



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 called to order by Chairman DiNatale on Tuesday, January 28, 2020 at 6:03 PM in the Memorial Middle School Library, 615 Rollstone Street, Fitchburg, MA.

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

Committee Members absent: Councilor Michael Kushmerek

The chairman read an announcement regarding the recording of public meetings, noting that FATV was recording and broadcasting the meeting. Sam Squailia, 225 Scott Road, Fitchburg, stated that she was recording the meeting.

The chairman opened the meeting for public comment. No one spoke.

009-20 ORDER: that there be and hereby is appropriated the sum of THIRTY-FIVE THOUSAND AND 00/100 DOLLARS (\$35,000.00) same to be charged against AVAILABLE FUNDS and credited to BUILDING-CONTRACTED SERVICES for the purpose of digitizing Building Department paper documents.

Discussion: Chief of Staff A. J. Tourigny and Building Commissioner Mark Barbadoro were present. The chairman read a letter from Mr. Barbadoro dated January 16, 2020.

Councilors stated that digitizing records is something the city needs to do and they are pleased to see action on it. Estimated completion is a couple of months.

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

Approved: 4-0.

010-20 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the Massachusetts Executive Office of Public Safety and Security, FY20 Shannon Community Safety Initiative grant in the approximate amount of \$336,400.00 (THREE HUNDRED THIRTY-SIX THOUSAND, FOUR HUNDRED AND 00/100 DOLLARS) for the purpose of said grant, which is to reduce gang and youth related violence.

011-20 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the Massachusetts Executive Office of Public Safety and Security VAWA grant in the approximate amount of \$62,115.92 (SIXTY-TWO THOUSAND, ONE HUNDRED FIFTEEN AND 92/100 DOLLARS) for the purpose of said grant, which is to support the Domestic Violence Advocate position within the Police Department.

Discussion: Police Chief Ernest Martineau and Captain Steven Giannini were present. The chairman announced that he was taking up items #010-20 and #011-20 and then read a letter from Chief Martineau dated January 7, 2020 and a second letter dated January 7, 2020. The chief indicated that both grants are recurring and that the Shannon grant has been increased.

Councilors asked what the city's share of the Shannon grant is. The chief responded that the Fitchburg Police Department gets about \$52,000 directly. Many of the agencies receiving funds through this grant are multi-jurisdictional, although a lot of their work is done in Fitchburg. Partners include Gardner Police Department, Shining Light Ministries, Spanish American Center, Mount Wachusett Community College, MOC, and collaboration with Fitchburg State University.

Councilors asked how the city is doing with the VAWA grant. The chief reported that Fitchburg is the only city in north Worcester County with a full time advocate. He also stated that this year's grant renewal was somewhat automatic, but that next year the grant will again be competitive.

Action: Motion to approve items #010-20 and #011-20 made by Councilor Zarrella second by Councilor Beauchemin.

Approved: 4-0.

012-20 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the Massachusetts Department of Environmental Protection, Sustainable Materials Recovery Program grant in the approximate amount of \$42,000.00 (FORTY-TWO THOUSAND AND 00/100 DOLLARS) for the purpose of said grant, which is to continue to provide residents with more robust information about waste disposal and recycling, purchase additional carts for the curbside program, expand the current program, and reduce, reuse, and recycle in school cafeterias.

Discussion: Health Director Steve Curry was present. The chairman read a letter from Mr. Curry dated January 3, 2020.

Councilors asked about contamination of recyclable materials. Mr. Curry said that recycling contamination is still high, approximately 50% contamination, but better than last

year. There is a need for better education. An app that tells if something can be recycled is currently used by about 3,000 people. Part of the current problem stems from the single stream recycling, which was OK when it was initiated, but as standards have become stricter, the single stream has caused complications.

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

Approved: 4-0.

013-20 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the Massachusetts Substance Abuse Prevention Collaborative grant in the approximate amount of \$300,000.00 (THREE HUNDRED THOUSAND AND 00/100 DOLLARS) for the purpose of said grant, which is to assist individuals living in Fitchburg who are experiencing homelessness or who are at risk of overdose and to collaborate with other agencies to assess other city needs.

Discussion: Mr. Curry remained present. The chairman read a letter from Mr. Curry dated January 3, 2020. Mr. Curry stated that the current grant expires June 30th and the new one goes forward thereafter and will assist in gathering more data about the problem of substance abuse in the city.

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

Approved: 4-0.

014-20 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 \$656,000.00 (SIX HUNDRED FIFTY-SIX THOUSAND AND 00/100 DOLLARS) for the purpose of said grant, which is to pay for the installation of a self-serve fueling station at the airport.

