

*Jun 09 2021 1:03 pm*



**City of Fitchburg  
Massachusetts 01420**

**CITY COUNCIL**

**Councilors at Large**  
Marcus L. DiNatale  
Amy L. Green  
Thomas C. Hughes  
Samantha M. Squailia  
Anthony M. Zarrella

**President**  
Anthony M. Zarrella

**Vice President**  
Elizabeth R. Walsh

**Ward Councilors**  
Ward 1 – Bernard J. Schultz, III  
Ward 2 – Paul R. Beauchemin  
Ward 3 – Andrew J. Couture  
Ward 4 – Andrew J. Van Hazinga  
Ward 5 – Marisa R. Fleming  
Ward 6 – Elizabeth R. Walsh

**Finance Committee**

A meeting of the Finance Committee was called to order by Chairman DiNatale on Tuesday, June 8, 2021 at 6:00 PM in the Legislative Building, 700 Main Street, Fitchburg, MA.

Committee Members present: Councilors Paul Beauchemin, Marcus DiNatale, Thomas Hughes, Elizabeth Walsh, and Anthony Zarrella.

Committee Members absent: None.

The chairman read an announcement regarding the recording of public meetings, noting that FATV was recording and broadcasting the meeting. No other person stated that they were recording the meeting.

The chairman opened the meeting for public comment. No one had registered to speak.

110-21      ORDER:      that there be and hereby is transferred the sum of SEVEN THOUSAND, TWO HUNDRED TWO AND 00/100 DOLLARS (\$7,202.00) same to be charged against RESERVE FOR SNOW & ICE REMOVAL and credited to the following DEPARTMENT OF PUBLIC WORKS, SNOW & ICE accounts:

PERSONAL SERVICES, OVERTIME  
EQUIPMENT RENTAL                      \$ 7,202.00  
PLOWES & BLADES  
SALT

Discussion: The chairman read a letter from Public Works Commissioner Nicolas Bosonetto dated May 19, 2021.

Action: Motion to approve made by Councilor Zarrella and second by Councilor Walsh.  
Motion adopted. (5-0)

111-21 ORDER: that there be and hereby is appropriated the sum of FIFTY THOUSAND AND 00/100 DOLLARS (\$50,000.00) same to be charged against AVAILABLE FUNDS and credited to OTHER POST EMPLOYMENT BENEFITS (OPEB) TRUST FUND.

Discussion: The chairman read a letter from Mayor Stephen L. DiNatale dated May 26, 2021.

Action: Motion to approve made by Councilor Zarrella and second by Councilor Walsh.

Motion adopted. (5-0)

112-21 ORDER: that there be and hereby is appropriated the sum of FOUR THOUSAND AND 00/100 DOLLARS (\$4,000.00) same to be charged against AVAILABLE FUNDS and credited to BUILDING-CONTRACTED SERVICES for the purpose of digitizing Building Department paper documents.

Discussion: The chairman read a letter from Building Commissioner Mark Barbadoro dated May 10, 2021. Councilors asked if other departments were digitizing. City Auditor Calvin Brooks replied that he was not aware of any. Councilors noted that the Building Department has a lot of historical records that need to be kept for extended periods of time.

Action: Motion to approve made by Councilor Beauchemin and second by Councilor Hughes.

Motion adopted. (5-0)

113-21 ORDER: that there be and hereby is appropriated the sum of TWO HUNDRED EIGHTY THOUSAND AND 00/100 DOLLARS (\$280,000.00) same to be charged against AVAILABLE FUNDS and credited to LIBRARY CAPITAL, BUILDING RENOVATION for construction of new heating and cooling systems.

114-21 ORDER: that there be and hereby is transferred from within the sum of TWO HUNDRED TWENTY THOUSAND AND 00/100 DOLLARS (\$220,000.00) same to be charged against RESERVE FOR OTHER MUNICIPAL PURPOSES, CAPITAL EXPENSES and credited to LIBRARY CAPITAL, BUILDING RENOVATION for construction of new heating and cooling systems.

