

Regular Meeting

The regular meeting of the City Council of the City of Fitchburg was held in the Memorial Middle School Library, 615 Rollstone St., Fitchburg, on February 4, 2020. The meeting was called to order by President Michael Kushmerek at 7:05 P.M. The Clerk called the roll and eleven (11) Councillors were present. The meeting opened with a salute to the Flag led by Councillor DiNatale.

For the Record

Noted for the record:

FATV was recording the audio and video of the meeting.

Records

The Committee on records reported the minutes of the Regular Meeting of January 21, 2020, were correctly recorded. Report accepted and minutes adopted.

Communication

Pension Reserves Investment Management Board

COMMUNICATION

Pension Reserves Investment Management Board



**Pension Reserves Investment Management Board**

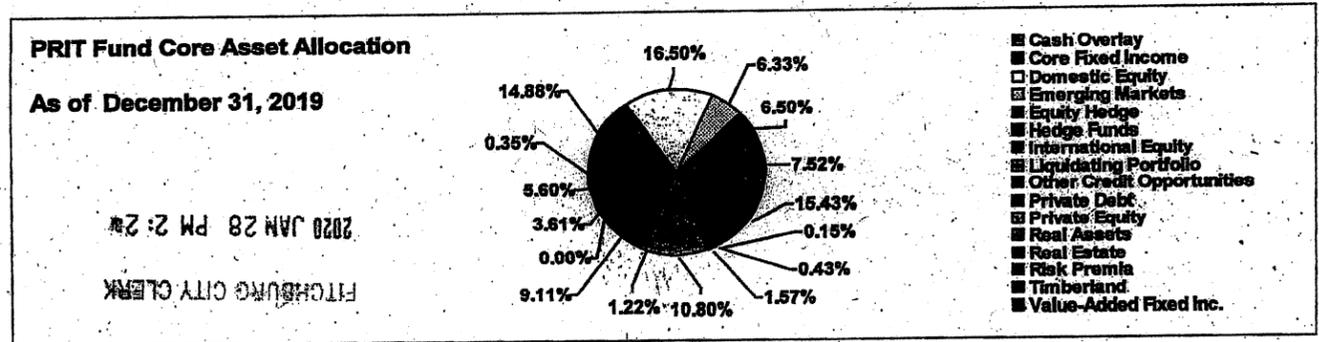
84 State Street, Suite 250  
Boston, Massachusetts 02109

Deborah B. Goldberg, Treasurer and Receiver General, Chair  
Michael G. Trotsky, CFA, Executive Director

**Fitchburg Retirement System**  
General Allocation Account  
December 01, 2019 to December 31, 2019

	Month To Date	Fiscal Year To Date	Calendar Year To Date
Your beginning net asset value for the period was:	130,896,061.59	118,903,475.64	115,145,453.84
Your change in investment value for the period was:	2,563,180.04	7,351,140.93	18,309,162.73
Your exchanges from (to) the Cash Fund for the period were:	(1,200,000.00)	6,004,625.06	(1,195,374.94)
Your ending net asset value for the period was:	132,259,241.63	132,259,241.63	132,259,241.63
<b>Net Change in Investment Value represents the net change through investment activities as follows:</b>			
Gross Investment Income:	368,487.54	1,589,873.52	3,286,734.50
Less Management Fees:	(126,333.97)	(330,867.87)	(634,961.12)
Net Investment Income:	242,153.57	1,259,005.65	2,651,773.38
Net Fund Unrealized Gains/Losses:	1,127,550.95	-3,053,382.82	9,535,157.77
Net Fund Realized Gains/Losses:	1,193,475.52	3,038,752.46	6,122,231.58
Net Change in Investment Value as Above:	2,563,180.04	7,351,140.93	18,309,162.73

As of December 31, 2019 the net asset value of your investment in the PRIT Fund was: **\$132,259,241.63**



If you have any questions regarding your statement, please contact your Senior Client Services Officer Paul Todisco (617) 946-8423. A detailed statement of your account is attached to this summary sheet.

Communication read and placed on file in the City Clerk's Office.

ANNUAL REPORT

048-20. ANNUAL REPORT: Montachusett Regional Vocational  
Technical High School for 2019.

A photograph of a stone entrance sign for Montachusett Regional Vocational Technical School. The sign is arched at the top and features a small circular seal on the left side. The text on the sign reads "MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL" in all caps. The background of the sign is dark, and the text is light-colored. The sign is set against a backdrop of trees and a clear sky.

MONTACHUSETT  
REGIONAL VOCATIONAL  
TECHNICAL SCHOOL

# 2019 ANNUAL REPORT

**MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL**

*1050 Westminster Street, Fitchburg, MA 01420*

**WWW.MONTYTECH.NET**

Each year I look forward to the development of the Annual Report, as a means to reflect on the achievements and accomplishments celebrated by students and staff at Monty Tech. The 2018-2019 school year was a remarkable one, as our school saw the opening of an all-new training facility, renovated instructional space and state-of-the-art equipment added to three vocational areas, students earning more industry-recognized credentials than ever before, and new partnerships with area colleges and universities. It was a year to remember.

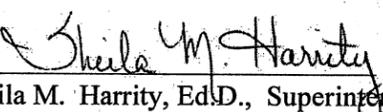
Students who attend Monty Tech have chosen a high school experience unlike any other. While completing all of the same high school requirements of students enrolled in a traditional, comprehensive high school, our students are also learning a valuable trade – skills they will carry with them for a lifetime. These vocational skills may provide opportunities for our graduates to work their way through college; they may open the door to new, related career pathways, or they may be the foundation for a lifelong career. The education and training they receive at Monty Tech will open doors and allow them to choose a college and/or career pathway that will define their future.

Monty Tech academic programs continue to serve students at all levels well. This year, students completed the Next Generation MCAS, and earned commendable passing rates: English Language Arts 99%, Mathematics 97%, and Biology 99%. Monty Tech students exceeded the state averages in all 3 subjects. In addition, great strides were made in our relatively new Advanced Placement programs, with more than 60% of test takers earning a score of 3 or better. Finally, an all-new science program was fully integrated in FY19 – Biomedical Sciences. This rigorous sequence of courses was met with enthusiasm from students and staff, so plans to expand this Project Lead the Way programming are underway. Our talented academic faculty continue to refine curriculum, incorporate new instructional strategies, and challenge every student to reach new levels, and we couldn't be prouder of the results.

And while we are certainly proud of our academic and vocational training programs, a Monty Tech experience would not be complete without participating in meaningful community service. Last year we were honored to once again host the Wreaths Across America Convoy with a remembrance ceremony as it made its way down to Arlington National Cemetery. As the convoy left the school parking lot and hundreds of American flags waved, I was reminded once again of the value of a Monty Tech education. For a moment, our students were taken out of the classrooms and shops and asked to think about what this convoy meant, where it was heading and how they were a small part of the ceremony. They were asked to consider service, and through the waves and cheers it was clear that Monty Tech students knew and understood the meaning behind that experience. It's not often that high school students are asked to stop and think about others and how they might contribute to another person's well-being. But at Monty Tech, our students are not only familiar with the concept, they are committed to community service. Whether it is building a carriage house for the NEADS program, designing and building dugouts for area Little League programs, or ensuring handicap accessibility in dated town offices, our staff and students are proud to serve.

While students and instructors across the school continue to demonstrate creativity, innovation, and leadership, school leaders continue to keep an eye on emerging trends in vocational education. As we prepare these talented students to make important life choices, we are reminded that in the end, the choice is theirs to make: college or career or both. It is our job to support their aspirations and to educate and train them to achieve at the highest possible level. On behalf of our talented educators and administrators, who remain focused on delivering the highest quality academic and vocational-technical education possible, I am delighted to present the District's 2018-2019 annual report to you, providing a snapshot of the wonderful experiences happening on a day-to-day basis here at MontyTech.

Respectfully submitted,

  
Sheila M. Harrity, Ed.D., Superintendent-Director

**Our Mission**

Every student will graduate from Montachusett Regional Vocational Technical School with the skills, knowledge, and abilities to be a productive and effective member of an ever-changing society.

**Our District**

Montachusett Regional Vocational Technical School is a four-year career and technical high school serving the member towns of:

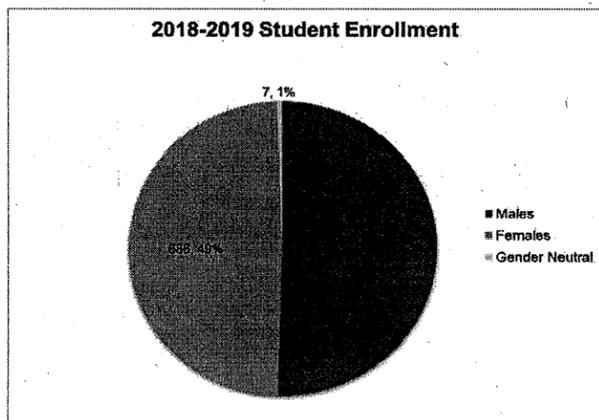
Ashburnham	Harvard	Princeton
Ashby	Holden	Royalston
Athol	Hubbardston	Sterling
Barre	Lunenburg	Templeton
Fitchburg	Petersham	Westminster
Gardner	Phillipston	Winchendon

**Leadership**

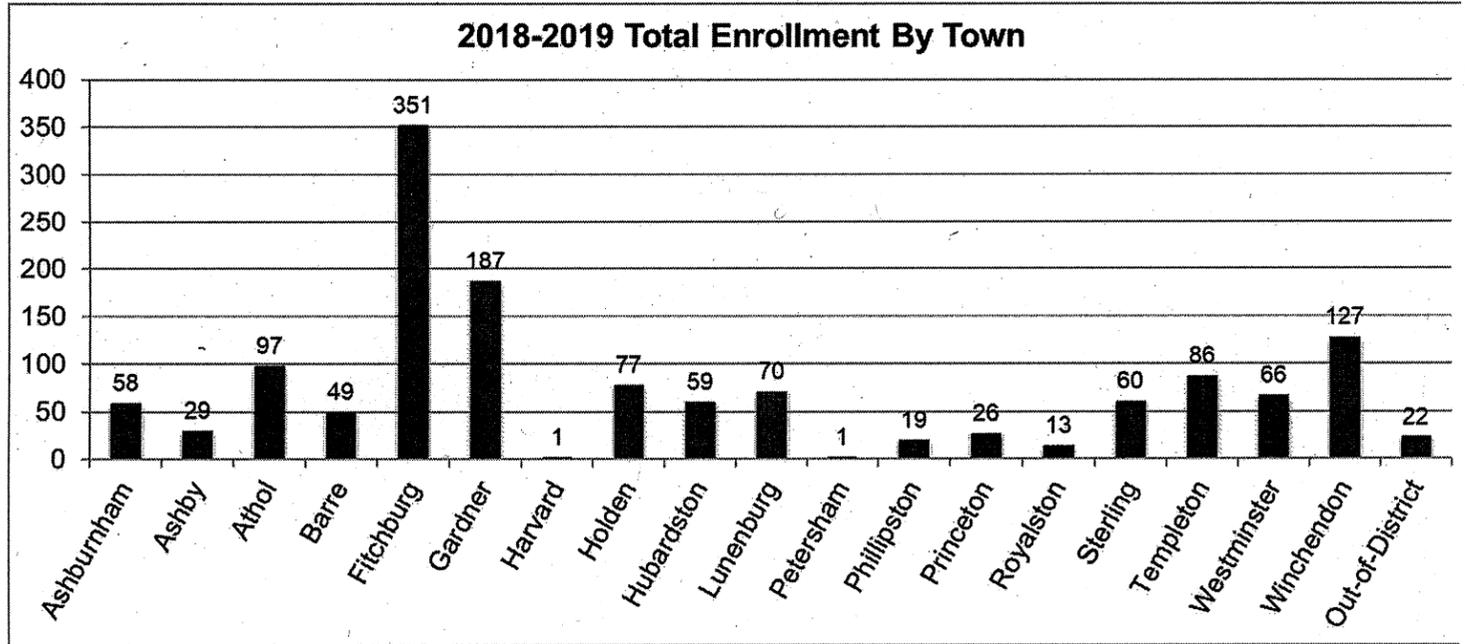
The leadership team at Montachusett Regional Vocational Technical School is comprised of ten talented administrators whose varied educational backgrounds, professional experiences, and areas of expertise contribute to the success of the school. Working collaboratively, and under the direction of the Superintendent and Principal, the team has transformed the school into one of the most sought-after high schools in North Central Massachusetts.

- Sheila M. Harrity, Superintendent-Director*
- Tom Browne, Principal*
- Dayana Carlson, Assistant Principal*
- Tammy Crockett, Business Manager*
- Christina Favreau, Director of Academic Programs*
- Jim Hachey, Director of Vocational Programs*
- Michael Gormley, Director of Facilities*
- Donald Kitzmiller, Director of Technology*
- Katy Whitaker, Development Coordinator*
- Victoria Zarozinski, Director of Student Support Services*

**Enrollment**



On June 1, 2019, student enrollment at Monty Tech included 1,398 students in grades nine through twelve, representing each of the district's eighteen sending communities. Each class of students is comprised of a relatively equal balance of male vs. female students, and each student attending Monty Tech has elected to do so, prepared to explore an interest in one of the school's twenty-one rigorous vocational-technical programs. While the school currently offers only five programs non-traditional for male students, and twelve programs non-traditional for female students, we are proud to have a student population that is well-balanced by gender and a variety of academic interests and achievements.



Throughout 2018-2019, Monty Tech offered a variety of opportunities for students, parents, and community members to learn about and visit the school. In October 2018, approximately 450 district eighth graders participated in the annual “Tour Day” event. Students toured our twenty-one vocational-technical areas and learned about the school’s challenging academic offerings and exciting athletic and extracurricular programs. Career Awareness Night offered interested students the opportunity to return in the evening with their family members to further explore the facilities and speak with staff members.

The Vocational Interest Program (V.I.P.) offers area seventh and eighth grade students the chance to visit Monty Tech after school and participate in hands-on learning experiences across a variety of vocational-technical areas. The program continued to attract a large number of students during the 2018-2019 school year, serving approximately 700 area students.

**Class of 2019 Awards**

Members of the Class of 2019 were awarded approximately \$200,000 in scholarships, tools, and equipment. The Monty Tech Foundation generously provided \$36,000 in scholarships to graduating seniors, ranging in amounts of \$500 to \$2,000. The Foundation also awarded \$3,250 to the Practical Nursing graduates. Once again, local and state organizations, as well as generous individuals, continue to recognize the ability and potential of Monty Tech graduates in the form of financial donations. The School Committee, administration, faculty, and graduates are grateful for this support.

Articulation Agreements with local colleges also play an important role in helping reduce the cost of higher education. Qualified Monty Tech students are eligible to receive college credits through a number of articulation agreements with public and private colleges across the country. Approximately 38% of the graduating class of 2019 reported plans to enroll at a 4-year college/university upon graduation. By earning college credits while still in high school, these students will save both time and money as they pursue advanced educational programs.

**Financial Report**

In an effort to develop a cost-effective budget for the fiscal year 2018-2019, a great deal of effort was put forth by the School Committee, administration, and staff. The final fiscal year 2018-2019 Educational Plan totaled \$27,756,374 which represents a 3.2% increase over the 2017-2018 Educational Plan. The District's FY19 budget only exceeds the minimum spending required by Massachusetts General Law Chapter 70 by \$135,947 or .6%.

The District was audited in November 2019 as part of the yearly financial audit by the accounting firm of Melanson, Heath and Co. from Greenfield, MA and has received a very good report.

**Grants and Contracts**

Monty Tech continues to pursue grant funding on an annual basis. These funds help provide many educational and social services to the student population. For fiscal year 2019, state and federal grant sources provided the school with \$945,083. Programs funded by these grants include: Essential Health Services, Social Intervention and Mediation, Improving Teacher Quality, Special Education Services and Program Improvement, Title I Support, Perkins Occupational Education, and Marine Corp Junior Reserve Officer Training. The District also received more than \$465,000 in competitive grants, including a Skills Capital Grant for \$385,000 to purchase equipment for new hospital beds, EKG machines and an Anatomage Table to benefit the Health Occupations and Practical Nursing programs as well as new diagnostic certification tools to benefit the Automotive Technology program. The District also received \$80,000 in funds to increase school safety. Using these allocation and competitive funds, the school was able to purchase a variety of instructional technology, equipment, and supplies to enhance the learning experience.

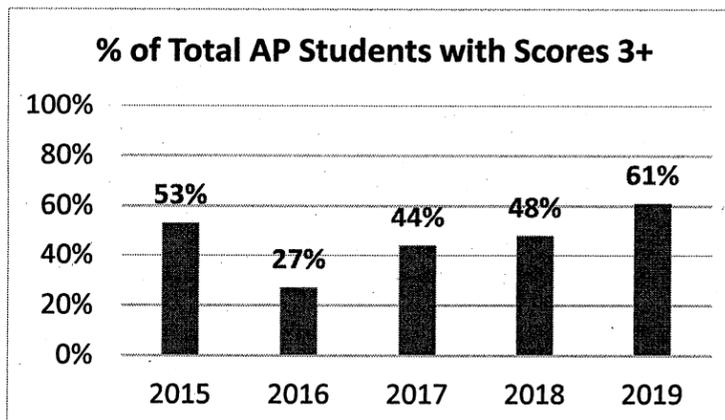
**Academic Achievement**

During the spring of 2019, students at Montachusett Regional Vocational Technical School continued to demonstrate high academic achievement, earning commendable scores on the MCAS in English Language Arts, Mathematics, and Biology. This year, students completed the Next Generation MCAS - a computer-based test that is designed to give students a clear signal on whether they are on track for college and career readiness. The new standards are more rigorous than the standards for the Legacy MCAS. Monty Tech's passing rate on the English Language Arts was 99%, Mathematics 97%, Biology 99%. Monty Tech students exceeded the state averages in all 3 subjects. With regard to our Accountability status, Monty Tech has made "Substantial Progress Toward Meeting our Targets."

Monty Tech is committed to providing students with rigorous STEM learning opportunities, and so in recent years, the curriculum has been expanded to include Advanced Placement Programs (two English courses, two mathematics courses, two science courses, and one computer science course) and teachers have participated in meaningful, high-quality professional development which has enabled us to successfully implement two Project Lead the Way biomedical courses.

The school is in its 7th year of administering Advanced Placement exams, and students enrolled in AP courses continue to improve their performance. In the spring of 2019, 68 out of 111 students (61%) earned qualifying scores - the highest number of students with qualifying scores we've ever had. Of these students, 79 out of 146 "exams" (54%) earned qualifying scores - the highest number of qualifying exams we've ever had.

This year, more than half of the students who tested in the following subjects received qualifying scores: AP Computer Science Principles, AP Literature & Composition, AP Environmental Science, and AP



Language & Composition. The AP subject with the highest number of students with qualifying scores was AP Literature & Composition. It was also the AP subject with the most test takers with 31 students taking this exam. Students enrolled in AP Language & Composition, AP Environmental Science, and AP Computer Principles earned the highest (mean) average this year, compared to any prior year.

	Spring 2015 (SY14-15)	Spring 2016 (SY15-16)	Spring 2017 (SY16-17)	Spring 2018 (SY17-18)	Spring 2019 (SY18-19)
<b>MT AP Courses</b>	3	5	6	7	7
<b>MT AP Student Enrollment</b>	99	188	151	135	157
<b>Students with Qualifying Scores</b>	47 (53%)	39 (27%)	53 (44%)	46 (48%)	68 (61%)
<b>AP Test Takers</b>	89	145	120	95	111
<b>Total # of Qualifying Exams</b>	53 (46%)	44 (24%)	65 (44%)	58 (43%)	79 (54%)
<b>Total # of AP Exams</b>	116	187	148	134	146

#### **Vocational Projects in the District Communities**

Unlike students in traditional, comprehensive high schools, students at Monty Tech are asked to put their education into practice on a daily basis. Students across the twenty-one different vocational-technical education programs are building homes, reconstructing damaged properties, repairing service vehicles, making walkways more accessible, and performing countless community services.

The 2018-2019 school year was a busy one for our vocational educators, as each trade aimed to provide practical, hands-on learning experiences for our students, while helping to improve each of the eighteen member communities.

**Auto Body Collision Repair Technology:** The Monty Tech Auto Body shop benefited from new instructional equipment this year. A new silicon bronze MIG welder was added to the program, so that students continue to be trained in the industry's latest technologies. The shop floor was coated with a new epoxy flooring, and a new lift was installed and relocated to replace the old lift, updating and enhancing the instructional space. Three new Vacuum sanders were installed to keep the dust in the shop down, and four new shop benches were installed. In addition to the 80+ community service projects completed last year, students and instructors painted a sign for Hubbardston Council on Aging, as well as one of Monty Tech's vans. All Seniors received their EPA 6 H Certificate, I-Car Pro Level 1 in Refinishing and Non-Structural Repair Certification, and a SEM Plastic Repair Certificate. Six Seniors and two Juniors earned co-op placements, and one Senior traveled to Louisville, KY, competing in the SkillsUSA national competition in June 2018. A 2017 graduate of the program traveled to Russia to compete in the SkillsUSA World competition, where he placed an impressive 14<sup>th</sup>. (Total student enrollment: 63)

**Automotive Technology:** As in past years, the Monty Tech Automotive Technology program continues to service a variety of vehicles. Over 400 vehicles were serviced and repaired during the 2018-2019 school year, including vehicles brought in by faculty, staff, public, school and students. Students performed repairs that will prepare them for the workplace, such as timing belts, electronic diagnostics, intake manifold gaskets, brake work and various other technical repairs. The program was awarded approximately \$200,000 from the FY20 Massachusetts Capital Skills grant program, and will use those funds to provide a more comprehensive electrical and electronics training curriculum. Two Snap-On NC3 certification programs have been added, including digital multimeters and scan tool application. Nine students earned co-op placements throughout the school year, which is a testament to the strength of the program. The Monty Tech Automotive Technology program continues to be the area's premier workforce pipeline for automotive dealerships and businesses. For those students who plan to pursue advanced training, we have updated articulation agreements with 3 colleges/universities, as well as the 15 community colleges across Massachusetts. Over the last few years, our students

have received more than \$28,000 in scholarships to attend University of Northwestern Ohio, and in 2018-2019, a Junior placed 1st in the UNOH nationwide scholarship testing, earning a \$5,000 scholarship. (Total student enrollment: 60)

**Business Technology:** Monty Tech's Business Technology program continues to benefit from a unique partnership with Workers Credit Union. The opportunity to participate in teller training and financial literacy workshops has been met with great enthusiasm from students, who completed 9 modules and earned a financial literacy certificate. As a member of the Massachusetts Schools Bank Association through the Federal Reserve Bank of Boston, Monty Tech students are able to compete in the Banking Bowl and Marketing Competitions. Workers Credit Union has also purchased a conference table, 6 chairs, and 2 new white boards to support the program. Instructors, in collaboration with their post-secondary colleagues, continue to refine and develop new articulation agreements. These agreements with Mount Wachusett Community College and Keene State College, will provide qualified students with college credits at no cost to the student. Students are eligible to receive 24 credits from Mount Wachusett Community College and 12 credits from Keene State. Opportunities to demonstrate customer service, cash handling, and accounting skills are ever-present as the Business Technology students successfully operate an in-house retail location, The Gear House School Store, and the Monty Tech Greenhouse. Eleven Seniors and four Juniors were out on co-op placements during the 2018-2019 school year. (Total student enrollment: 80)

**Cabinetmaking:** Students and instructors in the school's Cabinetmaking program continue to spent time during the 2018-2019 school year manufacturing, assembling and installing maple benches for the Veterinary Science training center. Sophomore students crafted 400 pine beverage caddy's for the 2019 Superintendent's Dinner. Using reclaimed maple trees cut from the site of the new science wing, Cabinetmaking students fabricated furniture for Mount Wachusett Community College. Students and instructors also completed projects throughout the school and surrounding communities, to include: work tables and cabinet storage units for Graphic Communications, a large quilt display cabinet and storage for the Ashby Public Library, and custom built oak cabinets for CAD/Drafting & Design. To support a recent graduate who now attends WPI, students cut out multiple pieces on the CNC, which will be used in a solar decathlon project in Morocco. A total of 18 students (11 seniors and 7 juniors) earned co-op placements; making this the highest number of students out on Co-op in the program's history. (Total student enrollment: 66)

**CAD/Drafting & Design:** The Monty Tech CAD/Drafting & Design program is increasingly busy each year with outside projects, completing miscellaneous signs and banners for community sports events, craft fairs, and non-profit events. Students also played an instrumental role in 2019 Superintendent's Dinner, designing the layout and décor for this annual fundraising event, and ended the year by designing and installing signage throughout the building for the 2019 graduation exercises. A total of four students (one junior and three seniors) were on Co-op placements, working and learning in area businesses. Four students advanced to the SkillsUSA States competition, representing the program well. With funds awarded from the FY20 Skills Capital Grant, instructors created an all-new instructional space. The new fabrication lab includes equipment to support lessons in 3D printing, 3D scanning, Injection Molding, CNC work and laser cutting. Over the course of the 2018-2019 school year, CAD/Drafting & Design students achieved over 100 industry-recognized certifications in AutoCAD, Inventor, Revit, and Solidworks. 2018-2019 was the most successful year for certifications due to the introduction of SolidProfessor, an online curriculum that was made possible by Perkins grant funding. (Total student enrollment: 58)

**Cosmetology:** The Monty Tech Cosmetology program students and instructors provided numerous community services, including basic manicures to the residents at Heywood Wakefield Commons. Seniors and Juniors volunteered to be elves for the Wreaths Across America convoy celebration, where they did face painting, braids, and nail polish applications. The Freshman and Sophomore teachers have implemented Schoology this year, which will benefit both staff and students as they transition to Junior and Senior years. The Junior class held four fundraising events, donating \$2,300.00 to the Ava Roy Assistance Fund and raising funds so that they could travel to New York's International Hair show. Finally, for the third consecutive year, every senior successfully passed the Massachusetts Cosmetology State Boards, earning licenses to practice. (Total student enrollment: 87)

**Culinary Arts:** Monty Tech Culinary Arts students and instructors are always busy with the daily operation of the Mountain Room Restaurant, which is open for lunch from 11:30 am to 1:00 pm Monday through Friday. In addition to operating a full-service restaurant and bakery, serving 90-120 patrons daily, culinary students showcase their talents throughout the year, providing outstanding service at events that include the following: two Program Advisory Committee dinner meetings, four Monty Tech Foundation breakfasts, Monty Tech's Retirees holiday luncheon, a

graduation reception, the Women in Technology event, Principal and Counselors' Day, the Monty Tech homecoming dance, MAVA meetings, all School Committee meetings and sub-committee meetings, the Gardner AARP luncheon and the MHCC volunteer luncheon. Community service opportunities for students are always a highlight, and this year our students prepared meals for Our Father's House (Fitchburg), and NEADS (Princeton) events. Students and instructors also prepared and donated pastry and baked goods to the House of Peace and Education in Gardner. The program's greatest undertaking is always the Annual Superintendent's Dinner scholarship fundraiser, during which students work side-by-side with some of the area's finest chefs, preparing a six-course dinner with extensive hors d'oeuvres for more than three hundred guests. Culinary Arts students value industry-recognized credentials, and were proud to earn Allergen Awareness and ServSafe Certifications. Senior students also competed in the SkillsUSA Meal Ready to eat challenge at the Framingham Armory. (Total student enrollment: 95)

Dental Assisting: A critical component of the Monty Tech Dental Assisting curriculum is the preparation for the Dental Assisting National Board certification exams. In 2018-2019, every sophomore passed the DANB Infection Control exam, and every senior passed the DANB Radiology exam. All Seniors exposed 2 full mouth series on patients at their externship sites to meet the new requirements for the state. Two Seniors earned co-op placements, while the remaining 13 students participated in affiliation/externship experiences in area dental clinics and offices. Students and instructors welcomed Community Health Connections, a school-based dental hygiene program, and provided dental services to more than 60 students in need. Students were given valuable hands-on experience, assisting the staff from CHC during each dental procedure performed. Sophomore students provided dental education to students at Winchendon Memorial Elementary School and Meetinghouse Elementary School in Westminster, while four juniors assisted with the Kid Seal Program at Quinsigamond Community College. A new vacuum pump, which can be used by all four dental chairs, was purchased, as well as all new CPR manikins with feedback devices. (Total student enrollment: 61)

Early Childhood Education: Students and instructors in the Monty Tech Early Childhood Education program are committed to community service activities, and the 2018-2019 school year was no exception. In addition to studying early education and care concepts, students worked collaboratively to raise funds for Lucy's Love Bus, an agency that provides grants for children with cancer that are not covered by health insurance, as well as as SkillsUSA Change for Children. They provided gifts for children at Cleghorn Neighborhood Center, and organized a "Diaper Drive" for the Gardner VNA Diaper Pantry, which resulted in more than 1,200 diapers being collected and delivered to this important community service agency. Twelve outstanding program graduates earned their CDA (Child Development Associate) credential. The Monty Tech Child Care Center continues to operate at full capacity, providing meaningful hands-on learning opportunities for all students in the Early Childhood Education program. (Total student enrollment: 60)

Electrical: Throughout 2018-2019, students and instructors in the Electrical program wired numerous machines, equipment, computers, and lights throughout Monty Tech. Students and instructors successfully completed wiring equipment in the HVAC shop including six new welding stations, four new boilers, numerous outside condenser units, and all associated controls, as well as the school's new Automation, Robotics, and Mechatronics (ARM) Lab. With the completion of this new instructional space, instructors have written new curriculum, and are rolling out lessons in PLC (programmable logic controller) programming and associated wiring. This added element will increase the employability of Electrical students and graduates. The teacher station was also remodeled to improve shop tool use and organization, bringing the most utilized tools together. Nine seniors and four juniors earned Co-op placements. (Total student enrollment: 83)

Engineering Technology: The Engineering Technology program at Monty Tech is a rigorous program, infused with nationally certified curriculum provided by Project Lead the Way, and countless hands-on learning opportunities that provide students with opportunities to demonstrate creativity, make connections with prior learning, and earn college credits. In addition, all freshmen completed the OSHA 10-hour General Industry training. Three Seniors earned Co-op placements. New technology was added to the training program, including a Xerox Versalink C7020 multifunction color printer, three Amatrol table top mechnronics learning systems with pegasus robot, one Fanuc LR Mate 200ID/4S robot, one Festo MPS 203 Mechtronics system, and one StratasysF270 3D printer. (Total student enrollment: 51)

Graphic Communications: Throughout the 2018-2019 school year, the students in Monty Tech's Graphic Communications shop produced numerous projects for our district cities and towns, and a variety of non-profit organizations in the district. In total, students successfully produced approximately 400 orders, saving cities, towns and non-profit organizations more than \$200,000. The program welcomed 22 freshmen students into a shop that was recently

remodeled, and enhanced with new technology to include a printmaster press, a perfect binding machine, dye sublimation and all new Xerox copiers for our copy center. Three motivated students pursued and earned Co-op placements. Of the 21 talented seniors who graduated from the Graphic Communication program, 14 were accepted into colleges/universities and 8 chose to enter the workforce in related careers. (Total student enrollment: 86)

Health Occupations: The Health Occupations program at Monty Tech continues to educate a large number of students, providing a rigorous education grounded in current medical knowledge and practice. A unique collaboration with Mount Wachusett Community College enables Senior students to participate in an Emergency Medical Technician training program, earning eight college credits at no cost; 13 Seniors completed the EMT Course in 2018-2019. In addition, 12 seniors earned co-op placements, and 17 seniors received their National Clinical Medical Assistant certificate. Every junior enrolled in the Health Occupations program earned CPR certification; 24 juniors received their nursing assistant certificate, as well as a certificate in "A Habilitation Training Curriculum" from the Alzheimer's Association. Students and instructors are particularly invested in community service, and as a result, students hand-made veteran's day cards and sent them to the Bedford VA Hospital, bought gifts and clothing for the Fitchburg Community Christmas party, hosted an American Red Cross Blood drive, and held a "Baby Shower" benefiting Battered Women's Resources, Inc. (Total student enrollment: 106)

House Carpentry: Monty Tech's House Carpentry program supported a number of community organizations during the 2018-2019 school year, by building and installing two walls in Graphic Communications, stripping and re-roofing a section of the roof at Princeton Town Hall, building a carriage house for NEADS in Princeton, building a lean-to roof at Hubbardston DPW to cover sand and salt, rebuilding the ceiling in the weight room in the gym, and expanding the bathroom at the Lunenburg Town Hall. Students also handcrafted countless Adirondack chairs for charitable donations. A total of ten students (nine seniors and one junior) earned co-op placements throughout the school year, while all sophomore students successfully completed the OSHA 10-hour Construction training, which enables the students to work on outside projects and qualifies them for the school's popular co-op program in their junior year of study. (Total student enrollment: 63)

