



City of Fitchburg Massachusetts 01420

CITY COUNCIL

Councilors at Large

**Marcus L. DiNatale
Amy L. Green
Michael P. Kushmerek
Samantha M. Squailia
Anthony M. Zarrella**

President

Michael P. Kushmerek

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 held over the Zoom platform and live streamed at FATV Studios on Tuesday, June 9, 2020. The meeting was called to order by Chairman DiNatale at 6:01 PM.

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

Committee Members absent: None.

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

131-20 ORDER: that there be and hereby is appropriated the sum of FOUR HUNDRED THOUSAND AND 00/100 DOLLARS (\$400,000.00) same to be charged against AVAILABLE FUNDS and credited to DPW ADMIN. EXPENSES, STORMWATER CONTRACT SERVICES.

Discussion: Public Works Commissioner Nicolas Bosonetto and Civil Engineer Nick Erickson were present. The chairman read a letter from Commissioner Bosonetto dated May 21, 2020. Commissioner Bosonetto stated he was excited to be able to leverage local funds to obtain the grant. Mr. Erickson stated that the first Municipal Vulnerability Program (MVP) grant in the amount of \$102,000 was used for planning, during which time they held public meetings and developed an action plan. This planning helped when going after the current grant.

Councilors asked if this request was getting a head start on funding for FY2021. Mr. Erickson said that he expects the city will need to spend \$1.6 million each year and that getting the grant will allow the city to do so. The MVP grant program is for every year, so they will continue to go after the funds. Other councilors agreed that it makes sense to spend \$400,000

to get an additional \$1.2 million. John Fitch Highway has always been a problem and it is good to address it.

Councilors asked where the islands on John Fitch Highway would be. Mr. Erickson said they would first have to do a highway study and design to determine where turns across the highway need to be and from that they can place the islands. For example, there would probably be an island along the stretch where the football field is, since no one will be turning there. Councilors thanked them for their work.

Action: Motion to approve made by Councilor Kushmerek and second by Councilor Zarrella.
Approved: Roll call vote—Beauchemin (Yes), DiNatale (Yes), Kushmerek (Yes), Walsh (Yes), and Zarrella (Yes).

132-20 ORDER: that there be and hereby is appropriated the sum of TWENTY-FIVE THOUSAND AND 00/100 DOLLARS (\$25,000.00) 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 27, 2020. Councilors were pleased to see this project going forward and to see cost savings in time going and storing physical documents.

Action: Motion to approve made by Councilor Kushmerek second by Councilor Beauchemin.
Approved: Roll call vote—Beauchemin (Yes), DiNatale (Yes), Kushmerek (Yes), Walsh (Yes), and Zarrella (Yes).

133-20 ORDER: that there be and hereby is appropriated the sum of TWENTY THOUSAND AND 00/100 DOLLARS (\$20,000.00) same to be charged against AVAILABLE FUNDS and credited to LAW OTHER EXPENSES, LABOR NEGOTIATOR.

Discussion: City Solicitor Vincent Pusateri was present. The chairman read a letter from Atty. Pusateri dated May 28, 2020. Atty. Pusateri said the labor negotiator is being used in relation to Covid-19 and employee relations. It is beneficial to use outside counsel in certain situations with city employees.

Action: Motion to approve made by Councilor Kushmerek second by Councilor Zarrella.
Approved: Roll call vote—Beauchemin (Yes), DiNatale (Yes), Kushmerek (Yes), Walsh (Yes), and Zarrella (Yes).

134-20 ORDER: that there be and hereby is appropriated the sum of THIRTY-ONE THOUSAND, FIVE HUNDRED AND 00/100 DOLLARS (\$31,500.00) same to be charged against AVAILABLE FUNDS and credited to the following RUBBISH REMOVAL EXPENSE accounts:

CLEAN UP FUNDS	\$10,600.00
AIRPORT RENT	\$14,400.00
CONTRACTED SERVICES	\$ 6,500.00

Discussion: Public Health Director Steve Curry was present. The chairman read a letter from Director Curry dated May 27, 2020. Mr. Curry said that clean up funds were needed to hire an LSP to evaluate a situation where a neighbor is alleging that a city landfill is contaminating his

property. There has also been more activity with bulk item drop offs, with an increase from 80 to 130 items per month.