Discussion: The chairman announced that he was taking up both items #113-21 and 114-21. He next read a letter from Chief Librarian Sharon Bernard and Facilities Director Russell Karlstad dated May 11, 2021. Both Ms. Bernard and Mr. Karlstad were present. Councilors asked where the city stood in regard to the major renovation project. Ms. Bernard said that the city is number nine on the list and is probably another three years.

Councilors expressed a concern that this work will become obsolete when the renovation is done. They were told that the project will be designed to work in both the current building and a renovated building. Ms. Bernard stated that because of the condition of the mechanical room equipment, the work needs to be done now. It is too late to slap on a Band-Aid and wait for the major renovation.

Councilors said that doing the work now, will mean it does not have to be included in the future project cost. Councilors asked if the work is equipment or structures. Ms. Bernard stated that is for the boiler room only. Councilors felt that since construction costs are skyrocketing, the time to do the work is now.

Action: Motion to approve items #113-21 and #114-21 made by Councilor Zarrella and second by Councilor Beauchemin.

Motion adopted. (5-0)

115-21 ORDER: that there be and hereby is transferred from within the sum of ONE HUNDRED THIRTY-FIVE THOUSAND AND 00/100 DOLLARS (\$135,000.00) same to be charged against RESERVE FOR OTHER MUNICIPAL PURPOSES, CAPITAL EXPENSES and credited to AIRPORT EXPENSES, REPAIR & MAINTENANCE OF BUILDINGS for reconditioning of the hanger roofs and replacement of the hanger doors.

Discussion: Airport Manager Peter Kettle and Community Development Director Tom Skwierawski were present remotely via Zoom. The chairman read a letter from Mr. Kettle dated May 11, 2021. Mr. Kettle stated that he is working to make the airport better for the residents of Fitchburg. The name is getting out and a lot of corporate planes are using the airport.

Councilors asked if airport personnel has had any discussion with Amazon. Mr. Skwierawski stated that he was involved in the first discussions with Amazon and that the airport was a key selling point. Mr. Kettle said that once the new runway is approved then corporate jets will be able to use the airport. Fixing up the hanger will brighten one end of the airport. Councilors stated that this appropriation tells current airport customers that the city does care about the airport and they will spread the word.

Action: Motion to approve made by Councilor Beauchemin and second by Councilor Zarrella. Motion adopted. (5-0)

116-21 ORDER: that there be and hereby is transferred from within the sum of TWO THOUSAND, FIVE HUNDRED AND 00/100 DOLLARS (\$2,500.00) same to be transferred from AIRPORT, PERSONAL SERVICES, LABOR and credited to AIRPORT, PERSONAL SERVICES, OVERTIME.

Discussion: Mr. Kettle remained. The chairman read a letter from Mr. Kettle dated May 20, 2021.

Action: Motion to approve made by Councilor Zarrella and second by Councilor Walsh. Motion adopted. (5-0)

117-21 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the Federal Aviation Administration, Airport Coronavirus Response Program grant in the approximate amount of \$23,000.00 (TWENTY-THREE THOUSAND AND 00/100 DOLLARS) for the purpose of said grant, which is to cover airport expenses.

118-21 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the Federal Aviation Administration grant in the approximate amount of \$333,333.00 (THREE HUNDRED THIRTY-THREE THOUSAND, THREE HUNDRED THIRTY-THREE AND 00/100 DOLLARS) for the purpose of said grant, which is to develop an Airport Master Plan.

Discussion: The chairman announced that he was taking up both items #117-21 and #118-21. Mr. Kettle remained. The chairman read a letter from Mr. Kettle dated May 25, 2021.

Action: Motion to approve items #117-21 and #118-21 made by Councilor Beauchemin and second by Councilor Zarrella.

Motion adopted. (5-0)

- 119-21 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the CARES Act, U.S. Department of Housing and Urban Development, CDBG-CV Program in the approximate amount of \$9,000.00 (NINE THOUSAND AND 00/100 DOLLARS) for the purpose of said grant which is for Pandemic Related Legal Assistance.
- 120-21 ORDER: that the sum of NINE THOUSAND, NINE HUNDRED NINETY-NINE AND NO/100 DOLLARS (\$9,999.00) be appropriated, same to be credited to the Pawlak Playground Project and charged against the CDBG Year 47.
- 121-21 ORDER: that the sum of ONE THOUSAND, EIGHT HUNDRED FIFTY-SEVEN AND 20/100 DOLLARS (\$1,857.20) be appropriated, same to be credited to the Small Business Financial Assistance Program and charged against the CDBG Year 47.
- 122-21 ORDER: that the sum of TWO THOUSAND, SIX HUNDRED EIGHTY-TWO AND 80/100 DOLLARS (\$2,682.80) be appropriated, same to be credited to CDBG Administration and charged against the CDBG Year 47.

