

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 18, 2020. The meeting was called to order by President Michael Kushmerek at 7:05 P.M. The Clerk called the roll and eight (8) Councillors were present. Councillors Fleming, Schultz, and Van Hazinga were absent. The meeting opened with a salute to the Flag led by Councillor Green.

For the Record

Noted for the record:

FATV was recording the audio and video of the meeting.

Records

REPORT OF COMMITTEE ON RECORDS

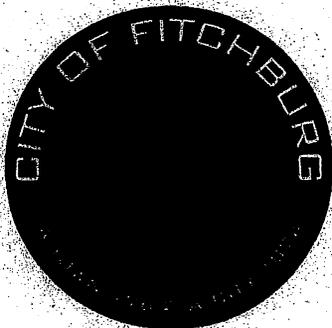
The Committee on records reported the minutes of the Regular Meeting of February 4, 2020, were correctly recorded. Report accepted and minutes adopted.

Communication
His Honor the
Mayor
Re-Appointment
Letters

COMMUNICATION

His Honor the Mayor
Re-Appointment Letters

- 1. Mr. James Craigen, as a member of the Fitchburg Cultural Council, term to expire September 1, 2022.



The City of Fitchburg
FITCHBURG CITY CLERK

Massachusetts
2020 FEB 10 AM 9:12
OFFICE OF THE MAYOR

STEPHEN L. DINATALE
MAYOR
166 BOULDER DRIVE
FITCHBURG, MA 01420
TEL. (978) 829-1801

AARON TOURIGNY
CHIEF OF STAFF
ATOURIGNY@FITCHBURGMA.GOV

JOAN DAVID
ADMINISTRATIVE AIDE
JDAVID@FITCHBURGMA.GOV

February 10, 2020

The Honorable City Council
Fitchburg Municipal Offices
166 Boulder Drive, Suite 108
Fitchburg, MA 01420

Dear Honorable Councilors,

I hereby reappoint and ask for your confirmation of Mr. James Craigen of 140 Appletree Hill, Fitchburg, MA, as a member of the Fitchburg Cultural Council, with an expiration date of September 1, 2022.

Please feel free to contact me with any questions.

Sincerely,

Stephen L. DiNatale
Stephen L. DiNatale

Communication
His Honor the
Mayor
Re-Appointment
Letters

2. Ms. Claudia Stephens, as a member of the Fitchburg Cultural Council, term to expire September 1, 2022.



The City of Fitchburg

Massachusetts

OFFICE OF THE MAYOR

FITCHBURG CITY CLERK

2020 FEB 10 AM 9:12

STEPHEN L. DINATALE
MAYOR

166 BOULDER DRIVE
FITCHBURG, MA 01420
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CHIEF OF STAFF

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JOAN DAVID
ADMINISTRATIVE AIDE
JDAVID@FITCHBURGMA.GOV

February 10, 2020

The Honorable City Council
Fitchburg Municipal Offices
166 Boulder Drive, Suite 108
Fitchburg, MA 01420

Dear Honorable Councilors,

I hereby reappoint and ask for your confirmation of Ms. Claudia Stephens of 490 Pearl Hill Road, Fitchburg, MA, as a member of the Fitchburg Cultural Council, with an expiration date of September 1, 2022.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen L. DiNatale".

Stephen L. DiNatale
Mayor

City of Fitchburg,

February 18, 2020

Communication
His Honor the
Mayor
Re-Appointment
Letters

3. Ms. Mary Delaney, as the Chief Procurement Officer, term to expire June 30, 2022.



The City of Fitchburg
FITCHBURG CITY CLERK
Massachusetts FEB 12 AM 8:50
OFFICE OF THE MAYOR

STEPHEN L. DINATALE
MAYOR

166 BOULDER DRIVE
FITCHBURG, MA 01420
TEL. (978) 829-1801

AARON TOURIGNY
CHIEF OF STAFF
ATOURLIGNY@FITCHBURGMA.GOV

JOAN DAVID
ADMINISTRATIVE AIDE
JDAVID@FITCHBURGMA.GOV

February 11, 2020

The Honorable City Council
Fitchburg Municipal Offices
166 Boulder Drive, Suite 108
Fitchburg, MA 01420

Dear Honorable Councilors,

I hereby reappoint and ask for your confirmation of Ms. Mary Delaney of 127 Temple St., Gardner, MA, as the Chief Procurement Officer, for a term set to expire on June 30, 2022.

Thank you for your attention to this important matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen L. DiNatale", is written over a faint, illegible background.