HVAC & Property Maintenance: Students and instructors in the HVAC & Property Maintenance program were awarded grant money to develop an oil burner technician training program, in partnership with Monty Tech's Continuing Education Department. Students completed a beneficial shop remodel, installing new oil burner training modules to be used by both day and evening students. New boiler and furnace lab space was completed, providing students with additional "hands-on" learning experiences while remaining in shop. The tool crib was also reconfigured, and a new shop position was created, Service & Parts Manager, to reflect the requirements in the industry. Students working as the shop managers are tasked with keeping accurate records of all material being used in shop and recording them on a shared google document. New welding stations are up and running, an effort made possible by the school's Electrical, Welding, and the Auto Body Collision shops. Electrical wired everything including the state of the art variable speed exhaust fan. Welding built the benches and installed the exhaust hood, and Auto Body painted the work stations. The outside rack for the air conditioners is now complete and being used, and three new stations for furnaces, air conditioning split systems and the new oil supply tank are securely maintained in that space. Students earned National EPA Certification for refrigerant recovery, and a total of ten students (six seniors and four juniors) were placed in area businesses through the school's popular co-op program. (Total student enrollment: 60)

Information Technology: The Information Technology program continues to offer students more industry-recognized certificates than any other program at Monty Tech. It is an accomplishment our instructors are so proud of, as these certifications affirm the technical skill proficiency needed for so many entry-level careers in networking and information technology. All Freshmen completed the OSHA 10-hour General Industry training and VEX Robot Certification. All Sophomores passed the IC3 Certificate Exam for basic computer hardware, software, and internet knowledge and skills, as well as the Test-out PC Pro Certificate exam, the Cisco IT Essential course for computer repair and maintenance, and the Introduction to Networking course. One sophomore, one junior, and one Senior passed the COMPTIA A+ exam. All Juniors sat for the CIW Advanced HTML5 & CSS3 Certification exams in June, in addition to the Cyber Security Operations Final Exam. Seniors completed the Python Programming course and participated in the AP Computer Science Principles course, which resulted in nine students earning qualifying scores. Four students earned co-op placements, applying their technical skills in area businesses. In total, more than 400 hours of community tech support were completed, which involved hardware and software troubleshooting on desktops, laptops, printers, and mobile devices. (Total student enrollment: 41)

**Machine Technology:** Throughout the 2018-2019 school year, instructors were able to train Machine Technology students in precision measurement, and granted more than 300 certifications to students accordingly. All new CNC and new cutter technology was used, and a new print reading curriculum was introduced. All freshmen received their OSHA 10-hour general industry certification, while all Seniors and six juniors earned co-op placements, working and learning in area machine shops. Machine Technology students and instructors also completed a number of outside projects, which included engraving school plaques, and assisting Athol High School with teaching and certifying students in NC3 Precision Measuring Instruments. (Total student enrollment: 45)

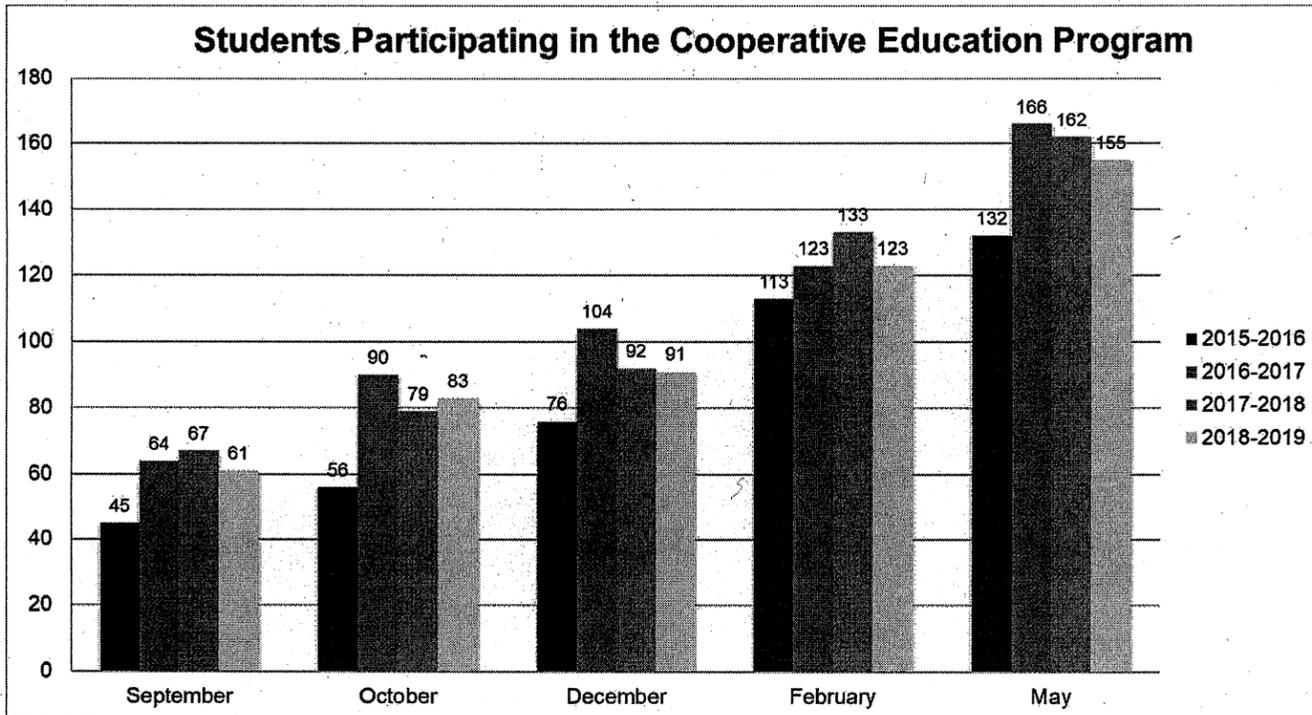
**Masonry:** The talents of Monty Tech Masonry students are on display throughout the district, as projects that were completed this year to include: installation of a concrete walk for the LUK Organization, stone veneer inside the offices at NEADS, stone veneer and paver sidewalk at the garage at Monty Tech, repairing a marble floor in the mausoleum at Fitchburg's Forest Hill Cemetery, repair of stone steps at the gazebo on Fitchburg's Upper Common, installation of a handicap ramp at Saima Park, as well as several projects around the school. Students continued to maintain the OSHA silica standard, in a program that operates in compliance with trade regulations. The Masonry program also benefitted from new equipment, dust free saws and grinders. Five seniors and two juniors earned co-op placements, and continued to refine their skills working with business partners through the school's co-op program. (Total student enrollment: 61)

**Plumbing:** The 2018-2019 school year saw 19 freshmen enter the Plumbing trade at Monty Tech., all of whom successfully completed OSHA 10-hour General Industry safety training, while the sophomores completed OSHA 10-hour Construction Training. Seniors earned the Mega-Press certification, while the sophomores attended training in PEX Piping Systems at the Viega training facility in Nashua, NH. Students and instructors worked at the Bresnahan Scout & Community Center in Ashburnham, installing sinks in the kitchen area, and finishing a bathroom. A bathroom was also remodeled for the Town of Lunenburg, making that space ADA compliant for those attended important town meetings. Students and staff spent time in Winchendon, installing water filters at Memorial, and replacing water coolers at Murdock, Memorial and Toy Town Elementary. A bathtub was replaced with a shower stall & grab bars for the Gardner Habitat for Humanities house, to aid a homeowner with disabilities. Compressed air service lines were installed in the school's new ARM lab, and countless maintenance issues were attended to throughout the building. Eight seniors and one junior participated in the co-op program. One Senior received the 2019 Vocational Tech Plumbing All Star Award given by the Plumbing, Heating, and Cooling Contractors Association of Massachusetts, while another was recognized by the Central Mass Plumbing & Gas Inspectors Association – awards that will help these talented graduates as they pursue advanced training in the field. (Total student enrollment: 71)

**Veterinary Science:** 2018-2019 marked a very special year for the school's newesly vocational training program, veterinary Science. Students and instructors were moved in to the new training center, taking every advantage the new 7,500 sq. ft. state-of-the-art facility could provide. After another successful exploratory program, 22 students were accepted into the program and are proud to be Monty Tech's 2nd class of Veterinary Science students. All freshmen completed the OSHA 10-hour healthcare training, and spent the second semester engaged in introductory animal science lessons, as well as a number of valuable field trips to support the new curriculum, with trips to: UMASS Amherst to study Equine Reproduction Medicine, and Lilac Hedge Farm and Jordan's Dairy to observe agricultural production facilities in Massachusetts. Sophomores worked through some very challenging curriculum, covering units in client services, hospital management, anatomy, pathology and laboratory procedures. They visited Flying High Farm in Lunenburg to work with horses and complete the program's large animal requirements, and also toured Idexx laboratories in North Grafton, MA to observe all aspects of clinical pathology. All sophomores gained certification in Fear Free Handling, an industry recognized achievement which will open doors for them throughout the area. (Total student enrollment: 44)

**Welding/Metal Fabrication:** The 2018-2019 school year brought new equipment - a 4 ft Squaring Shear - to the students in the school's Welding/Metal Fabrication program. Numerous projects were completed by talented students, including more than fifty requests for individual projects from community members residing in the school's sending district. All freshmen students successfully completed the OSHA 10-hour General Industry training, and instructors implemented new online curriculum for the Junior related theory class. Seniors competed in the Notch Mechanical pipe welding competition, and eight upperclassmen (four seniors and four juniors) were placed in area shops, working and learning from trade professionals who support the school's co-op program. (Total student enrollment: 57)

**Co-operative Education and Student Placement**



The Cooperative Education Program is an extension of the student’s technical education that combines classroom instruction with on-the-job-training. The Co-op Program provides students with an opportunity to further develop academic, technical and employability skills in an industry work environment. All students are eligible to participate in Co-op Program, provided they satisfy state and school grade, attendance and performance requirements. All Co-op students have completed the OSHA recognized Career Safe online health and safety course.

The Cooperative Education Program is beneficial for both student and employer. For the student, it is a chance to gain on-the-job training that improves both their technical and employability skills. Additionally, making industry connections enhances post-graduate employment opportunities. The Co-op Program allows students to earn while they learn.

Employer benefits include addressing workforce needs in an efficient manner. Co-op students provide a pool of temporary and potential full-time employees who are already trained, thus reducing employer training costs. Co-op work hours may be tailored to suit the needs of partnering employers. During the 2018-2019 school year, approximately 22.4% of qualified students (Juniors and Seniors) earned Co-op placements, working, learning and applying their technical skills related in area businesses.

**Student Support Services**

During the 2018-2019 school year, Montachusett Regional Vocational Technical School District provided special services to approximately three hundred students – measuring progress of over two hundred students on Individual Education Plans (IEPs) and just under one hundred students adhering to individualized Section 504 plans. While the Student Support Services (SSS) Department encompasses special education, the department provides support and is available to all Monty Tech students.

The department includes a full-time nursing staff that administers medications, performs state-mandated health screening exams, and provides, when necessary, health information to the special education team for a student’s IEP meeting. The department benefits from a full-time school social worker that participates in departmental meetings and assists students

who have needs concerning finances, family issues, homelessness, maternity, health issues, and proper food and clothing. The school is also fortunate to have on staff a full-time psychologist, whose role it is to evaluate all students referred for an initial evaluation or who require a three-year re-evaluation. In addition, we have a full-time speech language pathologist, who is available to assist students with disabilities, assess these students and consult with teachers. Our students also have access to the services of a full-time adjustment counselor and part-time school psychologist. All of these individuals are available for scheduled counseling sessions, mental health emergency treatment, medical/mental health re-entry and transition support services, as well as crisis intervention.

The school's Director of Student Support Services oversees the District's Special Education Program, which is reviewed annually in May, in accordance with regulatory requirements. The comprehensive review and evaluation are done in collaboration with the Parent Advisory Council, and the results of the evaluation are used to improve the special education procedures and programs in place at Montachusett Regional Vocational Technical School.

### **Technology**

The 2018-2019 school year marked the end of the first 3-year lease for the school's popular 1:1 Chromebook initiative. Students and instructors have expanded access to instruction through the use of this important technology. To support this effort, the District's Technology Department spent countless hours during the school year upgrading the network to include new switches, wireless access points, fiber lines, and firewall.

Department personnel upgraded the learning experience for students, reconfiguring the Engineering Technology shop with all new HP Z stations and eight Z book laptops, and installing ten new SMART boards throughout the school. To complement the Google classroom experience, the Monty Tech Technology Department added Schoology to the list of its many resources and supports for instructors. The District's Instructional Technologist and four academic instructors attended the annual Schoology Conference, with the goal of identifying new solutions, technologies, and best practices that will enhance the school's technology-driven approach to education.

To support these expanded technology needs, Monty Tech successfully completed a number of necessary infrastructure upgrades, using federal e-rate dollars totaling \$116,511. The school's external bandwidth speeds have been increased to 2.5 GB and internal bandwidth to 10GB to better ensure continued connectivity and speeds appropriate with a high-use learning community.

### **Marine Corps JROTC**

The Monty Tech Marine Corps Junior Reserve Officer Training Corps (MCJROTC) had a productive 2018-2019 school year. The Cadet Corps stood a formal Inspector General inspection and achieved a "Mission Ready" grade, and due to outstanding performance throughout the year, Monty Tech's Marine Corps Junior Reserve Officers' Training Corps program was designated as a Marine Corps Honor School. Selection for the Marine Corps Honor School means that the school's Marine Corps JROTC program was in the top 15% of the 68 other programs in Region 1. Region 1 includes schools from the mid-Atlantic and Northeast U.S. The selection is based on several criteria including:

- *Inspector General's inspection results*
- *Number of cadets in the program*
- *Number of community service hours conducted*
- *Number of public affairs events attended by cadets*
- *Number of academic awards presented to cadets*
- *Participation in drill team competitions, marksmanship competitions, physical fitness competitions, and field trips that support the growth and development of the cadet*

Because of this distinction, Monty Tech MJROTC instructors are allowed to nominate up to six cadets to each of the three service academies — U.S. Naval Academy, U.S. Military Academy and U.S. Air Force Academy. This is the 8<sup>th</sup> time the program has earned this distinction since 2007.

The Monty Tech JROTC Cadet Corps was honored to once again host the Wreaths Across America Convoy with a remembrance ceremony as it made its way down to Arlington National Cemetery.

The Cyber Security Team received national recognition by securing a place to compete in the Air Force Association's National Cyber Security Competition held in Baltimore, MD, for the ninth consecutive year. The competition field began with over 1900 hundred teams battling for just 13 seats, and Monty Tech placed 5<sup>th</sup> in the highly competitive field in the all service division.

The 2018-2019 Corps of Cadets completed over 9,600 hours of community service, conducting a major food drive with United Way, completing a 10 mile March A Thon that raised \$21,000 in support of NEADS, and spending five weekends working with the local Salvation Army helping to raise over \$21,000 for needy families. The Monty Tech Cadet Corps provided 31 Color Guards for local civic and veteran ceremonies, and supported 19 community service projects throughout North Central Massachusetts. Through civic engagement and veteran affiliation, our Cadets received more than \$180,000 dollars in scholarships.

### Student Athletics

The Monty Tech athletic program was proud to provide meaningful extracurricular activities to more than 500 students during the 2018 – 2019 school year, participating on our freshmen, junior varsity, or varsity teams. Fourteen teams competed in the fall 2018, thirteen during the winter season and 11 representing the school in the spring of 2019.

The varsity football team showed some improvement on the season, ending with a record of 3-8 and an eye toward the future. The Varsity Boys Soccer team finished the regular season with an 11 – 5 – 2 record, led by Rubelsi Moran who had 22 goals and 8 assists on the season. The young JV Boys team was 4 – 5 – 2, and looks to have a promising future. The Varsity Girls Soccer team finished at 7 – 9 – 2 missing the playoffs by only one win. The JV Girls Soccer team was 9 – 4 – 1 and will help the varsity in the future years. The Varsity Field Hockey team was 8 – 10, while the JV Field Hockey team finished with a 4 – 4 – 1 record, with all freshmen and sophomores on the roster. The Varsity Golf team struggled a bit, but finished with a 4 – 8 - 1 record. The JV golf players continued to work on their game and participated in some JV tournaments and some official matches. The Varsity Girls Volleyball team finished at 4 – 16, while the JV Girls were 8 – 7. The Varsity Boys Cross Country team was 8 – 1, finishing an impressive 2<sup>nd</sup> place in the Colonial Athletic League. Unfortunately, the Girls Cross country program could not recruit enough girls to compete as a team, but the two female seniors competed with the boys throughout the season.

The Boys Varsity Basketball team finished with a 5 – 15 record; the JV team finished with a record of 7 – 11 and looks forward to sending some talented players to the Varsity team next year. The Varsity Girls Basketball team had the best campaign in school history, finishing with an impressive 17 – 3 record and winning the Colonial Athletic League Championship. They continued the season, winning the State Vocational Tournament, beating Bay Path, 65 – 37 and Blackstone Valley Tech 51 – 40 in the Championship game. They won three straight games in the Central Mass Division IV tournament over Quaboag, 64 – 59, Douglas, 62 – 35 and Blackstone Valley Tech 61 – 44, and defeated Maynard in the Finals, winning the first District Championship for girls basketball 56-49. They moved on to the State Tournament where they played Hopkins Academy in the Semi-Finals, losing 55 – 48. Two seniors, Erica Regan and Emily St. Thomas each reached 1000 points for their career in early February. Emily now holds the school record for points. The JV Girls also enjoyed a strong season, finishing 15 – 3, and hope to see some strong players advance to the Varsity level next year. The Wrestling team competed in a number of tournaments, where standout athlete Isiac Paulino won 40 matches; as a freshman he is well on his way to 100 career wins. The Boys Indoor Track and Field team was 3 – 5 and the Girls team 0 -8 as they look to improve for the spring season. The Varsity Boys Ice Hockey team was 6 – 10 – 4, and the Girls Ice Hockey team continues to improve each year, graduating only 2 players and expecting at least five to return.

Due to poor field conditions the baseball teams have been unable to play their home games at Monty Tech, but have continued to represent the District well. The Varsity Baseball team was 9 – 11, qualifying for the post season tournament by winning the CAL Small School division. They lost to Uxbridge 3 -0 in a hard fought game. The JV team finished the season with a record of 5 – 7 and the Freshmen with a record of 2 – 5. The Varsity Softball team continues to excel,

finishing 2<sup>nd</sup> in the Colonial Athletic League with a record of 14 – 6 in the regular season, and winning the first two games in the Districts to advance to the District Semi-Finals. The talented team beat AMSA, 12 – 6 and Narragansett 10 – 6 before losing to Millbury 12 - 2. The JV Girls Softball team was also impressive, finishing 9 – 4 on the season, and should provide some talented players to future teams. Boys Varsity Lacrosse finished with a 5 – 13 record and the JV played hard throughout the season. The Varsity Girls Lacrosse team was 7 – 12, an improvement over last year and finished 3<sup>rd</sup> in the Colonial Athletic league, while the JV team finished with an outstanding record of 14 - 3. The Boys and Girls Track & Field teams both saw an increase in participation, and finished strong with records of 4 – 5 (boys) and 4 – 9 (girls).

Congratulations to the Outstanding Male and Female athletes for 2018-2019, Connor Dandy and Cassie Skinner.

### **Monty Tech School of Continuing Education**

The Monty Tech School of Continuing Education continues to update and add courses that emphasize a commitment to excellence by offering affordable, quality, and enjoyable educational experiences. For the Fall of 2018, Monty Tech offered 130 classes with 980 registrations and during the Spring 2019 semester; there were 102 post-graduate and continuing studies courses, with 793 registrations.

The program is on track to support the North Central Massachusetts workforce readiness pipeline with an increase in career and licensure courses. The students earn industry-recognized credentials, and participate in externships to support the hands-on learning component. We continue to increase our small business partnerships, and the number and quality of personal enrichment classes – sewing, knitting, acrylic painting and glass fusing, to name a few. Catalog distribution has more than doubled, from 80,000 to 170,000 copies, and the relatively new online registration feature continues to add value to our students and instructors.

In Spring 2019, we offered an all-new Oil Burner Technician certification prep course. Students in the newly established the 120- hour program trained on new boilers and burners, and upon completion earned the opportunity to sit for the oil burner technician state licensing exam. This course provides our community members with a high quality, affordable entry into a viable career pathway. We have also added an EPA 608 certification course to benefit students in the HVAC industry.

Our medical course offerings now include Pharmacy Technician, Certified Medical Billing and Coding, EKG, Phlebotomy, Certified Nurse Aide, Patient Care Tech, and Medical Terminology.

The continued success and sustainability of an adult education program is based on hiring quality instructors and meeting the needs of the community and supporting workforce development. Our goals in the coming year include identifying additional training opportunities to meet the needs of the regional workforce, provide affordable and meaningful training opportunities to our nontraditional student population, and expanding programming to include off-site, daytime training opportunities across the region.

### **Practical Nursing Program**

The Monty Tech Practical Nursing Program is designed to prepare graduates to practice safely and ethically in a caring manner for patients who are experiencing common variations in health status in diverse health care settings.

On June 27, 2019 a graduating class of 28 students completed the Practical Nursing Program and entered the nursing profession. The class achieved a pass rate of 96%, with 27 of the 28 graduates passing the NCLEX-PN exam (National Council Licensure Examination for Practical Nurses). One graduate will pursue the examination in the coming months.

All of the 2019 graduates are currently employed in the health care profession throughout Massachusetts, and many are working within the eighteen cities and towns of the Monty Tech school district as Licensed Practical Nurses in various

health care settings, such as long-term care, sub-acute care, mental health/ substance abuse facilities, physician's offices and correctional medicine.

The Monty Tech Practical Nursing Program continues to strengthen the "LPN to BSN (Bachelor of Science in Nursing) Bridge" relationship with Fitchburg State University. Several 2019 graduates are pursuing seats in the LPN to BSN program at FSU and will be continuing their education to the Bachelors in Nursing. Many class applicants cited their attraction to Monty Tech as the opportunity to complete a ten-month accelerated program and then bridge to Fitchburg State University. In the 5-year history of the Bridge Program, all of Monty Tech's Practical Nursing graduates reaching graduation at FSU have passed their RNNCLEX exam.

Monty Tech Practical Nursing students are now completing patient scenarios in the Sim Lab on a weekly basis in Terms 2, 3, and 4. The Faculty Sim team has implemented National League of Nursing (NLN) patient scenarios and authored several others consistent with our curriculum frameworks, and have also utilized the Sim lab setting to instruct students in developing nursing skills that they may not be experiencing in the clinical setting. Instructors have successfully developed and implemented a library of scenarios reflecting INASCAL Standards (International Association for Clinical Simulation and Learning).

In Maternity Sim Lab Boot Camp, students utilize the new simulation models to imitate the birthing process, from obstetric office visits through labor and common post-partum complications. Well newborn care is also taught. Student feedback has been positive regarding these new maternity scenarios, stating it better prepares them for an unexpected outcome during a delivery. This expanded content also better prepares students for NACE (Nursing Acceleration Challenge Exam) success at FSU.

Substance abuse and the mental health setting job opportunities have increased with more funding being provided to combat the opiate crisis. Having a clinical rotation at AdCare Hospital in Worcester, and performing simulation scenarios involving substance abuse clients, has better prepared our graduates to work in a substance abuse clinical setting, as well.

We are expecting an accreditation visit from the Massachusetts Board of Registration in Nursing this year. Our goals include stabilization of faculty positions, securing a certified Simulation Instructor, and pursuance of ACEN (Accreditation Commission for Education in Nursing) or other accreditation status to more accurately reflect the changing environment of nursing education.

### **Looking Ahead**

While the Montachusett Regional Vocational Technical School District educational community is certainly proud of the achievements of our talented students, faculty, and staff, we continue to have an eye toward the future, always committed to improving our vocational and academic programming, strengthening key partnerships, and maintaining facilities that contribute to student success and achievement. As we look ahead, there are a number of programs and initiatives that we expect will have a positive impact on our school and students for years to come.

**Expand Health Occupations program to include vital diagnostics:** Monty Tech was awarded a generous \$385,000 Skills Capital Grant, a portion of which will benefit the staff and students of the Health Occupations program. To better prepare our graduates for a variety of careers in the health sector, the school will purchase new diagnostic equipment to train students in the proper procedures for testing for cholesterol, blood sugar, lead, lung volume, and more. In addition, the program will receive state-of-the-art virtual dissection technology, bringing lessons in anatomy and physiology to new heights. This equipment, provided by Anatomage and most often found on college campuses, is expected to engage students and bring a deeper level of knowledge and understanding to students as they explore the human body and its complex systems.

**Celebrate the completion of an all-new Automotive Technology simulation lab:** The \$385,000 Skills Capital Grant award will also fund an all-new Automotive Technology simulation lab, which will include the latest technology in trainers and simulators aligned with NATEF standards. At Monty Tech, students are presented with countless opportunities to earn industry-recognized credentials. These certifications are not only a testament to the skills they have developed

while enrolled at Monty Tech, but also will ensure our graduates are more employable upon graduation. To that end, the Monty Tech Automotive Technology instructors have proposed adding NC3 Automotive Diagnostic Certifications to the program. In partnership with Snap On Tools, Monty Tech will now present students with a more sophisticated technical training program and opportunities to earn all-new diagnostic credentials, validating their experience and ability to diagnose and service today's computer-controlled vehicles. In addition, the program will also receive new automotive lifts, floor jacks, engine stands, chargers and an air table, to ensure students are trained on equipment that will prepare them for careers in the automotive industry.

Roll out affordable veterinary care services in the school's new veterinary clinic: A project more than 7 years in the making, the Monty Tech Veterinary Clinic is now open, providing affordable veterinary care to pets across the region. The rollout of services continues throughout the 2019-2020 school year, with routine wellness care visits, affordable medications and vaccinations, diagnostic services, primary care surgical services, stable urgent care, compassionate end of life care, and dentistry. Monty Tech is proud to offer veterinary care services to families with valid EBT cards (food stamps) residing in the Monty Tech District. The 7,500 sq. ft. clinic also houses a grooming salon, preparing students for yet another high-demand animal care occupation. There are no eligibility requirements to receive services in the Grooming Salon.

#### The Monty Tech School Committee

The Montachusett Regional Vocational Technical School District Committee is comprised of twenty-two dedicated individuals, whose expertise proves invaluable in advising the district's operations, policies, and procedures. Our students continue to benefit from the broad scope of their experiences and varying perspectives, and we are thankful to the following members of the 2018-2019 School Committee for their outstanding service.

Brian J. Walker, Fitchburg  
*Chair*

Diane Swenson, Ashburnham  
*Vice Chair*

Julie Marynok  
*Secretary*

Norman J. LeBlanc  
*District Treasurer*

Peter Capone, Ashby  
Toni L. Phillips, Athol  
Whitney Marshall, Barre  
Dr. Robert Babineau, Fitchburg  
Dr. Ronald Tourigny, Fitchburg  
Melanie Weeks, Fitchburg  
Matthew Vance, Gardner  
James S. Boone, Gardner  
Amy Morton, Harvard  
James Cournoyer, Holden  
Kathleen Airoidi, Hubbardston  
Barbara Reynolds, Lunenburg  
Edward Simms, Petersham  
Eric Olson, Phillipston  
John P. Mollica, Princeton  
Mary C. Barclay, Royalston  
William Brassard, Sterling  
John Columbus, Templeton  
Ross Barber, Westminster  
Dr. Maureen Ward, Winchendon

Annual Report  
Mont. Reg. Voc.  
Tech. H.S.

Respectfully Submitted By:

Sheila M. Harrity, Ed.D., Superintendent-Director    January 24, 2020

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**Montachusett Regional Vocational Technical School 1050 Westminster Street  
Fitchburg, MA 01420  
(978) 345-9200  
[www.montytech.net](http://www.montytech.net)**

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Reading waived. Report placed on file in the City Clerk's Office by unanimous vote. 11 members present. Board consists of 11 members.

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Annual Report  
Fitchburg  
Redevelopment  
Authority

049-20. ANNUAL REPORT: Fitchburg Redevelopment Authority for  
2019 and audited Financials for FY 2018.



166 Boulder Drive, Suite 104 East  
Fitchburg, MA 01420  
Phone: 978-345-9602 Fax: 978-345-9604  
[www.DiscoverFitchburg.com](http://www.DiscoverFitchburg.com)

## Memorandum

**DATE:** January 30, 2020  
**TO:** City Council  
**FROM:** Meagen P. Donoghue, Executive Director   
**RE:** REVISED -- FRA Annual Report

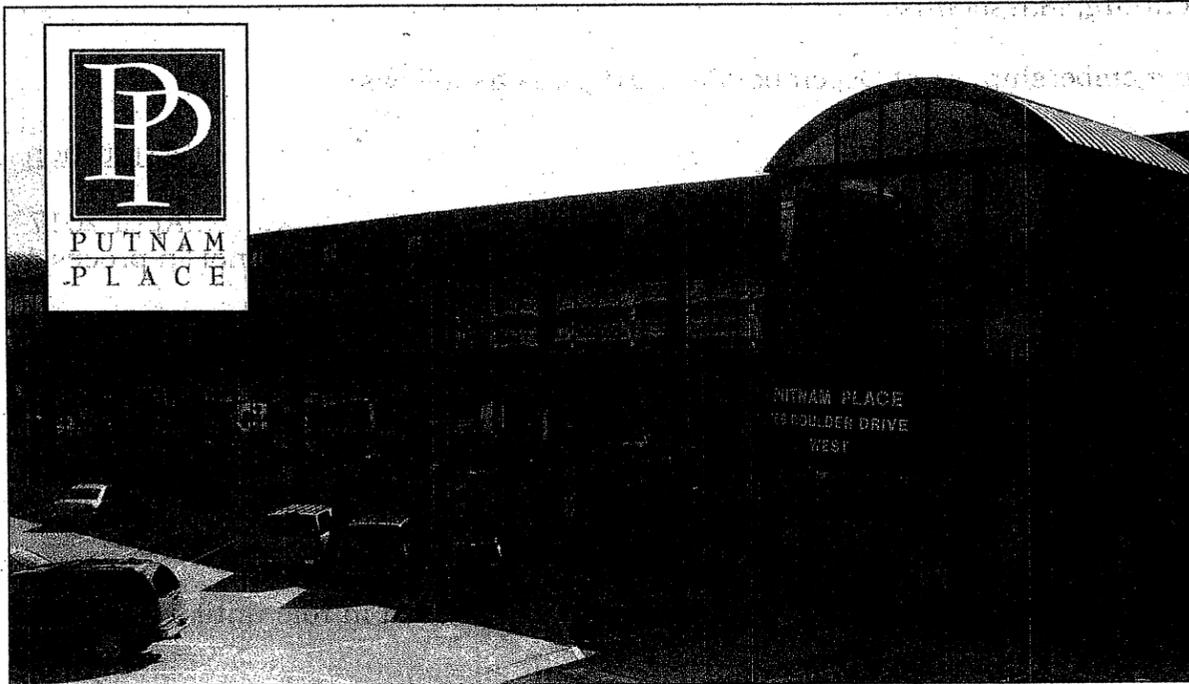
2020 JAN 30 PM 4: 10  
FITCHBURG CITY CLERK

Enclosed is a copy of the REVISED Fitchburg Redevelopment Authority's Annual Report for Fiscal Year 2019.

Please disregard the previous report provided on January 27, 2020. Please do keep the financial report from that date however.

Please do not hesitate to contact me if you should have any questions.

FITCHBURG REDEVELOPMENT AUTHORITY  
2019 ANNUAL REPORT



Thomas Donnelly, Chairman  
Charles Caron, Vice Chairman  
Kenneth Caron, Treasurer (term ended July 2019)  
James Hohman, Member (term ended June 2019)  
George Leonhardt, Member  
Andrew Van Hazinga, Member  
Jarrod Roy, Member

-----  
Meagen Donoghue, Executive Director

## Establishment

The Fitchburg Redevelopment Authority (FRA) was established on January 21, 1964, under the provisions of Section 26QQ of Chapter 121 (recorded in 1969 as Section 4 of Chapter 121B) of the General Laws of the Commonwealth of Massachusetts as amended.

The FRA office is located at Putnam Place, 166 Boulder Drive, Suite 104, Fitchburg, Massachusetts.

