _____ If NO, and the department is an Executive Department, enter the appropriate exemption. Non-construction grants to public entities			
ANTICIPATED START DATE (complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: ☒ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. ☐ 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. ☐ 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE Contract performance shall terminate as of December 31, 2025, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language struck by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms take in best value, lowest costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR Signature and date must be captured at time of signature. Signature: _____ Date: 4/17/2025 Print Name: Rosalva Garcia Print Title: Mayor		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH Signature and date must be captured at time of signature. Signature: _____ Date: 5/7/25 Print Name: Jon Davina Print Title: State Fire Marshal	



Commonwealth of Massachusetts
CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

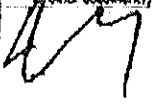
Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company
(must match Form W-9 tax classification)

Contractor Legal Name City of Holyoke	Contractor Vendor/Customer Code (If available, not the Taxpayer Identification Number or Social Security Number) 046601303
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INSTRUCTIONS: Any Contractor (other than a sole proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

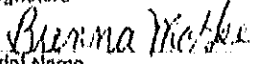
There are three types of electronic signatures that will be accepted on this form: 1) Traditional "wet signature" (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An uploaded picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign. Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address
Joshua Garcia		Mayor	413-561-1600	garclaj@holyoke.org

Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

I certify that I am a responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature 	Date March 26, 2024
Print Name Brenna McGee	Phone Number 413-322-5520
Title City Clerk	Email Address mcgeeb@holyoke.org

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

**Department of Fire Services
Contract Addendum for
Discretionary Grant Agreement**

**FY25 SAFE and/or Senior SAFE Grant
Scope of Work and Budget**

Authorization: The Department of Fire Service (DFS) is authorized to administer discretionary FY25 Student Awareness of Fire Education (SAFE) and Senior SAFE grant funds in accordance with 815 CMR 2.00, Chapter 140 of the Acts of 2024, the so-called General Appropriations Act, line item 8324-0000, and Massachusetts General Law Chapter 64C, Section 2C, as applicable to the Senior SAFE program.

Introduction: This entire agreement (the "Grant Agreement") between the parties consists of the following documents in the following order of precedence: (1) the Commonwealth's Standard Terms and Conditions; (2) the Commonwealth's Standard Contract Form; (3) the FY25 SAFE and Senior SAFE Grant Notice of Funding Opportunity and Application BD-25-1021-DFS-DFS01-110184; (4) this Addendum; and (5) the Grant Recipient's (the "Grantee") application for SAFE and/or Senior SAFE funding. The Grantee agrees to comply with this Grant Agreement and all applicable laws, regulations, contractual requirements and policies as a condition of receiving a DFS grant.

Grant Project Description: The purpose of this grant is to deliver fire and life safety education to school-age students from Pre-K to 12th grade and/or fall and fire prevention education to senior citizens 65 and older to reduce the number of preventable injuries and fatalities in these vulnerable populations.

Grant Manager: The DFS and the Grantee will each assign a grant manager with respect to this Grant Agreement. It is anticipated that the grant manager listed in the Grantee's application will not change during the term of this Agreement. In the event that a change is necessary, the party requesting the change will provide prompt written notice to the other.

The DFS grant manager is responsible for coordinating day-to-day operations of the grant and grant supported activities. The DFS grant manager will monitor the grant and grant-supported activities to assure compliance with grant requirements, work closely with the Grantee to ensure successful completion of the grant performance goals, provide technical assistance upon request, and review and approve required reporting documentation.

The Grantee's grant manager will serve as the interface between the DFS and all Grantee personnel participating in this program. The Grantee's grant manager will oversee the projects and activities that must be executed to meet the grant funding goals, will monitor the grant to assure the objectives are being met, funds are utilized efficiently and communicate necessary adjustments to the DFS grant manager if challenges arise, will facilitate regular communication with the DFS grant manager, including status reports/updates, participation in site visits, and review of performance against the Grant Agreement, and will provide accurate and timely reporting to the DFS grant manager.

Payment Terms: All payments under this agreement shall be made in accordance with the Commonwealth's bill paying policy. The Grantee shall receive a lump sum payment upon

proper execution of the entire Grant Agreement by both the Grantee and DFS. Said lump sum payment shall be equal to the value of their total grant award. Grant funds shall only be spent on costs listed in the "Budget Worksheet" section of the Grantee's FY25 SAFE & Senior SAFE Grant Application and shown on the list of allowable program expenses found in Section VI (page 6) of the FY25 Student Awareness of Fire Education & Senior SAFE Grant Program Notice of Funding Opportunity, which is incorporated into this section by reference. Funds for SAFE and Senior SAFE cannot be mixed or interchanged.

Grantee acknowledges and agrees that funds may not be used for salaried employees, to purchase gift cards, to cover registration fees for the MA Fire & Life Safety Education Conference, or to fund other item limitations listed in Section VII (page 7) of the FY25 Student Awareness of Fire Education & Senior SAFE grant Program Notice of Funding Opportunity.

The funds may not be used to serve as a match for a federal grant without prior written authorization from the Department of Fire Services' Chief Financial Officer.

All applicable local and state procurement requirements must be adhered to in the use of these grant funds. The Grantee shall implement effective internal and accounting controls to ensure a system for safeguarding all grant funds, property and assets for the life of the grant and ensure that funds are used solely for authorized grant purposes. DFS has the right to recoup overpayments made for grant performance and the Grantee shall reimburse DFS at the end of the grant, as directed in the Grant Agreement, for all unexpended grant funds or overpayments. The Grantee shall properly account for all income earned as a result of the grant funding, which shall be returned to DFS, used to offset grant approved costs, or used towards the cost of additional grant performance consistent with the grant purposes.

Period of Performance: The Grant Agreement begins on the date that both the Standard Contract Form and this Contract Addendum have been executed by both the Department of Fire Services and the Grantee. The Grantee may not incur any expenses until these documents have been fully executed by both the Grantee and the Department of Fire Services. The period of performance for this grant will end on December 31, 2025.

All expenses must be incurred during the period of performance. Expenses involving supplies or equipment are considered incurred on the date that the Grantee accepts delivery of the supply or equipment, while personnel expenses are considered to be incurred on the date that the activity occurs. Expenses incurred outside of the period of performance **will not** be considered valid program expenses.

Reporting Requirements and Return of Unspent Funds: The Grantee shall submit a year-end report using the *FY25 SAFE and Senior SAFE Grant Report Template* (attached) no later than January 31, 2026.

All funds that are not used for allowable expenses within the grant performance period must be returned to DFS. After receiving the Grantee's report, the DFS Grant Manager will provide the Grantee with an amount due to DFS and detailed payment instructions if all funding has not been expended in accordance with grant terms and conditions. Such funds shall be returned to DFS within 30 calendar days of notification that they are due.

Failure to submit a year-end report will result in a demand for all awarded funds to be returned to DFS. Failure to submit a year-end report or return unspent funds will result in the recipient being considered ineligible for future SAFE or Senior SAFE grant awards.

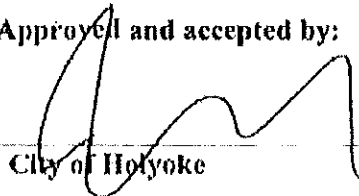
Grant Monitoring: The DFS may conduct grant monitoring through either a desk-based review or on-site monitoring visits, or both, in order to obtain additional information or verify information related to grant spending, grant-funded activity, or grant award outcomes. Advance notice, when practicable, will be given prior to a site visit. In accordance with 815 CMR 2.00, the Grantee shall maintain records, books, files, reports, and other data in such detail as shall properly substantiate claims for payment for a minimum retention period of seven years beginning on the first day after the final payment under the grant. Any and all records pertaining to this grant are subject to inspection or audit by DFS at any time. DFS reserves the right to request, and the Grantee expressly agrees to provide, any additional records or documentation DFS deems necessary, at any time and any reason, to verify that grant funds are being expended in a manner consistent with the stated purpose of the grant. Findings of non-compliance with any portion of this Agreement may result in a demand for funds to be returned to DFS.