Stephen L. DiNatale
Mayor

Appointment Letters

1. Ms. Maryam Asraf, as a Student Associate Member of the Human Rights Commission, term to expire February 4, 2022.

Communication
His Honor the
Mayor
Appointment
Letter



The City of Fitchburg
FITCHBURG CITY CLERK
Massachusetts
2020 FEB -5 PM 12:54
OFFICE OF THE MAYOR

STEPHEN L. DINATALE
MAYOR

166 BOULDER DRIVE
FITCHBURG, MA 01420
TEL: (978) 829-1801

AARON TOURIGNY
CHIEF OF STAFF
ATOIRIGNY@FITCHBURGMA.GOV

JOAN DAVID
ADMINISTRATIVE AIDE
JDAVID@FITCHBURGMA.GOV

February 4, 2020

The Honorable City Council
Fitchburg Municipal Offices
166 Boulder Drive, Suite 108
Fitchburg, MA 01420

Dear Honorable Councilors,

I hereby appoint and ask for your confirmation of Ms. Maryam Ashraf of 1108 Ashby State Road, Fitchburg, MA as Student Associate Member of the Human Rights Commission, with an expiration date of February 4, 2022.

Thank you for your attention to this important matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen L. DiNatale". The signature is written in a cursive style.

Stephen L. DiNatale
Mayor

Reports of
Committees
Economic
Development
Committee

REPORTS OF COMMITTEES

Economic Development Committee
Meeting of February 11, 2020

The Economic Development Committee recommended the following Petition be granted and referred to a Public Hearing March 5, 2020:

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 read and accepted. Petition referred to a Public Hearing March 5, 2020 by unanimous vote. 8 members present. Board consists of 11 members.

Finance Committee
Meeting of February 11, 2020

Finance Committee

The Finance Committee recommended the following Orders be adopted:

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 Coggshall 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

- 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.
- 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
- 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]).
- 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).
- 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 FUNDS \$ 3,511.00
WASTEWATER ENTERPRISE FUNDS \$ 3,616.00
AIRPORT FUND \$ 4,088.00

Reports of
Committees
Finance Committee

The Finance Committee recommended the following Ordinances be adopted and sent to a first reading:

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

FITCHBURG CITY CLERK

2020 JAN 30 PM 3:44

AN ORDINANCE

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

Title	FY20 Grade-Step	7/1/2019 Weekly Rate	FY21 Grade-Step
DPW Commissioner	15-11	\$2,358	15-11
Auditor/Finance Director	14-14	\$2,331	14-14
Treasurer/Collector	14-8	\$1,899	14-8
Chief Librarian	14-7	\$1,836	14-7
Director of Public Health	13-15	\$2,173	13-15
Deputy Commissioner of Water	13-15	\$2,173	13-15
Deputy Commissioner of Wastewater	13-13	\$2,036	13-14
Building Commissioner	13-13	\$2,036	13-13
Executive Director of Community Development	13-12	\$1,967	13-12
Chief Procurement Officer	13-11	\$1,899	13-11
Human Resources Director	13-9	\$1,774	13-9
City Clerk	13-8	\$1,711	13-8
Airport Manager	13-1	\$1,256	13-1
Assessor (vacant)	12		12
Deputy Auditor	12-13	\$1,841	12-14
Assistant Treasurer	12-11	\$1,717	12-12
COA Executive Director	10-17	\$1,744	10-17
Chief of Staff/Assistant to Mayor	8-15	\$1,309	8-15

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 payscale.

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

		Fiscal 2020																
		Effective July 1, 2019																
GRADE	STEPS	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	\$2,054	\$2,126	\$2,199	\$2,278	\$2,358	\$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	\$2,334	\$2,409	\$2,481	\$2,556
13		\$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	\$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	\$1,069	\$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	\$1,846
10		\$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	\$1,744
9		\$948	\$893	\$938	\$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	\$961	\$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	STEPS	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	\$1,560	\$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	\$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	\$1,565	\$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	\$1,588	\$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		\$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	\$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

The Finance Committee recommended the following Orders be adopted:

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.

Reports of
Committees
Public Safety
Committee
Oral Report

Public Safety Committee Oral Report
Meeting of February 18, 2020

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

006-20. Baraka Bitariho, to petition for a Class II Dealer's License located at 426 River Street.

Councillor Squailia recused herself from the vote. Report accepted. Petition given leave to withdraw by unanimous vote. 7 members present. Board consists of 11 members.

The Public Safety Committee recommended the following Petitions be granted:

007-20. Sgt. Boudreau, Fitchburg Police Department, to petition for an FGO prohibiting anyone from throwing, snow blowing or plowing snow from private property back into the roadway after it has been plowed as outlined in the enclosed petition.

008-20. Sgt. Boudreau, Fitchburg Police Department, for an Ordinance re: All motorists shall remove snow and ice from their motor vehicles and trailers while in operation with special attention to the following: hoods, roofs, windows and bumpers, and any vertical or horizontal surfaces that could hold snow or ice. Violators will be fined \$55.00 for violation of this ordinance.

Report accepted. Petitions granted by unanimous vote. 8 members present. Board consists of 11 members. Petitions forwarded to the City Solicitor for Ordinance preparation.