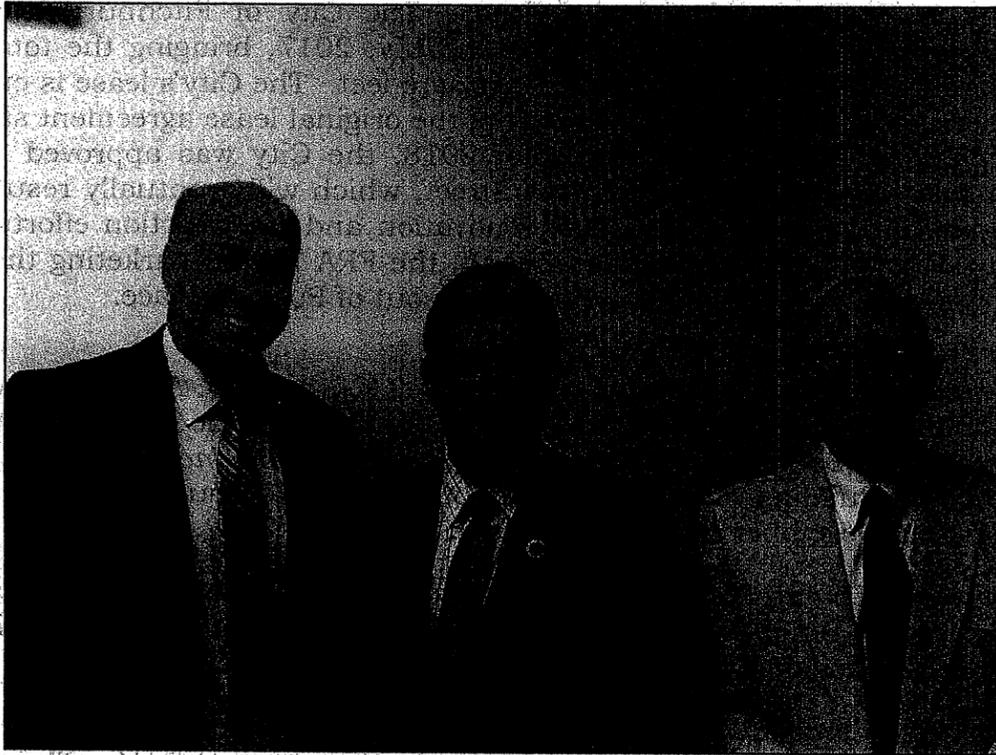
The membership, as of December 31, 2019, was as follows:

	<u>Expiration</u>
Thomas Donnelly ..... 149 Prospect Street Fitchburg, MA 01420	Chairman.....April 2017 (Reappointment from Governor in process)
Charles Caron..... 75 Prospect Street Fitchburg, MA 01420	Vice Chairman.....July 2019 (City Council date TBD)
Kenneth Caron..... 46 Lovisa Street Fitchburg, MA 01420	Treasurer..... July 2019 (Served in role until June 2019)
James Hohman..... 69 Dailey Terrace Fitchburg, MA 01420	Member.....July 2018 (Served in role until April 2019)
George Leonhardt..... 170 Bridle Cross Road Fitchburg, MA 01420	Member ..... July 2021
Andrew Van Hazinga..... 59 Osgood Street Fitchburg, MA 01420	Member.....May 2025 (Served role from May 2019-December 2019)

Jarrold Roy.....Member.....Expiration  
30 George Street  
Fitchburg, MA 01420  
October 2025

### Administrative Matters

In 2019 the Board of Directors saw members Kenneth Caron (in June) and James Hohman (in April) step down from their roles after many years of service. The City of Fitchburg's Mayor presented a citation for their years of service in September. In May, the Mayor appointed Mr. Andrew Van Hazinga who joined the Board but was later elected as a City Counselor and resigned in December. Jarrod Roy joined the Board as a member in October for a term expiring in 2025.



Pictured (L-R): James Homan, Mayor Stephen DiNatale, Kenneth Caron

## Summary

### PUTNAM PLACE

#### \* Tenants

- ◆ *Leonardo-DRS (formerly DRS-PTI)* - Leonardo-DRS continued to lease space in Building #2 for a total amount of 114,454 square feet of Manufacturing Space, and 22,000 square feet for office operations. In January 2017, Leonardo-DRS signed a five-year lease extension for both the manufacturing and office spaces. The extension runs until October 31, 2025.
- ◆ *City of Fitchburg Municipal Offices* - The City of Fitchburg leased an additional 2,000 square foot office in July, 2017, bringing the total office space leased by the City to 16,550 square feet. The City's lease is currently a series of one-year options as part of the original lease agreement signed in September 2012. In December of 2018, the City was approved to start renovations on City Hall on Main Street, which will eventually result in an ending of their lease. In 2019, renovation and construction efforts began on the "old" City Hall and as a result, the FRA began marketing the space in preparation for when City Hall moves out of Putnam Place.
- ◆ *Battelle Memorial Institute* (under Battelle's Cooperative Agreement with the National Science Foundation) is now the responsible party for *National Ecological Observatory Network, Inc. (D/B/A NEON, Inc.)* continued leased space in Building #2 for a total amount of 2,000 square feet. The lease, signed in December of 2012, expires in November 2022.
- ◆ *Worcester County Registry of Deeds* - Continued to lease 12,981 square feet of space in Building #2. In June of 2019, the Registry of Deeds signed a five-year extension. The extension runs until June 12, 2025.
- ◆ *River Styx Brewing Company* - River Styx Brewing LLC completed the fit out of the 7,500 square feet leased starting in November of 2016. The brewery has been constructed along with a tasting room. The project represents an investment by the company in excess of \$400,000. Their Grand Opening was held in July 2017, and continues to thrive as a destination for Fitchburg.
- ◆ The FRA continued negotiations with a proposed tenant for the lease of 200 Boulder Drive (Building #3) with no avail. As of February 2019, the Board authorized the executive director to actively market the rental property.

- ◆ Leasable space in Putnam Place is summarized as follows:

Totals for Site	Total Area – 240,480
	Total Leasable – 225,343
	Total Leased – 180,390
	Percent Leased – 80%

### \* Capital Improvement Projects

- ◆ A new sign was installed at the entrance to Putnam Place showcasing the tenants of Putnam Place.



- ◆ The FRA hired a designer, Sitka Creations to update the website and rebrand the agency. Efforts will be completed in January 2020.

## URBAN RENEWAL PLAN

### \* Intermodal Parking Garage

- ◆ MART (Montachusett Area Regional Transport) submitted its twelfth payment of \$53,333.33 to the FRA in July 2019. Payments will be received from MART until 2026.

**\* Property Acquisitions/Dispositions**

- ◆ The FRA was granted the inclusion of the property at 260 Main Street into the 2020 Urban Renewal Plan.
- ◆ The FRA voted to convey a small parking lot behind the Fitchburg Public Library to the City of Fitchburg for \$1.00.
- ◆ The FRA voted to convey a small parcel of land on the corner of Cherry and Snow Streets to the Rollstone Congregational Church for \$1.00.
- ◆ The FRA still owns 1.7 acres of land between North and Snow Streets. Final plans have not been determined for this land.
- ◆ The FRA sill owns 60 acres of land at 0 Airport Road in Fitchburg (25 acres) and 267 Fallulah Road in Lunenburg (35 acres). Through a partnership with the City of Fitchburg, the Planning and Community Development Office received a grant to have site work done on the site as part of the MassDevelopment Site Readiness program.

**\* Main Street Housing Program**

- ◆ The FRA continues to offer \$5,000 per housing unit for redeveloped properties through their Main Street Housing Program. However, there were no Main Street Housing Program grant requests throughout 2019.

**GENERAL**

**\* PILOT Program**

- ◆ The FRA made a payment in lieu of taxes (PILOT) to the City of Fitchburg for all properties owned in the amount of \$135,224.10 for fiscal year 2019.

**\* Brownfields**

- ◆ The EPA Brownfield Assessment Grant drew to a close in September of 2019, with the assistance of Tighe and Bond, the FRA's consultant for the Grant. Eleven sites were identified in the original grant application, eight reports were generated since. In 2019 alone, four of the eight locations were targeted for assessments including:
  - ◆ 80 Lunenburg Street.....Limited Phase II GPR Survey
  - ◆ 465 Westminster Road.....Phase II Subsurface Investigation
  - ◆ 30 North Street.....Phase II Subsurface Investigation

◆ 166-200 Boulder Drive.....HBMA Survey

Phase II ESA reports and three Quality Assurance Project Plans for the FRA and the City of Fitchburg were conducted during 2018 for properties located at 40 King Street, 50 Laurel Street and 617 Water Street and were closed out in 2019.

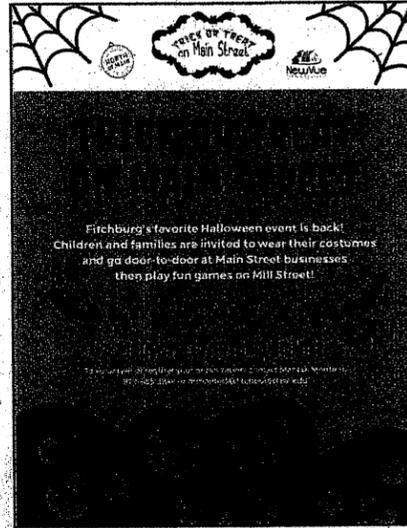
✱ **Additional Economic Development Activities**

- ◆ The FRA developed a local social media presence in 2019.
- ◆ The FRA and the City of Fitchburg partnered to install a “parklette” along Boulder Drive to allow food trucks to park and serve food to passersby. This installation brought food trucks and downtown employees and residents together.



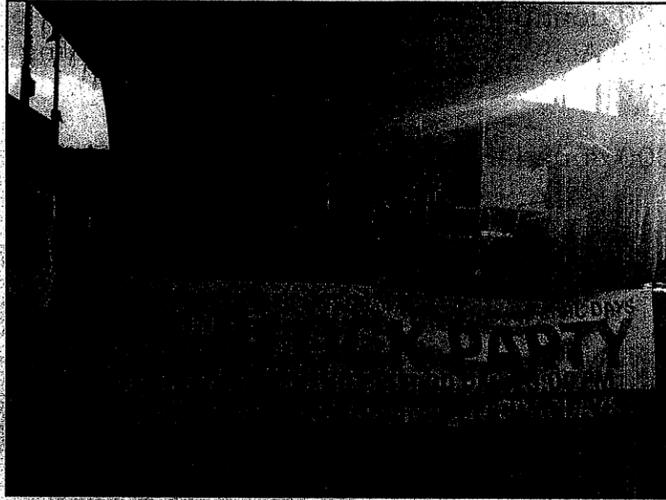
- ◆ The FRA became a partner of several downtown redevelopment working groups who all share the same mission including:
  - ◆ TDI Partnership
  - ◆ Economic Development Task Force
  - ◆ Downtown Working Group
- ◆ The FRA assisted in the planning and coordination of the first ever spring and fall Fitchburg Food Truck Festivals.

- ◆ The FRA was represented at the Downtown Trick or Treat on Main Street event in October which was well attended by over 1,000 families.

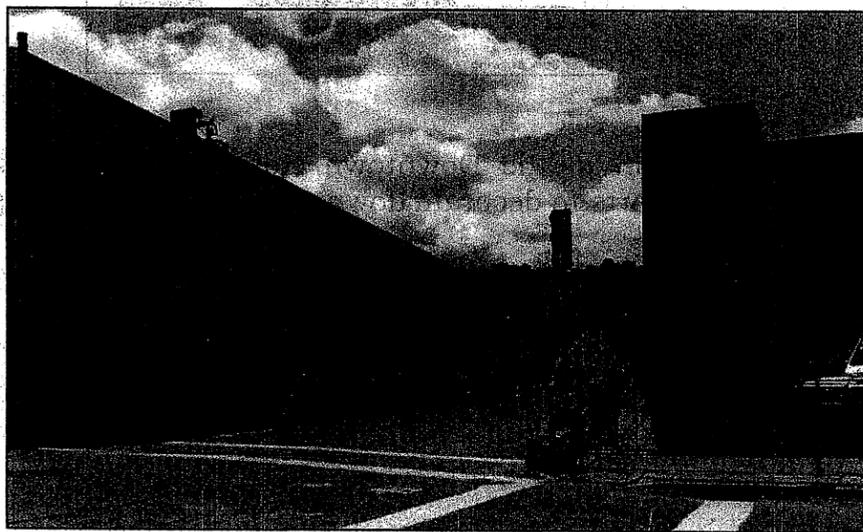


✱ **Donations/Sponsorships/Community Support**

- The FRA made eight donations in support of downtown civic activities during 2019. The amounts and activities are as follows:
  - \$2,000 donation to Fitchburg's first ever Spring Food Truck Festival.
  - \$5,000 sponsorship of Fitchburg's Civic Days – supported the City's annual downtown summer festival/event.

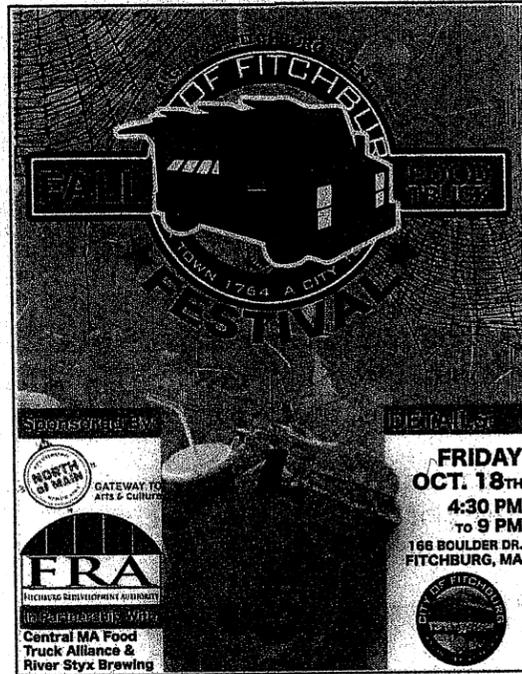


- o \$1,000 donation to Operation Service, Inc. – assisted in the facilitation of Fitchburg hosting The Wall that Heals, housed at Crocker Field in July.
- o \$1,000 donation to the Art Longsjo Foundation – support for the Fitchburg portion of the bicycle race.



- o \$500 donation to the Revolving Museum – supported the Museum's Public Art Poetry Mobile Gallery

- \$5,000 donation to TDI and Re-Imagine North of Main project entitled Activate Mill Street as part of matching funds for Patronicity Grant.
- \$1,000 donation to Fitchburg's first ever Fall Food Truck Festival.



- \$1,000 donation to the Downtown Holiday Lighting Committee -- aided in the efforts to decorate downtown Fitchburg during the winter holiday season.

**FITCHBURG REDEVELOPMENT AUTHORITY**

**FINANCIAL STATEMENTS AND REQUIRED  
SUPPLEMENTARY INFORMATION  
WITH INDEPENDENT AUDITORS' REPORT**

**DECEMBER 31, 2018**

Annual Report  
Fitchburg  
Redevelopment  
Authority

**MARK S. MUELLER**  
CERTIFIED PUBLIC ACCOUNTANT

1205 Central Street - Leominster, Massachusetts 01453  
(978) 751-8040  
Fax (978) 751-8285

**INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
Fitchburg Redevelopment Authority  
Fitchburg, MA 01420

**Report on the Financial Statements**

We have audited the accompanying financial statements of the Fitchburg Redevelopment Authority a political subdivision as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Fitchburg Redevelopment Authority's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluation of the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

FITCHBURG REDEVELOPMENT AUTHORITY  
STATEMENT OF NET POSITION  
DECEMBER 31, 2018

ASSETS

Current assets:

Cash and cash equivalents	\$ 4,560,014
Investments	1,033,426
Accounts and grants receivable, net	411,466
Prepaid expenses	61,380
Notes receivable, current portion	71,951
	<hr/>
Total current assets	6,138,237

Capital assets:

Capital assets not being depreciated	1,324,188
Capital assets being depreciated, net	12,700,848
	<hr/>
Total capital assets	14,025,036

Other assets:

Prepaid lease commissions, net	4,470
Notes receivable, net of current portion	533,135
	<hr/>
Total other assets	537,605

Total assets

---

20,700,878

Deferred outflows of resources

Pension plan	124,727
	<hr/>

Total deferred outflows of resources

124,727

Total assets and deferred outflows of resources

\$ 20,825,605

LIABILITIES AND NET POSITION

Current liabilities:

Accounts payable and accrued expenses	\$ 152,403
Accrued payroll	4,154
Payroll taxes payable	1,221
Accrued compensated absences	3,883
Prepaid Rent	82,750
Current portion of deferred gain on installment sale	13,978
	<hr/>
Total current liabilities	258,389

The Accompanying Notes are an Integral Part of These Financial Statements

Annual Report  
Fitchburg  
Redevelopment  
Authority

FITCHBURG REDEVELOPMENT AUTHORITY  
STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN NET POSITION  
FOR THE YEAR ENDED  
DECEMBER 31, 2018

<u>Operating revenues:</u>		
Rent and other property payments		\$1,845,404
Grant revenue		760,461
Gross profit recognized on installment sale		13,978
		<hr/>
Total operating revenues		2,619,843
<u>Operating expenses:</u>		
Utilities	600,265	
Depreciation	368,062	
Repairs and maintenance	167,398	
Property taxes	138,196	
Environmental investigation services	100,176	
Salaries	80,535	
Insurance	79,896	
Legal and professional fees	56,494	
Security services	16,728	
Community support - city of fitchburg	14,100	
Accounting and audit expense	11,450	
Payroll taxes and employee benefits	10,238	
Office expense	6,488	
Advertising	3,359	
Dues and subscriptions	1,233	
Amortization	1,118	
Travel and entertainment	987	
Bank charges	42	
Pension plan expense	(29,819)	
		<hr/>
Total operating expenses		1,626,946
		<hr/>
Income from operations		992,897
		<hr/>
<u>Non-operating income/(expense)</u>		
Interest income	62,923	
		<hr/>
Net non-operating income		62,923
		<hr/>
Increase in net position		1,055,820
		<hr/>
Net position, beginning of year		18,745,619
		<hr/>
<u>Net position, end of year</u>		<u>\$19,801,439</u>

The Accompanying Notes are an Integral Part of These Financial Statements

FITCHBURG REDEVELOPMENT AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED  
DECEMBER 31, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Nature of Activities

Organization

The Fitchburg Redevelopment Authority (FRA) was established on January 21, 1964, as part of the City of Fitchburg, Massachusetts to engage in urban renewal and development. On September 23, 1964, the FRA commenced the independent management of its funds under Massachusetts General Law 121B.

Putnam Place

During 1999 the FRA acquired the building and land located on Boulder Drive, from General Electric Co., with the intent of converting the property to rentable office and manufacturing space, under the City of Fitchburg's Urban Renewal and Development plan. Putnam Place commenced operations during 2000.

b) Basis of Presentation

The Authority's financial statements are reported using the economic resources measurement focus and the accrual basis of accounting as specified by the Governmental Accounting Standards Board's (GASB) requirements for a special-purpose government agency engaged solely in business type activities. Operating revenues and expenses result from the administering of community development projects within the City in the areas of planning, economic development and workforce development. All other revenues and expenses are reported as nonoperating revenues and expenses.

c) Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

d) Revenue Recognition

The Authority earns revenue from a variety of different sources including, but not limited to, land sales, and long-term operating leases.

Sales revenue is generally recorded upon transfer of title or, in the case of installment sales, when certain milestones are met.

The Authority has long-term leases with certain tenants in its Putnam Place building, which expire through 2025.

The Authority also receives a significant amount of Governmental Grant revenue, which is used solely for capital projects that are under the oversight of the Authority.

e) Cash and Cash Equivalents

Cash and cash equivalents consist primarily of demand deposit accounts and certificates of deposit with maturities of 3 months or less. Cash and cash equivalents are stated at cost which approximates market value.

FITCHBURG REDEVELOPMENT AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED  
DECEMBER 31, 2018

2. INVESTMENTS

The following table summarizes the carrying value, estimated market value and risk characteristics ("categories") of the FRA's investments as of year end December 31, 2018. Category 1 represents investments held in the name of the FRA by either the FRA or its agent; Category 2 represents investments held by counter-parties to the transactions in the name of the FRA; and Category 3 represents investments held by counter-parties but not in the name of FRA.

	<u>Category</u>			<u>Not Categorized</u>	<u>Carrying Amount</u>	<u>Market Value</u>
	<u>1</u>	<u>2</u>	<u>3</u>			
State Treasurer's Investment Pool (MMDT)	\$ -	\$ -	\$ -	\$ 1,033,426	\$ 1,033,426	\$1,033,426
Total	\$ -	\$ -	\$ -	\$ 1,033,426	\$ 1,033,426	\$1,033,426

3. ACCOUNTS AND GRANTS RECEIVABLE

Accounts and grants receivable at December 31, 2018 consists of the following:

	<u>2018</u>
Due from the State of Massachusetts	\$ 329,653
Accounts Receivable Putnam Place	83,813
	<u>413,466</u>
Less: Allowance for Doubtful Accounts	<u>(2,000)</u>
	<u>\$ 411,466</u>

4. PREPAID EXPENSES

Prepaid expenses at December 31, 2018 consists of the following:

	<u>2018</u>
Prepaid Insurance	\$ <u>61,380</u>

5. NOTES RECEIVABLE

The FRA entered into an agreement with the Montachusett Regional Transit Authority (MART) dated May 23, 2003 to transfer ownership of property held by FRA for redevelopment. The agreement states that the MART will pay The FRA \$1,050,000 over a 21-year period commencing June 2006. At December 31, 2018, \$423,336 was due to FRA under the agreement.

The FRA entered into an agreement with River Styx Brewing, LLC (tenant) dated October 25, 2016 whereas the FRA will loan the LLC a sum of \$200,000, which will be used by the LLC to fund business start-up expenditures. The note calls for interest only payments of 3.00% per annum during the start-up period which commences November 1, 2016 and ends December 31, 2017. The interest rate will then be reduced to 2.00% per annum during the repayment period, which commences January 1, 2018 and ends December 31, 2027. The note is collateralized by all brewing devices and equipment. As of December 31, 2018, interest and principal in the amount of \$181,750 was due to FRA under the agreement.

FITCHBURG REDEVELOPMENT AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED  
DECEMBER 31, 2018

6. CAPITAL ASSETS (CONTINUED)

Less Accumulated Depreciation  
for:

Building Improvements	4,069,960	302,150	-	4,372,110
Building	880,000	55,000	-	935,000
Equipment	49,944	10,912	-	60,856
Computer Software	10,000	-	-	10,000
Total Accumulated Depreciation	<u>5,009,904</u>	<u>368,062</u>	<u>-</u>	<u>5,377,966</u>
Other Capital Assets, Net	<u>13,067,588</u>	<u>(366,740)</u>	<u>-</u>	<u>12,700,848</u>
Capital Assets, Net	<u>\$14,391,776</u>	<u>\$ (366,740)</u>	<u>\$ -</u>	<u>\$14,025,036</u>

7. PREPAID LEASE COMMISSIONS:

Prepaid lease commissions consists of the following at December 31, 2018:

	2018
Prepaid Lease Commissions	\$ 11,175
Less: Accumulated Amortization	<u>( 6,705)</u>
Total Prepaid Expense	<u>\$ 4,470</u>

8. LONG-TERM DEBT

Long-term debt at December 31, 2018 consists of the following:

	2018
Note payable to the Mass Development Authority, non-interest bearing.	<u>\$ 40,395</u>

9. OPERATING LEASES (AS LESSOR)

The FRA enters into rental agreements with numerous tenants consisting of various lease terms to rent office space and manufacturing facilities located at Putnam Place.

Future minimum rental payments to be received are as follows:

<u>Year ending December 31:</u>	
2019	\$ 1,003,549
2020	860,568
2021	863,859
2022	854,190
2023	828,705
Thereafter	<u>1,748,579</u>
	<u>\$ 6,159,450</u>

FITCHBURG REDEVELOPMENT AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED  
DECEMBER 31, 2018

10. PENSION PLAN (CONTINUED)

Contributions (Continued)

At December 31, 2018, the Fitchburg Redevelopment Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experiences	\$ 27,279	\$ -
Changes of assumptions	35,366	-
Net difference between projected and actual earnings on pension plan investments	18,972	10,036
Changes in proportion and differences between Redevelopment Authority contributions and proportionate share of contributions	11,356	131,967
Redevelopment Authority Contributions subsequent to the measurement date	<u>31,754</u>	<u>-</u>
Total	<u>\$ 124,727</u>	<u>\$ 142,003</u>

\$31,754 reported as deferred outflows of resources related to pensions resulting from Redevelopment Authority contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ending December 31:

2019	\$ ( 4,550)
2020	( 5,300)
2021	(12,979)
2022	(13,848)
2023	<u>(12,353)</u>
	<u>\$ (49,030)</u>

FITCHBURG REDEVELOPMENT AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED  
DECEMBER 31, 2018

10. PENSION PLAN (CONTINUED)

Discount Rate

The discount rate used to measure the total pension liability was 7.25 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from all entity's will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine that total pension liability.

Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discounted Rate

The following presents the Redevelopment Authority's proportionate share of the net pension liability calculated using the discount rate of 7.25 percent, as well as what the Redevelopment Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.75 percent) or 1 percent point higher (8.75 percent) than the current rate.

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Fitchburg Redevelopment Authority's proportionate share of the net pension liability	\$ 478,653	\$ 397,750	\$ 329,223

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued FRS financial report.

11. CONTINGENCIES

Economic Development Administration

As a condition of the award of two grants from the United States Department of Commerce, Economic Development Administration (EDA), totaling \$2,000,000, the FRA must hold title to the Putnam Place property for a minimum of fifteen years, or risk repayment of the EDA grants. This agreement was confirmed by a vote of the FRA board of directors in June, 2006 and evidenced by the recording of a mortgage on said property.

Sick Time

Sick time can be accrued up to maximum of 334 days, but if an employee terminates employment for any reason other than retirement or death the accrued balance is forfeited. In the event of retirement or death the cash benefit received would be \$30 per accrued day to a maximum benefit of \$10,000 per employee.

Annual Report  
Fitchburg  
Redevelopment  
Authority

**FITCHBURG REDEVELOPMENT AUTHORITY**

**REQUIRED SUPPLEMENTARY INFORMATION**

**FOR THE YEAR ENDED DECEMBER 31, 2018**

SCHEDULE OF THE FITCHBURG REDEVELOPMENT AUTHORITY'S CONTRIBUTIONS  
FITCHBURG RETIREMENT SYSTEM  
LAST 10 FISCAL YEARS

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Contractually required contributions	\$ 38,340	\$ 41,682	\$ 41,169	\$ 31,396						
Contributions in relation to the contractually required contribution	38,340	41,786	41,279	31,467						
Contribution deficiency (excess)	\$ -	(104)	(110)	(71)						
Fitchburg Redevelopment Authority's covered employee payroll	\$ 128,428	\$ 134,207	\$ 134,318	\$ 95,684						
Contributions as a percentage of covered employee payroll	29.20%	30.50%	30.70%	32.20%						

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10 years trend is compiled, governments should present information for those years for which information is available.

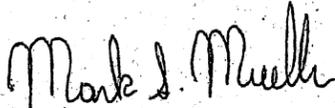
**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Fitchburg Redevelopment Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Sincerely,



Mark S. Mueller  
Certified Public Accountant  
August 15, 2019

Reading waived. Report placed on file in the City Clerk's Office by unanimous vote. 11 members present. Board consists of 11 members.

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**REPORTS OF COMMITTEES**

**Appointments Committee Oral Report**  
**Meeting of February 4, 2020**

The Appointments Committee recommended the following  
Appointments be confirmed:

**Re-Appointments**

**Member of the Planning Board**

(Term to expire January 1, 2023)

Mr. Paul F. Fontaine, Jr.

(Term to expire January 1, 2023)

Ms. Laura O'Kane

Report accepted. Appointments confirmed by unanimous vote. 11  
members present. Board consists of 11 members.

-----  
The Appointments Committee recommended the following  
Appointments be confirmed:

**New Appointments:**

**Permanent Reserve Police Officers**

**Fitchburg Police Department**

Nicholas A. Garcia

Ryan M. Kreidler

**Full Time Student Police Officers**

**Fitchburg Police Department**

**EFFECTIVE FEBRUARY 24, 2020**

Brian M. Gelinis

Colin T. Banahan

Nicholas A. Garcia

Report accepted. Appointments confirmed by unanimous vote. 11  
members present. Board consists of 11 members.

Upon confirmation, Appointees were sworn in by the City Clerk.

-----  
The Appointments Committee recommended the following  
Appointments be confirmed:

**New Appointments**

**Fitchburg Redevelopment Authority**

(Term to expire February 1, 2025)

Ms. Laura A. Bayless

**Council on Aging**

(Term to expire January 1, 2023)

Ms. Deborah A. Dion

**Member of the Planning Board**

(Term to expire January 1, 2023)

Mr. Alex Lopez

Report accepted. Appointments confirmed by unanimous vote. 11  
members present. Board consists of 11 members.

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Reports of  
Committees

## Finance Committee

**Finance Committee**  
**Meeting of January 28, 2020**

The Finance Committee recommended the following Orders be Adopted:

- 009-20. ORDERED THAT: There be and hereby is appropriated the sum of THIRTY-FIVE THOUSAND AND 00/100 DOLLARS (\$35,000.00) same to be charged against AVAILABLE FUNDS and credited to BUILDING-CONTRACTED SERVICES for the purpose of digitizing Building Department paper documents.
- 010-20. ORDERED THAT: The City of Fitchburg hereby approves the expenditure of funds from the Massachusetts Executive Office of Public Safety and Security, FY20 Shannon Community Safety Initiative Grant in the approximate amount of \$336,400.00 (THREE HUNDRED THIRTY-SIX THOUSAND, FOUR HUNDRED AND 00/100 DOLLARS) for the purpose of said grant, which is to reduce gang and youth related violence.
- 011-20. ORDERED THAT: The City of Fitchburg hereby approves the expenditure of funds from the Massachusetts Executive Office of Public Safety and Security VAWA grant in the approximate amount of \$62,115.92 (SIXTY-TWO THOUSAND, ONE HUNDRED FIFTEEN AND 92/100 DOLLARS) for the purpose of said grant, which is to support the Domestic Violence Advocate position within the Police Department.
- 012-20. ORDERED THAT: The City of Fitchburg hereby approves the expenditure of funds from the Massachusetts Department of Environmental Protection, Sustainable Materials Recovery Program grant in the approximate amount of \$42,000.00 (FORTY-TWO THOUSAND AND 00/100 DOLLARS) for the purpose of said grant, which is to continue to provide residents with more robust information about waste disposal and recycling, purchase additional carts for the curbside program, expand the current program, and reduce, reuse, and recycle in school cafeterias.
- 013-20. ORDERED THAT: The City of Fitchburg hereby approves the expenditure of funds from the Massachusetts Substance Abuse Prevention Collaborative grant in the approximate amount of \$300,000.00 (THREE HUNDRED THOUSAND AND 00/100 DOLLARS) for the purpose of said grant, which is to assist individuals living in Fitchburg who are experiencing homelessness or who are at risk of overdose and to collaborate with other agencies to assess other city needs.
- 014-20. ORDERED THAT: The City of Fitchburg hereby approves the expenditure of funds from the Massachusetts Department of Transportation, Aeronautics Division grant in the approximate amount of \$656,000.00 (SIX HUNDRED FIFTY-SIX THOUSAND AND 00/100 DOLLARS) for the purpose of said grant, which is to pay for the installation of a self-serve fueling station at the airport.

Reports of  
Committees

Finance Committee

015-20. ORDERED THAT: There be and hereby is transferred the sum of ONE HUNDRED FORTY THOUSAND AND 00/100 DOLLARS (\$140,000.00) same to be charged against AIRPORT CAPITAL, SELF-SERVE FUELING STATION FY19 and credited to AIRPORT CAPITAL, SELF-SERVE FUELING STATION FY20 account, for the purpose of installing a self-serve fueling station at the airport.

016-20. ORDERED THAT: There be and hereby is appropriated the sum of TWENTY-FOUR THOUSAND AND 00/100 (\$24,000.00) same to be charged against AVAILABLE FUNDS and credited to AIRPORT CAPITAL, SELF-SERVE FUELING STATION account, for the purpose of installing a self-serve fueling station at the airport.

Report read and accepted. Orders adopted by unanimous vote. 11 members present. Board consists of 11 members. Orders signed by the Mayor February 6, 2020.

-----  
The Finance Committee recommended the following Loan Order be adopted:

017-20. LOAN ORDER: Appropriate the amount of Three Million, One Hundred Five thousand, Six hundred Sixty-Six Dollars (\$3,105,666.00) for the purpose of paying costs of making roof and boiler repairs at the South Street Elementary School.

Report accepted. Loan Order sent to a first reading and ordered advertised by roll call vote of 11 in favor and 0 opposed. 11 members present. Board consists of 11 members.  
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Reports of  
Committees

Finance Committee

015-20. ORDERED THAT: There be and hereby is transferred the sum of ONE HUNDRED FORTY THOUSAND AND 00/100 DOLLARS (\$140,000.00) same to be charged against AIRPORT CAPITAL, SELF-SERVE FUELING STATION FY19 and credited to AIRPORT CAPITAL, SELF-SERVE FUELING STATION FY20 account, for the purpose of installing a self-serve fueling station at the airport.

016-20. ORDERED THAT: There be and hereby is appropriated the sum of TWENTY-FOUR THOUSAND AND 00/100 (\$24,000.00) same to be charged against AVAILABLE FUNDS and credited to AIRPORT CAPITAL, SELF-SERVE FUELING STATION account, for the purpose of installing a self-serve fueling station at the airport.

Report read and accepted. Orders adopted by unanimous vote. 11 members present. Board consists of 11 members. Orders signed by the Mayor February 6, 2020.

-----  
The Finance Committee recommended the following Loan Order be adopted:

017-20. LOAN ORDER: Appropriate the amount of Three Million, One Hundred Five thousand, Six hundred Sixty-Six Dollars (\$3,105,666.00) for the purpose of paying costs of making roof and boiler repairs at the South Street Elementary School.