Discussion: The chairman announced that he was taking up items #119-21, #120-21, #121-21, and #122-21 together. Mr. Skwierawski was present. He said the reason for these orders is that he had thought the city's allocation was lower when the original budget was presented for Year 47, so these orders just allow the city to spend the full allocation.

Action: Motion to approve items #119-21, #120-21, #121-21, and #122-21 made by Councilor Hughes and second by Councilor Zarrella.

Motion adopted. (5-0)

Motion to adjourn made by Councilor Zarrella second by Councilor Walsh.

Motion adopted. (5-0)

The meeting adjourned at 6:30 PM.

Respectfully submitted,



Calvin D. Brooks, Clerk

**City of Fitchburg  
Available Funds Summary  
Fiscal Year 2021**

<b>Available Funds Certified as of July 1, 2020</b>			<b>3,368,823</b>
<b>Less Approved Appropriations:</b>			
3/2/2021	036-21	Legal - Litigation and Special Counsel	-80,000
03/16/21	034-21	Stabilization Fund	-350,000
03/16/21	035-21	Facilities - Tax Possession Maintenance	-30,000
03/16/21	037-21	Human Resources - Overtime	-10,000
05/04/21	079-21	Health - Food Consultant Expenses	-25,000
05/04/21	080-21	Public Works - Building Renovation - New Roof	-45,000
05/04/21	081-21	Public Works - Stormwater Contracted Services	-400,000
05/04/21	082-21	Public Works - Street Repair - Oak Hill Road Paving	-300,000
06/01/21	091-21	Clerk - Ordinance Code Supplement	-6,875
<b>Less Proposed Appropriations:</b>			
05/18/21	097-21	FY22 Budget - Snow & Ice Reserve	-675,000
05/18/21	097-21	FY22 Budget - Hotel Excise Lost Revenue	-900,000
05/18/21	097-21	FY22 Budget - Host Fees	-200,000
06/01/20	111-21	OPEB Trust Fund	-50,000
06/01/21	112-21	Building - Contracted Services	-4,000
06/01/21	113-21	Library - Building Renovation (Mechanical Room)	-280,000
<b>Subtotal - Proposed Appropriations</b>			<b>-2,109,000</b>
<b>Balance Available if Proposed Appropriations are Approved</b>			<b>12,948</b>
<b>Possible Appropriations:</b>			
Snow & Ice			
Stabilization Fund 5% - \$6,720,000 7% - \$9,400,000 Current - \$7,058,570			
OPEB Fund Current - \$1,505,097			
Host Fee / Mitigation			
Community Development - Rail Trail			
Main Street Garage - Phase 1			
Legal - Code Enforcement			
Demolition			
Demolition - Laurel Street School			
Police - Accessibility			
Steam Plant Cleanup			
Marketing City			
Cemetery Software			
Cemetery Vehicles			
Parks - Downtown Summer Groundskeeper			
Crocker Field			
DPW - Oak Hill Road Bridge			
DPW - Vehicles			
DPW - Street Paving			
Senior Center Roof			
Veterans - Cash Benefits			

City of  
Fitchburg



Department of  
Public Works

MEMORANDUM

**COMMISSIONER**

301 Broad Street  
978-829-1910  
978-345-9687 FAX

**STREETS & PARKS**

301 Broad Street  
978-829-1900  
978-345-9687 FAX

**WASTEWATER**

166 Boulder Drive, Suite 108  
978-345-9622  
978-345-9623 FAX

**SEWER COLLECTION**

301 Broad Street  
978-829-1900  
978-345-9687 FAX

**WATER**

1200 Rindge Road  
978-345-9616  
978-345-9555 FAX

**ENGINEERING**

301 Broad Street  
978-829-1917  
978-345-9687 FAX

**CEMETERIES**

115 Mount Elam Road  
978-345-9578  
978-345-9686 FAX

Date: May 19, 2021  
To: Mayor Stephen L. DiNatale  
Subject: Snow & Ice Accounts