ORDERS-FINANCE

The following Orders were referred to the Finance Committee:

051-20. ORDERED THAT: There be and hereby is appropriated the sum of SIX HUNDRED THOUSAND AND 00/100 DOLLARS (\$600,000.00) same to be charged against WATER ENTERPRISE FUND, RETAINED EARINGS and credited to WATER CAPITAL EXPENDITURES, INLINE TURBINE AND PUMP for the purpose of installing an inline turbine at the Narrows Road Pressure Reducing Valve Station and a 3 MGD pump at the Marshall Regulating Plant.

052-20. ORDERED THAT: There be and hereby is transferred from within the sum of TEN THOUSAND, ONE HUNDRED AND 00/100 DOLLARS (\$10,100.00) same to be transferred from BUILDING EXPENSES, CONTRACTED SERVICES and credited to BUILDING PERSONAL SERVICES CUSTODIAN.

053-20. ORDERED THAT: There be and hereby is appropriated the sum of TWO HUNDRED EIGHTY-TWO THOUSAND, FIVE HUNDRED AND 00/100 DOLLARS (\$282,500.00) same to be charged against AVAILABLE FUNDS and credited to DPW, CAPITAL EXPENDITURES. EQUIPMENT for the purpose of acquiring a

Orders-Finance

Orders-Finance

054-20. ORDERED THAT: There be and hereby is appropriated the sum of FIVE THOUSAND AND 00/100 DOLLARS (\$5,000.00) same to be charged against AVAILABLE FUNDS and credited to LIBRARY EXPENSES, BUILDING MAINTENANCE.

055-20. ORDERED THAT: There be and hereby is appropriated the sum of THIRTY THOUSAND AND 00/100 DOLLARS (\$30,000.00) same to be charged against AVAILABLE FUNDS and credited to BUILDING PERSONAL SERVICES, DEPARTMENT HEAD for the purpose of funding the Department Head position for the balance of the fiscal year.

LOAN ORDER

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.

Loan Order

City of Fitchburg

FITCHBURG CITY CLERK

In City Council,

2020 JAN 16 AM 11:43

ORDERED:- That

the City 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, located at 376 South Street, Fitchburg, Massachusetts, including the payment of all costs incidental or related thereto (the "Project") which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the City has applied for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the School Committee. To meet this appropriation the City Treasurer, with the approval of the Mayor, is authorized to borrow said amount under M.G.L. Chapter 44, or pursuant to any other enabling authority. The City acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and, if the MSBA's Board of Directors votes to invite the City to collaborate with the MSBA on this proposed repair project, any project costs the City incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the City; and that, if invited to collaborate with the MSBA on the proposed repair project, the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the City and the MSBA. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ORDINANCES

- 056-20. AN ORDINANCE: Delete City Ordinance, Chapter 42 "Residents' Job Preference Program" and replace with: Wage Theft and Responsible Employer Ordinance, as outlined in the enclosed Ordinance.
(Reference Petition #229-19)

CITY OF FITCHBURG

IN THE YEAR

2020

FITCHBURG CITY CLERK
2020 FEB 13 AM 9:06

AN ORDINANCE

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

DELETE CITY ORDINANCE, CHAPTER 42 "RESIDENTS' JOB PREFERENCE PROGRAM" AND REPLACE WITH:

Wage Theft and Responsible Employer Ordinance

- a) The following section shall be incorporated into the City of Fitchburg's procurement documents and shall be incorporated into every new construction contract and every renewal term of a construction contract entered into after [date of adoption], unless precluded by an existing contract or otherwise prohibited by law:

The Contractor certifies that neither it nor any of its subcontractors have been subject to a final decision by a state or federal authority resulting from a violation of MGL c. 149, MGL c. 151, the Fair Labor Standards Act, or any other state or federal laws regulating the payment of wages within three years prior to the date of the contract, or certifies that it has provided copies of any and all of the above to the City prior to the date of the contract and has obtained any wage bond or insurance required under c. 42 sec. (b)(5) of the Code of the City of Fitchburg or other applicable law, and certifies that while the contract is in effect, it will report any instance of the above to the City within five days of the contractor's receipt.

Further, all requirements, duties, rights, and remedies outlined in sections (b)-(d) of Chapter 42 of the Code of the City of Fitchburg are incorporated into this Contract by reference with the same force and effect as though fully set forth herein. To the extent that there is any conflict between the terms of this Contract and the terms of that Chapter, the terms of the Chapter shall control.