Report accepted. Loan Order sent to a first reading and ordered advertised by roll call vote of 11 in favor and 0 opposed. 11 members present. Board consists of 11 members.

-----  
Finance Committee recommended the following Orders be adopted:

018-20. ORDERED THAT: The Superintendent is authorized to submit to the MA School Building Authority the Statement of Interest Form for the Goodrich Academy located at 111 Goodrich St., Fitchburg, to upgrade the Goodrich Academy Roof Priority #5.

019-20. ORDERED THAT: The Superintendent is authorized to submit to the MA School Building Authority the Statement of Interest Form for the Fitchburg High School located at 140 Arn-How Farm Road, Fitchburg, for which an application may be submitted in the future for:  
Fitchburg High School Roof Priority #5

020-20. ORDERED THAT: The Superintendent is authorized to submit to the MA School Building Authority the Statement of Interest Form for the Longsjo Middle School located at 98 Academy St., Fitchburg, for which an application may be submitted in the future for:  
Longsjo School Windows Priority #5  
Longsjo School Doors Priority #5  
Longsjo School Boilers Priority #5

Report read and accepted. Orders adopted by unanimous vote. 11 members present. Board consists of 11 members. Orders signed by the Mayor February 5, 2020.

**Legislative Affairs Committee  
Meeting of January 28, 2020**

The Legislative Affairs Committee recommended to draft an ordinance to mandate inspections of short term rentals, renting to one to four occupants; the fee for such inspections shall be waived for short term rentals renting to fewer than 3 people:

- 067-18. Councilor Michael Kushmerek to require all short-term rental units to register and have a regular inspection as outlined in the attached document.

**Application For  
Short Term Rentals and Lodging Houses**

If this is an owner-occupied residence and you would like to rent your residence while you are away for not more than 14 consecutive days in any one year period, you do not need to fill out this application.

Date: \_\_\_\_\_

Fee if required (office use): \_\_\_\_\_

**SECTION A**

- 1. Name of Applicant \_\_\_\_\_ Telephone \_\_\_\_\_
- 2. Street Address of Premises \_\_\_\_\_ Telephone # (of Applicant) \_\_\_\_\_
- 3. Applicant's Address (if different from Premises) \_\_\_\_\_
- 4. Applicant's E-mail Address \_\_\_\_\_
- 5. Premises Name (if applicable): e.g. "Harley House" \_\_\_\_\_
- 6. Is this an owner-occupied property with no more than 3 lodgers in a 24 hour period? \_\_\_\_\_ (yes/no)

If YES, please complete Section A only, if NO, please complete Section A & B

**SECTION B**

- 1. Property Owner Full Legal Name \_\_\_\_\_
- 2. Property Owner Legal Address \_\_\_\_\_
- 3. E-mail Address \_\_\_\_\_
- 4. Is applicant or owner a business organization or trust? \_\_\_\_\_ If yes, provide names of interested parties including but not limited to: partners, owners, members, trustees and registered agent.

- 5. Please attach Articles of Organization/Certificate of Organization/Real Estate Trust. Attached \_\_\_\_\_ (yes/no)
- 6. Do you intend to rent the property as a \_\_\_\_\_ short term rental or \_\_\_\_\_ lodging house? (See glossary of terms)
- 7. Description of entire building(s) \_\_\_\_\_

Number of floors \_\_\_\_\_ Number of total rooms \_\_\_\_\_ Number of bedrooms \_\_\_\_\_

Please list each floor/number of total rooms on each floor \_\_\_\_\_

Number of kitchens \_\_\_\_\_ Number of bathrooms \_\_\_\_\_ Number of rooms to be rented to lodgers \_\_\_\_\_

Number of lodgers who will occupy the premises in any given 24 Hr. period \_\_\_\_\_

Reports of Committees  
Legislative Affairs Committee.

**SECTION C**

1. Are you're the owner of the building in which you are seeking a license or permit? Yes \_\_\_ No \_\_\_
2. Do you live in the building in which you are seeking the license or permit? Yes \_\_\_ No \_\_\_
3. Are you renting to three (3) persons or fewer? Yes \_\_\_ No \_\_\_

**SECTION D**

**Complete this section if the property is not owner occupied or you intend to rent to 4 or more tenants.**

1. List any current or past properties owned or managed by applicant or owner and type of property, (multifamily, single, lodging house, commercial, other)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Manager Information:

Proposed Manager Name(s)	Residing Address	Daytime Phone	Evening Phone	Cell Phone	# of hours per week at premises

3. List Proposed Manager(s) employment for last 10 years  
*Attach an additional sheet if necessary.*

Dates	Employer	Address

4. Has the Proposed Manager previously managed a Lodging House facility or have similar managerial experience? \_\_\_\_\_ (yes/no) If yes, please describe all past experience(s), including locations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reports of Committees

Legislative Affairs Committee

5. Does Applicant, Propose Manager, or any person with direct/indirect interest in this property/lodging business hold any other licenses from the Commonwealth or any municipality within the Commonwealth? \_\_\_\_\_ (yes/no). If yes, please list individuals, type and issuing agency(ies);

6. Has the Applicant, Propose Manager, or anyone listed above ever been subject to discipline, suspension, or revocation of a lodging house license issued to them? \_\_\_\_\_ (yes/no). If yes, please, please list each name(s), the license(s), names and addresses of issuing agency (ies) and reason and dates of suspension or revocation \_\_\_\_\_

7. Has the Applicant, proposed manager, or any person with direct/indirect interest in this property/lodging business ever been convicted of a felony, municipal, state, federal or military crime? \_\_\_\_\_ (yes/no). If yes to the question above, please list person(s) convicted, type of conviction(s), date of conviction(s) and court(s) where the findings were made \_\_\_\_\_

By Signing Below, I acknowledge that:

If I require a lodging license, I understand that the License Commission is permitted to see my Criminal Offender Record Information (CORI) and that the Commission will do so as a part of this application process. The Commission will review and use my CORI as consideration in determining whether or not the Commission will issue a license to me.

The Lodging House License/Short Term Rental License, if granted, is personal to the Applicant and the approved manager and any change in the ownership or management requires a transfer application.

APPLICANT & PROPOSED MANAGER: Pursuant to M.G.L. c62C, Sec 49A, under the pains and penalties of perjury, I, (and any entity applying) have complied with all laws of the Commonwealth relating to taxes, report of employees and contractors, and withholding and remitting of child support and have filed all state tax returns and paid all state taxes. I also understand that each representation I made in this application is material to the determination of whether or not the license shall be issued and hereby state under the pains and penalties of law that all the statements made in the application are true.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Proposed Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Authorization (if not applicant): \_\_\_\_\_ Date: \_\_\_\_\_

Reports of  
Committees

Legislative  
Affairs Committee

### Short Term Rental & Lodging House

**Statement of Purpose:**

This new combined Short-Term Rental and Lodging House Application was designed to meet multiple requirements and needs including:

- Responding to the growing short-term rental industry and incorporating the process of registering short-term rentals into the City's existing processes.
- Supporting new and existing businesses by creating a one-stop, streamlined, and transparent process
- Consolidating the application and review processes between departments and reducing the combined fees
- Fulfilling the City's obligations to enforce the State's Building, Fire and Sanitary Code, and local Health and zoning requirements
- Protecting the health and safety of those who may choose to rent short term.
- Ensuring safe affordable housing is being provided to potentially vulnerable populations while also considering the impact to neighbors.
- Monitoring the number of properties operating as short-term rentals and long term rentals for the protection of our community's housing needs.

DRAFT

**Glossary of Terms****Definitions:**

**Accessory Use:** A use which varies from the intended main use, in this context, an owner occupied property's main use is as a residence, and the owner occupant can rent to two unrelated persons as an Accessory Use by right. The owner can obtain a ZBA special permit for more than two, up to four persons in any zone.

**Dwelling-** means every building or shelter including but not limited to rooming houses and temporary housing used or intended for human habitation and every other structure or condition located within the same lot line.

**Dwelling Unit-** means the rooms or group of rooms within a dwelling used or intended for use by one family or household for living, sleeping, cooking and eating Dwelling unit shall also mean condominium unit.

**Family:** - A person or number of persons occupying a dwelling unit and living as a single housekeeping unit, provided that a group of four or more unrelated persons shall not be deemed a "family" where not related by blood, marriage or adoption, including wards of the state.

**A Lodging house:** For the purpose of these regulations also referred to as a boarding house and a Rooming House, is a dwelling where rooms are rented individually for more than 31 days, with shared common areas including Kitchen and/or bathroom facilities. A Lodging House has written house rules, a guest log and resident roster onsite and may or may not provide meals. Lodging Houses are defined and regulated through Massachusetts General Laws c. 140 §§ 22. The State Sanitary Code, building and fire codes, and local Health and zoning and ordinances and regulations.

**Occupant-** means every person living or sleeping in a dwelling other than the owner

**Owner-** means every person who alone or severally with others:

1. Has legal title to any dwelling, dwelling unit or parcel of land
2. Has care, charge or control of any dwelling and dwelling unit
3. Is a mortgagee in possession of any such property; or
4. Is an agent, trustee or other person appointed by the courts and vested with possession or control of any such property; or
5. Is an officer or trustee of the association of unit owners of a condominium. Owner also means every person who operates a rooming house.

**Owner occupied:** the owner of the dwelling who lives in a dwelling which is also rented to additional occupants.

**Rent/Rented:** also known as lease is to allow occupancy to individual(s) in a dwelling or dwelling unit for living, sleeping and eating.

**Short-term rental:** a dwelling or portion thereof used for living and /or sleeping that is not a hotel, motel, lodging house or bed and breakfast establishment where at least one unit or room within a unit or dwelling is rented to an occupant through advanced reservations for not more than 31 consecutive days. An owner

Reports of  
Committees

Legislative  
Affairs Committee

occupied residence rented for 14 consecutive days or less once per year while the owners are away is not considered a short-term rental. Per MGL Section 64G1

**Single Housekeeping unit:** Occupants in a dwelling unit that share a lease agreement with the owner, have consent of the owner to be an occupant on the property, or the owner of the property; jointly use common areas; and share the household and maintenance costs, and share responsibility for household activities.

**Rooming Unit:** means the room or group of rooms let to an individual or household for use as living and sleeping quarters but not for cooking, whether or not common facilities for cooking are made available; provided, that cooking facilities shall not be deemed common if they can be reached only by passing through any part of the dwelling unit or rooming unit of another. State Sanitary code 105 CMR 410.020

DRAFT

**APPLICABLE CODES PER NUMBER OF LODGERS AND INDIVIDUAL FEES:**

**Initial Fees:**

- Lodging House License \$50
- Board of Health License \$50 (waived)

**One Time fees/ actions:**

- ZBA Special Permit- \$300 (every five (5) years)
- Planning Board Special Permit \$300
- Building code review and change of use based on building permit fee table (\$7 per thousand)

**Annual Renewal fees:**

- Certificate of Inspection- \$75
- Lodging License- fee \$50

**Applicable Regulations:**

- State Lodging House Licensing Regulations- M.G.L. Ch. 140 Section 22-31
- Fitchburg Board of Health Lodging House Regulations-  
<http://www.fitchburgma.gov/DocumentCenter/View/1711/LODGING-HOUSE-REGULATIONS-Final?bidId=>
- Zoning Ordinance regarding Accessory Use- City of Fitchburg Zoning Regulations C.O.F. Ch.181.3213
- License Authority -Fitchburg City Ordinance- C.O.F. Ch. 120
- MA Department of Public Health, State Sanitary Code- 805 CMR 410 (Section .020 for rooming house definitions)
- Zoning Ordinances regarding Lodging House allowable zones - City of Fitchburg zoning regulations C.O.F. Ch.181.313
- MA Short Term Rental Regulations- M.G.L. 84 G1
- MA Building Code/International Building Code- 780 CMR 310
- Fire Prevention Code- M.G.L. Chapter 148 Section 26H

DRAFT

Reports of Committees

Legislative Affairs Committee

Please use the chart below to identify whether you are owner occupied or non-owner occupied and how many occupants you propose to rent to.

		X Fee waived	X Fee waived	X	X	X	X	X	X	X	X	X	X	X
Annual ZBA Permit for Owner Occupied Accessory Use one time fee	\$75 annual			X	X	X	X	X	X	X	X	X	X	X
Annual Lodging House License	\$500 annual			X	X	X	X	X	X	X	X	X	X	X
Principles of Building House Allowable in zones C or Residence C with Special Permit one time fee	\$500 one time			X	X	X	X	X	X	X	X	X	X	X
Building Permit for Change of Occupancy one time fee	permit costs			X	X	X	X	X	X	X	X	X	X	X
Sprinkler/Alarm Upgrades one time fee	permit costs			X	X	X	X	X	X	X	X	X	X	X

\* MGL Ch 148 s. 26H - of the Fire Prevention Laws may require Sprinkler Systems

**For Official Use**

Based on information provided the applicant is required to obtain the following:

- Inspection
- ZBA Special Permit-Accessory Use
- Lodging House License
- ZBA Special Permit (residence C)
- Planning Special Board (FSC)
- Building Permit- Change of Use
- Sprinkler/Fire Safety measures

\_\_\_\_\_  
Signature Building Commissioner/Zoning Determination Officer

**Approvals:**

- \_\_\_\_\_ Joint Inspection completed and passed
- \_\_\_\_\_ If required above- Special Permit obtained If pending- date of hearing \_\_\_\_\_
- \_\_\_\_\_ If required above- building permit
- \_\_\_\_\_ If required above- Sprinkler/Fire Safety measures inspected & passed
- \_\_\_\_\_ Attachments provided and reviewed as required
- \_\_\_\_\_ Other requirements \_\_\_\_\_

Report read and accepted. Motion to mandate inspections of short term rentals as outlined granted by vote of 10 in favor and 1 opposed (Squallia). 11 members present. Board consists of 11 members.  
Petition forwarded to the City Solicitor for Ordinance preparation.

**Public Works Committee**  
**Meeting of January 28, 2020**

The Public Works Committee recommended the following Petitions be granted:

063-19. Councilors Michael Kushmerek and Amy Green, to install a crosswalk at Water Street, connecting the newly constructed Water Street Plaza with the Central Plaza (Market Basket), and if necessary, explore pedestrian crossing signalization.

110-19. Councilors Squailia, Fleming, & Walsh to find remedy to alleviate traffic congestion on John Fitch Highway northbound by adding a right turn only lane as outlined in the petition.

Report read and accepted. Petitions granted by unanimous vote. 11 members present. Board consists of 11 members.

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The Public Works Committee recommended the Petition be amended to include the elimination of some of the reflectors from Petition #161-19 and grant as amended:

159-19. Councillor Marisa Fleming, on behalf of John Belli of 190 Will Thompson Way to have crosswalk at the intersection of John Fitch Highway and Pearl Hill Rd re-evaluated for the safety of students and drivers.

Report read and accepted. Petition granted as amended by unanimous vote. 11 members present. Board consists of 11 members.

-----  
The Public Works Committee recommended the following Petition be given leave to withdraw:

161-19. Councillor Marisa Fleming, on behalf of John Belli of 190 Will Thompson Way to eliminate some of the reflectors at the intersection of John Fitch Highway and Pearl Hill Rd.

Report read and accepted. Petition given leave to withdraw by unanimous vote. 11 members present. Board consists of 11 members.

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The Public Works Committee recommended the following Petition be given leave to withdraw:

209-19. Councilor Marisa Fleming, on behalf of John Godek, 321 Pearl Street, to have a rotary installed at the intersection of Pearl Street and John Fitch Highway to slow down the traffic turning onto Pearl Street.

Report read and accepted. Petition given leave to withdraw by unanimous vote. 11 members present. Board consists of 11 members.

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Reports of  
Committees

Public Works  
Committee

The Public Works Committee recommended the following Petitions be granted:

- 279-19. Councillors Squailia and Kukshmerck, on behalf of Gary Ranno, to install a new driveway apron at 41 Fox Street, to install a new driveway at 41 Fox Street to mitigate water flow and subsequent erosion damage to property, approximately 40 feet long as shown in the attached diagrams.
- 290-19. Councillors Marcus DiNatale and Elizabeth Walsh, to request a review of the Mount Elam Road/Electric Avenue intersection with respect to pedestrian safety measures. Residents in the area are requesting, for example, a crosswalk from Mount Elam across Electric Avenue and signage.

Report read and accepted. Petitions granted by unanimous vote. 11 members present. Board consists of 11 members.

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Petitions held in Public Works Committee for review:  
The Public Works Committee recommended the following Petitions be held in Committee:

- 209-18. Multiple citizens, to repair McTaggart's Dam to refill pond and restore wildlife population.
- 126-19. Councilor Joel Kaddy, to correct water problem at 15 Thurston Place.
- 252-19. Councillor Paul Beauchemin, that Boulder Drive from Putnam Street be closed to traffic, for pedestrian use only.

Report read and accepted. Petitions held in Committee by unanimous vote. 11 members present. Board consists of 11 members.

Orders-Finance

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**ORDERS-FINANCE**

The following Orders were referred to the Finance Committee:

- 030-20. ORDERED THAT: The City of Fitchburg hereby approves the expenditure of additional funds from the Commonwealth of Massachusetts, Department of Conservation and Recreation, MassTrails Program in the approximate amount of \$50,000.00 (FIFTY THOUSAND AND 00/100 DOLLARS) for the purpose of said grant, which is to complete design for Phase 1 of the Mirror Lake Accessibility Project.
- 031-20. ORDERED THAT: The City of Fitchburg hereby approves the expenditure of additional funds from the Friends of Cogshall Park in the approximate amount of \$12,500.00 (TWELVE THOUSAND, FIVE HUNDRED AND 00/100 DOLLARS) for the purpose of said grant, which is to complete design for Phase 1 of the Mirror Lake Accessibility Project.

- 032-20. ORDERED THAT: The City of Fitchburg hereby approves the expenditure of funds from the Commonwealth of Massachusetts, Executive Office of Public Safety and Security, SAFE grant in the approximate amount of \$5,663.00 (FIVE THOUSAND, SIX HUNDRED SIXTY-THREE AND 00/100 DOLLARS) for the purpose of said grant, which is to continue to teach fire safety to children in elementary schools.
- 033-20. ORDERED THAT: The City of Fitchburg hereby approves the expenditure of funds from the Commonwealth of Massachusetts, Executive Office of Public Safety and Security, SAFE grant in the approximate amount of \$2,730.00 (TWO THOUSAND, SEVEN HUNDRED THIRTY AND 00/100 DOLLARS) for the purpose of said grant, which is to teach senior citizens about the importance of fire safety and avoiding in particular cooking and electrical fires.
- 034-20. ORDERED THAT: The City of Fitchburg hereby approves the expenditure of funds from the Commonwealth of Massachusetts, Executive Office of Housing and Economic Development, MassWorks Public Infrastructure Program in the approximate amount of \$3,000,000.00 (THREE MILLION AND 00/100 DOLLARS) for the purpose of said grant, which is to make comprehensive improvements to Main Street and Boulder Drive.
- 035-20. ORDERED THAT: The City of Fitchburg hereby approves the expenditure of additional funds from the Commonwealth of Massachusetts, Department of Transportation, Complete Streets Construction Funding Program in the approximate amount of \$399,600.00 (THREE HUNDRED NINETY-NINE THOUSAND, SIX HUNDRED AND 00/100 DOLLARS) for the purpose of said grant, which is to provide for pedestrian improvements along Main Street and Boulder Drive and along Electric Avenue.

Orders-Finance

036-20. ORDERED THAT: There be and hereby is appropriated the sum of TWO HUNDRED THIRTY-NINE THOUSAND, NINETY-THREE AND 00/100 DOLLARS (\$239,093.00) same to be charged against AVAILABLE FUNDS and credited to the following accounts:

POLICE, PERSONAL SERVICES	\$227,651.00
EMPLOYEE BENEFITS, OTHER BENEFITS	\$ 11,442.00



**City of Fitchburg  
Department of Human Resources**

166 Boulder Drive, Ste. 108  
Fitchburg, MA 01420  
P. 978.829.1807  
F. 978.829.1966  
[www.fitchburgma.gov](http://www.fitchburgma.gov)

**Susan A. Davis  
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978.829.1809

**Steffani J. Santiago  
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978.829.1808

January 29, 2020

Honorable Mayor Stephen L. DiNatale  
Municipal Offices  
166 Boulder Drive, Ste. 108  
Fitchburg, MA 01420

Dear Mayor DiNatale:

Please find the attached to be the Memorandum of Agreement and related documents for the recently concluded negotiations between the City of Fitchburg and the Fitchburg Police Union. This Agreement is applicable to fiscal years 2020 – 2022. (July 1, 2019 – June 30, 2021).

As a result of these successful negotiations, I am requesting an appropriation from available funds in the amount of Two Hundred Thirty-nine Thousand, and Ninety-three Dollars (\$239,093). This figure represents the first year of the Collective Bargaining Agreement and associated retroactive wages, in the amount of \$227,651 and \$11,442 for personal services and associated costs for police personnel not covered by the aforementioned CBA.

Please contact me should you have any questions related to this matter.

A handwritten signature in cursive script that reads "Susan A. Davis".

Susan A. Davis  
Director of Human Resources

Cc: Calvin Brooks, City Auditor

Enc: Memorandum of Agreement  
FPU Wage Matrix



**OFF THE RECORD**  
**MEMORANDUM OF AGREEMENT**  
 Between the  
**CITY OF FITCHBURG, MA**  
 And the  
**FITCHBURG POLICE UNION**  
**October 31, 2019**



The City of Fitchburg (the "City") and the **Fitchburg Police Union**, (the "Union"), collectively referred to as the "Parties," have concluded negotiations over changes to the terms for the successor Collective Bargaining Agreement between the Parties covering the period of fiscal year July 1, 2016 through June 30, 2019 and further, agree to extend their 2019 Collective Bargaining Agreement ("CBA") from July 1, 2019 through June 30, 2022, in all respects, except as modified by this Off the Record Memorandum of Agreement. All changes shall become effective as of the date specified or effective as of the date of this Agreement should no date be specified. The Parties agree to the following modifications:

**1. Collective Bargaining Agreement Document**

[Amended FY20 – FY22]

The following changes shall be made to the Collective Bargaining Agreement document:

- a. Correct any and all grammatical and typographical errors;
- b. Reformat document;
- c. Change dates for Fiscal Years July 1, 2019 – June 30, 2022;
- d. A preliminary revised document shall be reviewed simultaneously by the City and the Union for review and approval prior to signing.

Note: Regarding (a) and (b) above, changes will only be made by agreement of the parties. Absent agreement within 60 days of execution of this MOA, proposed changes shall be reserved for subsequent successor contract negotiation.

**2. Article 2, Employee Rights, p. 8**

[Amended FY20 – FY22]

**Section 2.9, Agency Service Fee**

- a. Eliminate language in current CBA;
- b. Replace with the following:

**Article 2, Payroll Deduction for Union Dues**

[Amended FY20 – FY22]

At the election of the employee, the City will deduct Union dues from the employee's wages in such amount as determined by the Union, provided, however, that no such deduction shall be made from an employee's wages, unless the employee has authorized such deduction on an appropriate form, a copy of which shall have been submitted to the City.

Said authorization may be cancelled by a sixty (60) day written notice to the City by said employee.

Dues deducted by the City Treasurer in accordance with authorization cards, shall be in the amount of dues in existence at the time of the deduction as certified to the Treasurer of the Union. Increases in said dues shall be made upon the City's receipt of written notification by a duly authorized Union representative. The City Treasurer shall remit the aggregate amount of dues to the Treasurer of the Union or as specified by the Union by the 21st day (or other date, if applicable) of each succeeding month. In the event the Union Treasurer desires to check with the City to determine payroll deductions for Union dues s/he shall have access to such information.

**Article 4, Compensation, Shift Differential and Longevity, p. 9**

[Amended FY20 – FY22]

**a. Section 4.1, Wages**

- Effective July 1, 2019, wages will be increased by 2%;
- Effective July 1, 2020, wages will be increased by 2%;
- Effective July 1, 2021, wages will be increased by 0%;
- Effective January 1, 2022, wages will be increased by 2% and the wage matrix will be adjusted, resulting in the following wage rates:

**Patrol Officer:** Step 1 \$ 982/week  
 Step 2 \$1,112/week  
 Step 3 \$1,193/week

- The wage increases referenced above shall only apply to weekly base wages and shall not apply to any other compensation, stipend or payments contained or referenced in the parties' CBA (note that stipends based upon a percentage of base wages will indirectly be impacted by any increase to base wages – i.e. Professional Standards Stipend);
- Retroactive payment shall only be made to employees who are members of the bargaining unit as of the time of ratification of this Agreement.

**b. Addition of 4<sup>th</sup> Step/25 years**

[Amended FY20 – FY22]

- Effective July 1, 2019, the City agrees to add a 4<sup>th</sup> step to the wage scale. This step shall be reached upon the completion of the uniformed member's twenty-fifth (25<sup>th</sup>) year of continuous service within the City of Fitchburg Police Department;
- Continuous service shall be defined as 25 years of consecutive and continuous years of service as a uniformed officer within the Fitchburg Police Union Bargaining Unit, with the following exceptions (a list of all current members' continuous years of service as a uniformed officer within the Fitchburg Police Union Bargaining Unit as of the date of ratification of this Agreement is attached hereto):

- **Budgetary Layoff:**

Effective July 1, 2019 any uniformed member of the FPU Bargaining Unit who is laid off due to budgetary issues and who is recalled to uniformed service, shall not restart his/her years of service towards twenty-five (25) years of continuous service; however, any time for which the officer was laid off and not actually an employee of the City shall not count towards his/her twenty-five (25) years of continuous service.

- **Disability Retirement:**

Effective July 1, 2019 any uniformed member of the FPU Bargaining Unit who leaves service due to a MGL c. 32 disability retirement and who appropriately rejoins uniformed service, shall not restart his/her years of service towards twenty-five (25) years of continuous service; however, any time for which the officer was on disability retirement and not actually an employee of the City shall not count towards his/her twenty-five (25) years of continuous service.

- **MGL c. 41, §111F:**

Any uniformed member of the FPU Bargaining Unit who is injured in the line of duty and liability of such injury is recognized by the City (or which injury has been adjudicated to qualify for such benefits) as an injury pursuant to MGL c. 41, §111F, shall not lose any time counted toward years of continuous service due to paid absence(s) from work related to such injury so long as the officer remains an employee of the City.

- **Employed as a Fitchburg Police Officer:**

For purposes of clarification, time in an unpaid status (i.e. suspension, FMLA leave, exhausted sick leave benefits, approved unpaid leaves of absence, etc.) shall not constitute a break in an employee's years of service; however, similar to the Budgetary Layoff and Disability Retirement provisions above, an employee's time in an unpaid status shall not count toward his/her twenty-five (25) years of continuous service. In such instances, upon his/her return to the payroll, the employee's years of service shall continue to accrue from the point at which they were when the employee went into an unpaid status (in other words, they will pick up where they left off).

**Article 4. Compensation, Shift Differential and Longevity, p. 9, continued:**

- The fourth (4<sup>th</sup>) step shall be paid at 7.5% above the rate of a 3<sup>rd</sup> step Patrol Officer;
- The rate for Sergeants who have completed twenty-five (25) years of service or more, as defined above, shall be 7.5% above a regular Sergeant's rate;
- Lieutenants who complete twenty-five (25) years of service or more, as defined above, shall be 7.5% above a regular Lieutenant's rate;
- Eliminate longevity for all FPU members, effective July 1, 2019;
- City to create a new pay scale matrix to be included within the Successor Collective Bargaining Agreement (CBA);
- Retroactive payment shall only be made to employees who are members of the unit as of the time of ratification of this Agreement.

**c. Section 4.4 Shift Differential, p. 10**

[Amended FY20 – FY22]

- **Eliminate** the phrase "calculated on the basis of the top pay of Patrolman, Sergeant and Lieutenant" in paragraphs 1 and 2;
- **Replace** with "calculated on the basis of the Officer's, Sergeant's or Lieutenant's individual rate of compensation (i.e. Steps 1, 2, 3, or 4<sup>th</sup> Step/25Y Patrol Officer, Sergeant or 4<sup>th</sup> Step/25Y Sergeant, or Lieutenant or 4<sup>th</sup> Step/ 25Y Lieutenant)."

**d. Section 4.5 Rank Differential, p. 11**

[Amended FY20 – FY22]

- **Eliminate** the existing language;
- **Replace** with:
  1. There shall be a seventeen percent (17%) differential between the 3<sup>rd</sup> step Patrol Officer rate and the rank of Sergeant.
  2. The rank differential between the rank of Sergeant and Lieutenant shall remain at fifteen percent (15%) based upon the 3<sup>rd</sup> step Patrol Officer rate.

This section, 4.5, shall be effective July 1, 2019.

**e. Section 4.8 Professional Standard Stipend, p. 12**

[Amended FY20 – FY22]

- **Eliminate** the word "top" in paragraph 2.
- **Replace** with "third (3<sup>rd</sup>) step patrol officer."

**4. Article 7, Holidays, p.14**

[Amended FY20 – FY22]

- Correct scrivener's error from previous negotiation cycle and remove word "Observed" from Section 7.1 title and matrix.
- Add Police Memorial Day to list/chart of holidays.
- Section 7.1, subsection 3:**  
**Eliminate** the existing language.
- Section 7.1, subsection 4:**
  - **Eliminate** the existing language and **replace** with:  
"Employees who work on such holidays shall receive an additional days' pay for the worked holiday, for a total of three (3) days' pay. An Officer may elect to receive a day owed in lieu of monetary compensation for the worked holiday. In such event, the Officer shall receive two (2) days' pay for the holiday."

**5. Article 10, Extra Paid Details, p. 16**

[Amended FY20 – FY22]

- Eliminate** "top step sergeant" in subsection 2;
- Replace** with "Sergeant, (not 4<sup>th</sup> step/25Y sergeant)."

Orders-Finance

**6. Article 15, Sick Leave**

[Amended FY20 – FY22]

**a. Section 15.5, Abuse of Sick Leave, p. 21:**

- **Eliminate** paragraph 2;
- **Replace** with:

"A doctor's certification and/or note may be required if an employee is absent for five (5) or more consecutive days or if the Chief and/or designee has reasonable cause to believe that the employee is abusing his/her Sick Leave."

**b. Section 15.7, Child Birth Leave, p. 22**

[Amended FY20 – FY22]

**Miscellaneous provisions regarding Parental Leave**

- **Replace** the current language with the following:

"In the event of the birth of a child to the spouse of an employee, s/he may use up to two (2) days of Sick Leave to be charged against his/her accrued balance, which shall not affect his/her accrual of personal days."

**i. Article 22, Paternity/Child Rearing Leave, p. 27**

Eliminate Article in its entirety.

**ii. Article 23, Maternity Leave, p. 27**

**Eliminate** Article and **Replace** with the following language, as a section under new Article, "Leaves of Absence":

**Parental Leave**

1. Qualifying employees shall be permitted to use up to eight (8) weeks of unpaid leave for the purpose of giving birth or for the placement of a child under the age of eighteen (18) or age twenty-three (23) if the child is mentally or physically disabled, for adoption. Employees are entitled to Parental Leave, provided the following:
  - a. Such Leave shall apply to employees, classified as full time and benefited only and who have completed at least three (3) months of her/his required probationary period.
  - b. Such Leave shall be unpaid, unless the employee chooses to use accrued personal, sick or vacation leave.
  - c. Said employee must provide a written two (2) week notice of departure seeking such Parental Leave and shall include the employee's intention to return or as soon as is practicable if a delay is due to reasons beyond the employee's control.
  - d. Should two (2) employees of the City give birth to or adopt the same child, the two (2) employees are entitled to an aggregate of (8) weeks' leave.
  - e. Parental Leave shall run concurrently with the Family Medical Leave Act (FMLA).

**c. Section 15.9, Fair Labor Standards Act (FLSA), Compensatory Time/Days Owed, p. 22****1. Eliminate current language in CBA:**

"The City and the Union will form a joint committee to create and implement a plan that would prevent any Officers from exceeding federal guidelines as a result of "days owed." The committee will consist of the Chief of Police and/or his designee and the Fitchburg Police Union President. The end result of the joint committee deliberations must be an MOU between the City and the FPU, which plan will be subject to the approval of the Mayor and the FPU Executive Board."

**2. Replace with the following:**

**"Time Owed/Days Owed Cap:** Effective <DATE OF RATIFICATION>, no employee shall have more than 480 hours of contractual time owed/days owed in their accrual banks. Employees with more than 480 hours in their contractual time bank as of <DATE OF RATIFICATION> will not lose the excess hours but cannot add to their time bank until such time as the bank drops below 480 hours."

**Article 15, Sick Leave, continued:**

At the City's option, the City may elect to pay an employee for his/her contractual time owed/days owed in his/her accrual bank in excess of 480 hours in connection with any individual being promoted. Payment of hours in excess of 480 will occur prior to the promotion."

**7. Article 20, Family and Medical Leave Act, p.26**

[Amended FY20 – FY22]

Remove all FMLA forms as appendices to CBA.