Councilors asked if the city is putting money aside for landfill cleanup. Mr. Curry said that he has proposed it in next year's budget. That money would go to a separate fund.

Action: Motion to approve made by Councilor Kushmerek second by Councilor Zarrella.

Approved: Roll call vote—Beauchemin (Yes), DiNatale (Yes), Kushmerek (Yes), Walsh (Yes), and Zarrella (Yes).

135-20 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the Massachusetts Executive Office of Public Safety and Security grant in the approximate amount of \$5,508.80 (FIVE THOUSAND, FIVE HUNDRED EIGHT AND 80/100 DOLLARS) for the purpose of said grant, which is to enhance effective pedestrian, bicycle, and moped-type enforcement.

136-20 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the Department of Justice, Office of Justice Programs grant in the approximate amount of \$86,062.00 (EIGHTY-SIX THOUSAND, SIXTY-TWO AND 00/100 DOLLARS) for the purpose of said grant, which is to support a broad range of activities including preventing, preparing for, and responding to the coronavirus.

Discussion: The chairman announced that he was taking up items #135-20 and #136-20. Police Chief Ernest Martineau was present. The chief stated that the pedestrian grant is a recurring grant which they have used to purchase about 100 bicycle helmets to give out at various events and to target pedestrian safety, including jaywalking enforcement. Events this year may be curtailed because of the pandemic.

Councilors asked where the helmets are distributed. The chief said historically it has been at the bike race and at the parks. Councilors were pleased that the police go to different parks for events. Councilors spoke about young adults not wearing bicycle helmets and wondered if the police could ask where the helmets are. The chief heard what was said and indicated that it goes to the heart of community policing.

As for the DOJ grant, the chief stated that the federal government sent out a notice at the onset of the current crisis soliciting applications. The city task force felt there would be significant costs associated with the crisis and so he applied for the grant in order to recoup some citywide Covid-19 costs.

Councilors commended the chief and his staff for looking ahead and getting the funds. Action: Motion to approve items #135-20 and #136-20 made by Councilor Walsh second by Councilor Zarrella.

Approved: Roll call vote—Beauchemin (Yes), DiNatale (Yes), Kushmerek (Yes), Walsh (Yes), and Zarrella (Yes).

137-20 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the Commonwealth of Massachusetts earmark grant in the approximate amount of \$100,000.00 (ONE HUNDRED THOUSAND AND 00/100 DOLLARS) for the purpose of said grant, which is to prepare and repaint the exterior windows of the library building.

Discussion: Library Director Sharon Bernard was present but mute. The chairman read a letter from Ms. Bernard dated May 26, 2020. He then reminded the committee that she had spoken about this matter at the last Finance Committee meeting when they approved an appropriation of the city's share of the project.

Councilors indicated support for the order, but were concerned about spending money on a building that is scheduled for major renovation in about five years. It was noted that if the renovation were coming in six months, then perhaps it would be appropriate to delay this project. However, the time horizon is longer, so it should be addressed. In addition, the state is covering two-thirds of the cost.

Action: Motion to approve made by Councilor Walsh second by Councilor Beauchemin.

Approved: Roll call vote—Beauchemin (Yes), DiNatale (Yes), Kushmerek (Yes), Walsh (Yes), and Zarrella (Yes).

138-20 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the Secretary of the Commonwealth, Cities Complete Count Grant Program in the approximate amount of \$20,000.00 (TWENTY THOUSAND AND 00/100 DOLLARS) for the purpose of said grant, which is to support outreach efforts in getting a complete and accurate count in the 2020 Census.

Discussion: Joan David, Administrative Aide to the Mayor, was present. The chairman read a letter from Ms. David dated May 26, 2020. Councilors asked if part of the plan is to knock on doors. Ms. David answered that knocking on doors would be done by the Census Bureau. This grant is for signs and mailers. The census deadline has been extended to October 31, 2020. To date, the city has a 60% response.

Action: Motion to approve made by Councilor Kushmerek second by Councilor Beauchemin.

Approved: Roll call vote—Beauchemin (Yes), DiNatale (Yes), Kushmerek (Yes), Walsh (Yes), and Zarrella (Yes).

139-20 ORDER: 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 \$69,000.00 (SIXTY-NINE THOUSAND AND 00/100 DOLLARS) for the purpose of said grant, which is to cover airport expenses, including fuel purchases and additional work on the runway project.