- b) The following provisions shall be included into the City of Fitchburg's procurement documents on or after [date of adoption], unless precluded by an existing contract or otherwise prohibited by law:
1. The bidder or proposer and all trade contractors and subcontractors under the bidder or proposer must certify that they have not been subject to a final decision by a state or federal authority resulting from a violation of MGL c. 149, MGL c. 151, the Fair Labor Standards Act, or any other state or federal laws regulating the payment of wages within three years prior to the date vendors submit their bids or proposals.
 2. The bidder or proposer and all trade contractors and subcontractors under the bidder or proposer must report any criminal or civil judgment, administrative citation, final administrative determination, order, or debarment arising from a violation of MGL c. 149, MGL c. 151, the Fair Labor Standards Act, or any other state or federal laws regulating the payment of wages while any of their bids or proposals to the purchasing agent official is pending and, if awarded a contract, during the term of the resulting contract, within five days of vendor's receipt.

3. Any bidder subject to a state or federal debarment for violation of the above laws, either voluntarily or involuntarily, or prohibited from contracting with the Commonwealth or any of its agencies or subdivisions will be deemed not responsible and their bids or proposals shall be rejected. Such vendors shall be deemed not responsible for the entire term of debarment or other stated period of prohibition.
 4. Any trade contractor and subcontractor subject to a state or federal debarment for violation of the above laws, either voluntarily or involuntarily, or that has been prohibited from contracting with the Commonwealth or any of its agencies or subdivisions will be deemed not responsible and their bids or proposals shall be rejected. Such vendor shall be deemed not responsible for the entire term of debarment or other stated period of prohibition. During the term of a contract, upon a finding or order of such debarment or prohibition, the City may terminate the contract at its sole discretion.
 5. The bidder or proposer and all trade contractors and subcontractors under the bidder or proposer awarded a contract that receive a federal or state criminal or civil judgment, administrative citation, order, or final administrative determination resulting from a violation of MGL c. 149, MGL c. 151, the Fair Labor Standards Act, or any other state or federal laws regulating the payment of wages during the term of the contract, or that have disclosed any such violation under c. 42 sec. (a) of the Code of the City of Fitchburg, and that are not otherwise prohibited from public contracting may be required by the City to obtain a wage bond or other form of suitable insurance in an amount up to the aggregate of one year's gross wages for all employees, based on an average of its total labor costs for the past two years. Such bond or insurance must be maintained for the terms or extensions of any contract unless otherwise agreed in writing, and proof of such bond or insurance must be provided to the City upon demand.
- c) Bidders and proposers, trade contractors that are subject to MGL c. 149 and 149A, and subcontractors subject to MGL c. 149 sec. 44F shall be subject to the following conditions for bidding or subcontracting and, for the duration of any contract, shall comply with the following obligations:
1. Meet their obligations established under MGL c. 149 to pay the appropriate, lawful, prevailing wage rates to their employees;
 2. Maintain appropriate industrial accident insurance coverage for all the employees on the project as required by MGL c. 152.

Ordinances

3. Properly classify employees as employees rather than independent contractors and treat them accordingly for purposes of workers' compensation insurance coverage, unemployment taxes, social security taxes, and income tax withholding, all as required by MGL c. 149, sec. 148B.
 4. Certify, at the time of bidding, that all employees employed on the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration prior to the commencement of that employee's work, ensure that all employees working at the worksite possess such qualifications at all times throughout the duration of their work on the project, and furnish upon demand proof of successful completion of the course.
 5. Comply with the applicable health and hospitalization requirements of the Massachusetts Health Care Reform law established by Chapter 58 of the Acts of 2006, as amended, and regulations promulgated under that statute.
- d) An entity or person subject to a final decision by a state or federal authority implicating a violation of any provision set forth in section (c) of this Ordinance shall be, at the sole discretion of the City, subject to one or more of the following sanctions:
1. Suspension of work on the project until compliance is obtained;
 2. Withholding of payment due under contract or subcontract until compliance is obtained;
 3. Removal from further work on the project and immediate termination of the contract;
 4. Debarment from future bidding opportunities and contracts for the City of Fitchburg for a period of up to three (3) years.

The following Ordinance was referred to the Finance Committee:

057-20. AN ORDINANCE: Amending Portions of the City Code and establishing a Department of Facilities Management and a director of Facilities as outlined in the enclosed Ordinance.

CITY OF FITCHBURG

IN THE YEAR

2020

AN ORDINANCE

FITCHBURG CITY CLERK
2020 FEB 13 AM 10:46

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

The following portion(s) of the City Code shall be amended as follows:

1. Chapter 3, Article IX, Section 3-92 entitled "Establishment" shall be amended by striking the words "and the Division of Public Facilities, which shall have charge of public buildings and structures."
2. Chapter 3, Article IX, Section 3-96 entitled "Powers and duties of Commissioner" shall be amended by striking subsection "P" and subsection "Q" in their entirety.
3. Chapter 3, Article IX, Section 3-108 entitled "Appointing authority" shall be amended by striking subsection "D" in its entirety.