**8. Article 27, Duration, p.28** Amend Article 27 as follows:

- Replace "July 1, 2016" with "July 1, 2019";
- Replace "June 30, 2019" with "June 30, 2022";
- Replace "January 1, 2019" with "January 1, 2022";
- Replace "February 21, 2019" with "February 21, 2022";
- Replace "July 1, 2019" with "July 1, 2022"

**9. Article 28, Reproduction of Agreement, p. 28**

[Amended FY20 – FY22]

**a. Eliminate the following:**

The City agrees to reproduce this Agreement in sufficient copies so that each Union member may obtain one (1) copy.

**b. Replace with:**

The City agrees to supply the Union with an electronic version of this Agreement. It shall be the Union's responsibility to disseminate the same to all of its membership. The City shall supply the Union with ten (10) printed copies of this Agreement.

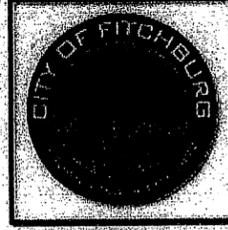
**10. Article 30, Discipline, p. 28**

[Amended FY20 – FY22]

**Eliminate current language and replace with:**

Statements of counseling and reprimands may be kept in an employee's personnel file, however, statements of counseling may not be used for employment purposes (including but not limited to progressive discipline) after five (5) years from the date of issue and reprimands may not be used for employment purposes (including but not limited to progressive discipline) after ten (10) years from the date of issue, so long as it is not a violation of law.

Orders-Finance



This Off the Record Memorandum of Agreement is subject to ratification by the Union membership and approval by the City of Fitchburg, MA, City Council. The ratified Agreement shall be subject to funding in accordance with M.G.L. c. 150E, §7.

In witness whereof, the Parties hereto set their hands and seals on this 27th day of November, 2019.

**City of Fitchburg:**

Mayor Stephen L. DiNatale

Susan A. Davis  
Director of Human Resources

Ernest F. Martineau  
Chief of Police

**Fitchburg Police Union:**

Robert J. Raboin  
President

Antwain C. Tobin  
Vice President

Christopher K. Bellofatto  
Secretary

Daniel K. Bellofatto  
Negotiation Team Member

Jude H. Chabot  
Negotiation Team Member

Christopher T. Garcia  
Negotiation Team, Alternate Member



**APPENDIX A  
CITY OF FITCHBURG/FITCHBURG POLICE UNION  
WAGE SCHEDULE  
FY20 - FY22**

POSITION	07.01.2019	07.01.2020	07.01.202	01.01.2022
<b>Lieutenant 4<sup>th</sup> Step/25Y</b>	1622	1655	1655	1727
<b>Lieutenant</b>	1508	1539	1539	1606
<b>Sergeant 4<sup>th</sup> Step/25 Y</b>	1410	1439	1439	1501
<b>Sergeant</b>	1311	1338	1338	1396
<b>Patrol Officer 4<sup>th</sup> Step/25Y</b>	1204	1229	1229	1282
<b>Patrol Officer Step 3 (1 year Step)</b>	1120	1143	1143	1193
<b>Patrol Officer Step 2 (1 year Step)</b>	1061	1083	1083	1112
<b>Patrol Officer Step 1 (1 year )Step)</b>	1012	1033	1033	982

Orders-Finance

037-20. ORDERED THAT: There be and hereby is appropriated the sum of ONE HUNDRED TWENTY THOUSAND, EIGHT HUNDRED EIGHTY-ONE AND 00/100 DOLLARS (\$120,881.00) same to be charged against AVAILABLE FUNDS and credited to accounts as outlined in the Order (Memorandum of Agreement with the Fitchburg Association of Managers, Administrators, and Specialty Skills Group [FAMASS]).

City of Fitchburg

FITCHBURG CITY CLERK

2020 JAN 30 PM 12:48

In City Council,

ORDERED:-- That

there be and hereby is appropriated the sum of ONE HUNDRED TWENTY THOUSAND, EIGHT HUNDRED EIGHTY-ONE AND 00/100 DOLLARS (\$120,881.00) same to be charged against AVAILABLE FUNDS and credited to the following accounts:

ASSESSOR, PERSONAL SERVICES	\$ 3,301.00
PURCHASING, PERSONAL SERVICES	\$ 9,118.00
TREASURER, PERSONAL SERVICES	\$ 9,642.00
INFORMATION TECHNOLOGY, P. S.	\$ 9,799.00
CITY CLERK, PERSONAL SERVICES	\$ 7,650.00
COMM. DEV., PERSONAL SERVICES	\$19,755.00
POLICE, PERSONAL SERVICES	\$ 7,126.00
PUBLIC WORKS, PERSONAL SERVICES	\$22,880.00
CEMETERY, PERSONAL SERVICES	\$12,209.00
HEALTH, PERSONAL SERVICES	\$ 5,869.00
COUNCIL ON AGING, PERSONAL SERVICES	\$ 2,672.00
VETERANS, PERSONAL SERVICES	\$ 3,092.00
RECREATION, PERSONAL SERVICES	\$ 4,768.00
EMPLOYEE BENEFITS, OTHER BENEFITS	\$ 3,000.00



**City of Fitchburg  
Department of Human Resources**

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**Susan A. Davis  
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978.829.1809

**Steffani J. Santiago  
HR Assistant II**

[ssantiago@fitchburgma.gov](mailto:ssantiago@fitchburgma.gov)  
978.829.1808

January 30, 2020

Honorable Mayor Stephen L. DiNatale  
Municipal Offices  
166 Boulder Drive, Ste. 108  
Fitchburg, MA 01420

Dear Mayor DiNatale:

Kindly be advised that negotiations with the Fitchburg Association of Managers, Administrators and Specialty Skills Group (FAMASS) employees have concluded.

I have attached the signed Memorandum of Agreement and all related documents pertaining to this CBA.

As a result of these successful negotiations, I am requesting an appropriation from available funds in the amount of One Hundred Twenty Thousand and Eight hundred and eighty-one dollars (\$120,881) for the General Fund and Forty-six One Hundred thirty dollars (\$46,130) for the Wastewater, Water and Airport funds. This amount represents the first year of the Collective Bargaining Agreement and associated retroactive wages.

Please contact me should you have any questions related to this matter.

A handwritten signature in cursive script that reads "Susan A. Davis".

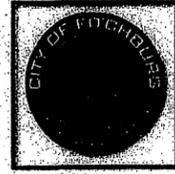
Susan A. Davis  
Director of Human Resources

Cc: Calvin Brooks, City Auditor  
Enc: Memorandum of Agreement  
Education/Training Conditional Waiver  
Wage Matrix

Orders-Finance



**MEMORANDUM OF AGREEMENT**  
Between the  
**CITY OF FITCHBURG, MA**  
And the  
**FITCHBURG ASSOCIATION OF MANAGERS,  
ADMINISTRATORS AND SPECIALTY SKILLS GROUP**  
January 30, 2020



**1. Collective Bargaining Agreement**

1. Reorganize current CBA in order to consolidate articles, e.g. combine all leave of absence types into 1 Article.
2. Create subsections within articles where appropriate.
3. Create Preamble section.
4. Move Article 23, Duration, to beginning sections of CBA.
5. FAMASS will receive draft copy of revised CBA for review and approval prior to completion of negotiations.

**2. Article 1, Recognition, p. 4**

1. Add "DPW Administrations Coordinator" position to list.
2. Add "Employee Benefits Coordinator" to list
3. Add the following to the list of positions:
  - a. Buyer
  - b. Community Development Coordinator
  - c. Substance Abuse Prevention Coordinator
  - d. WWT Administrations Coordinator
4. Remove "Worker's Compensation Analyst" from list, as Worker's Comp has been moved to the Human Resources Department, as of July 2018. Position to remain on FAMASS roster.
5. Administrative Assistant/Rec: Move to Clerical Union, eliminate position from FAMASS roster.

**3. Article 2, Non-Discrimination, p. 4**

1. Eliminate "or collective bargaining activity" from end of sentence.

**4. Article 3, Protection for Concerted Activities, p. 4**

1. Add "or collective bargaining activity" to end of sentence.

**5. Article 4, Agency Service Fee, p. 4**

1. Eliminate article in its entirety.
2. Replace with: **Article 4, Payroll Deduction For Union Dues**

At the election of the employee, the City will deduct Union dues from the employee's wages in such amount as determined by the Union, provided, however, that no such deduction shall be made from an employee's wages, unless the employee has authorized such deduction on an appropriate form, a copy of which shall have been submitted to the City.

Said authorization may be cancelled by a sixty (60) day written notice to the City by said employee.

Dues deducted by the City Treasurer in accordance with authorization cards, shall be in the amount of dues in existence at the time of the deduction as certified to the Treasurer of the Union. Increases in said dues shall be made upon the City's receipt of written notification by a duly authorized Union representative. The City Treasurer shall remit the aggregate amount of dues to the Treasurer of the Union or as specified by the Union by the 21st day (or other date, if applicable) of each succeeding month. In the event the Union Treasurer desires the check with the City to determine payroll deductions for union dues, s/he shall have access to such information.

**6. Article 5, Use of City Facilities, p. 5**

1. Change name of article to "Use of City Meeting Space."

**7. Article 6, Business Leave, p. 5**

1. Change name of article to "Collective Bargaining Meetings."
2. Add a new paragraph to the Article as follows:

**Union Meetings**

Upon a minimum of twenty-four (24) hours' notice to the Department Head and/or his/her designee, s/he shall grant leave of absence without loss of pay or benefits to the member(s) of the Union's bargaining committee, for the purpose of meeting to discuss proposed Contract Negotiations.

**8. Article 8, Bereavement Leave**

*Eliminate section and replace with the following:*

Bereavement leave shall be granted to members of the Association without loss of pay as outlined below. In certain circumstances, the member's Department Head and/or Mayor and/or his/her designee may grant such leave and/or additional days at his/her discretion. At the option of the Employer, proof of loss may be required.

**A. Immediate Family Members**

In the event of the death of a member of the employee's immediate family, as defined below, five (5) days' leave shall be granted to such employee.

- a. Immediate family members shall include: parent, step-parent, spouse or domestic partner, child, step-child, sibling, step-sibling, grandparent, grandchildren, step-grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, other parent of the member's minor child (under age eighteen) or a blood relative residing within the said member's household.

**B. Extended Family Members**

In the event of the death of a member of the employee's extended family, as defined below, three (3) days' leave shall be granted to such employee.

- a. Extended family members shall include: a niece or nephew, first cousin, aunt, uncle, brother-in-law of spouse, sister-in-law of spouse or grandparent of spouse/domestic partner.

**C. FAMASS Employees**

In the event of the death of an employee or retiree who was a member of FAMASS, two (2) members of FAMASS shall be granted leave to attend the funeral.

Bereavement leave, as stated above, shall be in addition to and not charged against regular accrued sick, vacation or personal leave accrued balances.

**9. Article 10, Sick Leave, p. 6**

*Eliminate paragraph 1 and replace with the following:*

- a. All members, except new members, shall be granted sick leave in the amount of fifteen (15) days on January 1 of each year. This time will be added to any previously accrued sick time.
- b. New members whose hire date falls between January and June shall be entitled to one and one-quarter (1¼) days of sick leave per month to be accumulated on an aggregate basis, beginning one (1) month from the date of hire until the end of such calendar year. Thereafter, accrual shall be in accordance with Section A, as provided for above.
- c. New members whose hire date falls between July and December shall be entitled to one and one quarter (1¼) days of sick leave per month to be accumulated on an aggregate basis, beginning one (1) month from the date of hire until his/her six (6) month anniversary, at which point the remainder of the fifteen (15) days minus any sick leave which the employee has received since January of the current calendar year shall be credited. Thereafter, accrual shall be in accordance with Section A, as provided for above.

**10. Article 10, Sick Leave, Sick Leave Bank, p. 7****A. Establishment****Eliminate following language in current contract:**

The City and the Association agreed to establish after January 1, 2001, a Sick Leave Bank ("the Bank") program for cases of serious and/or protracted illness.

**Replace with:**

"The Parties agreed to establish a Sick Leave Bank ("the Bank") program after January 1, 2001, for cases of serious and/or protracted illness."

**B. Member Participation/Eligibility Requirements**

Members of the bargaining unit shall be eligible to participate in the Bank as follows:

- I. Participation, i.e., donating sick days in this program, will be at the voluntary discretion of the member; only members who have contributed to the Bank shall be eligible to receive Sick Leave time from the Bank;
- II. Any new participating member shall contribute five (5) days to the Bank;
  - i. To be eligible, the member must have completed eighteen (18) months of employment with the City and must have a minimum of twenty (20) days of accumulated sick leave at the time of enrollment;
- III. Members who wish to participate in the Bank must provide thirty (30) days written notice of his/her intent to participate to his/her supervisor. Such written notice shall be required and received prior to participation and/or utilization of the Bank;
- IV. A Bank participant in good standing may withdraw from future or continued participation at any time, upon written notification to the President of the Association. Upon such withdrawal from participation, no sick days shall be returned to the employee.

**C. Administration of Bank and Terms of Employee Utilization**

- I. The Bank shall be administered by a Committee of five (5) people of whom shall consider the eligibility of members who shall be able to draw from the Bank. The Committee will be comprised of two (2) members appointed by the Association, two (2) members appointed by the Mayor's office, with the fifth member being the Director of Human Resources.
- II. The following criteria shall be used by the Committee in determining the eligibility of a member to draw days from the Bank and to determine the amount of time drawn:
  - i. Members must have used all of his/her accumulated sick days, vacation days, personal days and other benefits prior to receiving any consideration;
  - ii. Any employee covered by this Agreement shall not be eligible to utilize the Bank during any period in which s/he is receiving Worker's Compensation benefits.
  - iii. Member must submit, in writing, competent and timely evidence that a request for Sick Leave Bank days is necessary to benefit the member who suffers from uncommon, life threatening or serious lengthy illness;
  - iv. A member's prior utilization of sick leave shall be examined in detail;
  - v. Upon compliance with the aforementioned criteria, the Committee may issue a grant of leave time days from the Bank for up to thirty (30) days at a time. If more days are needed, the Member may petition the Committee for additional days, not to exceed one hundred (100) days in any twelve (12) month period;
  - vi. The per diem value of each sick day shall be one-fifth (1/5th) of the requesting employee's regular weekly pay.

**D. Bank Reserve Requirements and Member Donations**

- I. The Bank shall maintain a minimum fifty (50) days in reserve. Should the number of days fall below fifty (50), each participating member shall be required to contribute an equal number of days until the required minimum number of days has been achieved;
  - i. The total number of days held in reserve shall not exceed four hundred (400) days;

**Article 10. Sick Leave Bank, continued:**

- II. Members shall not forfeit earned personal time for donating sick leave days to the Bank;
- III. An employee may donate eight (8) days to the Bank once per calendar year and shall be eligible to receive two (2) additional bonus personal days. Such bonus days shall not be eligible for buyback purposes.

**11. Article 12, Education Incentive, p. 7**

- 1. Eliminate grade of "C+" and replace with "B."
- 2. Add the following to the Article:

Employees are required to sign an Employee Fee Agreement related to reimbursement of training costs regarding uncompleted training, unsatisfactory or non-passing grade, or separation from employer within one (1) year. Employees must sign such Agreement before approval for such training, course, etc. shall be granted. This form appears as **Appendix A** of this Agreement.

**12. Article 14, Group Insurance, p. 8**

- 1. Rename Article to "Health and Welfare."
- 2. Combine bullet points #2 and #4;
- 3. #4: Replace "City's Chapter 32B Insurance Advisory Committee" with "Public Employee Committee (PEC)";
- 4. Add a new section related to Worker's Compensation:

**Workers Compensation:**

The City agrees to fully cooperate and comply with all local, state and federal Worker's Compensation laws. At the option of the employee, the City will calculate, process and include the difference between the Worker's Compensation amount and the employee's regular base bi-weekly pay in accordance with the City's bi-weekly payroll processes and policies. The equivalent amount of time shall be deducted from the employee's accrued vacation, personal or sick time. If the employee chooses to use sick time to offset the Worker's Compensation amount, s/he will not accrue personal time during such period.

If the City or the Department of Industrial Accidents recognizes liability, an employee shall not lose seniority, vacation or sick leave accrual or other benefits while on Workers Compensation, provided the same is due and payable. However, in no event should sick leave, personal or vacation leave accrue after the first year of absence. The employee shall not lose seniority, however, s/he will not accrue seniority beyond the first year of the Worker's Compensation period.

- 5. Eliminate bullet point #5 from existing contract and replace with the following language:

**Replacement of Eyeglasses**

In the event that an employee's prescription and/or corrective eyeglasses are broken during the normal performance of his/her job related duties, the City will pay for the replacement or repair of said eyeglasses, as follows:

- a. The claim for such reimbursement must include receipts from the eye care provider which reflect the original cost of said repair and/or replacement cost;
- b. The replacement cost for eyeglasses shall not include the cost of any eye examination or contact lenses and must be comparable to the cost of the damaged eyeglasses;
- c. The City shall not be held responsible for the replacement or repair of eyeglasses due to the employee's negligence;
- d. The employee must provide reliable proof of damage or loss occurred during the course of his/her employment duties, which is satisfactory to the Director of Human Resources;
- e. Employees shall notify his/her Department Head for the loss and/or repair of eyeglasses and shall complete the appropriate reimbursement forms, as required.

Orders-Finance

**13. Article 16, Vacation, p. 9**

1. Move language in paragraph 2 to appear after the month of hire chart.
2. Change "Years of Service" chart to read 1 through 4, 5 through 9, 10 through 14 and 15 or more.

**14. Article 17, Longevity, p. 10**

1. Add "Continuous" before "Years of Service" in the Longevity Table.

**15. Article 18, Wages and Salary, p. 10****A. Wages**

1. A 0% wage increase shall become effective July 1, 2019;
2. A 1% wage increase shall become effective July 1, 2020 and
3. A 2% wage increase shall become effective July 1, 2021.

**B. Wage Matrix**

1. Grades six (6) and seven (7) have been eliminated from the wage matrix (see attached Appendix B).
2. Position grades on the existing matrix were realigned, where applicable and appropriate, to achieve equitable and logical placement, based upon the position's required levels of responsibility, educational requirements and/or required years of experience.
3. Member employees shall receive a Step Increase, effective July 1, 2019.
4. There will be no change to the employee's existing step increase schedule.
5. All wages will be retroactive to July 1, 2019.
6. The position of Recreation Administrative Assistant shall be removed from the Bargaining Unit and Unit roster and transferred to the AFSCME/Clerical Union.
7. Remove employee names and step information from Appendix A. Revised appendix will list position grade and title only and will continue to list "Open Positions" within the Bargaining Unit. (see attached)

**C. Direct Deposit**

All employees covered by this Agreement are required to participate in direct deposit for payroll processing requirements. In the future and after the City upgrades the accounting/payroll system, the City will implement an electronic online employee time management system for all members. The system will manage hours worked, vacation, sick and personal time.

**16. Article 19, Maintenance of Benefits, p. 11**

1. Revise sentence #2 to read: "Employees who work 1,000 hours or more per year..."

**17. Article 23, Duration, p. 12**

1. Move article to beginning sections of CBA.
2. Replace "July 1, 2016" with "July 1, 2019."
3. Replace "June 30, 2019" with "June 30, 2022."

**18. Article 25, Clothing Allowance, p. 13**

a. **Eliminate** the language in the existing CBA;

b. **Replace** with the following:

1. The clothing allowance stipend, paid on an annual basis to current, eligible employees, holding City positions as listed on **Appendix D** of this Agreement, shall be in the amount of Six Hundred Dollars (\$600). Payments of said stipend shall be made collectively, in the last payroll period in October. Said payment shall not be subject to retirement accrual.
2. An employee holding the position of Parking Control Supervisor shall receive a clothing stipend as follows:
  - The Parking Control Supervisor shall receive his/her clothing allowance stipend within thirty (30) days of hire. The aforementioned annual stipend shall be prorated on a monthly basis for each month prior to October 15<sup>th</sup> of the employee's first year of hire. Thereafter, such stipend shall be paid in accordance with Section 1, as stated above.

**Article 25, Clothing Allowance, continued:**

3. A current, eligible employee on any type of extended leave of absence, including leave due to a work injury, for any period of six (6) or more months prior to October 15<sup>th</sup>, shall not be eligible for such stipend. However, should such employee subsequently return to work, s/he shall be eligible to receive a prorated payment, to be calculated on a monthly basis.
4. **Revise** Appendix D/Clothing Allowance, p. 21, as follows:
  - a. Remove Assessor position;
  - b. Remove Superintendent of Cemeteries position;
  - c. Add Assistant WWTF Superintendent (new position).

**19. New Article, Reimbursable Expenses**

1. The following language shall be added as a new Article within the CBA:

Upon Department Head approval and the submission of proper copies of all relevant invoices, receipts or other evidence reasonably requested by the City, the City shall reimburse employees covered under this Agreement for any licenses, association memberships, renewals or similar expenses incurred for the benefit of, or on behalf of, the City by the employee.

**20. New Article, Telephone Usage Policy**

*{Added FY18 - FY20}*

1. Add new Article and following language:

All employees covered by this Agreement shall receive the Telephone Usage policy and shall be required to sign an acknowledgment of receipt and understanding of said policy.

**21. Add the following to new "Leaves of Absence" Article:**

1. **FAMILY MEDICAL LEAVE ACT (FMLA)**

The City agrees to fully cooperate and comply with all local, state and federal laws related to the Family Medical Leave Act.

2. **PARENTAL LEAVE**

The Parental Leave Act expands the current maternity leave law, pursuant to M.G.L. c. 149, §105D. This gender neutral law provides up to eight (8) weeks of unpaid leave for the purpose of giving birth or for the placement of a child under the age of eighteen (18) or age twenty-three (23) if the child is mentally or physically disabled, for adoption. Both men and women are entitled to Parental Leave, provided the following:

- Such Leave shall apply to employees, classified as full time and benefited only and who have completed at least three (3) months of her/his required probationary period.
- Such Leave shall be unpaid, unless the employee chooses to use accrued personal, sick or vacation leave.
- Said employee must provide a two (2) week notice of departure seeking such Parental Leave and the employee's intention to return or as soon as is practicable if a delay is due to reasons beyond the employee's control.
- Should two (2) employees of the City give birth to or adopt the same child, the two (2) employees are entitled to an aggregate of (8) weeks' leave.
- Parental Leave shall run concurrently with the Family Medical Leave Act (FMLA).
- The City shall comply with all local, state and federal laws related to the Parental Leave Act.

Orders-Finance



In witness thereof, the parties hereto, and to another instrument of like tenor, set their hands and seals this 30th day of January 30, 2020.

For the City of Fitchburg

For FAMASS

*Stephen L. DiNatale*

*Trevor Bonilla*

Mayor Stephen L. DiNatale

Trevor Bonilla  
President, FAMASS

*Susan A. Davis*

*Nicholas Erickson*

Susan A. Davis  
Director of Human Resources

Nicholas Erickson  
Negotiation Team Member

*Amanda Alford*

Amanda Alford  
Negotiation Team Member



APPENDIX B  
FAMASS WAGE MATRIX  
FY20 - FY22

		Fiscal 2020															
		Effective July 1, 2019															
GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
15	1	\$1,557	\$1,636	\$1,716	\$1,800	\$1,891	\$1,984	\$2,054	\$2,126	\$2,199	\$2,278	\$2,358	\$2,440	\$2,526	\$2,611	\$2,694	\$2,776
14	1	\$1,392	\$1,461	\$1,534	\$1,609	\$1,690	\$1,774	\$1,836	\$1,899	\$1,966	\$2,034	\$2,108	\$2,180	\$2,259	\$2,331	\$2,409	\$2,481
13	1	\$1,256	\$1,317	\$1,384	\$1,451	\$1,525	\$1,601	\$1,655	\$1,711	\$1,774	\$1,836	\$1,899	\$1,967	\$2,036	\$2,106	\$2,173	\$2,239
12	1	\$1,119	\$1,175	\$1,232	\$1,295	\$1,357	\$1,426	\$1,496	\$1,549	\$1,603	\$1,657	\$1,711	\$1,778	\$1,841	\$1,899	\$1,963	\$2,022
11	1	\$1,020	\$1,069	\$1,122	\$1,178	\$1,236	\$1,280	\$1,325	\$1,370	\$1,422	\$1,466	\$1,521	\$1,572	\$1,631	\$1,682	\$1,739	\$1,792
10	1	\$963	\$1,011	\$1,059	\$1,113	\$1,168	\$1,211	\$1,252	\$1,295	\$1,341	\$1,388	\$1,437	\$1,487	\$1,540	\$1,589	\$1,643	\$1,693
9	1	\$848	\$883	\$918	\$953	\$993	\$1,031	\$1,067	\$1,105	\$1,142	\$1,181	\$1,222	\$1,264	\$1,311	\$1,351	\$1,396	\$1,439
8	1	\$792	\$822	\$854	\$891	\$923	\$961	\$998	\$1,033	\$1,069	\$1,106	\$1,143	\$1,185	\$1,227	\$1,265	\$1,309	\$1,348

		Fiscal 2021															
		Effective July 1, 2020															
GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
15	1	\$1,573	\$1,653	\$1,734	\$1,818	\$1,910	\$2,004	\$2,075	\$2,148	\$2,221	\$2,301	\$2,382	\$2,465	\$2,552	\$2,638	\$2,721	\$2,804
14	1	\$1,406	\$1,476	\$1,550	\$1,626	\$1,707	\$1,792	\$1,855	\$1,918	\$1,986	\$2,055	\$2,130	\$2,202	\$2,282	\$2,355	\$2,434	\$2,506
13	1	\$1,269	\$1,331	\$1,398	\$1,466	\$1,541	\$1,618	\$1,672	\$1,729	\$1,792	\$1,855	\$1,918	\$1,997	\$2,057	\$2,128	\$2,195	\$2,262
12	1	\$1,131	\$1,187	\$1,245	\$1,308	\$1,371	\$1,441	\$1,511	\$1,565	\$1,620	\$1,674	\$1,735	\$1,796	\$1,860	\$1,918	\$1,983	\$2,043
11	1	\$1,031	\$1,080	\$1,134	\$1,190	\$1,249	\$1,293	\$1,339	\$1,384	\$1,437	\$1,481	\$1,537	\$1,588	\$1,648	\$1,699	\$1,757	\$1,810
10	1	\$973	\$1,022	\$1,070	\$1,125	\$1,180	\$1,224	\$1,265	\$1,308	\$1,341	\$1,402	\$1,452	\$1,502	\$1,556	\$1,605	\$1,660	\$1,710
9	1	\$857	\$892	\$928	\$963	\$1,003	\$1,042	\$1,078	\$1,117	\$1,154	\$1,193	\$1,235	\$1,277	\$1,325	\$1,365	\$1,410	\$1,454
8	1	\$800	\$831	\$863	\$900	\$933	\$971	\$1,008	\$1,044	\$1,080	\$1,118	\$1,155	\$1,197	\$1,240	\$1,278	\$1,323	\$1,362

		Fiscal 2022															
		Effective July 1, 2021															
GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
15	1	\$1,605	\$1,687	\$1,769	\$1,855	\$1,949	\$2,045	\$2,117	\$2,191	\$2,266	\$2,348	\$2,430	\$2,515	\$2,604	\$2,691	\$2,776	\$2,861
14	1	\$1,435	\$1,506	\$1,581	\$1,659	\$1,742	\$1,828	\$1,893	\$1,957	\$2,026	\$2,097	\$2,173	\$2,247	\$2,328	\$2,403	\$2,483	\$2,557
13	1	\$1,295	\$1,358	\$1,426	\$1,496	\$1,572	\$1,651	\$1,706	\$1,764	\$1,828	\$1,893	\$1,957	\$2,027	\$2,099	\$2,171	\$2,239	\$2,308
12	1	\$1,154	\$1,211	\$1,271	\$1,335	\$1,399	\$1,470	\$1,542	\$1,597	\$1,653	\$1,708	\$1,770	\$1,832	\$1,898	\$1,957	\$2,023	\$2,084
11	1	\$1,052	\$1,102	\$1,157	\$1,214	\$1,274	\$1,319	\$1,366	\$1,412	\$1,466	\$1,511	\$1,568	\$1,620	\$1,681	\$1,733	\$1,793	\$1,847
10	1	\$993	\$1,043	\$1,092	\$1,148	\$1,204	\$1,249	\$1,291	\$1,335	\$1,383	\$1,431	\$1,482	\$1,533	\$1,588	\$1,638	\$1,694	\$1,745
9	1	\$875	\$910	\$947	\$983	\$1,024	\$1,063	\$1,100	\$1,140	\$1,178	\$1,217	\$1,260	\$1,303	\$1,352	\$1,393	\$1,439	\$1,484
8	1	\$816	\$848	\$881	\$918	\$952	\$991	\$1,029	\$1,065	\$1,102	\$1,141	\$1,179	\$1,221	\$1,265	\$1,304	\$1,350	\$1,390

Orders-Finance

**APPENDIX A  
FAMASS  
Employee Fee Agreement  
Training and Educational Fees  
11.25.2019**

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Fitchburg, Massachusetts, acting by and through the appointing authority and Employee

For good and valuable consideration, the receipt and sufficiency which are hereby acknowledged, the City and the Employee as follows:

The City agrees to assume and be responsible for the payment of any and all fees related to departmentally approved classes required for obtaining licenses and/or certifications related to the Employee's position with the City, provided the Employee remains in the employ of the City of Fitchburg for a period of one (1) year.

Should said Employee request to voluntarily leave employment with the City of Fitchburg within one (1) year **after enrolling in and/or attending or completing said class and such payment or any portion thereof, has been made by the City**, s/he shall be responsible to reimburse the City the full sum of any and all fees related to said class. Said sum may be deducted from any severance monies or final pay due at the completion of City of Fitchburg employment. Should said severance monies or final pay be insufficient to cover the amount due in total, the Employee will individually be responsible for the remainder of the balance.

By signing below, I acknowledge that a withholding, in the amount of \$\_\_\_\_\_, will be deducted from my last paycheck from the City of Fitchburg. I understand that if there is not a sufficient amount in said paycheck to cover any fees I may be owe as set forth above, I am responsible to pay the outstanding balance to the City of Fitchburg.

When unusual situations arise that leads to departure of the employee, the employee's Department Head and the Director of Human Resources reserve the right to have the final decision administering this agreement.

*Executed as a sealed instrument.*

**Employee**

\_\_\_\_\_  
PRINT First, Last Name

\_\_\_\_\_  
Employee Signature

**Witness**

\_\_\_\_\_  
PRINT First, Last Name

\_\_\_\_\_  
Witness Signature

**Department and/or Division Head**

\_\_\_\_\_  
PRINT First, Last Name

\_\_\_\_\_  
Department and/or Division Head Signature

038-20. ORDERED THAT: There be and hereby is transferred from within the following PERSONAL SERVICES accounts the sum of FORTY-SIX THOUSAND, ONE HUNDRED THIRTY AND 00/100 DOLLARS (\$46,130.00) same to be credited to the following accounts:

WATER ENTERPRISE FUND	\$20,999.00
WASTEWATER ENTERPRISE FUND	\$23,192.00
AIRPORT FUND	\$ 1,939.00

039-20. ORDERED THAT: There be and hereby is appropriated the sum of FORTY-TWO THOUSAND, TWO HUNDRED NINETY-TWO AND 00/100 DOLLARS (\$42,292.00) same to be charged against AVAILABLE FUNDS and credited to accounts as outlined in the Order (Wage Matrix).

City of Fitchburg

FITCHBURG CITY CLERK

2020 JAN 30 PM 12:42

In City Council,

ORDERED:- That

there be and hereby is appropriated the sum of FORTY-TWO THOUSAND, TWO HUNDRED NINETY-TWO AND 00/100 DOLLARS (\$42,292.00) same to be charged against AVAILABLE FUNDS and credited to the following accounts:

MAYOR, PERSONAL SERVICES	\$ 3,249.00
CITY AUDITOR, PERSONAL SERVICES	\$ 3,302.00
PURCHASING, PERSONAL SERVICES	\$ 3,040.00
TREASURER, PERSONAL SERVICES	\$ 6,446.00
HUMAN RESOURCES, PERSONAL SERVICES	\$ 2,987.00
CITY CLERK, PERSONAL SERVICES	\$ 3,668.00
COMM. DEV., PERSONAL SERVICES	\$ 3,564.00
BUILDING, PERSONAL SERVICES	\$ 3,616.00
HEALTH, PERSONAL SERVICES	\$ 3,498.00
COUNCIL ON AGING, PERSONAL SERVICES	\$ 2,673.00
LIBRARY, PERSONAL SERVICES	\$ 3,249.00
EMPLOYEE BENEFITS, OTHER BENEFITS	\$ 3,000.00

Orders-Finance

040-20. ORDERED THAT: There be and hereby is appropriated from within the following PERSONAL SERVICES accounts the sum of ELEVEN THOUSAND, TWO HUNDRED FIFTEEN AND 00/100 DOLLARS (\$11,215.00) same to be credited to the following accounts:

WATER ENTERPRISE FUND	\$ 3,511.00
WASTEWATER ENTERPRISE FUND	\$ 3,616.00
AIRPORT FUND	\$ 4,088.00

ORDERS-OTHER

Orders-Other

The following Orders were referred to the Finance Committee and the City Property Committee:

041-20. ORDERED THAT: The Mayor is authorized to execute the Lease (to be supplied) relative to AKS Recycling, Inc.