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

Discussion: Interim Airport Manager Peter Kettle and Armand Dufresne, Gale Engineer, were present. The chairman announced that he was taking up items #014-20, #015-20, and #016-20. He then read a statement from Gale Associates dated January, 2020.

Mr. Kettle thanked Mayor Stephen DiNatale for pressuring MassDOT to award the grant this year. He expects sales of fuel to increase, because the closest self-service fuel farms are at the Gardner and Stow airports, and both are more difficult for landing.

Action: Motion to approve items #014-20 and #015-20 made by Councilor Zarrella second by Councilor Walsh.

Approved: 3-1 (Councilor Beauchemin in opposition).

016-20 ORDER: that there be and hereby is appropriated the sum of TWENTY-FOUR THOUSAND AND 00/100 DOLLARS (\$24,000.00) same to be charged against AVAILABLE FUNDS and credited to AIRPORT CAPITAL, SELF-SERVE

FUELING STATION account, for the purpose of installing a self-serve fueling station at the airport.

Discussion: The earlier discussion continued. Councilors asked about the difference between the Gale Associates letter asking for \$20,167 and the requested appropriation of \$24,000. City Auditor Calvin Brooks explained that he had rounded down the amount coming from the FY2019 grant in item#015-20 and so then increased the amount in this order to meet the funding requirements. Whatever is left over in either account will be closed to the General Fund when each project is complete.

Councilors asked when the airport expects to be solvent. Mr. Kettle replied that completion of the fuel farm and the new runway will be a big improvement and will lead to an increase in cash flow. There is a lot of growth expected in the future. Councilors noted that the city is a long way in to the airport improvements, so the question of whether to complete these projects is moot. The city can't go back. Mr. Kettle estimated that there have been about \$20 to \$30 million in airport improvements, with the city's share at 5% or \$1.5 million. The current projects are expected to be done by June 30th, and then the city can begin to aggressively market the airport. Because one of the runways will be gone, there will be more land available for expansion of hangars and other facilities.

One councilor expressed concern that the city will be paying for something that benefits the region, with no assistance coming from other communities. Another councilor replied that once the airport is running in the black, the benefit to the region doesn't hurt, because the city is incurring no direct cost.

Action: Motion to approve item #016-20 made by Councilor Zarrella second by Councilor Walsh.
Approved: 3-1 (Councilor Beauchemin in opposition).

017-20 LOAN ORDER: that the City appropriate \$3,105,666.00 for the purpose of paying costs of making roof and boiler repairs at the South Street Elementary School as outlined in the enclosed Order.

Discussion: Craig Chalifoux, Director of Finance and Operations for the School Department was present. The chairman read a letter from School Superintendent Robert Jokela dated January 15, 2020. Mr. Chalifoux stated that they recently completed a final conference call with MSBA and that there should be a vote in mid-February to finalize the project. It will involve the complete replacement of the roof of the West Building and the boiler in the South Building. Both are way past their life expectancy.

Councilors asked the material being used for the roof and were told that the shingles will be asphalt, because it was the best option. The School Department has not considered solar panels on the roof, but could look into it later.

Councilors asked about how the borrowing would be paid back. City Auditor Calvin Brooks explained that about 80% of the cost would be reimbursed by MSBA. The balance of about \$622,000 could be paid through a Free Cash appropriation or in the FY2021 budget using some of the Reserve for Capital Spending. That decision will be made at a later date as the project nears completion.

Action: Motion to approve made by Councilor Zarrella second by Councilor Beauchemin.
Approved: 4-0.

018-20 ORDER: authorizing the Superintendent of Schools to submit to the Massachusetts School Building Authority the Statement of Interest Form for the Goodrich Academy located at 111 Goodrich Street, to upgrade the Goodrich Academy roof Priority #5.

019-20 ORDER: authorizing the Superintendent of Schools to submit to the Massachusetts School Building Authority the Statement of Interest Form for the Fitchburg High School, 140 Arn-How Farm Road for which an application may be submitted in the future for: Fitchburg High School roof Priority #5.

020-20 ORDER: authorizing the Superintendent of Schools to submit to the Massachusetts School Building Authority the Statement of Interest Form for the Longsjo Middle School located at 98 Academy Street for which an application may be submitted in the future for: Longsjo School windows, doors, and boilers Priority #5.

Discussion: Mr. Chalifoux remained present. The chairman announced that he was taking up items #018-20, #019-20, and #020-20. The chairman then read a letter from School Superintendent Robert Jokela dated January 15, 2020.