A new Article XX within Chapter 3, shall be inserted and be entitled "Department of Facilities Management." The following sections shall be inserted and are as follows:

1. Section 3-179 entitled "Establishment" shall read as follows: There is hereby established a Department of Facilities Management for the City of Fitchburg. The Department shall have charge of public buildings and structures.
2. Section 3-180 entitled "Director of Facilities" shall read as follows: The Department of Facilities Management shall be under the supervision of the Director of Facilities.
3. Section 3-181 entitled "Appointment and Term of Director" shall read as follows: The Director of Facilities shall be appointed by the Mayor subject to confirmation by City Council.
4. Section 3-182 entitled "Powers and Duties of the Director" shall read as follows: The Director of Facilities shall have the following powers and duties:
 - a. The Director of Facilities shall have charge of all municipal buildings and structures and shall, subject to available funding, keep these buildings and structures in good repair. He or she shall have charge of any persons employed by the City for the purpose of maintaining these buildings and structures and to coordinate the maintenance and improvement work performed by other departments affecting the buildings under their respective jurisdiction. All other departments and municipal employees shall cooperate with the Director Facilities to support the goal that public buildings and structures be maintained in clean, safe condition and in good repair.
 - b. The Director shall have the care and custody of City Hall, including the building and services connected with it.

ARTICLE XX SHALL READ AS FOLLOWS:

ARTICLE XX – Department of Facilities Management

Section 3-179 – Establishment

There is hereby established a Department of Facilities Management for the City of Fitchburg. The Department shall have charge of public buildings and structures.

Section 3-180 – Director of Facilities

The Department of Facilities Management shall be under the supervision of the Director Facilities.

Section 3-181 – Appointment and Term of Director

The Director of Facilities shall be appointed by the Mayor subject to confirmation by City Council.

Section 3-182 Powers and Duties of the Director

The Director of Facilities shall have the following powers and duties:

- a. The Director of Facilities shall have charge of all municipal buildings and structures and shall, subject to available funding, keep these buildings and structures in good repair. He or she shall have charge of any persons employed by the City for the purpose of maintaining these buildings and structures and to coordinate the maintenance and improvement work performed by other departments affecting the buildings under their respective jurisdiction. All other departments and municipal employees shall cooperate with the Director of Facilities to support the goal that public buildings and structures be maintained in clean, safe condition and in good repair.
- b. The Director shall have the care and custody of City Hall, including the building and services connected with it.



The City of Fitchburg

Massachusetts

OFFICE OF THE MAYOR

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MAYOR

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February 12, 2020

The Honorable City Council
Fitchburg Municipal Offices
166 Boulder Drive, Suite 108
Fitchburg, MA 01420

Dear Honorable Councilors:

The time has come for the city to create a Department of Facilities Management overseen by a Director.

This person will have charge of all municipal buildings and structures and will be responsible for keeping them in good repair. They will assist in capital planning and construction oversight. They will be responsible for safety inspections and other efforts to limit insurance risk.

Funding for the Director's position will come from two sources. With the move back to City Hall, there is projected to be funds available for two positions—a director and a building custodian. The director will have direct oversight of City Hall. The second source will come from a reduction in insurance premiums generated as the director pursues inspections and repairs that lessen the city's insurance risk.

In another letter I have requested funding for this position for the balance of the fiscal year. We would like to hire someone before June 30th, so they can be available during the summer and fall for the commissioning of City Hall.

Attached to this letter are proposed changes to the City Code, a copy of the relevant ordinances as they are currently written, a draft job description, and a rough cost analysis.

I respectfully ask that you approve the changes to the City Code, so that we can begin the process of filling this much needed position.

Thank you.

Regards,

Stephen L. DiNatale

Mayor

Chapter 3. Administration

Article IX. Department of Public Works

§ 3-92. Establishment.

[Amended 11-5-1969 by Ord. No. 659-69; 5-13-2008 by Ord. No. 086-08; 10-19-2010 by Ord. No. 245-10]

There is hereby established a Department of Public Works for the City of Fitchburg. The Department shall consist of a Cemetery Division, which shall act as support for the Trustees of Public Burial Grounds and have administrative charge of the public cemeteries; a Parks Division, which shall act as support for the Board of Park Commissioners; the Division of Streets; the Water Enterprise Division; and the Wastewater Enterprise and Sewer Division, which shall act as support for the Water-Wastewater Commission and have administrative charge of the wastewater treatment plants, facilities and public sewage systems and the Division of Public Facilities, which shall have charge of public buildings and structures. The Department shall cooperate and coordinate its activities with the Department of Community Development in providing support services to the Board of Zoning Appeals, the Planning Board, the Conservation Commission and the Board of Park Commissioners.

§ 3-96. Powers and duties of Commissioner.