City of Fitchburg

FITCHBURG CITY CLERK

2020 JAN 30 AM 10:21

In City Council,

ORDERED:- That

WHEREAS, in 2001 and 2004 the City entered into two separate leases with AKS Recycling, Inc. ("AKS") for the use of certain premises located within the Airport; and

WHEREAS, the CITY and FAA have since determined that the fee owner of these certain premises is the Fitchburg Municipal Airport; and

WHEREAS, the AKS has expanded its operation upon both Airport land and other land belonging to the City of Fitchburg beyond the premises described in the 2001 and 2004 AKS leases; and

WHEREAS, there is a dispute between the City and the AKS as to amounts owed under the prior Leases and the parties wish to resolve those disputes in a manner that will allow the Company to operate within the City and for the City to maintain a prospective relationship with the Company; and

WHEREAS, the CITY requires AKS to occupy a sufficient leased area to continue its current business operations and propose to modify the 2001 and 2004 AKS leases to include the area described by plan attached hereto as Exhibit A (known as "Parcel Y"); and

WHEREAS, applicable federal law requires that the CITY to lease the premises from the Fitchburg Municipal Airport in order to sublease the premises to AKS; and

WHEREAS, the AKS has, executed leases which contain certain provisions relative to hosting the business in the City on or about 2001 and 2004 and it is the parties' intention to amend Lease; and

WHEREAS, it is the parties' intention to amend the underlying leases to incorporate the lease form approved by the FAA and incorporate key provision of the prior Leases with the same and extend the term; and

WHEREAS, certain provisions of the prior leases include community benefits that are the subject of a host agreement.

NOW THEREFORE, IT IS ORDERED that the Honorable Mayor Stephen L. DiNatale be hereby authorized for and on behalf of said City to execute and deliver any and all documents and take any and all acts necessary, convenient and helpful to facilitate and execute the Lease (to be supplied) as attached or in form substantially similar thereto, and to site the facility as set forth above.

042-20. ORDERED THAT: The Mayor is authorized to execute the Host Agreement (to be supplied) relative to AKS Recycling, Inc.

City of Fitchburg

FITCHBURG CITY CLERK

2020 JAN 30 AM 10: 21

In City Council,

ORDERED:- That

WHEREAS, in 2001 and 2004 the City entered into two separate leases with AKS Recycling, Inc. ("AKS") for the use of certain premises located within the Airport; and

WHEREAS, the CITY and FAA have since determined that the fee owner of these certain premises is the Fitchburg Municipal Airport; and

WHEREAS, the AKS has expanded its operation upon both Airport land and other land belonging to the City of Fitchburg beyond the premises described in the 2001 and 2004 AKS leases; and

WHEREAS, there is a dispute between the City and the AKS as to amounts owed under the prior Leases and the parties wish to resolve those disputes in a manner that will allow the Company to operate within the City and for the City to maintain a prospective relationship with the Company; and

WHEREAS, the CITY requires AKS to occupy a sufficient leased area to continue its current business operations and propose to modify the 2001 and 2004 AKS leases to include the area described by plan attached hereto as Exhibit A (known as "Parcel Y"); and

WHEREAS, applicable federal law requires that the CITY to lease the premises from the Fitchburg Municipal Airport in order to sublease the premises to AKS; and

WHEREAS, the AKS has, executed leases which contain certain provisions relative to hosting the business in the City on or about 2001 and 2004 and it is the parties' intention to amend Lease; and

WHEREAS, it is the parties' intention to amend the underlying leases to incorporate the lease form approved by the FAA and incorporate key provision of the prior Leases with the same and extend the term; and

WHEREAS, certain provisions of the prior leases include community benefits that are the subject of a host agreement.

NOW THEREFORE, IT IS ORDERED that the Honorable Mayor Stephen L. DiNatale be hereby authorized for and on behalf of said City to execute and deliver any and all documents and take any and all acts necessary, convenient and helpful to facilitate and execute the Host Agreement (to be supplied) as attached or in form substantially similar thereto, and to site the facility as set forth above.

Ordinances

**ORDINANCES**

The following ORDINANCES were referred to the Finance Committee:

043-20. AN ORDINANCE: Amending Chapter 44, Section 10 of the Code of the City of Fitchburg, as most recently amended, by adding thereto the following step assignments as outlined in the enclosed Ordinance.

**CITY OF FITCHBURG**

IN THE YEAR

2020

**AN ORDINANCE**

FITCHBURG CITY CLERK

2020 JAN 30 PM 3:49

Be it ordained by the City Council of the City of Fitchburg, as follows:

Title	FY20		FY21	
	Grade-Step	7/1/2019 Weekly Rate	Grade-Step	7/1/2020 Weekly Rate
DPW Commissioner	15-11	\$2,358	15-11	\$2,382
Auditor/Finance Director	14-14	\$2,331	14-14	\$2,355
Treasurer/Collector	14-8	\$1,899	14-8	\$1,918
Chief Librarian	14-7	\$1,836	14-7	\$1,855
Director of Public Health	13-15	\$2,173	13-15	\$2,195
Deputy Commissioner of Water	13-15	\$2,173	13-15	\$2,195
Deputy Commissioner of Wastewater	13-13	\$2,036	13-14	\$2,128
Building Commissioner	13-13	\$2,036	13-13	\$2,057
Executive Director of Community Development	13-12	\$1,957	13-12	\$1,987
Chief Procurement Officer	13-11	\$1,899	13-11	\$1,918
Human Resources Director	13-9	\$1,774	13-9	\$1,792
City Clerk	13-8	\$1,711	13-8	\$1,729
Airport Manager	13-1	\$1,256	13-1	\$1,269
Assessor (vacant)	12		12	
Deputy Auditor	12-13	\$1,841	12-14	\$1,918
Assistant Treasurer	12-11	\$1,717	12-12	\$1,796
COA Executive Director	10-17	\$1,744	10-17	\$1,762
Chief of Staff/Assistant to Mayor	8-15	\$1,309	8-15	\$1,323

044-20. AN ORDINANCE: Amending Chapter 44, Section 10 of the Code of the City of Fitchburg, as most recently amended by adding thereto the enclosed pay scale.

CITY OF FITCHBURG

IN THE YEAR

2020

AN ORDINANCE

FITCHBURG CITY CLERK 2020 JAN 30 PM 3:44

Be it ordained by the City Council of the City of Fitchburg, as follows:

Fiscal 2020

Effective July 1, 2019

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
15	\$1,557	\$1,636	\$1,716	\$1,800	\$1,891	\$1,984	\$2,084	\$2,186	\$2,289	\$2,378	\$2,386	\$2,440	\$2,526	\$2,611	\$2,694	\$2,776	\$2,860
14	\$1,392	\$1,461	\$1,534	\$1,609	\$1,690	\$1,774	\$1,836	\$1,899	\$1,966	\$2,034	\$2,108	\$2,180	\$2,259	\$2,331	\$2,409	\$2,481	\$2,556
13	\$1,266	\$1,317	\$1,384	\$1,451	\$1,525	\$1,601	\$1,655	\$1,711	\$1,774	\$1,836	\$1,899	\$1,967	\$2,036	\$2,106	\$2,173	\$2,239	\$2,307
12	\$1,119	\$1,175	\$1,232	\$1,295	\$1,357	\$1,426	\$1,496	\$1,549	\$1,603	\$1,657	\$1,717	\$1,778	\$1,841	\$1,899	\$1,963	\$2,022	\$2,083
11	\$1,020	\$1,089	\$1,122	\$1,178	\$1,236	\$1,280	\$1,325	\$1,370	\$1,422	\$1,466	\$1,521	\$1,572	\$1,631	\$1,682	\$1,739	\$1,792	\$1,846
10	\$963	\$1,011	\$1,059	\$1,113	\$1,168	\$1,211	\$1,252	\$1,285	\$1,341	\$1,388	\$1,437	\$1,487	\$1,540	\$1,589	\$1,643	\$1,693	\$1,744
9	\$848	\$883	\$918	\$953	\$993	\$1,031	\$1,067	\$1,105	\$1,142	\$1,181	\$1,222	\$1,264	\$1,311	\$1,351	\$1,396	\$1,439	\$1,483
8	\$792	\$822	\$854	\$891	\$923	\$951	\$998	\$1,033	\$1,069	\$1,106	\$1,143	\$1,185	\$1,227	\$1,265	\$1,309	\$1,348	\$1,389

Fiscal 2021

Effective July 1, 2020

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
15	\$1,573	\$1,653	\$1,734	\$1,818	\$1,910	\$2,004	\$2,075	\$2,148	\$2,221	\$2,301	\$2,382	\$2,465	\$2,552	\$2,638	\$2,721	\$2,804	\$2,889
14	\$1,406	\$1,476	\$1,550	\$1,626	\$1,707	\$1,792	\$1,855	\$1,918	\$1,986	\$2,055	\$2,130	\$2,202	\$2,282	\$2,355	\$2,434	\$2,508	\$2,582
13	\$1,269	\$1,331	\$1,398	\$1,466	\$1,541	\$1,618	\$1,672	\$1,729	\$1,792	\$1,855	\$1,918	\$1,987	\$2,057	\$2,128	\$2,195	\$2,262	\$2,330
12	\$1,131	\$1,187	\$1,245	\$1,308	\$1,371	\$1,441	\$1,511	\$1,555	\$1,620	\$1,674	\$1,735	\$1,796	\$1,860	\$1,918	\$1,983	\$2,043	\$2,105
11	\$1,031	\$1,080	\$1,134	\$1,190	\$1,249	\$1,293	\$1,339	\$1,384	\$1,437	\$1,481	\$1,537	\$1,598	\$1,648	\$1,699	\$1,757	\$1,810	\$1,865
10	\$973	\$1,022	\$1,070	\$1,125	\$1,180	\$1,224	\$1,265	\$1,308	\$1,355	\$1,402	\$1,452	\$1,502	\$1,556	\$1,605	\$1,660	\$1,710	\$1,762
9	\$897	\$928	\$959	\$993	\$1,023	\$1,042	\$1,078	\$1,117	\$1,154	\$1,193	\$1,235	\$1,277	\$1,325	\$1,365	\$1,410	\$1,454	\$1,498
8	\$800	\$831	\$863	\$900	\$933	\$971	\$1,008	\$1,044	\$1,080	\$1,118	\$1,155	\$1,197	\$1,240	\$1,278	\$1,323	\$1,362	\$1,403

Petitions

PETITIONS

The following Petition was referred to the City Property Committee and the Planning Board:

045-20. Councillors Michael Kushmerek and Amy Green, and residents Joseph & Linda Byrne, to name the junction of Main Street and North Street "Gerry Martel Square" as a remembrance of a man that spent 50 years on the corner as "Mr. Music" and "Mr. Auto Professional". He represents the epitome of a businessman and an entrepreneur, who lived his life on this corner.

The following Petition was referred to the City Property Committee, the Planning Board and the Public Works Committee:

046-20. Councillors Marisa Fleming and Marcus DiNatale, to declare Ethier Street a Public Way.

The following Petition was referred to the Economic Development Committee:

047-20. Tom Skwierawski, Executive Director of Planning and Community Development, and the IVJ Group, LLC, to amend the Housing Development Incentive Program ("HDIP") Plan and Map to include additional parcels, most specifically the Iver Johnson Mills. The letter explains the process further, as does the updated Plans and Maps.

REPORT

The Committee on

Economic Development Committee

to which was referred this petition recommend that the petition be granted, be given leave to withdraw.

In City Council

Report Read and Accepted

Clerk

No. - 2020

PETITION

of

IVJ Group, LLC

to Amend the Housing Development Incentive Program as outlined in the enclosed Petition.

In City Council

February 4, 2020

Referred to Committee on

Economic Development Committee

Mary de Alderete Clerk

TO THE HONORABLE CITY COUNCIL OF THE CITY OF FITCHBURG

Ladies and Gentlemen:

The undersigned Petition your Honorable Body to

Amend the Housing Development Incentive Program ("HDIP") Plan and Map to include additional parcels, most specifically the Iver Johnson Mills. The letter explains the process further, as does the updated Plans and Maps.

Tom Skwierawski Executive Director of Planning and Community Development

2020 JAN 30 AM 9:09 FITCHBURG CITY CLERK



City of Fitchburg, Massachusetts  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
HOUSING & DEVELOPMENT ♦ PLANNING ♦ ECONOMIC DEVELOPMENT

TOM SKWIERAWSKI  
Executive Director

January 29, 2020

Honorable Michael Kushmerek  
Council President, City of Fitchburg  
166 Boulder Drive – Municipal Offices  
Fitchburg, MA 01420

Re: HDIP Zone, Plan Amendment and Map Extension

Council President Kushmerek:

In 2013, the Fitchburg City Council adopted a Housing Development Incentive Plan ("HDIP") District downtown. Its boundaries mirrored those of the FRA's Urban Renewal District. HDIP is a tool that seeks to incent market-rate housing in the Gateway Cities. It does so in two key ways:

- 1) State tax credits, capped at \$2m or 25% of the project cost (whichever is lower), for projects that include at least 80% market-rate housing
- 2) Municipally-negotiated tax-increment exemption agreements (sometimes known as a "TIF"), exempting anywhere from 10%-100% of the value-created on a market-rate housing project, for a period from 5 to 20 years.

This state tool is only available to Gateway Cities. Since its adoption, the City has not utilized this program. Although there is currently interest in two properties within the existing zone, the one project with the most interest lies outside of the zone in question: the Iver Johnson Mills on River Street, a project which is undergoing predevelopment work. They have received predevelopment support from MassDevelopment and are currently working on designating the 3 mill buildings as historic, a key step towards getting these properties redeveloped. They would like to utilize HDIP and Historic Tax Credits to create roughly 70 units of housing at these three buildings, along with mixed-use development.

Since the property is not currently in the district, the City must update its HDIP plan and map. An amended version of both is attached. The plan includes both a redlined copy and a final draft for ease of reading. I have included a map of the new district, as well as one indicating the changes that have been made. The district would, in effect, be expanded northwest from the Upper Common to capture these buildings, and a number of Broad Street properties. No other significant changes are proposed to the program.

Once these changes are approved at a public hearing of the City Council, the state will then approve them, at which point the Iver Mills team can explore utilizing this incentive. I look forward to answering any questions you may have about the program, and hope the Council

FITCHBURG MUNICIPAL OFFICES  
166 BOULDER DR., FITCHBURG, MA 01420 ♦ PHONE: (978) 829-1890 ♦ FAX: (978) 829-1965

Petitions, 2020



City of Fitchburg, Massachusetts  
DEPARTMENT OF COMMUNITY DEVELOPMENT

TOM SKWIERAWSKI  
*Executive Director*

HOUSING & DEVELOPMENT ♦ PLANNING ♦ ECONOMIC DEVELOPMENT

will consider amending this plan. If you have any questions on this or other developer incentives, more information can be found with our [Development Assistance Guide](#), or our [Fitchburg Investor Prospectus](#).

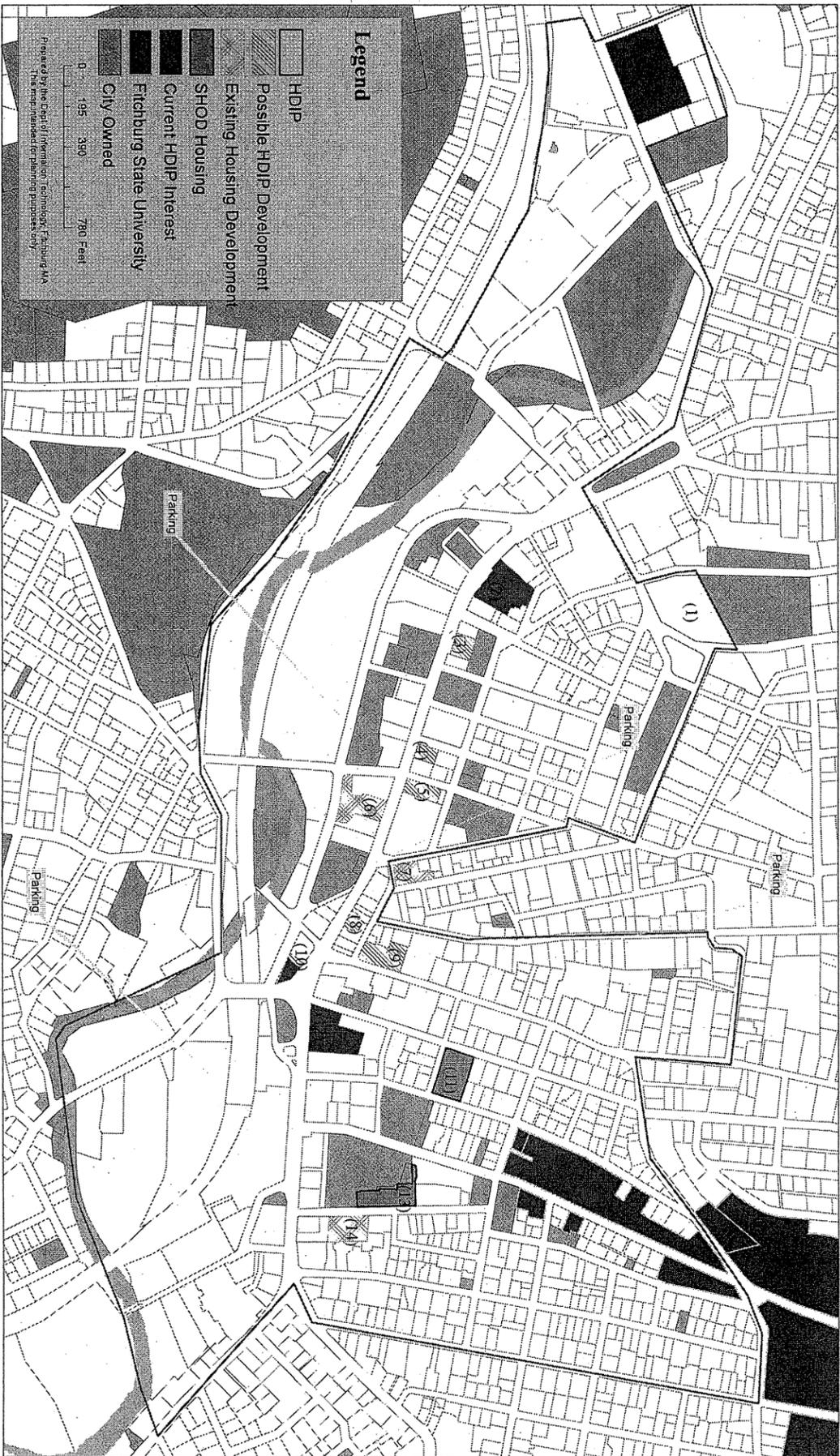
Sincerely,

Tom Skwierawski  
Executive Director of Community Development

cc: Fitchburg City Council

### Fitchburg Downtown HDIP - Housing Development Incentive Plan

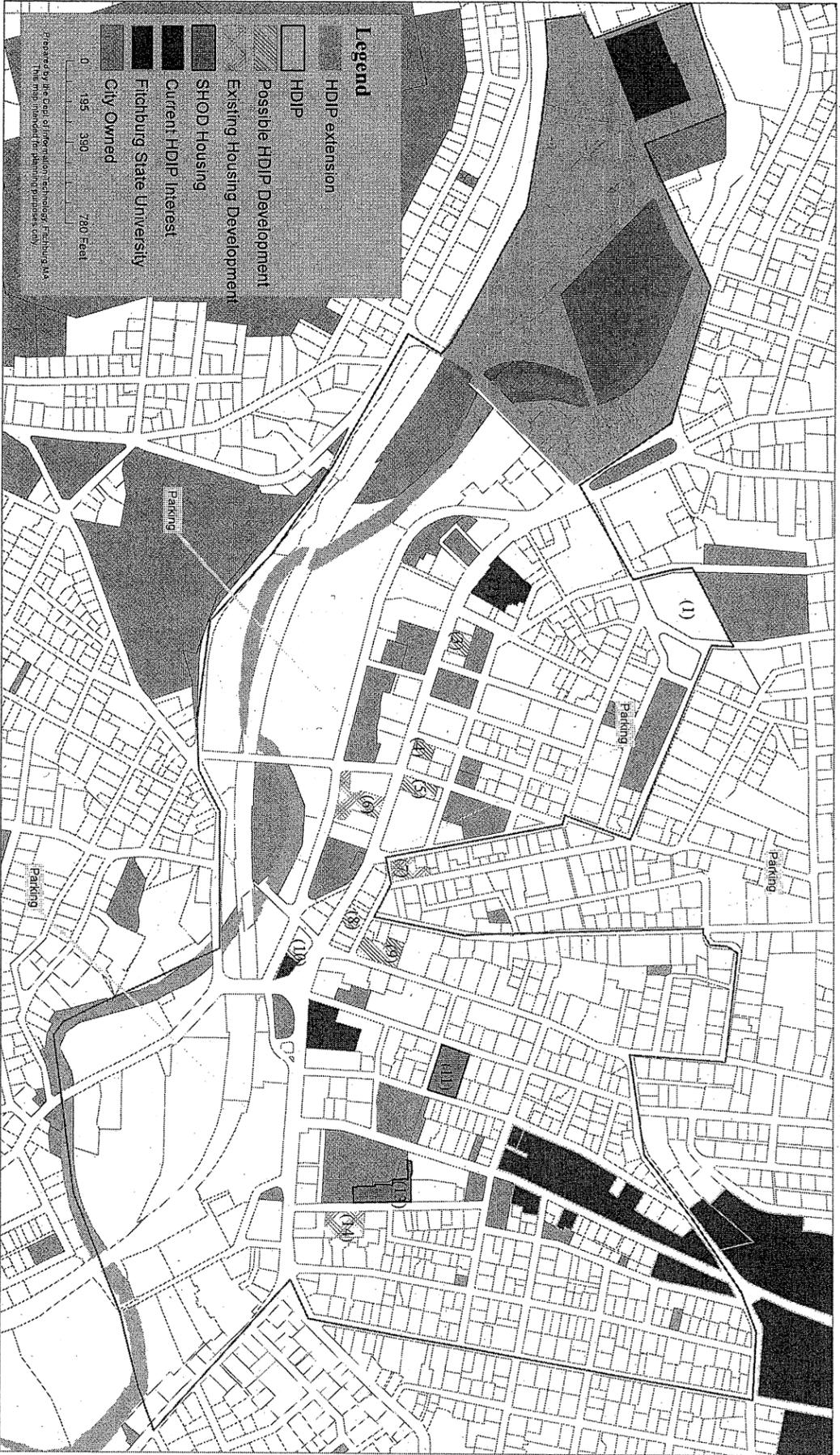
- 1) Fitchburg Arts Community
- 2) Theater Block
- 3) 639 Main St.
- 4) 533 Main St.
- 5) 491 Main St.
- 6) 470 Main St.
- 7) 16 Pritchard St.
- 8) 349 Main St.
- 9) Crescent Lot
- 10) 280 Main St.
- 11) Dillon Hall
- 12) 255 Main
- 13) Simonds Hall
- 14) Willow Loft
- 15) Iver Johnson Mills



Prepared by the Dept of Information Technology, Fitchburg MA  
This report intended for planning purposes only.

### Fitchburg Downtown HDIP - Housing Development Incentive Plan

- 1) Fitchburg Arts Community
- 2) Theater Block
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- 13) Simonds Hall
- 14) Willow Loft
- 15) Iver Johnson Mills



HOUSING DEVELOPMENT INCENTIVE PROGRAM

HDIP APPLICATION

**EVIDENCE OF PUBLIC HEARING – SECTION 66.03(2)**

The proposed Housing Development Zone (HD Zone) and Housing Development Zone Plan (HD Zone Plan) was put forth before the Fitchburg City Council, consistent with the regulations of the Housing Development Incentive Program (HDIP), at its June 4, 2013 meeting. The City Council hosted the required public hearing on June 18, 2013.

Attached are copies of the required notices published in the *Sentinel and Enterprise* newspaper in each of two successive weeks, the last publication being at least three days prior to the public hearing. The City Council on June 18, 2013 approved the proposed HD Zone, HD Zone Plan and the orders authorizing the approval of the Tax Increment Exemption agreement. Copies of the Council Approvals are attached.

On \_\_\_\_\_, 2020, City Council approved an amended plan and zone, which included further parcels along the western end of downtown.

Petitions

HOUSING DEVELOPMENT INCENTIVE PROGRAM

HDIP APPLICATION

**APPROVAL BY MUNICIPAL LEGISLATIVE BODY – SECTION 66.03(3)**

The proposed HD Zone and proposed HD Zone Plan were approved by the full City Council at its meeting held on June 18, 2013. See attached copies of the approved and signed council orders.

The amended HD Zone and HD Zone Plan were approved by the full City Council at its meeting held on \_\_\_\_\_, 2020. See attached copies of the approved and signed council orders.

HOUSING DEVELOPMENT INCENTIVE PROGRAM

HDIP APPLICATION

**EXECUTIVE SUMMARY**

The City of Fitchburg proposes amending its HD Zone, known as the Downtown Area Market Rate Housing Incentive Zone. The current zone is located in downtown Fitchburg with the same boundaries as the City's existing Student Housing Overlay District and Urban Renewal Area, and has significant overlap with the City's Smart Growth Zone. The amendment proposes to expand the HDIP zone into an adjacent area just north of the existing zone on River Street, capturing three mill buildings called the Iver Johnson buildings, and a number of smaller projects along the western edge of Fitchburg's downtown. The objectives of the Housing Development Zone Plan are to increase residential growth, expand the diversity of housing stock, support economic development via commercial growth, and promote neighborhood stabilization.

There is a clear need for multi-unit market rate housing in the Downtown Area Market Rate Housing Incentive Zone. As part of the planning process for the redevelopment of 470 Main Street the Twin Cities Community Development Corporation (TCCDC) commissioned a market study, *Alternative Marketing Analysis*, prepared by The Foster Company. This study found that the Downtown of Fitchburg can support additional housing units. Since the original study and adoption of our HD Zone, a mill building conversion called Fitchburg Yarnlofts, (1248 Main Street), just beyond the current HD Zone, created 96 units of mixed income housing and has been very successful. Completed in 2017 the project leased up 100% in just a few months and the both affordable and market rate units have been in high demand since, with the market rate units setting a new bar for quality market rate housing. Currently, there is a lack of quality market rate rental housing in the HD Zone area, and the desire for it is demonstrated by the quick lease-up at Yarnlofts. The majority of apartments in downtown are in smaller buildings that require renovation and substantial rehabilitation. The HDIP Zone shows a rental rate of 53 percent largely located in aging 2-8 unit converted Victorian homes and triple-deckers. This coupled with the very quick lease up of the Yarnlofts market-rate units, suggests the need for additional quality modern rental units in this area. The population for the current Downtown HDIP Zone is 7,714 with 3,129 households, 34 percent of which have children. The average household size is 2.5 persons. The low household size in comparison to the rest of the City indicates a market that may prefer downtown housing, such as empty nesters, young professionals, and non-family households. Two separate studies have indicated the need to increase residential occupation in Downtown buildings and that this area could support approximately 200+ additional units. The study was undertaken prior to the fire and demolition of the Johnsonia building, at 520 Main Street. That property contained 52 units of market rate housing that was fully leased prior to destruction in a fire. Those 52 units eliminated in the fire can be added to the demand within the Downtown. Another unique housing characteristic in the HDIP Zone is the expansion of The Fitchburg State University Facilities into the downtown area and university-centric housing for both students, graduate professionals, faculty and the demand created by the proximity of Fitchburg State University. The Downtown HD Zone and expansion makes the buildings in the Downtown eligible for the HDIP incentives and serves to engender a virtuous circuit of growth that would increase property values and support rents increasing above HUD affordability levels.

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There are several development activities, public and private, proposed for the Downtown Market Rate Housing Incentive Zone. After identifying the redevelopment of the downtown as a critical factor to enhance the viability of the community as a desirable place to live and work, the City made some key investments into several development activities, both public and private, in the HD Zone. This multifaceted approach included the establishment of the Student Housing Overlay District to streamline permitting for new projects and increase the opportunity to develop residential housing downtown, the creation and then expansion of a 40R Smart Growth Zone, critical investment in multiple historic buildings including renovation of City Hall, Fitchburg State University's acquisition and planned renovation of the Fitchburg Theater Block, Renovation of the Harper Furniture building and former BF Brown buildings as mixed-income housing, and upcoming \$3.7 million investment to turn Main Street and Boulder Drive from two-way traffic, with a number of complete streets improvements, connecting pedestrian spaces, improve pedestrian safety in the downtown, incorporate green features into the design and includes public art in its layout.

Although no development has yet to utilize HDIP credits, three projects are currently proposed as market rate in the area, two are within the HD zone and interested in the HDIP program, and the third would be a part of the amended/expanded HD Zone. The two within the zone, look very different, one is proposed as 112 units of market rate housing with commercial on the first floor at the corner of Main St and Day St, and the second is a small 7 unit townhouse development at 18 Blossom St. The third proposed project, in the expanded HD Zone, proposes converting three former mill buildings into 70 units of market rate housing, with commercial included, and is interested in the HDIP Program.

HOUSING DEVELOPMENT INCENTIVE PROGRAM

HDIP APPLICATION

**HOUSING DEVELOPMENT ZONE - SECTION 66.04(1)**  
***Downtown Market Rate Housing Incentive Zone***

The City of Fitchburg has designated the existing Downtown Urban Revitalization and Development Zone, also known as the Urban Renewal Area and Student Housing Overlay District (adding one parcel) as its original Housing Development Zone, called the *Downtown Market Rate Housing Incentive Zone*. The proposed amendment to the zone would add an adjacent area north encompassing a portion of upper Main Street, Broad Street and River Street. The Downtown Urban Revitalization and Development Zone was created in 2001 and focused on significant blight removal around North Street. As much of that work is done, the plan is now under review with potential amendments to reflect the current conditions and needs of the area. The Downtown Student Housing Overlay District was adopted by the City's zoning ordinance in 2010 to encourage the mixed use of buildings in the downtown area. The district was established to enhance vitality in the downtown by fostering a mix of uses through increasing downtown housing opportunities and fostering development and activities by taking advantage of the demand for safe, quality off-campus housing generated by Fitchburg State University Students as well as demand for quality, modern units that will attract tenants to the downtown. The overlay district permits a mixed-use development pattern similar to that of North Street within the proposed HD Zone. Besides encouraging a mixture of uses, the Downtown Student Housing Overlay District also reduces the required parking standards in the downtown area. The City's Smart Growth Zone was recently expanded within the last year to encompass a portion of downtown and the BF Brown School buildings, also intended to encourage development through reduced parking requirements and allowances for increased density. It has allowed for the creation of up to 1000 new units of housing by-right in the downtown. The HD Zone district encourages greater pedestrian activity as a part of entertainment and residential uses mixed with traditional retail and business activities, and fosters economic revitalization. Since these goals are in alignment with the goals of the Housing Development Incentive Program, the City has chosen to create the HDIP Zone over the footprint of the Student Housing Overlay District, and parts of the smart growth and Urban Renewal Area.

A *Market Study for Downtown Apartments* was prepared by Concord Square Planning & Development, Inc., and The Richmond Company and in early 2013 a multidisciplinary team from Harvard Graduate School of Design, Harvard Law School, and Harvard Business School was

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## HOUSING DEVELOPMENT INCENTIVE PROGRAM

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tasked with creating a redevelopment plan for Fitchburg's downtown central business district, *the 2013 Downtown Fitchburg Strategic Plan*. This market study contains independent and verifiable data that demonstrates the demand for multi-unit Market Rate Residential Units in the HD Zone by looking at the foundations for a three-pronged redevelopment strategy: access to natural beauty and recreation opportunities, proximity to a growing institution of higher education, and potential housing options within steps of the MBTA commuter rail system. The comprehensive study of the HD Zone looked at housing factors in the downtown census tract, which the HD Zone falls within, and compared those factors citywide and statewide. The study states "Due to the effects of the subprime mortgage crisis, many prospective buyers of condominiums and homes have not been able to qualify for a mortgage or have had their homes foreclosed on. Therefore they are returning to the rental market. All of these factors are adding additional pressure to the rental market". In the HDIP Zone, the majority of housing units 53 percent were renter occupied, higher than in the rest of the City 45 percent. The vacancy rate for renters in this area was 7 percent, which was average for the comparison areas. Also 53 units of rental housing were lost in the downtown in 2011. The study saw the discrepancy in the vacancy rate for the downtown and the projected loss of units in the downtown resulting in an "opportunity for increased demand of rental housing and the need for additional housing units" in this area. Another important factor that the study found was that the majority of households in downtown Fitchburg are one person households and over 75 percent are one and two person households.

The study concludes that "the low household size in comparison with the surrounding geographies may indicate a preference for downtown housing by young professionals, empty nesters and no family households." While the increase in median family income for the downtown area presently showed a smaller growth rate than the comparison areas, this may be due to lower population in the zone and the fact that the population in the zone is comprised of smaller households. The study states "new quality market rate housing in the downtown coupled with the revitalization and cultural efforts in the downtown should draw higher income households into the downtown." The market has been on an upward trajectory since the advent of those studies and, as evidenced by the Yarn Lofts project, it appears there is ample demand for market-rate housing, but that supply-side incentives are needed to keep pace with that demand.