The Department of Public Works (DPW) respectfully requests that \$7,202 be transferred from available funds to the following snow and ice accounts:

- DPW S&I Expenses, Equipment Rental (Account# 01410784-545475) \$7,202

This request for \$7,202 will enable us to close out the snow and ice accounts for FY21 without carrying a deficit into FY22. The total snow and ice budget for FY21 would increase from \$900,000 to \$907,202 with this appropriation.

Sincerely,

Handwritten signature of Nicolás H. Bosonetto in black ink.

Nicolás H. Bosonetto, PE  
Commissioner of Public Works/City Engineer

cc: Calvin Brooks, City Auditor  
Mary de Alderete, City Clerk  
City Council



*The City of Fitchburg*

*Massachusetts*  
OFFICE OF THE MAYOR

**STEPHEN L. DINATALE**  
**MAYOR**

718 MAIN STREET  
FITCHBURG, MA 01420  
TEL. (978) 829-1801

**PATRICK HARE**  
CHIEF OF STAFF  
PHARE@FITCHBURGMA.GOV

**JOAN DAVID**  
ADMINISTRATIVE AIDE  
JDAVID@FITCHBURGMA.GOV

May 26, 2021

Calvin D. Brooks  
City Auditor  
718 Main Street  
Fitchburg, MA 01420

Dear Mr. Brooks:

Kindly draw a council order for the City of Fitchburg to appropriate the sum of \$50,000.00 from Available Funds and credited to the Other Post Employment Benefits (OPEB) Trust Fund. Along with previous appropriations, as well as accumulated interest, this appropriation will bring the balance in the OPEB Trust Fund to approximately \$1,875,000.

Thank you.

Regards,

Stephen L. DiNatale, Mayor



*Fitchburg, Massachusetts*  
*Office of the*  
*Building Commissioner*

**MARK BARBADORO**  
Building Commissioner

May 10, 2021

Mayor Stephen L. DiNatale  
City of Fitchburg  
166 Boulder Drive  
Fitchburg MA 01420

Dear Mayor DiNatale,

I respectfully request an appropriation of \$4,000 from available funds to complete the digitizing of the building department records. When the 200 Boulder Drive city offices were vacated and cleared we uncovered 225 Tubes of plans and a box full of binders.

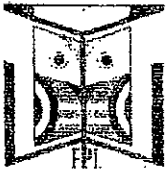
This combined with a small amount of unscanned "active project plans" represents the last of the historic building department plans. Since our move to new City Hall The building department has required digital copies of plans so we should not need additional scanning funding for building department records in the future.

Sincerely,

*Mark Barbadoro*

Mark Barbadoro  
Building Commissioner





# FITCHBURG PUBLIC LIBRARY

610 MAIN STREET  
WALLACE LIBRARY 978-829-1780  
YOUTH LIBRARY 978-829-1780  
www.fitchburgpubliclibrary.org

FITCHBURG, MA 01420  
FAX: 978-345-9632  
fpbrefia-cwmars.org  
facebook.org/fitchburgpubliclibrary

May 11, 2021

Mayor Stephen DiNatale  
Fitchburg City Hall  
718 Main Street  
Fitchburg, MA 01420

Dear Mr. Mayor:

We respectfully request the following appropriations relating to the Fitchburg Public Library MEP needs.

An appropriation of \$40,000 to complete engineering to design new heating, cooling and auxiliary systems to provide suitable HVAC conditions in the building.

An appropriation of \$500,000 to complete the work as defined under the design as previously requested.

The appropriation of \$540,000 should be transferred to account #016108-585859.

As was observed in the site walk on May 4, 2021, the existing conditions merit the new work to ensure a functioning building. All work completed using this funding will be required to remain in place and be utilized on any future renovation or expansion to the library campus.

Thank you for your attention to this matter.