The Commissioner of Public Works shall have the following powers and duties:

- A. The direct care and supervision of the construction, alteration, layout, relocation, maintenance and repair of highways, streets, sidewalks, bridges, sewers and water system of the City.
- B. The care, supervision and control of streetlighting.
- C. The general charge and supervision of streets and ways of the City and keeping them in good repair and safe condition for travel.
- D. The assigning of places in the highways or on public ways for poles, the erection of which has been duly authorized.
- E. The making of all necessary and proper arrangements for the cleaning of streets and collecting and disposing of ashes.
- F. ~~The supervision of all public work of the City which comes under his or her Department.~~
[Amended 6-3-2014 by Ord. No. 100-2014]
- G. The performance of such engineering services and the making of examinations and preparation of such plans and specifications as may be needed by the City or any department or board thereof.
- H. The supervision of all repairs on City bridges used as highways.
- I. The performance of the duties of a civil engineer in connection with the making of surveys, levels and measurements, laying out of streets, sidewalks, drains, sewers and other public work

delegated to or taken by his or her Department.
[Amended 6-3-2014 by Ord. No. 100-2014]

- J. The performance of all other services properly connected with his or her Department as may be required by the Mayor, Council or any department or board of the City.
[Amended 6-3-2014 by Ord. No. 100-2014]
- K. The employment, subject to the approval of the Mayor and the Civil Service Act, of such assistants as he or she may deem necessary to carry out the powers vested in him. The compensation of such assistants shall be fixed by him, subject to the approval of the Mayor.
[Amended 6-3-2014 by Ord. No. 100-2014]
- L. The delegation, apportionment or transfer of his or her various powers and duties to or among the various divisions of his or her Department.
[Amended 6-3-2014 by Ord. No. 100-2014]
- M. Have charge of the system of sewage disposal and the construction, maintenance and repair of all main drains and common sewers.
- N. Have the powers and be subject to the duties, liabilities and penalties which are or may be, by law, given to or imposed upon road commissioners of towns and surveyors of highways.
- O. Clerk of the Public Works Committee of the Council.
- P. He or she shall have the care and custody of City Hall, including the building and services connected with it and all of the buildings and structures owned or controlled by the City, and shall have the responsibility for keeping such property in good condition and repair and shall have the direction and supervision of persons employed to assist him or her concerning such duties.
[Added 4-6-1971 by Ord. No. 237-71; amended 5-13-2008 by Ord. No. 086-08; 6-3-2014 by Ord. No. 100-2014]
- Q. The Commissioner shall, with the approval of the Mayor, have charge of renting any City-owned public building not under the jurisdiction of another municipal department or official and the authority to impose and collect the rents for such use to be turned over to the City Treasurer who shall keep an accurate account of such receipts.
[Added 5-13-2008 by Ord. No. 086-08]

§ 3-108. Appointing authority.

[Added 5-19-1993 by Ord. No. 100-93;^[1] amended 5-13-2008 by Ord. No. 086-08; 6-3-2014 by Ord. No. 100-2014]

- A. Deputy Commissioner of the Department of Public Works for Water Supply. The Commissioner may appoint a person to be the Deputy Commissioner of the Department of Public Works for Water Supply, subject to his or her supervision and control. The Deputy Commissioner must be certified by the Massachusetts Board of Certification of Operators of Drinking Water Supply Facilities as a Grade IV operator, must have a bachelor's degree in environmental sciences and/or management and must have 10 years' experience in the field of water supply, including therein five years in a management capacity. The Deputy Commissioner shall be responsible for planning and directing the repair and maintenance of reservoirs, dams, gatehouses, spillways and the land surrounding the same, testing and treating water supply for quality control; constructing; maintaining and repair of water mains and service connections, maintaining the water service system, including pumping stations, fire lines, hydrants and water meters. The Deputy Commissioner shall analyze population and industrial growth trends to determine the adequacy of current facilities and to plan methods and sequence of operations additions, deletions or modifications to the water supply system and shall perform such other related work as the