The Housing Development Zone is appropriately located to support the objectives of the Housing Development Zone Plan. Using the pre-existing District that seek similar goals, allows the City to demonstrate that City incentives to develop mixed use properties in this district have already resulted in new housing units, new businesses that cater to these new residents and provide employment opportunities, and have promoted the stabilization of the neighborhood. The purpose of this Downtown Overlay District, adopted by the City in 2010, is to enhance vitality in downtown by fostering a mix of uses through increasing downtown housing opportunities and fostering development and activities based on the demand of university students, younger professionals and taking advantage of the improvements made to the Fitchburg to Boston commuter rail line. The expansion of this district will take advantage of an area with parcels that offer further growth potential and have seen recent development. This expanded district further strengthens the core of arts, cultural, and residential activities; encouraged greater pedestrian activity as part of entertainment and residential uses, mixed with traditional retail and business activities; encouraged economic revitalization. The zoning within the existing Downtown Student Housing Overlay District prohibits selected businesses, including car washes, nursing homes, and restaurants with

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drive-ins or drive-throughs. Since its adoption by the City, the Downtown Student Housing Overlay District has permitted 200 units of private student-centric market rate housing in the same zone that the HDIP program proposes to use. These 200 units are restricted to students only and are not available to non-student residents or prospective renters.

There is sufficient likelihood that market rate housing units will be developed in the HDIP Zone. K. William Kirkorian has a planned 112-unit development permitted at the corner of Main and Day Streets and the owners of the Iver Johnson Mills are interested in developing 70 units in the proposed expanded zone at 87-91 River Street. In addition, there are multiple sites within the HDIP zone and proposed expansion that would be attractive to developers as market rate housing, including many Main buildings with upper story vacant space, the former Johnsonia Building lot at 520 Main St., the former Santander Bank building at 280 Main St, five stories of vacant space well suited to housing conversion, and the former Valley West Plaza, 2.5 acres of primarily vacant land as the former plaza was demolished after a fire.

**MAPS - SECTION 66.04(1) (c)**

Map 1 – Boundaries of HD Zone with Existing Property lines and Footprints.

Map 2 – Locus of HD Zone within Municipality.

Map 3 – Existing use of Parcels within the HD Zone.

Map 4 – Existing Zoning of Parcels within the HD Zone.

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**HOUSING DEVELOPMENT ZONE PLAN – SECTION 66.04(2)**

***Objectives of the HD Zone Plan – Section 66.04(2)(a)***

The objectives of the Housing Development Zone Plan are to increase residential growth, expand the diversity of housing stock, support economic development, and promote neighborhood stabilization. Fitchburg is in the process of revitalizing the downtown through infrastructure improvements, transportation improvements, and expansion of Fitchburg State University's campus footprint, university-centric housing and commercial opportunities. The transformation of the downtown is spurring a new look at development opportunities in a number of downtown buildings, including a FSU's downtown theater renovation project, their ideaLab gaming design space above it and mixed use housing/retail. There has been an increase in the variety of restaurants and entertainment venues. The Student Housing Overlay District and Smart Growth districts, and the zoning change that allows for residential in the upper-floors by right has led the impetus for increased development. Developers and property owners are attracted by affordable land and acquisition values and are seeking to apply all applicable incentives and funding sources to continue undertaking costly rehabilitation projects in historic buildings. On average, Fitchburg housing costs are significantly lower per year than the average housing costs across Boston/Cambridge and commuter cities such as Newburyport, Providence, and Worcester. Transportation costs are in line with peer commuter cities. After paying for housing and transportation, Fitchburg residents have over half of their income available for other needs and discretionary purchases. The formation of the HDIP zone will encourage residential development in the upper-floors which will increase the population of the downtown, provide a population with the discretionary income to support further economic development in the area. Interestingly, this strategy was first identified in the late 1990's as part of the City's Vision 2020 Master Plan, which led to the zoning changes necessary to encourage such growth.

HOUSING DEVELOPMENT INCENTIVE PROGRAM

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In the past ten years there has been some investment in the downtown from public and private development, but for the most part the downtown has suffered a lack of population to support retail and commercial development. The *Fitchburg Downtown Urban Revitalization and Development Plan* created in 2002 by the Fitchburg Redevelopment Authority and the City's Department of Community Development called for the elimination of blight and building deterioration and an increase in the role of housing as a key component in downtown revitalization. The City has undertaken development to include a new Central Fire Headquarters, Fitchburg State University Gymnasium and Recreation Center, the Intermodal MBTA Train Station. Fitchburg State University has undertaken redevelopment to position the University toward the downtown corridor, including a redesign of their main library student center to include a new front entrance that is positioned facing the downtown and the acquisition and rehabilitation of the Fitchburg Theater Block at 689-705 Main St. The City administration and the Redevelopment Authority have indicated that more direct efforts and assistance by the public sector are necessary to spur further redevelopment and private investment.

The City has seen some recent housing development in the vicinity of the downtown. The two most recent housing developments are both private dormitory housing independently owned and managed for students. The first project to take advantage of the city's new Student Housing Overlay District was Dillon Hall completed in 2012. Developers undertook a major gut rehabilitation of the old 1870 Dillon Elementary School. The interior was gutted and was divided into apartments of two and four bedrooms, with one large five-person apartment, for a total of 45 bedrooms. The historic Simonds Hall located at 54 North Street is the second private dormitory to be constructed within the Student Housing Overlay District. The building stood vacant for ten years until construction started in 2011. Simonds Hall, rented to students only, has 153 beds in 35 loft-style suite arrangements that contain kitchens and community living room spaces. The building is within walking distance of Fitchburg State University, the commuter rail line and downtown businesses. In 2008, TD Banknorth and the Twin Cities Community Development Corporation (now known as NewVue Communities) conducted a rehabilitation of a historic five story building located at 470 Main Street. NewVue manages thirty-one units on the upper four floors. Eight of the units are affordable and rented to families making under 80 percent of the Area Median Income and the remainder twenty-three units are market rate. The most recent housing project completed in the downtown is Fitchburg Place Apartments, an elderly living complex of 96 units that finished construction and began marketing in late 2012. This \$19.1 million rehabilitation of a formerly blighted and vacant building will offer residents fully appointed one bedroom apartment homes amenities including a resident lounge, laundry care center, fitness center, computer learning space, and library. Fitchburg Place is limited to residents 62 years or older and is 100% subsidized affordable housing. Monthly rent is based upon 30 percent of gross income. Maximum allowable income is \$36,240 for one person, \$41,400 for two persons.

The success of the above projects was due to the collaborative efforts of many entities such as, the Commonwealth's Department of Housing and Community Development, NewVue Communities, the private developers, and the Fitchburg Division of Housing. The creation of the Housing Development Zone and Plan will create the incentives to attract additional development into the downtown and assist the City in addressing the need for market rate housing units. The City will use the HD Zone to encourage developers to rehabilitate the upper-floors of buildings in the downtown for housing. The creation of newly rehabilitated market rate units with modern

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## HOUSING DEVELOPMENT INCENTIVE PROGRAM

## HDIP APPLICATION

amenities will attract a mix of new and existing residents looking for housing closer to commercial and cultural opportunities as well as with easy access to regional public transportation. The amendment of the HD Zone's market rate units will encourage a mix of development within the zone and foster greater quality of living, diversity, promotion of stability in the downtown and economic development and new growth to expand the City's tax base.

There is sufficient likelihood that market rate housing units will be developed in the HDIP Zone. K. William Kirkorian has a planned 112unit development permitted at the corner of Main and Day Streets and the owners of the Iver Johnson Mills are interested in developing 70 units in the proposed expanded zone at 87-91 River Street. In addition, there are multiple sites within the HDIP zone and proposed expansion that would be attractive to developers as market rate housing, including many Main buildings with upper story vacant space, the former Johnsonia Building lot at 520 Main St., the former Santander Bank building at 280 Main St, five stories of vacant space well suited to housing conversion, and the former Valley West Plaza, 2.5 acres of primarily vacant land as the former plaza was demolished after a fire.

**Public and Private Construction and Related Activities-**

The City's *Vision 2020 Master Plan* and the *2000 Fitchburg Downtown and Urban Renewal and Development Plan* both concluded that the successful revitalization of the downtown was at least partially dependent on more direct public sector investments and incentives to create viable private investment opportunities. Specifically, direct intervention in the downtown through the use of eminent domain for the construction of public improvements and to assist private economic development, and adoption of economic incentives for private investment throughout the downtown area. The *2000 Fitchburg Downtown and Urban Renewal and Development Plan* also indicated that the downtown would benefit from public infrastructure improvements for traffic and public safety. In undertaking the recommendations indicated in the plans the City has applied for infrastructure funding through the MassWorks Public Infrastructure grant program to make much needed improvements to Main Street and was recently awarded over three Million Dollars for towards this effort, committed federal Community Development Block Grant funds to expand an existing historic district into two distinct historic districts at either end of the downtown, enacted a student housing overlay district, expanded our 40R Smart Growth District, enacted zoning changes that allow "by right" construction or conversion of housing on the upper floors of buildings in the downtown and are working to amend and update our Urban Renewal Plan.

The development of a comprehensive downtown streetscape program has been completed and is cuminating in the recent Massworks award to convert Main Street and Boulder drive each from two lanes in one direction to two lane, one each each direction. This will be a fundamental change to the image and perception of the downtown as business, commuter, resident, and pedestrian friendly. The MassWorks project will be implemented in 2020. which will along with recent past grants, replace aging infrastructure, support redevelopment of vacant and underutilized properties for mixed uses, promote pedestrian and vehicular safety, improve lighting and signage elements, expand recreational opportunities and create public spaces for programming future downtown events.

Specifically, the project will feature the following amenities:

## HOUSING DEVELOPMENT INCENTIVE PROGRAM

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- Significant change to vehicle direction, slowing traffic overall
- New pedestrian level lighting, safety measures, and crosswalk signalization
- New visitor-friendly signage for both directional and event information
- New and enhanced public spaces for programmed events,
- New bike lanes and accessibility improvements at cross walks,
- New traffic and pedestrian safety measures to address dangerous crossings.

This project is consistent with smart growth and complete street standards in virtually all respects, as it encourages mixed use development of a densely populated downtown district with the following features;

- Located within ¼ mile radius of the City's intermodal transportation facility.
- Designed to attract commuters and spur additional housing development (*HDIP*).
- Existing water and sewer infrastructure will support planned developments
- Located within 1 existing and 2 planned historic districts
- Housing density of 10.95 units per acre.
- Adjacent to the Fitchburg terminus of the 4.5 Fitchburg/Leominster Twin City Rail Trail, with construction beginning in 2020.

The project will leverage several mixed used investments including upcoming development at the Fitchburg Theater Block, City Hall Renovation, BF Brown/ Fitchburg Arts Community and the Moran Square housing project. In addition to its consistency with existing zoning and the Montachusett Regional Transportation Plan of 2012, the project is consistent with several long-standing local plans including the City's Master Plan (Vision 2020), its Downtown Revitalization and Development Plan, and its 5 Year Consolidated Plan. In addition, the City has made the following supportive investments:

- \$650,000 and \$250,000 respectively in HOME funding to support recently completed mixed use development on 470 Main Street and an elderly housing development on 16 Prichard Street, producing a total of 127 new housing units, including 23 market rate units, as consistent with the City's Consolidated Plan Housing Strategy and Master Plans. The total development public and private for those two housing projects was in excess of \$30 million dollars. The City has recently committed \$250,000 and \$300,000 to the upcoming Moran Square and Fitchburg Arts Community projects, respectively, both mixed-income and mixed-use projects.
- 9 CDBG funded incentive grants for downtown sign and façade projects totaling nearly \$200,000.
- CDBG funded Small business assistance to several existing and prospective businesses, including a restaurant and small business startup on Main Street.
- CDBG and State Funding for the downtown Riverfront Park to provide terraced riverfront access to the Nashua River and an attractive passive recreational amenity for residents in the heart of downtown.

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- Ongoing downtown event programming, including first Thursdays, Farmer's market, the Nashua River Brewer's Festival, the Downtown Block Party and Civic Days, among others.
- CDBG funding to fund 50% of a full time Downtown Coordinator.
- Leadership role in the Fitchburg TDI partnership, which is working towards a vision to transform the HD District into a regional hub for arts and culture.

The City's focus on promoting adaptive reuse, mixed use, and historic rehabilitation of older former industrial buildings in the downtown has increased the tax base and new growth calculations. The city experienced an over 10 percent increase in new growth in fiscal 2019 over the last fiscal year, according to City Assessor. The bulk of the new growth revenue increase came from the residential sector, largely thanks to two private student housing developments, *Simonds Hall* on North Street and *Dillon Hall* on Day Street, as well as the redevelopment of *Fitchburg Place Apartments* on Prichard Street. These properties represent two formerly abandoned mill buildings and one formerly tax-exempt elementary school building that were newly added to the city's tax rolls thanks to development by private industry. Since that time, the City has added an additional 282 units of mixed income housing in two mill conversion projects in the River Street area. One, at 245 River Street and the second at 1428 Main Street, directly behind River Street.

City Officials expect that improvements similar to those described above will continue with the adoption of the HD Zone and HD Zone Plan as developers take advantage of the tax incentives offered by the Commonwealth's Housing Development Incentive program. As described previously, Several developers currently have plans to develop market-rate housing in the current and expanded HDIP Zone and are interested in taking advantage of the program. Additionally, the City has successfully pursued additional funding to continue its plans to enhance the downtown through attractive and functional streetscape improvements in the HD Zone. Also mentioned previously, the City has received interest regarding other possible HDIP housing projects located within the HD Zone.

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**Information about Developer – Section 66.04(2)(b)**

The first sponsor of the subject property is K. William Kirkorian, local private developer. Mr. Kirkorian is a seasoned real estate developer located in Fitchburg. Mr. Kirkorian developed the plan for the currently permitted Moran Square Development Project at 10 Main Street prior to selling a controlling interest of the project to Rees-Larkin Development. Not only is he working on the marketrate project at the corner of Main Street, he is also under negotiations to acquire a parcel on North/Snow Streets (also within the HD District) with the intention of developing a second similar mixed use market rate project on that site.

The second Developer with interest in the HDIP program is the IVJ Group LLC, the owners of the Iver Johnson Mills. These three properties are owned by the Mazzafarro family and has been in the family for many years, yet control of the property has now passed to the younger generation, Aldo Mazzafarro Jr. and partner Rich Darche. These developers have already received a historic tax credit award and would like to utilize HDIP credits for mixed use/market rate housing project on the site of the three mill buildings.

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**Maps- Section 66.04(2)(c)**

Map 5 – Proposed and Existing Housing Development within the HD Zone

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**HD Projects – Section 66.04(2)(e)**

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**Market Rate Residential Units – Section 66.04(2)(f)**

According to the Citywide ACS Bureau of the Census, the median household income for the City of Fitchburg, which for the purposes of this plan, represents the Housing Development Pricing Area (“HDIP Pricing Area”), is \$48,064 per year. For the purposes of this plan, \$48,064 is also the HDIP Area Household Median Income (HDIP AMI). 110 percent of \$48,064 is \$52,870 which is the Target Median Household Income. The HUD Fitchburg area 60 percent income limit for a three-person household is \$44,280. This satisfies the M.G.L. Chapter 40v HDIP Implementation Guidelines which states that 110 percent of the median household income for the HDIP Pricing Area must be greater than 60 percent of the median household, as determined by HUD.

Census Tract 7105, where the subject property is located, has a median income of \$36,009. Therefore, it can be concluded that the Target Median Household Income of \$52,870 is at a level that will allow the HD Plan Zone to increase residential growth, expand diversity in housing stock, support economic development and promote neighborhood stabilization by attracting wealthier households from surrounding areas and communities into the Fitchburg downtown. The first project to facilitate high-quality, convenient and modern rental housing will be the 50 Units undertaken by Concord Square Planning & Development, Inc., and The Richmond Company at the parcels on North and Main Streets.

The Harvard report indicates that on average, Fitchburg housing costs are nearly 6 percent lower, or \$4,000 less, per year than the average housing costs across Boston/Cambridge and commuter cities such as Newburyport, Providence, and Worcester. Transportation costs are in line with peer commuter cities. Fitchburg residents surveyed paid approximately 44.8 percent in housing and transportation as opposed to 49.6 percent in the comparison cities. In the HDIP HD Zone Target Pricing Area the goal of residents housing equaling approximately 30 percent of their income in a target income bracket of \$52,870 would mean projected rents of \$1,321.75. Two bedroom units in the 470 Main Street building currently rent for \$1,129; so the gradual escalation in market rate rents in the HD Zone will not be too great a burden to reduce the incentives of the program in creating quality market rate housing.

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**Timeline and Duration – Section 66.04(2)(g)**

The City of Fitchburg's HD Zone and HD Zone Plan have been approved by the Commonwealth's Department of Housing and Community Development (DHCD). The proposed Housing Development Zone Plan shall last for twenty years from the date of DHCD's approval of Fitchburg's Housing Development Zone Plan.

**Compliance with Fair Housing Obligations – Section 66.04(2)(h)**

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The City of Fitchburg will advance its affirmative fair housing obligations by the creation of the Housing Development Zone. The City's 2011 Analysis of Impediments to Fair Housing (AI) was prepared by the City's Department of Community and Economic Development. The analysis is an examination of housing related policies and practices in use in Fitchburg that advertently or inadvertently prevent people from living where they choose.

The 2011 Analysis of Impediments found that Fitchburg has inclusive housing policies, reflecting the relatively high percentage of subsidized housing to be found. One major barrier or impediment to housing choice is connected to the age of the housing infrastructure. City officials estimate that nearly 25 percent of the Consortium's older rental housing stock which is principally occupied by low income or very low income households remains contaminated with lead paint. This estimate is down from the 30 percent cited in the 1990 Five-Year Plan. In addition, it is estimated that approximately 20 percent of older single family homes owned by lower income persons are also at risk of containing lead. Based on the 2000 Census, 72.5 percent of the housing stock in Fitchburg was built prior to 1960.

Fitchburg has made significant progress in reducing childhood lead poisoning and is no longer on the Department of Public Health's list of High Risk Communities for Childhood Lead Poisoning, despite the prevalence of older, lead contaminated housing stock in its older neighborhoods. At the time of the City's last Consolidated Plan, Fitchburg ranked sixth on that list. The HDIP Zone will assist in reducing those barrier by the substantial rehabilitation of older buildings for housing brining these buildings up to the latest health, sanitary, and building codes.

Additionally, Fitchburg has historically permitted extensive development of subsidized and special needs housing not only for its own residents, but those of the area as well. As a result, a disproportionately high percentage of such housing now exists within Fitchburg, which will not certify consistency with its Plan for activities which would serve to further relocate and segregate these populations in the City. The creation of market rate housing options in the HDIP Zone will assist in the City's strategy of increasing the blend of incomes and diversity of the housing stock. The City has very little ability to offer incentives to developers who wish to create market rate housing units in the downtown. Without the HDIP program incentives the City and developers are forced to rely on historic tax credits as the primary subsidy vehicle to incentivize redevelopment in aged buildings. The HDIP program and HD Zone will be a helpful tool in advancing the fair housing goals of the City of Fitchburg.

**Compliance with Local Plans – Section 66.04(2)(i)**

## HOUSING DEVELOPMENT INCENTIVE PROGRAM

## HDIP APPLICATION

A creation of a Housing Development Zone and participation in the Commonwealth's Housing Development Incentive Program conforms to recent City planning efforts. Fitchburg has historically permitted extensive development of subsidized and special needs housing not only for its own residents, but those of the area as well. Fitchburg is currently updating its Urban Renewal Plan to guide its downtown development plan, is working with a consultant to undertake a comprehensive review and update of its current zoning ordinances and recently completed an Economic Development Strategic Plan. Several large buildings on Main Street and in the Academy district remain vacant while other buildings have substantial amounts of empty space, particularly in the upper floors, or host minimally productive uses. Attracting development and new energy to the downtown area is therefore one of Fitchburg's most important objectives.

As a result, the City has identified the need to expand market rate housing options as the top priority along with improving the physical infrastructure of buildings available for housing, not just as a plan for housing production but also as an essential part of our economic development strategic plan, after all, in order to encourage and maintain downtown business, people with disposable income need to live in the area. The report created by Harvard University, *the Downtown Fitchburg 2013 Strategic Plan and Bulletin of Development* stated that the Great Recession and the destruction of the restored Johnsonia Hotel by fire in June 2011 significantly slowed the momentum Fitchburg had been gathering since 2008. However, the City remains dedicated to thoughtful implementation of downtown plans and initiatives through creative and relatively inexpensive methods such as: defining student housing overlay districts, identifying and establishing historic districts, implementing streetscape improvements and reconsidering patterns of traffic on Main Street.

The plan also stated, at present, downtown Fitchburg lacks alluring accommodations for skiers, leaf-peepers, hikers, cyclists and other visitors. Closing this market gap, along with complimentary development and programming to capture the attention of outdoor enthusiasts (e.g., an action sport training or equipment center, an outfitter, chartered hiking tours, etc.) could make downtown Fitchburg a staging area for nature lovers for the next generation. Situated along the now completed Wachusett commuter rail extension in the heart of Central Massachusetts, downtown Fitchburg is ripe for recreational tourism and outdoor exploration related development.

The Harvard Downtown Fitchburg 2013 Strategic Plan asserted that the city could attract more Fitchburg State University students into the downtown area by concentrating on multi-unit rental housing, destination retail (shops and restaurants) and venues for self-directed activity, such as cafes and bookstores. The City should also explore further collaboration with FSU toward providing dynamic classroom or lab space downtown, enhancing the connection between the University campus and the city center. For many students some of the cost savings enjoyed at FSU may release strain on other areas of their personal budgets. Spread across FSU's approximately 1,750 on-campus undergraduates, Fitchburg State's cost savings represent a hypothetical maximum of \$1.7M in latent purchasing power per annum. Converting even a fraction of that amount into realized spending could be instrumental in helping sustain Downtown businesses.

As a result of various development plans such as, *the Fitchburg Downtown Urban Revitalization and Development Plan* created in 2000, indicating the need to expand housing options and diversity in the downtown Fitchburg set into place a number of zoning changes to better facilitate

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conversion of mills into housing, encourage the construction of private dormitories, and the City enacted a M.G.L. 40r Smart Growth District. The Housing Development Incentive Program would assist the City in pursuing the strategies for housing indicated in the development plans.

More recently, the City has created an Economic Development Strategic Plan. This five-year plan, created in 2018, set eight goals to enhance the City's tax base and economic competitiveness. One of its eight core goals is to encourage the production of high-quality housing throughout the City. Two others focus on downtown development. Within each of these goal areas, there is a strongly-expressed need for more "Smart Growth" housing downtown. The extension of this HD district, along with the 40R Smart Growth extension created in 2019, are both important next steps towards achieving this vision.

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**EVIDENCE OF PUBLIC HEARING – SECTION 66.03(2)**

The proposed Housing Development Zone (HD Zone) and Housing Development Zone Plan (HD Zone Plan) was put forth before the Fitchburg City Council, consistent with the regulations of the Housing Development Incentive Program (HDIP), at its June 4, 2013 meeting. The City Council hosted the required public hearing on June 18, 2013. Attached are copies of the required notices published in the *Sentinel and Enterprise* newspaper in each of two successive weeks, the last publication being at least three days prior to the public hearing. The City Council on June 18, 2013 approved the proposed HD Zone, HD Zone Plan and the orders authorizing the approval of the Tax Increment Exemption agreement. Copies of the Council Approvals are attached.

On 2/4/2020 City Council approved an amended plan and zone which included further parcels along the western end of downtown.

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**APPROVAL BY MUNICIPAL LEGISLATIVE BODY – SECTION 66.03(3)**

The proposed HD Zone and proposed HD Zone Plan were approved by the full City Council at its meeting held on June 18, 2013. See attached copies of the approved and signed council orders.

The amended HD Zone and HD Zone Plan were approved by the full City Council at its meeting held on February 4, 2020. See attached copies of the approved and signed council orders.

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HOUSING DEVELOPMENT INCENTIVE PROGRAM

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**EXECUTIVE SUMMARY**

The City of Fitchburg proposes amending its HD Zone, known as the Downtown Area Market Rate Housing Incentive Zone. The current proposed zone is located in downtown Fitchburg with the same boundaries as the City's existing Student Housing Overlay District and Urban Renewal Area, and has significant overlap with the City's Smart Growth Zone, plus a historic school building that is vacant and has had some development interest in recent months. The amendment proposes to expand the HDIP zone into an adjacent area just north of the existing zone on River Street, capturing three mill buildings called the Iver Johnson buildings, and a number of smaller projects along the western edge of Fitchburg's downtown. The objectives of the Housing Development Zone Plan are to increase residential growth, expand the diversity of housing stock, support economic development via commercial growth, and promote neighborhood stabilization.

There is a clear need for multi-unit market rate housing in the proposed Downtown Area Market Rate Housing Incentive Zone. As part of the planning process for the redevelopment of 470 Main Street the Twin Cities Community Development Corporation (TCCDC) commissioned a market study, *Alternative Marketing Analysis*, prepared by The Foster Company. This study found that the Downtown of Fitchburg can support additional housing units. Since the original study and adoption of our HD Zone, a mill building conversion called Fitchburg Yarnlofts, (1248 Main Street), just beyond the current HD Zone, created 96 units of mixed income housing and has been very successful. Completed in 2017 the project leased up 100% in just a few months and the both affordable and market rate units have been in high demand since, with the market rate units setting a new bar for quality market rate housing. Currently, there is a lack of quality market rate rental housing in the HD Zone area, and the desire for it is demonstrated by the quick lease-up at Yarnlofts. The majority of apartments in downtown are in smaller buildings that require renovation and substantial rehabilitation. The proposed HDIP Zone shows a rental rate of 53 percent largely located in aging 2-8 unit converted Victorian homes and triple-deckers. This coupled with the very quick lease up of the Yarnlofts market-rate units, suggests the need for additional quality modern rental units in this area. The population for the current proposed Downtown HDIP Zone is determined to be 7,714 with 3,129 households, 34 percent of which have children. The average household size is 2.5 persons. The low household size in comparison to the rest of the City indicates a market that may prefer downtown housing, such as empty nesters, young professionals, and non-family households. There are a few large-scale multi-family apartment complexes in Fitchburg and the most recent ones are targeted to affordable or elderly households. Two separate studies have indicated the need to increase residential occupation in Downtown buildings and that this area could support approximately 200+ additional units. The study was undertaken prior to the fire and demolition of the Johnsonia building, at 520 Main Street. That property contained 52 units of market rate housing that was fully leased prior to destruction in a fire. Those 52 units eliminated in the fire can be added to the demand within the

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Downtown. Another unique housing characteristic in the HDIP Zone is the expansion of The Fitchburg State University Facilities into the downtown area and university-centric housing for both students, graduate professionals, faculty and the demand created by the proximity of Fitchburg State University. The creation of a Downtown HD Zone and expansion which would make the buildings in the Downtown eligible for the HDIP incentives would and serves to engender a virtuous circuit of growth that would increase property values and support rents increasing above HUD affordability levels.

There are several development activities, public and private, proposed for the Downtown Market Rate Housing Incentive Zone. After identifying the redevelopment of the downtown as a critical factor to enhance the viability of the community as a desirable place to live and work, the City made some key investments into several development activities, both public and private, in the HD Zone. This multifaceted approach included the establishment of the Student Housing Overlay District to streamline permitting for new projects and increase the opportunity to develop residential housing downtown, the creation and then expansion of a 40R Smart Growth Zone, critical investment in four key historic-cultural buildings multiple historic buildings including renovation of City Hall, Fitchburg State University's acquisition and planned renovation of the Fitchburg Theater Block. Renovation of the Harper Furniture building and former BF Brown buildings as mixed-income housing, and upcoming \$3.7 million investment to turn over Main Street and Boulder Drive from two-way traffic, with a number of complete streets improvements, Directions, and a multi-phased multimillion-dollar streetscape project. The streetscape project covers the downtown from Main Street at North Street and Main to the Upper Common. The project will create and connecting pedestrian spaces, improve pedestrian safety in the downtown, incorporate green features into the design and includes public art in its layout.

To date there Although no development has yet to utilize HDIP credits, three projects are currently proposed as market rate in the area, two are within the HD zone and interested in the HDIP program, and the third would be a part of the amended/expanded HD Zone. The two within the zone, look very different, one is proposed as 11296 units of market rate housing with commercial on the first floor at the corner of Main St and Day St, and the second is a small 7 unit townhouse development at 18 Blossom St. The third proposed project, in the expanded HD Zone, would be the largest and in the expanded area. This project proposes converting three former mill buildings into 70# units of market rate housing, with commercial included, and is interested in the HDIP Program. Program, is one proposed market rate housing project located in the Downtown Market Rate Housing Incentive Zone. This project, being developed by Concord Square Planning & Development, Inc., and The Richmond Company in the HD Zone will create 50 units of mixed-use on a parcel at the North and Main Street. Other potential development projects are located in underutilized historic buildings in the downtown, will provide important housing alternatives in the downtown, and will help move forward the revitalization efforts currently underway. There are other locations in the Downtown Market Rate Housing Incentive Zone which have also generated development interest. One is the historic B.F. Brown Middle School Building, which is currently vacant. The Downtown is also designated a 40R Smart Growth Overlay District subzone.

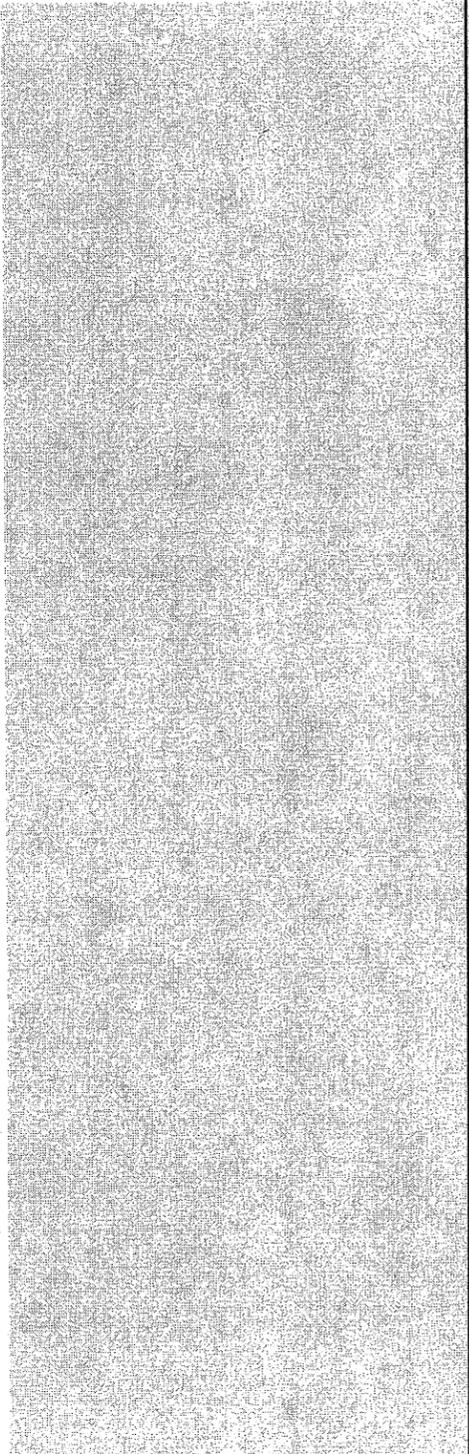
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**HOUSING DEVELOPMENT ZONE - SECTION 66.04(1)  
Downtown Market Rate Housing Incentive Zone**

The City of Fitchburg has designated the existing Downtown Urban Revitalization and Development Zone, also known as the Urban Renewal Area and Student Housing Overlay District (adding one parcel) as its original Housing Development Zone, called the Downtown Market Rate Housing Incentive Zone. The proposed amendment to the zone would add an adjacent area north encompassing a portion of upper Main Street, Broad Street and River Street. The City's proposed Housing Development Zone would be named the Downtown Market Rate Housing Incentive Zone and will follow the boundaries of the existing Downtown Student Housing Overlay District, with the addition of the B.F. Brown School parcel. The Downtown Urban Revitalization and Development Zone was created in 2001 and focused on significant blight removal around North Street. As much of that work is done, the plan is now under review with potential amendments to reflect the current conditions and needs of the area. The Downtown



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Student Housing Overlay District was adopted by the City's zoning ordinance in 2010 to encourage the mixed use of buildings in the downtown area. The district was established to enhance vitality in the downtown by fostering a mix of uses through increasing downtown housing opportunities and fostering development and activities by taking advantage of the demand for safe, quality off-campus housing generated by Fitchburg State University Students as well as demand for quality, modern units that will attract tenants to the downtown. The overlay district permits a mixed-use development pattern similar to that of North Street within the proposed HD Zone. Besides encouraging a mixture of uses, the Downtown Student Housing Overlay District also reduces the required parking standards in the downtown area. The City's Smart Growth Zone was recently expanded within the last year to encompass a portion of downtown and the BF Brown School buildings, also intended to encourage development through reduced parking requirements and allowances for increased density. It has allowed for the creation of up to 1000 new units of housing by-right in the downtown. The HD Zone district encourages greater pedestrian activity as a part of entertainment and residential uses mixed with traditional retail and business activities, and fosters economic revitalization. Since these goals are in alignment with the goals of the Housing Development Incentive Program, the City has chosen to ~~use~~ create the HDIP Zone over the footprint of the Student Housing Overlay District, and parts of the smart growth and Urban Renewal Area, the existing Downtown Student Housing Overlay District footprint for the HDIP Zone. The only difference between the existing Downtown Student Housing Overlay District and the HD Zone is that the map has been changed to add the B.F. Brown School property, a historic former school building that has been vacant for some time. The former school property is adjacent to the border of the existing Downtown Arts Overlay District. The addition of this parcel to the HD Zone would allow the City to have an additional incentive for prospective developers.