Changes in Scope of Work or Budget: The Grant Agreement performance goals and budget are fixed, and any change would be a "material" change in the contract. "Material" changes to the Grant Agreement performance goals (adding, deleting, or altering items) or budget lines (deletions, additions, or changes to items) will require both parties to execute a *Standard Contract Amendment Form*. Contract amendments may not be made retroactively and must be made prior to the grant end date.

Opportunity to Consult with Counsel: Grantee acknowledges that it has had the opportunity to consult with counsel of its choosing in the review of this Grant Agreement, that it is encouraged by the DFS to do so, and that the Grantee is fully aware of the contents of this Grant Agreement and its legal effect.

Representations: The individuals signing this Agreement attest that they are competent and authorized to enter into this Agreement on behalf of their respective agencies.

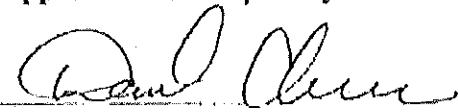
Approved and accepted by:


City of Holyoke

Joshua Garcia, Mayor
Print Name and Title

4/28/2025
Date

Approved and accepted by:


Department of Fire Services


Jon Davine, State Fire Marshal
Print Name and Title

5/7/25
Date

Request for Appropriation Transfer Between Classifications

DPW

6, 12, 2025

Personal Services X Expenses X Capital Outlay _____

[illegible]

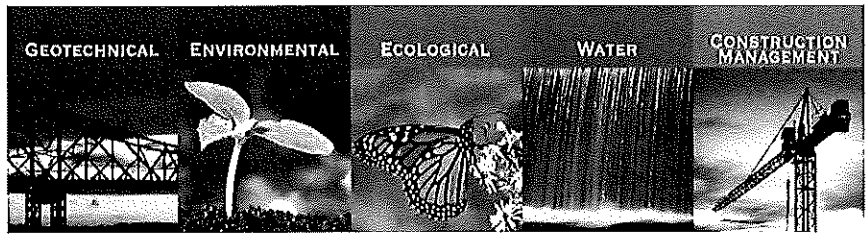
Environmental assessment and HCP compliance
Review regarding previous release at City's Central
Fueling Station. Review requested by new DEP in 2025

Mayor

14251-51102	HOISTING OPERATOR	WORKING DAYS 16	53,370.35 AVAILABLE 6/12/2025
	IZQUIERDO DAILY RATE	203.92	3,262.72
	TALBERT DAILY RATE	203.92	<u>3,262.72</u>
			6,525.44
			46,844.91 SURPLUS



Known for excellence.
Built on trust.



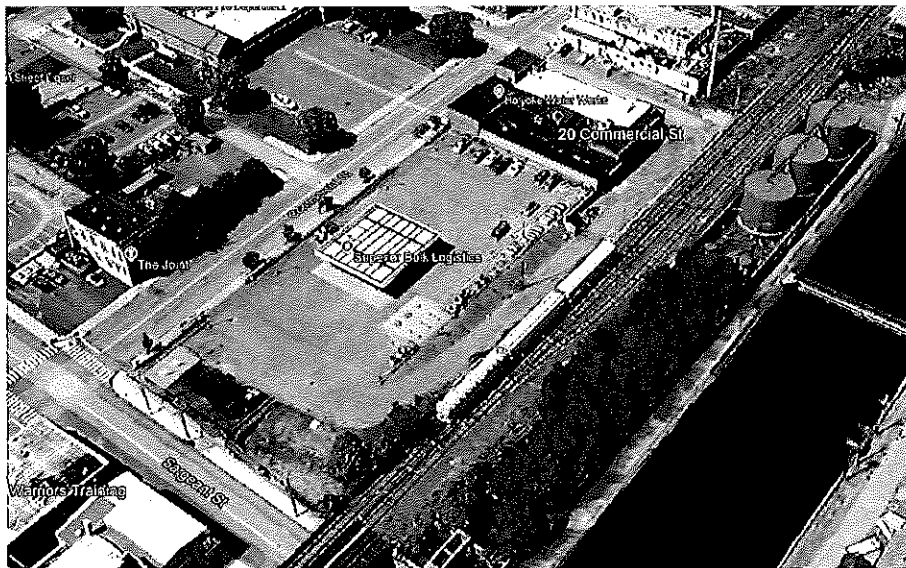
Proposal for Professional Services

MCP Compliance Services

Holyoke Central Fueling Facility (RTN 1-474)

20 Commercial Street, Holyoke, MA

Submitted to:
Holyoke Department of Public Works
63 Canal Street
Holyoke, MA 01040



June 6, 2025

GZA GeoEnvironmental, Inc.

1350 Main Street | Suite 1400 | Springfield, MA 01103
413.726.2100



Section 1. STATEMENT OF QUALIFICATIONS

1. STATEMENT OF QUALIFICATIONS

A. GZA - Who We Are

Every day, GZA's employees build on a legacy of trust through their personal commitment to excellence.

Don Goldberg and Bill Zoino founded GZA in 1964 on the values of integrity, professionalism, and loyalty. Since then, the company has grown from a small consulting partnership to a major multi-disciplinary, employee-owned firm that focuses on environmental, geotechnical, ecological, water, and construction management services. With a staff of more than 730 people in 32 offices across the United States, we have completed thousands of projects for a wide array of public and private clients for the past 61 years and counting.

Because GZA employees are trained across disciplines, clients benefit from the knowledge and experience of our staff and in-house resources. With the ability to manage unpredictability, remain nimble, and mobilize quickly, GZA responds to client inquiries with urgency, sensitivity, knowledge and value, while remaining mindful of project costs and schedule.

There is a free flow of information and support amongst our employees and offices, enabling us to provide each client with access to our extensive knowledge and experience base regardless of project location. Quite simply, the collective knowledge of the entire company can be available to each client and project for an experience that is uniquely GZA.

Clients trust GZA because of our honesty, commitment to excellence, and ability to deliver expert solutions that help them succeed. They know that GZA helps reduce their project risks and strives to maximize results and value through comprehensive analysis each step of the way, regardless of the size or complexity of a project. It is why we are *known for excellence, built on trust*.

B. GZA's LSP/MCP Experience

GZA has extensive experience in managing task order contracts for state agencies for whom we have provided Massachusetts Contingency Plan (MCP) Compliance Support. These agencies include the Massachusetts Division of Capital Asset Management and Maintenance, Massachusetts Port Authority, the Massachusetts Department of Transportation, the Metropolitan District Commission, and the Massachusetts Bay Transportation Authority. On the federal level, we have conducted environmental task order contracts for the U.S. Army Corps of Engineers, Defense Fuel Supply Centers (DFSC) as well as the U.S. Navy and the U.S. Postal Service. We have an in-depth understanding of Massachusetts Department of Environmental Protection (MassDEP) policies and procedures particularly with respect to the Massachusetts Contingency Plan (MCP). GZA staff participated, at the highest levels, on several committees that provided MassDEP with direction for the MCP. The knowledge gained through these committees as well as our extensive experience on over thousands of contaminated sites allows us to manage the MCP process for our clients in a cost-effective manner.

Since the inception of the revised MCP in 1993, GZA's LSPs have completed Limited Removal Actions (LRAs), Immediate Response Actions (IRAs), Release Abatement Measures (RAMs), Phase I Initial Site Assessments, Phase II Comprehensive Site Assessments, Phase III Feasibility Studies, Phase IV Remedial Designs, and Phase V Operation, Maintenance and Monitoring Reports among others. We have submitted Permanent and Temporary Solution Statements and prepared Activity and Use Limitations (AULs) to support site closure.