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City of Fitchburg, MA

- Commissioner may desire. Notwithstanding provisions of the Code of the City of Fitchburg, the appointee shall be entitled to such benefits as negotiated by the Mayor and approved by the Council.
- B. **Water Quality Manager.** The Commissioner may appoint a person to be Water Quality Manager of the Department of Public Works Water Division subject to his or her supervision and control. Under the direction of the Deputy Commissioner, the Water Quality Manager supervises and directs all operations relative to the storage, treatment and testing of the City's water supply to meet the requirements for safe, potable drinking water.
- (1) The Water Quality Manager shall have at least a bachelor of science degree in biology, microbiology, chemistry or environmental science and two years' experience in a drinking water supply facility. Five years' supervisory experience in water quality management and a Grade 3 drinking water supply facilities operator certification in water system operation and maintenance may be substituted for two years of college education. Ability and willingness to obtain a Grade 4 drinking water supply facilities operator certification within two years.
 - (2) The Water Quality Manager shall have the following responsibilities:
 - (a) Responsible for all water quality requirements in the watershed areas, plants and distribution system.
 - (b) Supervise watershed, plant and laboratory personnel in the execution of their duties.
 - (c) Supervise the operation of treatment and testing facilities and watersheds.
 - (d) Responsible for the implementation of all aspects of the Safe Drinking Water Act requirements.
 - (e) Oversee forestry activities in the watershed.
 - (f) Assist in the development of new programs and the writing and facilitating of grant proposals.
 - (g) Perform all other related duties as required for maintaining EPA- and DEP-acceptable drinking water.
 - (h) Perform such other duties as may be required by the Commissioner or Deputy Commissioner.
- C. **Water System Manager.** The Commissioner may appoint a person to be Water System Manager of the Department of Public Water Division subject to his or her supervision and control. Under the direction of the Deputy Commissioner for Water Supply, the Water System Manager supervises and directs all operations relating to the maintenance of the water supply distribution system. The Water System Manager shall meet the following minimal requirements:
- (1) Civil or other appropriate engineering degree and five years' experience in water works operation and maintenance or 10 years' experience in water works development and operation, including five years in a supervisory role, and a Grade 4 drinking water supply facilities operator certification in water system operation and maintenance. A Massachusetts Class 3 license is also required.
 - (2) The Water System Manager shall have the following duties:
 - (a) Supervise, direct and control, through the foremen, work of assigned crews engaged in constructing, maintaining and repairing water mains, gates, equipment, buildings, pumps and other related equipment or structures.

- (b) Supervise, direct and control, through the foremen, the work of assigned crews engaged in the installation, testing, repairing and maintaining of water service connections and lines.
- (c) Prepare cost estimates for service and main installations, renewals and repairs.
- (d) Make regular rounds of assigned projects to inspect conditions, ensure compliance with departmental procedures and practices and provide technical advice and assistance to foremen.
- (e) Develop and maintain records, reports and control systems as required, including computer operations dealing with fixed assets, records and water works maintenance.
- (f) Responsible for adherence to City and division policies and handling of distribution system personnel problems.
- (g) Review all water distribution system plans and specifications submitted to the City by developers, contractors and others.
- (h) Oversee all contracted work for water main and water service repairs.
- (i) Perform all other related duties as directed by the Department of Public Works Commissioner or Deputy Commissioner.

D. The Facilities Manager shall have charge, under the supervision and direction of the Commissioner, of all municipal buildings and structures. He or she shall, subject to available funding, keep these buildings and structures in good repair. He or she shall have charge of any persons employed by the City for the purpose of maintaining these buildings and structures to coordinate the maintenance and improvement work performed by other departments affecting the buildings under their respective jurisdiction. All other departments and municipal employees shall cooperate with the Facilities Manager to support the goal that public buildings and structures be maintained in clean, safe condition and in good repair.

[1] *Editor's Note: This ordinance also repealed former § 3-108, Appointment of Water Registrar and Superintendent, as amended.*

CITY OF FITCHBURG JOB DESCRIPTION

TITLE: Director of Facilities

RESPONSIBILITIES:

The Director of Facilities is responsible to develop and oversee programs and manage projects which preserve, maintain and enhance the City and Public School infrastructure and to provide services and sustainable, resilient environmental practices for the benefit of all City of Fitchburg residents, businesses and visitors. The Director is responsible for all City and Fitchburg Public School facilities, including all municipal buildings and schools. The Director shall work independently, under the guidance, direction and supervision of the Mayor and in cooperation with the FPS Superintendent, to carry out the policies of the School Committee and to ensure the Facilities Department meets safety, financial, quality, efficiency, procurement and environmental goals and standards for all public buildings.

DUTIES:

The duties of the Facilities Director include but are not limited to the following areas:

Financial Management

- Develop and maintain a multi-year capital improvement plan and maintenance program for all City buildings; oversees execution of approved projects and implements a system to prioritize maintenance projects;
- Develop data regarding building maintenance costs, energy utilization and more to facilitate informed budgeting and decision making related to operations;
- Prepare draft and administer the approved budget for facility maintenance, safety, and security including supplies, equipment and facilities for City Hall;
- Supervise and assist with the preparation, management and tracking of operating, maintenance, capital improvement, capital expenditure plans and budgets related to the Facilities Department, including all utility line items;
- Conduct comprehensive and detailed cost analysis program of facility expenditures as a basis for annual forecast of expenditures;

Project Management

- Liaise with City's Chief Procurement Officer to determine and establish detailed bid and quote specifications pertaining to purchase of supplies, materials, equipment and contract work; oversee acquisition, storage and issuance of all custodial and maintenance materials, supplies and equipment for City Hall;
- Oversee all municipal and school construction projects, including any approved new school or repair projects approved by the MSBA and shall work in concert with all OPM's;
- Assume responsibility for comprehensive overall planning and scheduling of maintenance, repair requirements and projects related to City and FPS buildings;
- Assist in the development of detailed plans and specifications for procurement of vendors for the purchase of materials, supplies, equipment and services related to the Facilities Department, in accordance with state and local procurement laws, city procurement policies and wage rate standards; Prepare and maintain related required reports and records;
- Supervise and inspect the improvement and renovation work performed by outside contractors; Verify terms of all such contracts have been fulfilled before authorizing final payments;