A *Market Study for Downtown Apartments* was prepared by Concord Square Planning & Development, Inc., and The Richmond Company and in early 2013 a multidisciplinary team from Harvard Graduate School of Design, Harvard Law School, and Harvard Business School was tasked with creating a redevelopment plan for Fitchburg's downtown central business district, *the 2013 Downtown Fitchburg Strategic Plan*. This market study contains independent and verifiable data that demonstrates the demand for multi-unit Market Rate Residential Units in the HD Zone by looking at the foundations for a three-pronged redevelopment strategy: access to natural beauty and recreation opportunities, proximity to a growing institution of higher education, and potential housing options within steps of the MBTA commuter rail system. The comprehensive study of the HD Zone looked at housing factors in the downtown census tract, which the HD Zone falls within, and compared those factors citywide and statewide. The study states "Due to the effects of the subprime mortgage crisis, many prospective buyers of condominiums and homes have not been able to qualify for a mortgage or have had their homes foreclosed on. Therefore they are returning to the rental market. All of these factors are adding additional pressure to the rental market". In the HDIP Zone, the majority of housing units 53 percent were renter occupied, higher than in the rest of the City 45 percent. The vacancy rate for renters in this area was 7 percent, which was average for the comparison areas. Also 53 units of rental housing were lost in the downtown in 2011. The study saw the discrepancy in the vacancy rate for the downtown and the projected loss of units in the downtown resulting in an "opportunity for increased demand of rental housing and the need for additional housing units" in this area. Another important factor that the study found was that the majority of households in downtown Fitchburg are one person households and over 75 percent are one and two person households.

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The study concludes that "the low household size in comparison with the surrounding geographies may indicate a preference for downtown housing by young professionals, empty nesters and no family households." While the increase in median family income for the downtown area presently showed a smaller growth rate than the comparison areas, this may be due to lower population in the zone and the fact that the population in the zone is comprised of smaller households. The study states "new quality market rate housing in the downtown coupled with the revitalization and cultural efforts in the downtown should draw higher income households into the downtown." The market has been on an upward trajectory since the advent of those studies and, as evidenced by the Yam Lofts project, it appears there is ample demand for market-rate housing, but that supply-side incentives are needed to keep pace with that demand.

The proposed Housing Development Zone is appropriately located to support the objectives of the Housing Development Zone Plan. Using the pre-existing ~~Downtown Student Housing Overlay District that seek similar goals,~~ allows the City to demonstrate that City incentives to develop mixed use properties in this district have already resulted in new housing units, new businesses that cater to these new residents and provide employment opportunities, and have promoted the stabilization of the neighborhood. The purpose of this Downtown Overlay District, adopted by the City in 2010, is to enhance vitality in downtown by fostering a mix of uses through increasing downtown housing opportunities and fostering development and activities based on the demand of university students, younger professionals and taking advantage of the improvements made to the Fitchburg to Boston commuter rail line. The expansion of this district will take advantage of an area with parcels that offer further growth potential and have seen recent development. This expanded district further strengthens the created a core of arts, cultural, and residential activities; encouraged greater pedestrian activity as part of entertainment and residential uses, mixed with traditional retail and business activities; encouraged economic revitalization. The zoning within the existing Downtown Student Housing Overlay District prohibits selected businesses, including car washes, nursing homes, and restaurants with drive-ins or drive-throughs. Since its adoption by the City, the Downtown Student Housing Overlay District has permitted 200 units of private student-centric market rate housing in the same zone that the HDIP program proposes to use. These 200 units are restricted to students only and are not available to non-student residents or prospective renters.

There is sufficient likelihood that market rate housing units will be developed in the HDIP Zone., ~~Concord Square Planning & Development, Inc.~~ William Kirkerian has a planned 112-unit development permitted at the corner of Main and Day Streets and the owners of the Iver Johnson Mills are interested in developing 70 units in the proposed expanded zone at 87-91 River Street, and The Richmond Company, through Cutler Associates plan to develop 50 units at the corner of North and Main Streets. In addition, there are multiple sites within the HDIP zone and proposed expansion that would be attractive to developers as market rate housing, including many Main buildings with upper story vacant space, the former Johnsonia Building lot at 520 Main St., the former Santander Bank building at 280 Main St. five stories of vacant space well suited to housing conversion, and the former Valley West Plaza. 2.5 acres of ~~primarily~~ primarily vacant land as the former plaza was demolished after a fire, two sites included in Fitchburg's amended zoning ordinance which provides for housing development in the upper floors of buildings in the Downtown and located in the HDIP Zone that will also become HDIP applicants to convert into

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housing: 533 Main Street, a vacant former YMCA building and 491-499 Main Street building. Both buildings have vacant floors above the commercial location that could be developed as housing. Another viable location for market rate housing is the site of the former B.F. Brown School, a historic building located in the Housing Development Zone, which has seen recent interest by several developers.

**MAPS - SECTION 66.04(1) (c)**

Map 1 – Boundaries of HD Zone with Existing Property lines and Footprints.

Map 2 – Locus of HD Zone within Municipality.

Map 3 – Existing use of Parcels within the HD Zone.

Map 4 – Existing Zoning of Parcels within the HD Zone.

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**HOUSING DEVELOPMENT ZONE PLAN – SECTION 66.04(2)*****Objectives of the HD Zone Plan – Section 66.04(2)(a)***

The objectives of the Housing Development Zone Plan are to increase residential growth, expand the diversity of housing stock, support economic development, and promote neighborhood stabilization. Fitchburg is in the process of revitalizing the downtown through infrastructure improvements, transportation improvements, ~~expansion and expansion~~ of Fitchburg State University's campus footprint, university-centric housing and commercial opportunities. The transformation of the downtown is spurring a new look at development opportunities in a number of downtown buildings, including a ~~FSU's reuse of a downtown theater renovation project~~, their Idea-Lab gaining design space above itspace and mixed use housing/retail. There has been an increase in the variety of restaurants and entertainment venues. The Student Housing Overlay District and Smart Growth districts, and the zoning change that allows for residential in the upper-floors by right has led the impetus for increased development. Developers and property owners are attracted by affordable land and acquisition values and are seeking to apply all applicable incentives and funding sources to continue undertaking costly rehabilitation projects in historic buildings. On average, Fitchburg housing costs are significantly lower per year than the average housing costs across Boston/Cambridge and commuter cities such as Newburyport, Providence, and Worcester. Transportation costs are in line with peer commuter cities. After paying for housing and transportation, Fitchburg residents have over half of their income available for other needs and discretionary purchases. The formation of the HDIP zone will encourage residential development in the upper-floors which will increase the population of the downtown, provide a population with the discretionary income to support further economic development in the area. Interestingly, this strategy was first identified in the late 1990's as part of the City's Vision 20-20 Master Plan, which led to the zoning changes necessary to encourage such growth.

In the past ten years there has been some investment in the downtown from public and private development, but for the most part the downtown has suffered a lack of population to support retail and commercial development. The *Fitchburg Downtown Urban Revitalization and Development Plan* created in 2002~~9~~ by the Fitchburg Redevelopment Authority and the City's Department of Community Development called for the elimination of blight and building deterioration and an increase in the role of housing as a key component in downtown revitalization. The City has undertaken development to include a new Central Fire Headquarters, Fitchburg State University Gymnasium and Recreation Center, the Intermodal MBTA Train Station. Fitchburg State University has undertaken redevelopment to position the University toward the downtown

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corridor, including a redesign of their main library student center to include a new front entrance that is positioned facing the downtown and the acquisition and rehabilitation of the Fitchburg Theater Block at 689-705 Main St. The City administration and the Redevelopment Authority have indicated that more direct efforts and assistance by the public sector are necessary to spur further redevelopment and private investment.

The City has seen some recent housing development in the vicinity of the downtown. The two most recent housing developments are both private dormitory housing independently owned and managed for students. The first project to take advantage of the city's new Student Housing Overlay District was Dillon Hall completed in 2012. Developers undertook a major gut rehabilitation of the old 1870 Dillon Elementary School. The interior was gutted and was divided into apartments of two and four bedrooms, with one large five-person apartment, for a total of 45 bedrooms. The historic Simonds Hall located at 54 North Street is the second private dormitory to be constructed within the Student Housing Overlay District. The building stood vacant for ten years until construction started in 2011. Simonds Hall, rented to students only, has 153 beds in 35 loft-style suite arrangements that contain kitchens and community living room spaces. The building is within walking distance of Fitchburg State University, the commuter rail line and downtown businesses. In 2008, TD Banknorth and the Twin Cities Community Development Corporation (now known as NewVue Communities) conducted a rehabilitation of a historic five story building located at 470 Main Street. NewVue manages thirty-one units on the upper four floors. Eight of the units are affordable and rented to families making under 80 percent of the Area Median Income and the remainder twenty-three units are market rate. The most recent housing project completed in the downtown is Fitchburg Place Apartments, an elderly living complex of 96 units that finished construction and began marketing in late 2012. This \$19.1 million rehabilitation of a formerly blighted and vacant building will offer residents fully appointed one bedroom apartment homes amenities including a resident lounge, laundry care center, fitness center, computer learning space, and library. Fitchburg Place is limited to residents 62 years or older and is 100% subsidized affordable housing. Monthly rent is based upon 30 percent of gross income. Maximum allowable income is \$36,240 for one person, \$41,400 for two persons.

The success of the above projects was due to the collaborative efforts of many entities such as, the Commonwealth's Department of Housing and Community Development, ~~The Twin Cities Community Development Corporation~~ NewVue Communities, the private developers, and the Fitchburg Division of Housing. The creation of the Housing Development Zone and Plan will create the incentives to attract additional development into the downtown and assist the City in addressing the need for market rate housing units. The City will use the HD Zone to encourage developers to rehabilitate the upper-floors of buildings in the downtown for housing. The creation of newly rehabilitated market rate units with modern amenities will attract a mix of new and existing residents looking for housing closer to commercial and cultural opportunities as well as with easy access to regional public transportation. The ~~amendment~~ creation of the HD Zone's market rate units will encourage a mix of development within the zone and foster greater quality of living, diversity, promotion of stability in the downtown and economic development and new growth to expand the City's tax base.

There is sufficient likelihood that market rate housing units will be developed in the HDIP Zone. K. William Kirkorian has a planned 112-unit development permitted at the corner of Main and

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Day Streets and the owners of the Iyer Johnson Mills are interested in developing 70 units in the proposed expanded zone at 87-91 River Street. In addition, there are multiple sites within the HDIP zone and proposed expansion that would be attractive to developers as market rate housing, including many Main buildings with upper story vacant space, the former Johnsonia Building lot at 520 Main St., the former Santander Bank building at 280 Main St, five stories of vacant space well suited to housing conversion, and the former Valley West Plaza, 2.5 acres of primarily vacant land as the former plaza was demolished after a fire. There is sufficient likelihood that market rate housing units will be developed in the HDIP Zone. Concord Square Planning & Development, Inc. and The Richmond Company plan to develop *Fitchburg Common*, 50 units of market rate housing at the corner of North and Main Streets. It is anticipated that specific objectives for each of the goals described above will include the promotion of upper story housing development in downtown buildings, the rehabilitation of historic buildings, and the generation of new tax revenue. For instance, it is estimated that the Housing Development Incentive Program will produce 50 new market rate housing units within the first two years and an additional new 50 market rate housing units during the twenty year duration of the program as well as provide the incentives for owners of existing market rate units to rehabilitate the properties and sustain existing market rate units.

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**Public and Private Construction and Related Activities-**

The City's *Vision 2020 Master Plan* and the *2000 Fitchburg Downtown and Urban Renewal and Development Plan* both concluded that the successful revitalization of the downtown was at least partially dependent on more direct public sector investments and incentives to create viable private investment opportunities. Specifically, direct intervention in the downtown through the use of eminent domain for the construction of public improvements and to assist private economic development, and adoption of economic incentives for private investment throughout the downtown area. The *2000 Fitchburg Downtown and Urban Renewal and Development Plan* also indicated that the downtown would benefit from public infrastructure improvements for traffic and public safety. In undertaking the recommendations indicated in the plans the City has applied for infrastructure funding through the MassWorks Public Infrastructure grant program to make much needed improvements to Main Street and was recently awarded over three Million Dollars for towards this effort, committed federal Community Development Block Grant funds to expand an existing historic district into two distinct historic districts at either end of the downtown, enacted a student housing overlay district, expanded our 40R Smart Growth District, and enacted zoning changes that allow "by right" construction or conversion of housing on the upper floors of buildings in the downtown and are working to amend and update our Urban Renewal Plan.

The development of a comprehensive downtown streetscape program has been completed is underway and is cumulating in the recent Massworks award to convert Main Street and Boulder drive each from two lanes in one direction to two lane, one each each direction. This will be a fundamental change to the image and perception of the downtown as business, commuter, resident, and pedestrian friendly. The proposed MassWorks project will be implemented in 2020. implement the first of three phases of a comprehensive master plan for Fitchburg's downtown (see

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attached Streetscape design) which will along with recent past grants, replace aging infrastructure, support redevelopment of vacant and underutilized properties for mixed uses, promote pedestrian and vehicular safety, improve lighting and signage elements, expand recreational opportunities and create public spaces for programming future downtown events.

Specifically, the project will feature the following amenities:

- ~~New sidewalks, street paving and street furniture~~ Significant change to vehicle direction, slowing traffic overall
- New pedestrian level lighting, safety measures, and crosswalk signalization including up-lighting of historic properties
- New visitor-friendly signage for both directional and event information
- New and enhanced public spaces for programmed events,
- ~~New bike lanes and accessibility improvements at cross walks.~~
- New traffic and pedestrian safety measures to address dangerous crossings.

This project is consistent with smart growth and complete street standards in virtually all respects, as it encourages mixed use development of a densely populated downtown district with the following features;

- Located within ¼ mile radius of the City's intermodal transportation facility.
- Designed to attract commuters and spur additional housing development (HDIP).
- Existing water and sewer infrastructure will support planned developments
- Located within 1 existing and 2 planned historic districts
- Housing density of 10.95 units per acre.
- ~~Adjacent to the Fitchburg terminus of the 4.5 Fitchburg/Leominster Twin City Rail Trail, with construction beginning in 2020.~~

The project will leverage several mixed used investments including the ~~development to be undertaken by Concord Square Planning and Development along North Street and Main Street upcoming development at the Fitchburg Theater Block, City Hall Renovation, BF Brown/ Fitchburg Arts Community and the Moran Square housing project.~~ Additionally, Triton Properties will expand three existing businesses and add one new business at its facility on 320-344 Main St. to create seven new permanent full time positions. In addition to its consistency with existing zoning and the Montachusett Regional Transportation Plan of 2012, the project is consistent with several long-standing local plans including the City's Master Plan (Vision 2020), its Downtown Revitalization and Development Plan, and its 5 Year Consolidated Plan. In addition, the City has made the following supportive investments:

- \$650,000 and \$250,000 respectively in HOME funding to support recently completed a mixed use development on 470 Main Street and an elderly housing development on 16 Prichard Street, producing a total of 127 new housing units, including 23 market rate units, as consistent with the City's Consolidated Plan Housing Strategy and Master Plans. The total development public and private for those two housing projects was in excess of \$30 million dollars. ~~The City has recently committed \$250,000 and \$300,000 to the upcoming~~

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Moran Square and Fitchburg Arts Community projects, respectively, both mixed-income and mixed-use projects.

- 9 CDBG funded incentive grants for downtown sign and façade projects totaling nearly \$200,000.
- CDBG funded Small business assistance to several existing and prospective businesses, including a restaurant and small business startup on Main Street.
- CDBG and State Funding for the downtown Riverfront Park to provide terraced riverfront access to the Nashua River and an attractive passive recreational amenity for residents in the heart of downtown.
- Ongoing downtown event programming, including first Thursdays, Farmer's market, the Nashua River Brewer's Festival, the Downtown Block Party and Civic Days, among others.
- CDBG funding to fund 50% of a full time Downtown Coordinator.
- Leadership role in the Fitchburg TDI partnership, which is working towards a vision to transform the HD District into a regional hub for arts and culture.

The City's focus on promoting adaptive reuse, mixed use, and historic rehabilitation of older former industrial buildings in the downtown has increased the tax base and new growth calculations. The city experienced an over 10 percent increase in new growth in fiscal 2019 over the last fiscal year, according to City Assessor. The bulk of the new growth revenue increase came from the residential sector, largely thanks to two private student housing developments, *Simonds Hall* on North Street and *Dillon Hall* on Day Street, as well as the redevelopment of *Fitchburg Place Apartments* on Prichard Street. These properties represent two formerly abandoned mill buildings and one formerly tax-exempt elementary school building that were newly added to the city's tax rolls thanks to development by private industry. Since that time, the City has added an additional 282 units of mixed income housing in two mill conversion projects in the River Street area. One, at 245 River Street and the second at 1428 Main Street, directly behind River Street.

City Officials expect that improvements similar to those described above will continue with the adoption of the HD Zone and HD Zone Plan as developers take advantage of the tax incentives offered by the Commonwealth's Housing Development Incentive program. As described previously, Several developers currently have plans to develop market-rate housing in the current and expanded HDIP Zone and are interested in taking advantage of the program. Concord Square Planning & Development, Inc. has proposed to rehabilitate two buildings within the HD Zone to create 50 units of market rate housing units at an estimated cost of over \$18 million. Additionally, the City will pursue has successfully pursued additional funding to continue its plans to enhance the downtown through attractive and functional streetscape improvements in the HD Zone. Also mentioned previously, the City has received interest regarding other possible HDIP housing projects located within the HD Zone. These other projects include, the B.F. Brown School

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building, a historic former YMCA building located at 533 Main Street and a series of former office space buildings that could be developed into mixed use housing and retail.

Information about Developer – Section 66.04(2)(b)

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The first ~~co~~-sponsor of the subject property is ~~Philip F. Pastan, K. William Kirkorian, President and Principal of The Richmond Company, Inc. ([www.richmondco.com](http://www.richmondco.com)) local private developer.~~ Mr. Kirkorian is a seasoned real estate developer located in Fitchburg. Mr. Kirkorian developed the plan for the currently permitted Moran Square Development Project at 10 Main Street prior to selling a controlling interest of the project to Reese-Larkin Development. Not only is he working on the market-rate project at the corner of Main Street, he is also under negotiations to acquire a parcel on North/Snow Streets (also within the HD District) with the intention of developing a second similar mixed use market rate project on that site.

~~Pastan is a seasoned real estate professional and investor with expertise in all aspects of the real estate development and investment process. His real estate experience spans twenty plus years as a principal involved in the acquisition, development, leasing and management of numerous real estate projects throughout the northeast. The Richmond Company has developed more than two million square feet of retail space and over twenty five residential developments. Geographically, the company focuses its development activities in the northeastern United States, from New Jersey~~

The second Developer with interest in the HDIP program is the IVJ Group LLC, the owners of the Iyer Johnson Mills. These three properties are owned by the Mazzafarro family and has been in the family for many years, yet control of the property has now passed to the younger generation, Aldo Mazzafarro Jr. and partner Rich Darche. These developers have already received a historic tax credit award and would like to utilize HDIP credits for mixed use/market rate housing project on the site of the three mill buildings. ~~co-sponsor of the subject property is Ted Carman, President and Principal of Concord Square Planning & Development, Inc. ([www.concordsqdev.com](http://www.concordsqdev.com)). Mr. Carman is a seasoned real estate professional and investor with expertise in the development and management of rental housing. His real estate experience spans thirty plus years as a principal involved in the acquisition, development, leasing and management of apartment properties throughout New England. During his career Mr. Carman as principal has developed more than 1,250 residential units across numerous projects located throughout New England. In addition to his development activities Mr. Carman has an active consulting practice focused on land planning, design and housing issues. Though these activities he played a key role in the creation on Massachusetts' "40 R" and "40 S" smart growth zoning legislation, which is today instrumental in providing impetus behind many projects providing much needed housing in communities throughout Massachusetts.~~

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Maps— Section 66.04(2)(c)

Map 5 – Proposed and Existing Housing Development within the HD Zone

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**HD Projects – Section 66.04(2)(e)**

The proposed development, *Fitchburg Commons* that is being submitted to you for Preliminary Certification by its developers, Concord Square Planning & Development, Inc., and The Richmond Company consists of approximately 50,000 square feet in four floors. The first floor will be a national retail outlet; the second through fourth floors will consist of 50 market rate apartments. There will be studios, one bedroom, two bedroom, and three bedroom units. Sufficient parking for the commercial activities will be provided around the retail building. This project is eligible to receive a Preliminary Certification pursuant to 760 CMR 66.05(2).

Commented [A1]: Will add Iver Mills project if appropriate

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**Market Rate Residential Units – Section 66.04(2)(f)**

According to the Citywide ACS Bureau of the Census, the median household income for the City of Fitchburg, which for the purposes of this plan, represents the Housing Development Pricing Area (“HDIP Pricing Area”), is \$48,064 per year. For the purposes of this plan, \$48,064 is also the HDIP Area Household Median Income (HDIP AMI). 110 percent of \$48,064 is \$52,870 which is the Target Median Household Income. The HUD Fitchburg area 60 percent income limit for a three-person household is \$44,280. This satisfies the M.G.L. Chapter 40v HDIP Implementation Guidelines which states that 110 percent of the median household income for the HDIP Pricing Area must be greater than 60 percent of the median household, as determined by HUD.

Census Tract 7105, where the subject property is located, has a median income of \$36,009. Therefore, it can be concluded that the Target Median Household Income of \$52,870 is at a level that will allow the HD Plan Zone to increase residential growth, expand diversity in housing stock, support economic development and promote neighborhood stabilization by attracting wealthier households from surrounding areas and communities into the Fitchburg downtown. The first project to facilitate high-quality, convenient and modern rental housing will be the 50 Units undertaken by Concord Square Planning & Development, Inc., and The Richmond Company at the parcels on North and Main Streets.

The Harvard report indicates that on average, Fitchburg housing costs are nearly 6 percent lower, or \$4,000 less, per year than the average housing costs across Boston/Cambridge and commuter cities such as Newburyport, Providence, and Worcester. Transportation costs are in line with peer commuter cities. Fitchburg residents surveyed paid approximately 44.8 percent in housing and transportation as opposed to 49.6 percent in the comparison cities. In the HDIP HD Zone Target Pricing Area the goal of residents housing equaling approximately 30 percent of their income in a target income bracket of \$52,870 would mean projected rents of \$1,321.75. Two bedroom units in the 470 Main Street building currently rent for \$1,129; so the gradual escalation in market rate rents in the HD Zone will not be too great a burden to reduce the incentives of the program in creating quality market rate housing.

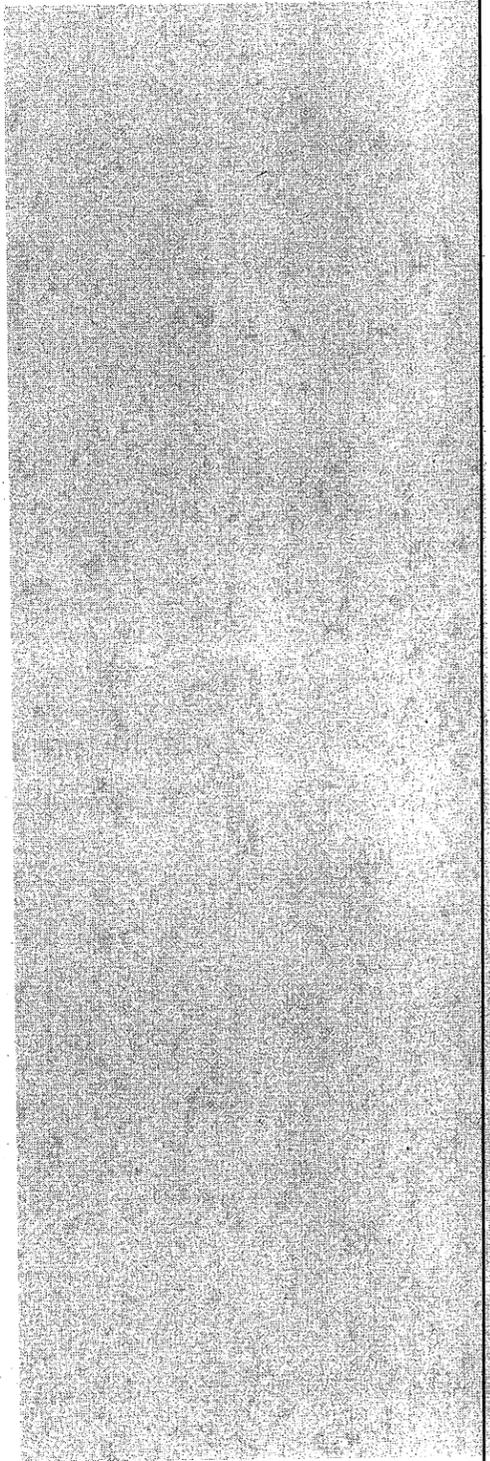
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**Timeline and Duration – Section 66.04(2)(g)**

The City of Fitchburg ~~anticipates that its HD Zone and HD Zone Plan will have been approved by the Commonwealth's Department of Housing and Community Development (DHCD) sometime during July 2013.~~ The proposed Housing Development Zone Plan shall last for twenty years from the date of DHCD's approval of Fitchburg's Housing Development Zone Plan. ~~There is one project currently proposed within the HD Zone Plan that will be shovel ready by July 2013 and will immediately apply for Tax Increment Exemptions. It is estimated that this project by Concord Square Planning & Development, Inc. and The Richmond Company will be started in late 2013 and completed by August 2014.~~

The B.F. Brown parcel is a former middle school building that is located in the HDIP Zone. The building ceased operating a school in 2008 and the building has been vacant since that time. The HDIP program would be a valuable tool for the City as it tries to save the historic building. This will be a project the City promotes in the longer planning goals of the HDIP Zone in addition to the four buildings in the downtown that have the highest potential for housing units in the upper floors. These projects would be anticipated to be underway in subsequent years of the HD Zone Plan.



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**Compliance with Fair Housing Obligations -- Section 66.04(2)(h)**

The City of Fitchburg will advance its affirmative fair housing obligations by the creation of the Housing Development Zone. The City's 2011 Analysis of Impediments to Fair Housing (AI) was prepared by the City's Department of Community and Economic Development. The analysis is an examination of housing related policies and practices in use in Fitchburg that advertently or inadvertently prevent people from living where they choose.

The 2011 Analysis of Impediments found that Fitchburg has inclusive housing policies, reflecting the relatively high percentage of subsidized housing to be found. One major barrier or impediment to housing choice is connected to the age of the housing infrastructure. City officials estimate that nearly 25 percent of the Consortium's older rental housing stock which is principally occupied by low income or very low income households remains contaminated with lead paint. This estimate is down from the 30 percent cited in the 1990 Five-Year Plan. In addition, it is estimated that approximately 20 percent of older single family homes owned by lower income persons are also at risk of containing lead. Based on the 2000 Census, 72.5 percent of the housing stock in Fitchburg was built prior to 1960.

Fitchburg has made significant progress in reducing childhood lead poisoning and is no longer on the Department of Public Health's list of High Risk Communities for Childhood Lead Poisoning, despite the prevalence of older, lead contaminated housing stock in its older neighborhoods. At the time of the City's last Consolidated Plan, Fitchburg ranked sixth on that list. The HDIP Zone will assist in reducing those barrier by the substantial rehabilitation of older buildings for housing brining these buildings up to the latest health, sanitary, and building codes.

Additionally, Fitchburg has historically permitted extensive development of subsidized and special needs housing not only for its own residents, but those of the area as well. As a result, a disproportionately high percentage of such housing now exists within Fitchburg, which will not certify consistency with its Plan for activities which would serve to further relocate and segregate these populations in the City. The creation of market rate housing options in the HDIP Zone will assist in the City's strategy of increasing the blend of incomes and diversity of the housing stock. The City has very little ability to offer incentives to developers who wish to create market rate housing units in the downtown. Without the HDIP program incentives the City and developers are forced to rely on historic tax credits as the primary subsidy vehicle to incentivize redevelopment

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in aged buildings. The HDIP program and HD Zone will be a helpful tool in advancing the fair housing goals of the City of Fitchburg.

**Compliance with Local Plans – Section 66.04(2)(i)**

A creation of a Housing Development Zone and participation in the Commonwealth's Housing Development Incentive Program conforms to recent City planning efforts. Fitchburg has historically permitted extensive development of subsidized and special needs housing not only for its own residents, but those of the area as well. Fitchburg is currently ~~redrafting~~ updating its Urban Renewal Plan a strategic vision to guide its downtown development plan, is working with a consultant to undertake a comprehensive review and update of its current zoning ordinances and recently and recently completed an Economic Development Strategic Plan—Plan. Several large buildings on Main Street and in the Academy district remain vacant while other buildings have substantial amounts of empty space, particularly in the upper floors, or host minimally productive uses. Attracting development and new energy to the downtown area is therefore one of Fitchburg's most important objectives.

As a result, the City has identified the need to expand market rate housing options as the top priority along with improving the physical infrastructure of buildings available for housing. not just as a plan for housing production but also as an essential part of our economic development strategic plan, after all, in order to encourage and maintain downtown business, people with disposable income need to live in the area. The report created by Harvard University, *the Downtown Fitchburg 2013 Strategic Plan and Bulletin of Development* stated that the Great Recession and the destruction of the restored Johnsonia Hotel by fire in June 2011 significantly slowed the momentum Fitchburg had been gathering since 2008. However, the City remains dedicated to thoughtful implementation of downtown plans and initiatives through creative and relatively inexpensive methods such as: defining student housing overlay districts, identifying and establishing historic districts, implementing streetscape improvements and reconsidering patterns of traffic on Main Street.

The plan also stated, at present, downtown Fitchburg lacks alluring accommodations for skiers, leaf-peepers, hikers, cyclists and other visitors. Closing this market gap, along with complimentary development and programming to capture the attention of outdoor enthusiasts (e.g., an action sport training or equipment center, an outfitter, chartered hiking tours, etc.) could make downtown Fitchburg a staging area for nature lovers for the next generation. Situated along the ~~soon to be~~ now completed Wachusett commuter rail extension in the heart of Central Massachusetts, downtown Fitchburg is ripe for recreational tourism and outdoor exploration related development.

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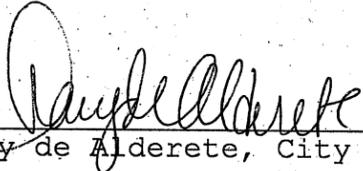
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The Harvard Downtown Fitchburg 2013 Strategic Plan asserted that the city could attract more Fitchburg State University students into the downtown area by concentrating on multi-unit rental housing, destination retail (shops and restaurants) and venues for self-directed activity, such as cafes and bookstores. The City should also explore further collaboration with FSU toward providing dynamic classroom or lab space downtown, enhancing the connection between the University campus and the city center. For many students some of the cost savings enjoyed at FSU may release strain on other areas of their personal budgets. Spread across FSU's approximately 1,750 on-campus undergraduates, Fitchburg State's cost savings represent a hypothetical maximum of \$1.7M in latent purchasing power per annum. Converting even a fraction of that amount into realized spending could be instrumental in helping sustain Downtown businesses.

As a result of various development plans such as, *the Fitchburg Downtown Urban Revitalization and Development Plan* created in 2000, indicating the need to expand housing options and diversity in the downtown Fitchburg set into place a number of zoning changes to better facilitate conversion of mills into housing, encourage the construction of private dormitories, and the City enacted a M.G.L. 40R Smart Growth District. The Housing Development Incentive Program would assist the City in pursuing the strategies for housing indicated in the development plans.

More recently, the City has created an Economic Development Strategic Plan. This five-year plan, created in 2018, set eight goals to enhance the City's tax base and economic competitiveness. One of its eight core goals is to encourage the production of high-quality housing throughout the City. Two others focus on downtown development. Within each of these goal areas, there is a strongly-expressed need for more "Smart Growth" housing downtown. The extension of this HD district, along with the 40R Smart Growth extension created in 2019, are both important next steps towards achieving this vision.

The meeting adjourned at 7:41 P.M.

  
Mary de Alderete, City Clerk

*City of Fitchburg,*.....

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