GZA currently has 11 LSPs on staff, including three in our nearby Springfield office. These LSPs regularly attend LSP Association meetings and are cognizant of recent MassDEP policies, procedures and guidelines which support the MCP and recent revisions to the MCP. GZA has a long-standing successful working relationship with MassDEP which is based on a variety of interactions over the years. Our technical expertise has been demonstrated from joint efforts at some of the earliest high-profile hazardous waste sites in the state through hundreds of subsequent sites involving the assessment and remediation of contaminated soil and groundwater.

GZA has the technical qualifications to address virtually any potential MCP/LSP issue that may arise on a project, such as the Holyoke Central Fueling Station. Specific qualifications include:

- **Site Assessment.** GZA has conducted hundreds of site assessments pursuant to the MCP.





Section 1. STATEMENT OF QUALIFICATIONS

- **Risk Assessments.** Since 1988, GZA's risk assessment staff has prepared hundreds of risk assessments for MCP sites. We have prepared Method 1, 2, and 3 Risk Characterizations under the MCP, and have in-house toxicologists who can support these assessments. GZA actively participated on technical and policy committees formed by MassDEP leading up to and following the MCP revisions. In addition, our staff were involved with the MassDEP's office of Research and Standards regarding risk assessment methodologies, toxicological basis for standards, and the environmental fate and transport characteristics of contaminants.
- **Management of Soil and Groundwater from Construction.** As an environmental/geotechnical consulting firm, GZA has experience assisting our clients in managing contaminated soil and groundwater during construction. GZA understands the MassDEP requirements for management of contaminated media generated during construction.
- **Management of Remedial Systems.** We are currently operating and maintaining numerous remedial systems under the MCP and CERCLA programs.
- **Human and Environmental Risk Assessments.** GZA's team of industrial hygienists, certified safety professionals, and indoor air quality professionals provide the expertise and fieldwork skills necessary to identify, evaluate, and manage exposure hazards, safety concerns, and indoor environmental hazards. Our industrial hygiene and safety services include: indoor air sampling and worker exposure evaluation; safety inspections; fire safety, electrical safety, and biological hazards consulting; ergonomics studies; chemical storage management; indoor air quality studies; and radon, PCBs, lead paint, and asbestos management.
- **Storage Tank Management.** Our experienced engineers and technicians assist facilities in managing the risks and liabilities associated with aboveground and underground storage tanks, through the following comprehensive services: storage tank inspections and integrity testing; tank monitoring system evaluations; operator training; and tank installation and removal.
- **EPA and AHERA Rules, Regulations and Regulatory Compliance Reporting.** GZA conducts investigations to identify, categorize, quantify, and evaluate the existing condition of any asbestos-containing materials (ACMs) or lead-containing materials (LCMs) as they may relate to site demolition. A thorough understanding of project objectives and regulatory requirements are needed prior to conducting a survey as the scope of a survey will largely depend on such information. Investigations may range from visual preliminary surveys to extensive demolition level surveys for residences, schools and other municipal buildings. Our school survey services are performed to supplement the 1988 mandated Asbestos Hazard Emergency Response Act (AHERA) investigations.

The scope of work for these surveys is carefully developed by considering the ultimate project objectives, costs and regulatory requirements. The survey may involve reviewing past records and plans of the site, conducting a visual inspection of the site and collecting/analyzing suspect material. The survey data will specify the location, type, percentage, quantity and condition of identified ACMs or LCMs. A final report containing the investigation data and recommendations will help determine the next action item on the project.

If desired, GZA can provide the City with several relevant project descriptions that demonstrate our related experience on MCP petroleum, fueling, and terminal facilities. These projects include the following, among others:

- Sprague Former Quinonil Fuel Oil Terminal Assessment and Remediation (Quincy, MA)
- Sprague St. James Avenue Fuel Oil Terminal Spill Response and Closure (Springfield, MA)
- Sunoco East Boston Terminal MCP & Environmental Consulting Services (East Boston, MA)
- Numerous retail gasoline service and dispensing sites throughout MA

C. Proposed Project Team

For this project, GZA proposes the following staff, all of whom are LSPs in good standing and have significant experience with assessment, remediation, and/or closure/post-closure (including preparation of MCP Temporary Solution Statements and Periodic Reviews) for petroleum fuel terminals and fueling facilities and for similar petroleum releases to RTN 1-474:





Section 1. STATEMENT OF QUALIFICATIONS

- **Guy Dalton, P.E., LSP – Principal-in-Charge:** Sitting in GZA's nearby Springfield, MA office, Guy is an Associate Principal



with over 37 years of experience on environmental site investigations, remedial action, and closure projects. His roles in these projects have been in Principal-in-Charge, project management, remedial technology review, pilot testing and selection, permitting, public participation, agency coordination, report writing, technical analysis, safety, and cost estimating. He has been involved in numerous large scale RCRA, TSCA, MA MCP permitting, site investigation, remediation and closure efforts throughout the Northeastern United States, Michigan, and Idaho. He also provides environmental support services to construction contractors. His broad knowledge of many technical elements allows him to successfully manage large-scale interdisciplinary and complex projects that are required to comply with state and federal environmental requirements, while always keeping in mind the client's goals and objectives. He has functioned as GZA's Springfield, MA office Environmental Health and Safety (EH&S) Coordinator and is currently the GZA Springfield District Office Manager.

- **Mary Brittain, LSP – Project Manager:** Also sitting in GZA's nearby Springfield, MA office, Mary is a Senior Project Manager



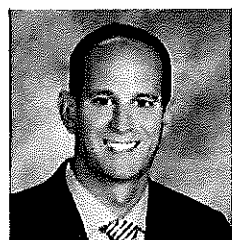
with over 20 years of experience in the environmental consulting field in Western Massachusetts. She became an LSP in 2014 and works extensively with environmental projects following the MCP. Her experience includes managing sites ranging from initial release notification to Permanent Solution at a variety of sites, including former bulk petroleum storage facilities. She has also been the project manager for ASTM Phase I and II Environmental Site Assessments (ESAs). Ms. Brittain has a broad range of experience with managing and overseeing UST removals and the assessment and cleanup of petroleum contaminated sites. She also has experience related to wetland permitting, and preparing related local, state and federal permit applications.

- **Adam Cote, LSP, CHMM – Project Manager:** Also sitting in GZA's nearby Springfield, MA office, Adam serves as a Senior



Project Manager and Health and Safety Coordinator for GZA's Springfield, MA office. He has managed, led, or assisted on a variety of environmental projects including, but not limited to: the investigation and remediation of contaminated sites under the MCP; ASTM Phase I and Phase II ESAs; the preparation of SPCC plans, health and safety plans, bids, and proposals; summarizing and interpreting environmental data; the creation of mandated state and federal reports which include data collected in the field as well as proposed activities; and the sampling of various media including groundwater, surface water, soil, soil gas, concrete, sediment and air. Mr. Cote is also a Massachusetts Underground Storage Tank (UST) Class A/B Operator.

- **David E. Leone, LSP – Consultant Reviewer:** David is a Principal in GZA's Norwood, MA office, and is a geologist with over



28 years of experience performing hazardous waste site investigation and remediation work at state-regulated hazardous waste sites. Mr. Leone joined GZA in 1998 as an Engineer in the Environmental Site Assessment Group and is currently the District Office Manager of GZA's Metro-Boston Office. He manages sites regulated under the MCP and has managed and supported environmental studies and remedial programs under TSCA and RCRA. Mr. Leone's responsibilities include project budgeting and management, supervision of technical staff, development of work plans for subsurface investigations and remediation, report writing, and communication with regulatory agencies and clients. He has managed integrated projects involving environmental,

geotechnical, and construction related applications and has a strong background in projects where interfacing with project personnel from various organizations is required. Mr. Leone has also been responsible for supervising staff and conducting hundreds Phase I and II Environmental Site Assessments since 1996. He is familiar with ASTM and federal AAI standards, agency searches, regulatory compliance, site inspections and report preparation.