- Ensure standards are consistent with all applicable laws and are maintained as required; establish environmental compliance programs for asbestos abatement, radon control, lead paint control, hazardous waste disposal, air quality standards, fuel tank testing and other local, state, and federal environmental regulations, as required;
- Responsible for the purchase, utilization and control of all forms of energy used in City buildings; energy purchase shall be done in conjunction with the Chief Procurement Officer.

Personnel Management

- In accordance with City employment policies and collective bargaining agreements, provide direct supervision and oversight for all Facilities Department personnel; plan, organize and direct work assignments and manage staff performance;
- Ensure adequate training of Facilities Department staff related to safety, preventative maintenance, emerging technology, proper chemical usage and disposal.
- Oversee payroll, overtime distribution and administration of accrued leave benefits for maintenance/custodial personnel in City Hall;
- Provide oversight to vendors, contractors and service providers related to facility operations.

Infrastructure Maintenance

- Develop and maintain multi-year maintenance plan/implementation system to prioritize maintenance projects; Manage building automation and energy management programs, preventative maintenance and associated service contracts, utility systems and school assets to determine required maintenance and repairs. Review work in progress and ensure proper completion including all aspects of maintenance and operations in conjunction with custodial/maintenance personnel, vend of work orders, contracts and new capital improvement projects;
- Manage and execute appropriate preventative maintenance programs and schedules for electrical and mechanical systems, elevators and lifts, alarm and fire protection, emergency power systems and security systems and procedures and custodial/maintenance requirements for all buildings within the Facilities Director's purview;
- Develop, implement and manage a system to prioritize and track all work orders and request;
- Direct daily maintenance activities within City Hall to maintain security, cleanliness and safety; In all other buildings in which such responsibility rests with a department head, the Facilities Director shall be available to assist as required;
- Inspect buildings and meet regularly with department heads, school principals and building maintenance personnel to ensure service and maintenance levels are in accordance with established guidelines and schedules;
- Stay informed of latest industry trends, emerging technologies and products related to facilities management; encourage innovation and experimentation as appropriate;
- Perform periodic, regular review of building codes, safety standards, physical security precautions and procedures to ensure compliance; Recommend additions and/or changes in service as appropriate;
- In cooperation with the City's priorities, implement projects and operations pertaining to a variety of environmental sustainability, energy conservation and efficiency initiatives; assist in realizing energy and financial savings by taking advantage of incentive programs.

Other

- Coordinate loss control activities, such as safety inspections and roof inspections held with department heads and the City's insurance carrier(s);
- Oversee any insurance claims for property loss on City buildings;
- Manage and maintain all aspects of fleet management of City vehicles;

Ordinances

- Attend City Council and/or City Council sub-committee, School Committee and/or School Committee sub-committee meetings as necessary;
- Liaise with Human Resources and IT in regards to City Hall security systems in the administration of key fobs, keys and security system within City Hall;
- Serve as member of the City wide emergency management team;
- Serve as City's Green Communities Coordinator, with duties including but not limited to:
 - Create and execute City's five (5) year energy reduction plan;
 - Work with the MA Dept. of Energy Resources; Write, execute and oversee Green Communities grant funding and implement clean energy projects within City's municipal and school buildings.
- Perform miscellaneous managerial and technical duties as necessary or directed;

DRAFT

Cost Analysis for City Hall

Current Costs (FY2019)

Rent, inc. Common Area Maint.	\$191,970.80
Electricity	43,733.36
Repair & Care	10,275.67
Cleaning Service	<u>20,932.60</u>
Total	\$266,932.60

Estimated Costs – New City Hall

Electricity	\$ 65,000
Heat	50,000
Repair & Care	15,000
Facilities Director-estimate	90,000
Custodian-estimate	<u>45,000</u>
Total	\$265,000

Petitions

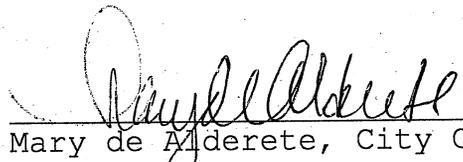
PETITIONS

Councillor Walsh recused herself from the following vote:

050-20. Councillor Paul Beauchemin, to request the School Committee Members receive a stipend of \$2,000.00 per year.

Petition to be resubmitted as a Resolution. Petition given leave to withdraw by unanimous vote. 7 members present. Board consists of 11 members.

The meeting adjourned at 7:40 P.M.


Mary de Alderete, City Clerk

City of Fitchburg,.....