Sincerely yours,

Sharon Bernard  
Russell Karlstad



## Fitchburg Municipal Airport 05/11/2021

Dear Mayor DiNatale,

We respectfully request an appropriation of funds for Airport Maintenance rectification, in terms of roof sealing on hangars 2 and 3 at the Fitchburg Municipal Airport to the order of **\$40,000.00 estimated, per roof. (Total \$80,000).**

Pilots place their expensive planes in these 2 old hangars and expect the hangars to be leak free if it rains, or if there is other inclement weather like freezing conditions where the water turns in to ice, making it very dangerous to move any airplanes.

Also for the appropriation of **\$55,000.00 estimated for a new door including installation**, for hangar 10 - the current hangar rented by the Nagle Aircraft company.

Making a grand total of **\$135,000.00**

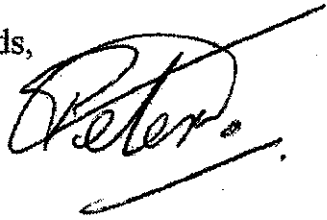
We are looking at **2 old hangars**, built approximately **80 years** ago with leaking roofs, plus a sliding door system on a **50 year old hangar**, that over the years the bottom tracks have become inoperable due to the many severe winters and heaving of the ground below them, making the rolling movement of these doors, almost impossible.

The time to repair these problems that have gone on for years is now, as all of the hangars identified above are still capable of giving many years of operation as long as the repairs are completed as soon as possible in a timely manner.

We trust that both yourself and the City Council will view this favorably, thereby indicating to the tenants at the airport that we are doing all possible to slowly upgrade the outdated facilities we have at the airport, in an effort to keep them at the Fitchburg Municipal airport now and for the future - and at the same time, offering new tenants a good solid hangar residence for their airplanes.

Thank you.

Best Regards,

A handwritten signature in black ink, appearing to read "Peter", with a long horizontal stroke extending to the right and a shorter one below.

Peter E. Kettle

Interim Airport Manager

Fitchburg Municipal Airport

Cc.. Calvin Brooks – City Auditor.



## Fitchburg Municipal Airport 05/20/2021

Dear Mayor DiNatale,

We respectfully request a "Transfer of Funds" within the Fitchburg Municipal Airport Budget:-

**Airport Personal Services:----- \$2,500.00**

**From ----- 664821 511115 LABOR**

**To -----664821 511104 OVERTIME.**

As you know we lost one of our Lineman to a senior position within the city and as a consequence we paid an extra one hour's overtime every day for almost 4 and a half months until a suitably qualified new Lineman could be found to fill that position.

We believe this slight adjustment will enable continued excellent service to our existing customer base, as well as to new customers that will be frequenting the Fitchburg Municipal Airport, going forwards.

Thank you.

Best Regards,

A handwritten signature in black ink, appearing to read "Peter E. Kettle".

Peter E. Kettle

Interim Airport Manager

Fitchburg Municipal Airport

Cc.. Calvin Brooks -- City Auditor.



## FITCHBURG MUNICIPAL AIRPORT

May 25<sup>th</sup>, 2021.

Dear Mayor DiNatale,

We respectfully request the City of Fitchburg accepts two Grants from the Federal Aviation Administration.

The first Grant Award is for **\$23,000.00** and is for the **Airport Coronavirus Response Program (ACRGP)**, Grant # **3-25-0018-031-2021**, as a continuing stimulus effort within the CARES Act, which can be used for the general running of the airport.

The second Grant Award is for **\$333,333.00** and is for the **Airport Master Plan to be developed by GALE Associates**, the Consultant Company for the airport. This Grant is made payable to the Fitchburg Municipal Airport (Grant AIP #30)

The acceptance of these Grants from the FAA will enable the Fitchburg Municipal Airport to use said monies (**\$23,000.00**) on day to day running activities going forwards and also (**\$333,333.00**) to enable the airport **Consultant GALE Associates**, to complete an **Airport Master Plan** development in line with the FAA requirements for the next 20 years --- which is subject to change as required by the FAA.

**Again – both Grants are covered by the FAA at a 100% participation.**

Thank you for your consideration.

Peter E. Kettle

Interim Airport Manager

Fitchburg Municipal Airport

Cc Calvin D. Brooks.