Section 2. DETAILED WORK PLAN AND SCHEDULE

2. DETAILED WORK PLAN AND SCHEDULE

A. Objective

As described in the City of Holyoke's (City's) Request for Quotes (RFQ), the City is requesting quotes from qualified Licensed Site Professional (LSP) consulting firms to perform environmental assessment and MCP compliance services associated with a previously reported gasoline release at the City's Central Fueling Station, which is located at 20 Commercial Street in Holyoke. The project involves conducting a subsurface assessment and preparing a Temporary Solution (TS) Status Report (SR) and Periodic Review (PR) consistent with the *Massachusetts Contingency Plan* (310 CMR 40.0000). The selected consultant shall coordinate their investigation and reporting with the ongoing Fuel System Alternatives Analysis being conducted at the site by others. The LSP shall review conceptual plans for potential system upgrades or site demolition and provide input as to whether the proposed construction activities may impact MCP compliance or require additional submittals. Any follow-on MCP services beyond the TS SR, including response actions or Permanent Solution filings, will be negotiated separately based on the selected construction alternative.

B. Background Information

The existing Central Fueling Station is used by multiple City departments including fire, police, and school transportation. Originally constructed in 1998, the facility includes three 10,000-gallon underground storage tanks (USTs), fueling dispensers, a canopy, a fuel management/security station with bathroom facilities, a generator, and automatic gates. The site is listed with MassDEP under Release Tracking Number (RTN) 1-474 due to a 1988 release from a now-removed 2,000-gallon gasoline UST. A Class C-1 Response Action Outcome (RAO) Statement was submitted in 1999, and in 2011, the City conducted a review of the RAO, consistent with a current MCP Temporary Solution (TS). In 2025, MassDEP contacted the City requesting an updated review of the site's compliance status. MCP compliance services are now being sought by the City to support TS review and TS Status Reporting.

C. Scope of Services (Detailed Work Plan)

Task 1 – Subsurface Assessment

As required under the RFQ, GZA proposes to:

1. Evaluate existing on-site groundwater monitoring wells to assess their condition and viability for groundwater sampling. Per the RFQ, GZA assumes prior wells from 2011 may not be present.
2. Install up to six (6) new shallow (up to 20-foot total depth) groundwater monitoring wells via soil borings; and collect and screen soil samples for evidence of contamination. GZA will prepare a site-specific Health and Safety Plan (HASP) for the protection of our workers. The proposed boring locations will be reviewed and approved by the City prior to drilling¹.
3. Collect and analyze soil samples (up to 3) for the following analytes:
 - a. VPH (Volatile Petroleum Hydrocarbons) + BTEX by the MassDEP Method
 - b. EPH (Extractable Petroleum Hydrocarbons) + PAHs by the MassDEP Method
 - c. VOCs (Volatile Organic Compounds) by USEPA Method 8260
4. Collect groundwater samples from up to 6 monitoring wells (existing and new), using the USEPA low-flow method.
5. Analyze up to 6 groundwater samples for the same analytes as listed above.
6. Manage and dispose of investigation-derived waste (IDW), estimated at 1 drum.
7. Coordinate utility pre-clearing and include cost for a drilling subcontractor and laboratory analyses.

¹ Neither GZA nor GZA's drilling subcontractor shall be held responsible for damage to utilities that are not accurately marked in the field and/or shown on Site plans provided by the City.





Section 2. DETAILED WORK PLAN AND SCHEDULE

GZA will coordinate its investigation and reporting with the ongoing Fuel System Alternatives Analysis being conducted at the site by others. GZA will review conceptual plans for potential system upgrades or site demolition and provide an opinion to the City as to whether the proposed construction activities may impact MCP compliance or require additional submittals.

Task 2 – Temporary Solution Status Report & Periodic Review

As required under the RFQ, GZA proposes to:

1. Compile analytical data from the soil and groundwater sampling.
2. Compare results to current MCP reportable concentrations and applicable Method 1 cleanup standards.
3. Prepare a Temporary Solution (TS) Status Report and Periodic Review Opinion. This will meet the requirements of 310 CMR 40.1050(4)(b) and will include a Substantial Hazard Evaluation.
4. Submit the report via MassDEP's eDEP system, including an LSP signature and stamp.

All work performed by GZA under Tasks 1 and 2 will comply with the applicable requirements of the MCP.

D. Proposed Schedule

Task 1 - Subsurface Assessment

GZA can complete Task 1 within 4 weeks of receiving authorization to proceed from the City. This is based on both the availability of a driller and a standard 7 to 10-day laboratory turn-around time.

Task 2 - Temporary Solution Status Report & Periodic Review Opinion

GZA can complete Task 2 within 4 weeks of completing Task 1.

E. Assumptions

Our proposed schedule for Task 1 assumes the following:

- site access will be provided by the City to GZA and its subcontractors to complete our proposed scope of services,
- all existing subsurface utility locations will be provided to GZA on a current site plan, and
- scheduling of the soil borings and monitoring well installations is subject to driller availability.

F. Exclusions

The following are excluded from GZA's proposed Scope of Services and Fees:

- any asbestos or hazardous building material surveys,
- preparation of any Permanent Solution Statements, RAM Plans, URAM Plans or other MCP submittals required for future facility upgrades or demolition work,
- any remediation design, and
- any construction oversight.





Section 3. NOT-TO-EXCEED COST QUOTE BROKEN DOWN BY TASK

3. NOT-TO-EXCEED COST QUOTE BROKEN DOWN BY TASK

A. Proposed Fees

Based on our proposed Scope of Services described above in Section 2, GZA proposes the following not-to-exceed lump sum fees:

Task	Proposed Fee
Task 1 - Subsurface Assessment	\$17,000
Task 2 - Temporary Solution Status Report & Periodic Review	\$7,000
Total:	\$24,000

These proposed fees include all required equipment, subcontractors, laboratory analyses, and travel, and are based on the anticipated Scope of Services outlined above, which represents our present judgment as to the level of effort requested. You will be notified of any conditions requiring an increase in our fee if such conditions become evident. These proposed fees include no allowance for meetings with the City to discuss the results of the site assessment.

B. Conditions of Engagement

Conditions of engagement are described in the attached standard Terms and Conditions for Professional Services (04/25-Edition/05-9010). However, we can agree to previously-accepted Terms and Condition with the City that we have used on other projects. GZA's report will be prepared on behalf of and for the exclusive use of the Client. GZA's aggregate liability to all parties who may come to rely upon the report is limited to the amount set forth in the Terms and Conditions and is not hereby expanded. Client acknowledges and agrees that reliance upon the report and the findings in the report by any other party, or for any other purpose, shall be at that party's sole risk and without any liability to GZA.