Discussion: Interim Airport Manager Peter Kettle was present. The chairman read an email from Mr. Kettle dated May 20, 2020. Mr. Kettle said he was thankful for the CARES Act, because it will help the airport stay within budget. Previous maintenance has been reactive rather than preventative, so there has been a lot of work to do. He is expecting to rent Hanger 10 to someone who will bring a lot of business to the airport.

Councilors appreciate the work that Mr. Kettle has been doing as interim manager and in getting a major construction project done. The airport has made major inroads toward self-sufficiency.

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

Approved: Roll call vote—Beauchemin (Yes), DiNatale (Yes), Kushmerek (Yes), Walsh (Yes), and Zarrella (Yes).

Motion to adjourn made by Councilor Walsh, second by Councilor Beauchemin. Approved by roll call vote—Beauchemin (Yes), DiNatale (Yes), Kushmerek (Yes), Walsh (Yes), and Zarrella (Yes).

The meeting adjourned at 6:45 PM.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Calvin D. Brooks". The signature is written in a cursive style with a large initial "C".

Calvin D. Brooks, Clerk

City of Fitchburg
Available Funds Summary
Fiscal Year 2020

Available Funds Certified as of July 1, 2019			7,750,632
Less Approved Appropriations:			
11/19/19	257-19	Police - Capital - Building Repairs	-262,000
11/19/19	258-19	Treasurer - Expenses - Parking Building Repairs	-20,000
11/19/19	260-19	School - School Expenses	-879,709
11/19/19	261-19	School - School Expenses (E-Rate)	-41,143
11/19/19	262-19	Stabilization Fund	-350,000
11/19/19	263-19	OPEB Trust Fund	-250,000
11/19/19	264-19	Airport Revenue	-84,000
11/19/19	265-19	DPW Admin. Expenses - Stormwater Contracted Services	-300,000
11/19/19	266-19	Fire - Firefighters Equipment (Turnout Gear)	-23,564
11/19/19	267-19	Fire - Fire Building Maintenance - Heating Fuel	-23,800
11/19/19	268-19	Employee Benefits - Workers Compensation (EAP)	-28,000
11/19/19	26919	Treasurer - Expenses - Parking Building Repairs	-18,000
12/03/19	280-19	Police - Vehicle Replacement	-109,602
12/03/19	281-19	Fire - Shift Commander Vehicle	-61,000
12/03/19	282-19	Library - Building Maintenance	-16,612
01/21/20	009-20	Building - Contracted Services	-35,000
01/21/20	016-20	Airport Capital - Self-Service Fuel Station	-24,000
02/04/20	036-20	Police - Personal Services - Contract	-239,093
02/04/20	037-20	Various - Personal Services - FAMAS Contract	-120,881
02/04/20	039-20	Various - Personal Services - Ordinance Change	-42,292
2/18/2020	053-20	DPW - Equipment	-282,500
2/18/2020	054-20	Library - Building Maintenance	-5,000
2/18/2020	055-20	Building - Department Head	-30,000
3/5/2020	060-20	DPW - Arbor Way Repair	-600,000
3/5/2020	061-20	COA - Heat & Building	-11,000
3/17/2020	067-20	Information Technology - Capital Improvements	-20,000
3/17/2020	068-20	Legal - Damages Persons & Property	-50,000
5/5/2020	107-20	Community Development - Two Way Main Street	-600,000
5/19/2020	119-20	Veterans - Cash Benefits	-37,012
Subtotal - Approved Appropriations			-4,564,208
Balance Available			3,186,424
Less Proposed Appropriations:			
6/2/2020	131-20	DPW - Stormwater	-400,000
6/2/2020	132-20	Building - Scanning Files	-25,000
6/2/2020	133-20	Law - Other Expenses	-20,000
6/2/2020	134-20	Health - Rubbish Removal Expenses	-31,500
Subtotal - Proposed Appropriations			-2,573,278
Balance Available If Proposed Appropriations are Approved			2,709,924
Possible Appropriations:			
FY2021 Budget			
Snow & Ice			
Stabilization Fund 5% - \$6,500,000 7% - \$9,100,000 Current - \$6,923,149			
OPEB Fund Current - \$1,485,030			
Host Fee / Mitigation			
City Hall Move			
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			
Schools - South Street School - West Building Façade and Roof and Boiler			



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 21, 2020
To: Mayor Stephen L. DiNatale
Subject: DPW Municipal Vulnerability Preparedness (MVP) Grant

The Department of Public Works (DPW) respectfully requests approval from the Mayor and City Council for the appropriation of \$400,000 from available funds for stormwater system improvements. These funds will be used as a match to leverage an additional \$1.2 Million in anticipated grant funds from the Municipal Vulnerability Preparedness (MVP) Grant Program administered by the Executive Office of Energy and Environmental Affairs (EOEEA).