Section 4. HOURLY RATE SCHEDULE AND ANTICIPATED SUBCONSULTANT FEES

4. HOURLY RATE SCHEDULE AND ANTICIPATED SUBCONSULTANT FEES

Although the work proposed under the City's RFO will be invoiced based on the not-to-exceed lump sum fees described previously in Section 3, as requested in the RFO, GZA is providing the following hourly rate schedule for any additional or out-of-scope work at this site:

A. GZA Fees for Services (Hourly Rate Schedule)

Any additional fees for additional or out-of-scope services will be based on the time worked on the project by personnel plus reimbursable expenses. Labor-related fees will be computed based on actual time worked on the project, including time required for travel from the GZA office to/from the project site, and according to the rates listed below:

Classification	Hourly Rate
Technician II	\$82
Technician I	\$104
Staff Engineer/Scientist II	\$111
Staff Engineer/Scientist I	\$120
Technical/Administrative Support	\$130
CAD/Technical Designer	\$130
Assistant Project Engineer/Scientist	\$145
Senior Landscape Architect/Design Engineer	\$147
Senior CAD/Technical Designer	\$165
Project Engineer/Scientist	\$174
Senior Wetland Scientist	\$189
Senior Project Engineer/Scientist	\$205
Senior Consultant	\$231
Associate Principal Engineer/Scientist	\$260
Principal Engineer/Scientist	\$260
Senior Principal Engineer/Scientist	\$260

1. Rates above include fringe benefits, burden, and fee. Rates are typically subject to annual increases.
2. Pre-trial conferences, depositions, mediations, and expert testimony will be billed at one and one-half (1.5) times the rates above.
3. Work requiring out-of-town overnight stays will be billed at eight (8) hours minimum per day.
4. Direct non-salary project-related expenses, including subcontractors, will be billed at cost plus fifteen (15) percent.
5. General project-related expenses such as smartphones (including mobile app fees); data and cybersecurity; in-house reproduction; mail and hard-copy document delivery; and long-term electronic and paper document storage will be billed as a general communication fee at a rate of three (3) percent of the labor charges.
6. Based on client need or request, retired GZA Principals or other individual subconsultants may be retained to perform project work. In these cases, the billing rate for these individuals will be the appropriate rate listed above.
7. Employee vehicle use will be billed at Internal Revenue Service (IRS) allowed mileage rates.
8. Project and fieldwork-related equipment use will be billed as cost + 15%.
9. For projects involving access to hosted online data hubs (ArcGIS, EQuIS, and others) or high-resolution digital imagery, additional software hosting fees may apply and will be calculated as cost + 15%. Fees for staff involved in hosted online data hubs or high-resolution digital imagery will be based on equivalent classifications listed in the above table.





Section 4. HOURLY RATE SCHEDULE AND ANTICIPATED SUBCONSULTANT FEES

B. Subconsultant Fees

Fees for the environmental driller and laboratory have been incorporated into GZA's proposed fee under Task 1. No other subconsultants or subcontractors are anticipated under our proposed Scope of Services.





TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

© 2025 by GZA GeoEnvironmental, Inc.

These Terms and Conditions, together with GZA's Proposal, make up the Agreement between GZA and You, the Client, named in the Proposal. If the attached GZA Proposal is styled as a Master Services Agreement, then these Terms and Conditions will apply to any and all services ordered by you and performed by GZA.

BEFORE SIGNING THE PROPOSAL, BE SURE YOU READ AND UNDERSTAND THE PARAGRAPHS ENTITLED "INDEMNIFICATION", "LIMITATION OF REMEDIES" AND "DISPUTES" WHICH DEAL WITH THE ALLOCATION OF RISK BETWEEN YOU AND GZA.

- 1) **Services.** GZA will perform the services set forth in its Proposal and any amendments or change orders authorized by you (the "Services"). Any request or direction from you that would require extra work or additional time for performance or would result in an increase in GZA's costs will be the subject of a negotiated amendment or change order. All Services performed by GZA will be governed by this Agreement, even if performed prior to your execution of the Proposal.
- 2) **Term.** If the attached GZA proposal is styled as a Master Services Agreement, then the term of this Agreement will begin on the date of execution of the proposal (the "Effective Date"), and either party may terminate this Agreement for convenience upon thirty (30) days' written notice, provided that GZA will be paid for all services performed through the date of termination.
- 3) **Standard of Care; Warranties.**
 - a) GZA will perform professional Services with the degree of skill and care ordinarily exercised by qualified professionals performing the same type of services at the same time under similar conditions in the same or similar locality. GZA's sole responsibility with regard to Services which do not meet the foregoing standard of care is to reperform such Services, at GZA's expense, but only if you provide GZA written notice of such non-conformity within ninety (90) days after completion of the Services.
 - b) **NO WARRANTY, EXPRESS OR IMPLIED, INCLUDING WARRANTY OF MARKETABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS MADE OR INTENDED BY GZA'S PROPOSAL OR BY ANY OF GZA'S REPORTS OR OTHER CONDUCT.**
 - c) GZA assigns to you any manufacturers' warranties of equipment or materials purchased from others, to the extent they are assignable, and your sole recourse will be against the manufacturer. Full risk of loss of materials and equipment will pass to you upon delivery to the Site, and you will be responsible for insuring and otherwise protecting them against theft and damage.
- 4) **Payment.**
 - a) Except as otherwise stated in the Proposal, you will compensate GZA for the Services at the rates set forth in the applicable Proposal, amendment or change order; reimburse its expenses, which will include a communication fee calculated as a percentage of labor invoiced; and pay any sales or similar taxes thereon.
 - b) Any retainer specified in GZA's Proposal shall be due prior to the start of Services and will be applied to the final invoice for Services.
 - c) GZA will submit invoices periodically, and payment will be due within 20 days from invoice date. You will notify GZA in writing of any invoice disputes within 10 days of the invoice date, and if no written notice of dispute is received, the invoice will be deemed approved in full. Overdue payments will bear interest at 1½ percent per month or, if lower, the maximum lawful rate. GZA may terminate the Services upon 10 days' written notice anytime your payment is overdue on this or any other project and you will pay for all Services through termination, plus termination costs. You will reimburse GZA's costs of collecting overdue invoices, including reasonable attorneys' fees (including costs for time expended by in-house counsel, which will be charged to you at the prevailing market rate for attorneys of similar experience practicing in the jurisdiction). Any amounts paid by you to GZA will be applied first to interest and costs incurred by GZA, and then to the principal balance.
- 5) **Your Responsibilities.**
 - a) If the Services involve entry onto a third-party property or otherwise require access to property you do not own or control, you will secure the access agreements, approvals, permits, licenses and consents necessary for performance of the Services, without GZA becoming a party to or otherwise being required to sign any such agreements, approvals, permits, licenses and consents. If you are the owner or operator of the Site, you will provide GZA with all documents, plans, information concerning underground structures (including but not limited to utilities, conduits, pipes, and tanks), information related to hazardous materials or other environmental or geotechnical conditions at the Site (including, if applicable, asbestos containing materials ["ACM"]) and other information that may be pertinent to the Services or, if you are not the owner or operator of the Site, you agree to make reasonable efforts to obtain these same documents and provide them to GZA. GZA is entitled to rely on the accuracy and completeness of documents and information you provide. You acknowledge that the quality of the services provided by GZA is directly related to the accuracy and completeness of the information and data that you furnish to GZA.
 - b) If you use the services of a contractor or construction manager at the Site, you agree to use best and reasonable efforts to include in your agreement(s) with the contractor or construction manager provisions obligating the latter:
 - i) to defend, indemnify and hold harmless, to the fullest extent permitted by law, GZA, its affiliates and subsidiaries, and each of their officers, directors, members, partners, agents, insurers, employees, and subconsultants (the "GZA Indemnitees") and you, for or on account of any claims, liabilities, costs and expenses, including attorneys' fees, arising out of or relating to the design or implementation of construction means, methods, procedures, techniques, and sequences of construction, including safety precautions or programs, of the contractor, the construction manager, or any of their subcontractors or any engineer engaged by them;
 - ii) to name you and GZA as additional insureds under general liability and builder's risk insurance coverages maintained by the contractor or construction manager, or any of their subcontractors, and to ensure that such policies are primary and noncontributory with regard to the above indemnity obligations; and
 - iii) to require that all of their subcontractors agree and be bound to the obligations set forth in (i) and (ii) above.
 - c) In the event that you are unable to secure such provisions in the agreement(s) with the contractor or construction manager, you shall promptly (but in any event prior to the commencement of the Services) notify GZA and GZA shall have the opportunity to negotiate with you reasonable substitute risk allocation and insurance indemnities and protections. Failure to provide such notice will be a material breach of this Agreement.
 - d) To the extent you are entitled to indemnification (either contractual or at common law) or are otherwise indemnified by the contractor or construction manager and/or their subcontractors, you agree to waive any claim (including without limitation indemnification or insurance claims) against GZA.
- 6) **Right of Entry; Site Restoration.** You grant GZA and its subcontractor(s) permission to enter the Site to perform the Services. If you do not own the Site, you represent and warrant that the owner has granted permission for GZA to enter the Site and perform the Services; you will provide reasonable verification on request; and you will indemnify the GZA Indemnitees for any claims by the Site owner related to alleged trespass by GZA or its subcontractors. Although GZA



will exercise reasonable care to limit damage to landscaping, paving, systems and structures at the Site, you acknowledge that some damage may occur even with the exercise of due care and you agree to compensate GZA for any restoration it is asked to perform, unless otherwise indicated in the Proposal.