DPW Engineering Division was awarded an MVP Planning Grant in the amount of \$102,000 in July of last year to complete the MVP Planning Process, which consists of developing a climate resiliency and vulnerability action plan. Now that this plan has been substantially completed, the City has become an MVP-Certified Community and is eligible to receive MVP Action Grant funding to tackle projects identified in the action plan and improve the City's climate resiliency. The MVP Action Grants, however, require a 25% local cash or in-kind match.

DPW Engineering will be applying for the following two Action grants:

1. Stormwater system improvement for the South Street/Water Street neighborhood (\$300,000 City funds + \$900,000 Action Grant) – This project will be built in summer of 2020 in conjunction with an \$8 Million Combined Sewer Separation project undertaken by DPW Wastewater Division. The separation of the sewer from the stormwater system means new sewer systems are built, leaving the remnants of the stormwater system that cannot adequately handle storm events. By combining the two projects, we achieve economies of scale and also relieve the sewer rate payers from having to fund stormwater improvements.
2. John Fitch Highway green infrastructure and stormwater improvements design (\$100,000 City funds + \$300,000 Action Grant) – This project will start the design process for implementation of green infrastructure on John Fitch Highway that will simultaneously decrease permeable surface area to reduce the impacts of urban stormwater on Baker Brook, provide pedestrian refuge islands to facilitate a more pedestrian-friendly environment, and improve the overall attractiveness and appearance of the corridor. (See attached samples)

We truly appreciate the assistance and support of the Mayor and City Council in this effort to pursue grant funding for the design and construction of these key infrastructure projects.

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



Fitchburg, Massachusetts
Office of the
Building Commissioner

MARK BARBADORO
Building Commissioner

May 27, 2020

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

Dear Mayor DiNatale,

I respectfully request an appropriation from available funds to complete the digitizing of the building department records. The majority of the scanning has been completed and the scanning company estimates that an additional \$25,000 will complete the project.

The bulk of the remaining scanning is unindexed building plans. If approved the digitizing will free up valuable storage space which will be needed in new city hall. The process will also index hundreds of plans which will allow the public access to their formerly lost plans and save time and money on public record requests.

Sincerely,

Mark Barbadoro

Mark Barbadoro
Building Commissioner

VINCENT P. PUSATERI, II.

CITY SOLICITOR

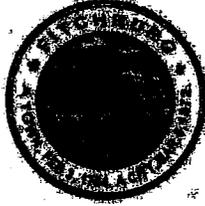
128 PRICHARD STREET

FITCHBURG, MA 01420

TELEPHONE: (978) 342-6081

FAX: (978) 343-0600

EMAIL: vpusateri@fitchburgma.gov



DONNA R. PAWLAK

ASSISTANT CITY SOLICITOR

61 ACADEMY STREET

FITCHBURG, MA 01420

TELEPHONE: (978) 345-5132

FAX: (978) 443-1877

EMAIL: dpawlak@fitchburgma.gov

LAW DEPARTMENT OF THE CITY OF FITCHBURG

May 28, 2020

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

RE: Appropriation

Dear Mayor Stephen L. DiNatale,

In appearing to be in the best interests of the City of Fitchburg, kindly instruct the Auditor to draft an Order for TWENTY THOUSAND (\$20,000.00) DOLLARS AND NO CENTS from Free Cash to Law Department Account #001512-525572 (Law Department - Labor Negotiator) prior to the next City Council meeting for the purpose of appropriating funds for the payment to Valerio Dominello & Hillman, LLC and as a contingency.

Should you have any questions, please do not hesitate to let me know.

Very truly yours,

A handwritten signature in black ink, appearing to read "Vincent P. Pusateri, II".