- 7) **Underground Facilities.** GZA's only responsibility under this Agreement will be to provide proper notification to the applicable state utility "Call-Before-You-Dig" program. You further agree to assume responsibility for and to defend, indemnify and hold harmless GZA with respect to personal injury and property damages due to GZA's interference with subterranean structures including but not limited to utilities, conduits, pipes, and tanks:
 - a) that are not correctly shown on any plans and information you or governmental authorities provide to GZA; or
 - b) that are not correctly marked by the appropriate utility.
- 8) **Reliance.** The services, information, and other data furnished by you shall be at your expense, and GZA may rely upon all information and data that you furnish, including the accuracy and completeness thereof. You acknowledge that the quality of the Services provided by GZA is directly related to the accuracy and completeness of the information and data that you furnish to GZA. **GZA's REPORTS ARE PREPARED FOR AND MADE AVAILABLE FOR YOUR SOLE USE. YOU ACKNOWLEDGE AND AGREE THAT USE OF OR RELIANCE UPON THE REPORT OR THE FINDINGS IN THE REPORT BY ANY OTHER PARTY, OR FOR ANY OTHER PROJECT OR PURPOSE, SHALL BE AT YOUR OR SUCH OTHER PARTY'S SOLE RISK AND WITHOUT ANY LIABILITY TO GZA. YOU SHALL DEFEND, INDEMNIFY AND HOLD HARMLESS THE GZA INDEMNITEES FROM ALL CLAIMS, DAMAGES, LOSSES, AND EXPENSES, INCLUDING ATTORNEYS' FEES, ARISING OUT OF OR RESULTING FROM ANY USE, REUSE, OR MODIFICATION OF THE DOCUMENTS WITHOUT WRITTEN VERIFICATION, COMPLETION, OR ADAPTATION BY GZA AND SUCH LIMITED LICENSE TO YOU SHALL NOT CREATE ANY RIGHTS IN THIRD PARTIES.** However, in GZA's sole discretion, which may be withheld for any reason whatsoever, if you request that GZA extend reliance to a third party, then such reliance will be conditioned upon the third party's acceptance of such reliance on GZA's standard reliance terms and you will be obligated to pay GZA a reliance fee calculated as 10% of GZA's original fee for the report upon which reliance is being extended.
- 9) **Lab Tests and Samples.** GZA is entitled to rely on the results of laboratory tests using generally accepted methodologies. GZA may dispose of samples in accordance with applicable laws 30 days after submitting test results to you unless you request in writing for them to be returned to you or to be held longer, in which case you will compensate GZA for storage and/or shipping beyond 30 days.
- 10) **GZA Professionals.** GZA employees or consultants may act as licensed, certified or registered professionals (including but not limited to Professional Engineers, Licensed Site or Environmental Professionals, Certified Hazardous Materials Managers, or Certified Industrial Hygienists, collectively referred to in this section as "GZA Professionals"), whose duties may include the rendering of independent professional opinions. You acknowledge that a federal, state or local agency or other third party may audit the Services of GZA or other contractor/consultant(s), which audit may require additional Services, even though GZA and such GZA Professionals have each performed such Services in accordance with the standard of care set forth herein. You agree to compensate GZA for all Services performed in response to such an audit, or to meet additional requirements resulting from such an audit, at the rates set forth in the applicable Proposal, amendment or change order.
- 11) **Hazardous Materials; GZA "Not a Generator".** Before any hazardous or contaminated materials, including, if applicable, ACMs (the "Wastes") are removed from the Site, you will sign manifests naming you as the generator of the Wastes (or, if you are not the generator, you will arrange for the generator to sign). You will select the treatment or disposal facility to which any Wastes are taken. GZA will not be the generator or owner of, nor will it possess, take title to, or assume legal liability for any Wastes at or removed from the Site. GZA will not have responsibility for or control of the Site or of operations or activities at the Site other than its own. GZA will not undertake, arrange for or control the handling, treatment, storage, removal, shipment, transportation or disposal of any Wastes at or removed from the Site, other than any laboratory samples it collects or tests. You agree to defend, indemnify and hold the GZA Indemnitees harmless for any costs or liability incurred by GZA in defense of or in payment for any legal actions in which it is alleged that GZA is the owner, generator, treater, storer or disposer of any Wastes.
- 12) **Limits on GZA's Responsibility.** GZA will not be responsible for the acts or omissions of contractors or others at the Site, except for its own subcontractors and employees. GZA will not supervise, direct or assume control over or the authority to stop any contractor's work, nor shall GZA's professional activities nor the presence of GZA or its employees and subcontractors be construed to imply that GZA has authority over or responsibility for the means, methods, techniques, sequences or procedures of construction, for work site health or safety precautions or programs, or for any failure of contractors to comply with contracts, plans, specifications or laws. Any opinions by GZA of probable costs of labor, materials, equipment or services to be furnished by others are strictly estimates and are not a guarantee that actual costs will be consistent with the estimates.
- 13) **Changed Conditions.**
 - a) You recognize the uncertainties related to the Services (including, without limitation, environmental and geotechnical Services), which often require a phased or exploratory approach, with the need for additional Services becoming apparent during the Services. You also recognize that actual conditions encountered may vary significantly from those anticipated, that laws and regulations are subject to change, and that the requirements of regulatory authorities are often unpredictable.
 - b) If changed or unanticipated conditions or delays make additional Services necessary or result in additional costs or time for performance, GZA will notify you and the parties will negotiate appropriate changes to the scope of Services, compensation and schedule.
 - c) If no agreement can be reached, GZA will be entitled to terminate the Services and to be equitably compensated for the Services already performed. GZA will not be responsible for delays or failures to perform due to weather, labor disputes, intervention by or inability to get approvals from public authorities, acts or omissions on your part, or any other causes beyond GZA's reasonable control, and you will compensate GZA for any resulting increase in its costs.
- 14) **Documents and Information.** All documents, data, calculations and work papers prepared or furnished by GZA are instruments of service and will remain GZA's property. Designs, reports, data and other work product delivered to you are for your use only, for the limited purposes disclosed to GZA. Any delayed use, use at another site, use on another project, or use by a third party will be at the user's sole risk, and without any liability to GZA. Any technology, methodology or technical information learned or developed by GZA will remain its property. Provided GZA is not in default under this Agreement, GZA's designs will not be used to complete this project by others, except by written agreement relating to use, liability and compensation.
- 15) **Electronic Media.** In accepting and utilizing any drawings, reports and data on any form of electronic media generated by GZA, you covenant and agree that all such electronic files are instruments of service of GZA, who shall be deemed the author and shall retain all common law, statutory law and other rights, including copyrights. In the event of a conflict between the signed documents prepared by GZA and electronic files, the signed documents shall govern. You agree not to reuse these electronic files, in whole or in part, for any purpose or project other than the project that is the subject of this Agreement. Any transfer



of these electronic files to others or reuse or modifications to such files by you without the prior written consent of GZA will be at the user's sole risk and without any liability to GZA.

- 16) **Confidentiality; Subpoenas.** Information about this Agreement and GZA's Services and information you provide to GZA regarding your business and the Site, other than information available to the public and information acquired from third parties, will be maintained in confidence and will not be disclosed to others without your consent, except as GZA reasonably believes is necessary: (a) to perform the Services; (b) to comply with professional standards to protect public health, safety and the environment; and (c) to comply with laws, regulations, court orders and professional obligations. GZA will make reasonable efforts to give you prior notice of any disclosure under (b) or (c) above. Information available to the public and information acquired from third parties will not be considered confidential. You will reimburse GZA for responding to any subpoena or governmental inquiry or audit related to the Services, at the rates set forth in the applicable Proposal, amendment or change order (including, without limitation, for outside counsel expenses incurred by GZA and/or time expended by in-house counsel, which will be charged to you at the prevailing market rate for attorneys of similar experience practicing in the jurisdiction). Notwithstanding the foregoing, GZA shall be entitled to use your name and a general description of the Services in promotional materials.
- 17) **Insurance.** During performance of the Services, GZA will maintain workers' compensation, commercial general liability, automobile liability, and professional liability/contractor's pollution liability insurance. GZA will furnish you certificates of such insurance on request.
- 18) **Indemnification.** You agree to hold harmless, indemnify, and defend the GZA Indemnitees against all claims, suits, fines and penalties, including mandated cleanup costs and attorneys' fees and other costs of settlement and defense, which claims, suits, fines, penalties or costs arise out of or are related to this Agreement or the Services, except to the extent they are caused by GZA's negligence or willful misconduct. The duty to defend will be triggered upon a claim, suit, fine and/or penalty being alleged or threatened, and will only terminate when and to the extent GZA's proportion of negligence is finally adjudicated by a court of competent jurisdiction. If the foregoing indemnification is determined to be void or unenforceable as a matter of law, then it shall be automatically reformed to apply the original intent of the clause to the maximum extent permissible by law.
- 19) **Limitation of Remedies.**
 - a) To the fullest extent permitted by law and notwithstanding anything else in this Agreement to the contrary, the aggregate liability of GZA and its affiliates, parents and subsidiaries and subcontractors and each of their employees, insurers, principals, officers, directors, partners and agents (collectively referred to in this paragraph as "GZA") for all claims arising out of this Agreement or the Services is limited to \$50,000 or, if greater, 10% of the compensation received by GZA under this Agreement.
 - b) You may elect to increase the limit of liability by paying an additional fee, such fee to be negotiated prior to the execution of this Agreement.
 - c) Any claim against GZA related in any way to the services provided pursuant to this Proposal, or the terms herein, is waived unless suit is commenced in a proper jurisdiction within one year of substantial completion of GZA's services. This waiver may not be construed to extend any applicable statute of limitations.
 - d) GZA will not be liable for lost profits, loss of use of property, delays, contractual penalties or other special, indirect, incidental, consequential, punitive, exemplary, liquidated, or multiple damages. This includes but is not limited to fines and/or penalties and/or sanctions imposed by any local, state, or federal government, agency, or regulatory body.
 - e) GZA will not be liable to you or the Site owner for injuries or deaths suffered by GZA's or its subcontractors' employees.
 - f) You will look solely to GZA for your remedy for any claim arising out of or relating to this Agreement, including any claim arising out of or relating to alleged negligence or errors or omissions of any GZA principal, officer, employee or agent. To the extent damages are covered by property insurance or any other insurance, both you and GZA waive all rights against each other and against the contractors, consultants, agents, and employees of the other, for damages, except such rights as they may have to the proceeds of such insurance as set forth in this Agreement. You or GZA, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.
- 20) **Disputes.**
 - a) Subject to the provisions of 20(d) below, all disputes between you and GZA shall be subject to non-binding mediation.
 - b) Either party may demand mediation by serving a written notice stating the essential nature of the dispute, the amount of time or money claimed, and requiring that the matter be mediated within forty-five (45) days of service of notice.
 - c) The mediation shall be administered by the American Arbitration Association in accordance with its most recent Construction Mediation Rules, or by such other person or organization as the parties may agree upon.
 - d) No action or suit may be commenced unless mediation has occurred but did not resolve the dispute, or unless a statute of limitations period or the one-year waiver period described in 19(c) above would expire if suit were not filed prior to such forty-five (45) days after service of notice. However, where non-payment of an invoice has occurred and GZA sends you a final demand letter for payment, your failure to respond within ten (10) days of receipt (or, for certified mail, the date of the first attempt to deliver the letter to your address of record if you ultimately do not accept receipt of the letter) of such letter will be deemed to be a waiver of your right to enforce this mediation clause and GZA may immediately file suit to enforce the terms of this Agreement.
 - e) In the event GZA commences litigation to recover payment of an unpaid invoice, you shall not be permitted to interpose any counterclaim. Any claim against GZA which remains viable under the terms of this Agreement must instead be brought in a separate action against GZA, subject to the terms of this Agreement, including, without limitation, the pre-suit certification requirement contained in Section 20(g).
 - f) You agree to pay reasonable attorneys' fees and all other costs and expenses (including, but not limited to reasonable investigative expenses and expert and consultant expenses) which may be incurred by GZA in the enforcement of this Agreement in the event that (a) it is finally adjudicated by a court of competent jurisdiction that you have breached this Agreement; or (b) where you allege that GZA has breached this Agreement or otherwise acted negligently and it is finally adjudicated by a court of competent jurisdiction that GZA did not in fact breach this Agreement or act negligently. If for any reason it is adjudicated that the foregoing provision is in violation of applicable law, is subject to a state statute automatically converting this clause to be reciprocal between the parties, is contrary to public policy or is unconscionable or a contract of adhesion, then the foregoing clause will be null and void and of no effect. Under no circumstances shall the foregoing clause be replaced with a reciprocal clause.
 - g) You shall make no claim against GZA for professional negligent acts, errors, omissions and/or alleged breach of contract either directly, indirectly, as a counterclaim or crossclaim, or in a third party claim, unless you have first provided GZA with a written certification executed by an independent professional



practicing in the same discipline as GZA and licensed in the jurisdiction in which GZA provided you its Services. This certification must (i) identify the name and license of the certifier, (ii) specify each and every act or omission that the certifier contends is a violation of the standard of care expected of professional performing professional services under similar circumstances; and (iii) state in complete detail the basis for certifier's opinion that each such act or omission constitutes a violation of the standard of care. This certificate must be provided to GZA no less than thirty (30) days prior to the submission of a formal claim.

21) Miscellaneous.

- a) This Agreement and all claims relating thereto shall be governed by the substantive and procedural laws of the Commonwealth of Massachusetts, as they presently exist or may hereafter be amended, without regard to principles of conflict of laws.
- b) The above terms and conditions regarding Limitation of Remedies and Indemnification shall survive the completion of the Services under this Agreement and the termination of the contract for any reason.
- c) Any amendment to these Terms and Conditions must be in writing and signed by both parties. No modification of these Terms and Conditions will be binding against GZA unless specifically approved in writing by a principal of GZA.
- d) Having received these Terms and Conditions, your oral authorization to commence Services, your acceptance of performance of the Services, your actions, or your use of the Report or Work Product constitutes your acceptance of them.
- e) This Agreement supersedes any contract terms, purchase orders or other documents issued by you, even if signed by an authorized representative of GZA.
- f) Neither party may assign or transfer this Agreement or any rights or duties hereunder without the written consent of the other party.
- g) Your failure or the failure of your successors or assigns to receive payment, reimbursement, insurance proceeds or grant funds from any other party for any reason whatsoever shall not absolve you, your successors or assigns of any obligation to pay any sum to GZA under this agreement.
- h) These Terms and Conditions shall govern over any inconsistent terms in GZA's Proposal.
- i) Any provision of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect on the parties, who agree that the Agreement shall be reformed to replace such voided provision with a valid and enforceable provision that comes as close as possible to expressing the intention of the voided provision.
- j) The covenants and agreements contained in this Agreement shall apply to, inure to the benefit of and be binding upon the parties hereto and upon their respective successors and assigns.
- k) Any reports generated by GZA will be subject to GZA's standard report limitations for that particular type of report.
- l) To the extent applicable to GZA's Services, you acknowledge and agree that GZA cannot anticipate the effects of climate change/extreme weather on any report, design or other document produced by GZA, unless such analysis is specifically within the scope of GZA's Services.
- m) You agree that during the performance of GZA's Services and for a period of twelve (12) months completion of those Services, you will not encourage, induce, or otherwise solicit, or actively assist any other person or organization to encourage, induce or otherwise solicit, directly or indirectly, any employee of the GZA or any of its affiliates to terminate their employment with GZA or any of its affiliates, or otherwise interfere with the advantageous business relationship of GZA or any of its affiliates with their employees. You agree that if you violate this non-solicitation provision, you will pay GZA liquidated damages in an amount equal to the total earnings of the solicited employee during the last twelve (12) months of their employment with GZA.
- n) This Agreement does not create any third-party beneficiaries and is intended for the benefit of the parties hereto and their respective successors and permitted assigns, and is not for the benefit of, nor may any provision hereof be enforced by, anyone else.