Vincent P. Pusateri, II, Esquire

VPP/dam



Office of the
Board of Health

City Hall

Fitchburg, Massachusetts 01420

978-829-1870

MEMORANDUM

To: Stephen L. DiNatale, Mayor
Calvin D. Brooks, City Auditor

From: Stephen D. Curry,
Director of Public Health

cc: BOH members

Date: May 27, 2020

Please be advised I am respectfully requesting \$31,500 from available funds be appropriated to Health Department-Rubbish Removal Account (#01510434).

The shortage to the account is due to the Health Department incurring costs:

1. Procuring a contract with a Licensed Site Professional (LSP) on a site surrounding a landfill that operated on Blueberry Lane (off Airport Rd) from 1968-1971.
2. Providing response to cleanup and securing of property as a result of the city tax taking process.
3. Honoring the City of Fitchburg obligations for rent reimbursements to the Airport for leased property currently utilized and operated by AKS Recycling, Inc.

Do not hesitate to let me know if there are questions.



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

fplref@ewmars.org

facebook.org/fitchburgpubliclibrary

May 26, 2020

Mayor Stephen DiNatale
City of Fitchburg
166 Boulder Drive
Fitchburg, MA 01420

Dear Mayor DiNatale:

Please accept the \$100,000 from the Commonwealth of Massachusetts for the Library Window Preparation, Repair, and Painting Project. The funds are to be deposited in the Capital Expense Account to be spent down in the near future.

Thank you in advance.

Sincerely yours,

Sharon A. Bernard
Library Director

CC: Calvin Brooks, City Auditor
Jim Walsh, Trustee Chair



The City of Fitchburg

Massachusetts

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

May 26, 2020

Honorable Mayor Stephen L. DiNatale
City of Fitchburg
166 Boulder Drive, Suite 108
Fitchburg, MA 01420

Dear Mayor DiNatale,

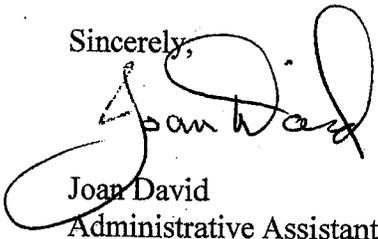
The City of Fitchburg has been awarded a Cities Complete Count Grant Program (CCCGP) for \$20,000 from the Secretary of the Commonwealth. This grant is for the purpose to assist Fitchburg with providing a complete and accurate count in the 2020 Census.

These awarded funds are to be used to support outreach efforts. Planned work will include mailing to low response wards, and promotional advertisement through billboards, radio and access TV. As well as printing of promotional materials for distribution to key service locations in the city.

I am respectfully requesting that the City accept this CCCGP grant award, and approve to start spending down these funds. This grant expires on June 30, 2020.

If you have any questions regarding these grants, please contact me.

Sincerely,



Joan David
Administrative Assistant

Cc: Auditor Calvin Brooks

Brooks, Calvin

From: Kettle, Peter
Sent: Wednesday, May 20, 2020 1:10 PM
To: DiNatale, Stephen
Cc: Brooks, Calvin; Silvar, Deborah
Subject: \$69,000 - FIT-NEG-3-25-0018-029-2020-Grant Agreement

Good afternbon Mayor DiNatale,

I hope this email finds you well.

Attorney Pusateri and I have now signed the appropriate documents for the FAA to enable them to move forwards with the grant.

As we have not been ordering fuel during this Covid-19 period and the airport has been shut down for circa 6 weeks, I would like to use this grant for the purchase of 14,000 gallons of 100LL fuel as we are currently extremely low on fuel.

8,000 gallons for the static fuel tank and 6,000 gallons for the new Self Serve Fuel Farm that is currently being installed, completion by the end of June.

The current fuel price is **\$3.33756 per gallon** which equates to **\$46.725.84**.

The CARES grant from the FAA is for **\$69,000**.

This leaves a remaining **\$22,274.16** which I would like to use on the outstanding 5% payment for the work not included in the runway build, which includes the build-up of the substrate of the underlying runway and also the support mechanism at the end of Runway 32 to the river.

Please remember that we will be turning this \$46,725.84 spend in to **\$67,725.94** when filling airplanes.

Please confirm.

Best,
Peter.

Peter E. Kettle
Interim Airport Manager
Fitchburg Municipal Airport