22) Asbestos Abatement Services (If Applicable). If the Services include asbestos abatement services, then the following terms and conditions will apply and will supersede any conflicting terms contained elsewhere in this Agreement.

- a) You acknowledge that conditions can vary from those encountered at the times and locations of explorations and data collection, and that the limitation on available data may result in some level of uncertainty with respect to the interpretation of those conditions, despite due professional care. GZA therefore cannot guarantee specific results such as the identification or removal of all asbestos or other contamination.

23) Microbial Services (If Applicable). If the Services include Microbial services, then the following terms and conditions will apply and will supersede any conflicting terms contained elsewhere in this Agreement. For purposes of this Agreement, Microbial is defined as any and all fungal and/or bacterial growth including but not limited to mold, mildew, yeast, fungus, fungi, bacteria, spores, odors, particulates, vapors, gas, or other emissions produced by or arising out of or toxins emanating therefrom.

- a) You recognize that meeting the standard of care does not establish an assurance that corrective procedures will be permanent. Because Microbial infestations are created by near-omnipresent living microscopic spores which grow very quickly and are influenced by nanoclimatological conditions that are very difficult to detect and sources of water intrusion, elevated moisture or relative humidity over which GZA has neither control or responsibility, GZA cannot and does not claim that its Services will eliminate the risk of a Microbial infestation recurring.
- b) You acknowledge that the Services entail risk of personal injury and property damage (including cross-contamination) that cannot be avoided, even with the exercise of due care. You also acknowledge that environmental conditions can vary from those encountered at the times and locations of explorations and data collection, and that the limitation on available data may result in some level of uncertainty with respect to the interpretation of these conditions, despite due care. GZA therefore cannot guarantee specific results such as the identification of all contamination or other environmental conditions or problems nor their resolution.
- c) You acknowledge that Microbial infestations may be hidden from view and concealed in locations that are difficult to discover. Accordingly, you agree that despite GZA's efforts, some Microbial locations may remain undetected. In such situations, you agree that you will have no claim against GZA provided GZA followed the applicable standard of care and all applicable laws and regulations pertaining to the Work.
- d) You further agree that when GZA performs Services intended to minimize the risk of Microbial infestations, GZA shall not be liable for damages resulting from Microbial contamination including but not limited to fungal or bacterial infestations and water damage or dry or wet rot. You agree to waive any Microbial infestation claim(s) against GZA and you agree to indemnify, defend and hold the GZA Indemnitees harmless from any claim alleging that GZA's Services caused or aggravated a Microbial infestation or did not prevent a Microbial infestation from recurring.

City of Holyoke
Department of Public Works
Request for Quotes for MCP Compliance Services
Central Fueling Facility (RTN 1-474)

Project Location:

Holyoke Central Fueling Station

20 Commercial Street, Holyoke, MA

MassDEP Release Tracking Number (RTN): **1-474**

Objective:

The City of Holyoke is requesting quotes from a qualified Licensed Site Professional (LSP) consulting firm to perform environmental assessment and MCP compliance services associated with a previously reported gasoline release at the City's Central Fueling Station. The project involves conducting a subsurface assessment and preparing a Temporary Solution (TS) Status Report consistent with the Massachusetts Contingency Plan (310 CMR 40.0000).

The selected consultant shall coordinate their investigation and reporting with the ongoing Fuel System Alternatives Analysis being conducted at the site. The LSP shall review conceptual plans for potential system upgrades or site demolition and provide input as to whether the proposed construction activities may impact MCP compliance or require additional submittals. Any follow-on MCP services beyond the Temporary Solution Status Report, including response actions or Permanent Solution filings, will be negotiated separately based on the selected construction alternative.

Background Information

The existing fueling facility at 20 Commercial Street is used by multiple City departments including fire, police, and school transportation. Originally constructed in 1998, the facility includes three 10,000-gallon underground storage tanks (USTs), fueling dispensers, a canopy, a fuel management/security station with bathroom facilities, a generator, and automatic gates.

The site is listed with MassDEP under Release Tracking Number (RTN) 1-474 due to a 1988 release from a now-removed 2,000-gallon gasoline UST. A Class C-1 Response Action Outcome (RAO) was submitted in 1999, and in 2011, the City conducted a review of the RAO, consistent with a current MCP Temporary Solution (TS). In 2025, MassDEP contacted the City requesting an updated review of the site's compliance status. MCP compliance services are now being sought to support TS review and TS Status Reporting.

Scope of Services

Task 1 – Subsurface Assessment

The selected firm will:

1. Evaluate existing monitoring wells to determine condition and viability for groundwater sampling. Assume prior wells from 2011 may not be present.
2. Install up to six (6) new monitoring wells via soil borings; collect and screen soil samples for evidence of contamination.
3. Collect and analyze soil samples (up to 3) for the following analytes:
 - VPH (Volatile Petroleum Hydrocarbons) + BTEX
 - EPH (Extractable Petroleum Hydrocarbons) + PAHs
 - VOCs (Volatile Organic Compounds)
4. Collect groundwater samples from up to 6 monitoring wells (existing and new).
5. Analyze groundwater samples for the same analytes as above.
6. Manage and dispose of investigation-derived waste (IDW), estimated at 1 drum.
7. Coordinate utility pre-clearing and include cost for drilling subcontractor and laboratory analyses.

Task 2 – Temporary Solution Status Report

The selected firm will:

1. Compile analytical data from the soil and groundwater sampling.
2. Compare results to current MCP reportable and cleanup standards.
3. Prepare a Temporary Solution (TS) Status Report and Periodic Review Opinion.
4. Submit and certify the report via MassDEP's eDEP system.

Additional Requirements

- Firm must be a registered Licensed Site Professional (LSP) in good standing.
- All work must comply with 310 CMR 40.0000 (Massachusetts Contingency Plan).
- Include all required equipment, subcontractors, laboratory analyses, and travel.

- The selected firm must demonstrate prior experience with MCP compliance services for municipal fueling facilities, including completion of Temporary Solution and remediation reporting for similar petroleum releases.
- Clearly identify any exclusions (e.g., permanent solution statements, remediation design, construction oversight).
- Identify assumptions regarding site access, utilities, and scheduling.

Proposal Format

Please include:

- Statement of qualifications
- Detailed work plan and schedule
- Not-to-exceed cost quote broken down by task
- Hourly rate schedule and anticipated subconsultant fees (if applicable)

Quote Submission Due by June 4, 2025

TOTAL FOR ALL SERVICES PERFORMED

\$ 24,000.00

(Twenty-four thousand dollars and zero cents)

(Price written out in dollars & cents)