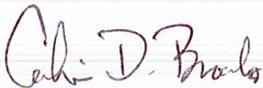
Councilors asked when these projects would be undertaken. Mr. Chalifoux replied that a decision would probably be made in the next school year. The Goodrich Academy and the Fitchburg High School projects are resubmitted requests from last year. Gale Associates has been assisting with the evaluation of the FHS roof. Cost estimates are not available and will depend on the size of the approved projects. Category 5 repairs are for replacement, repair, and renovation.

Action: Motion to approve items #018-20, #019-20, and #020-20 made by Councilor Walsh second by Councilor Zarrella.

Approved: 4-0.

Motion to adjourn by Councilor Zarrella, second by Councilor Walsh. Approved 4-0.

The meeting adjourned at 7:01 PM.



Respectfully submitted,
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	269-19	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
Subtotal - Approved Appropriations			-2,467,430
Balance Available			5,283,202
01/21/20	009-20	Building - Contracted Services	-35,000
01/21/20	016-20	Airport Capital - Self-Service Fuel Station	-24,000
Subtotal - Proposed Appropriations			-59,000
Balance Available if Proposed Appropriations are Approved			5,224,202
Possible Appropriations:			
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			
Labor Contracts			
Facilities Director			
City Hall Move			
Putnam Place Garage Stairwells			
Legal - Code Enforcement			
Demolition			
Demolition - Laurel Street School			
Police - Vehicles			
Police - Handicap Accessibility			
Steam Plant Cleanup			
Marketing City			
Cemetery Software			
Cemetery Vehicles			
Cemetery - Expansion engineering			
Parks - Downtown Summer Groundskeeper			
Crocker Field			
DPW - Arbor Way			
DPW - Oak Hill Road Bridge			
DPW - Vehicles			
DPW - Street Paving			
Library - Asbestos Abatement on windows and HVAC pipes			
Veterans - Cash Benefits			
Schools - South Street School - West Building Façade and Roof and Boiler			



Fitchburg, Massachusetts
Office of the
Building Commissioner

MARK BARBADORO
Building Commissioner

January 23, 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 \$35,000 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
Building Commissioner



CITY OF FITCHBURG POLICE DEPARTMENT

20 Elm Street
Fitchburg, Massachusetts 01420-3204
www.fitchburgpolice.com

ERNEST F. MARTINEAU
CHIEF OF POLICE

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DETECTIVE BUREAU
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RECORDS BUREAU
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CHIEF OF POLICE
978-345-9656

January 7, 2020

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

Re: FY20 Shannon Community Safety Initiative Grant

Dear Mayor:

The City of Fitchburg has received an allocation of funds totaling \$336,400 from the Commonwealth of Massachusetts Executive Office of Public Safety and Security. This grant is an ongoing effort from the Commonwealth awarded to municipalities that are actively involved in multi-jurisdictional projects to reduce gang and youth related violence.

Fitchburg is partnering with multiple agencies that support numerous towns in the Worcester County area, with special focus on Fitchburg, Leominster and Gardner, offering a wide range of services designed to reduce gang violence and educate youth at risk of juvenile justice involvement.

The Fitchburg Police Department is the fiscal agent for this grant as well as co-monitor of programmatic activities. These funding resources will be used to support gang hot spot patrols, reduction of school truancy, provide funding for Junior Police Academies, to supplement outreach agency programs, support after school programs and anti-drug education and provide equipment for these programs, and facilitate restorative justice training for participating agencies.

I request your approval to start spending down these funds. Thank you for your attention to this matter.

Sincerely,

Ernest F. Martineau
Chief of Police

EFM/rfs

Pc: Calvin D. Brooks, City Auditor



ERNEST F. MARTINEAU
CHIEF OF POLICE

CITY OF FITCHBURG POLICE DEPARTMENT

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January 7, 2020

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

Re: VAWA STOP GRANT FFY19 (FY20/21)

Dear Mayor DiNatale:

The Fitchburg Police Department has received an allocation of funds totaling \$62,115.92 from the Executive Office of Public Safety and Security for the purpose of retaining our Domestic Violence Advocate. This is the third year of a new three year project extension initiated by the Federal Violence Against Women Act of 1994 through state appropriations.

This grant will support our Domestic Violence Advocate position along with partial associated expenses and benefits. This position has become vital to our department's success by assisting victims in court, with emergency housing, medical attention, referral services, and creating a support network.

I request your approval to spend down these funds as necessary. Thank you for your attention to this matter.

Sincerely,

Ernest F. Martineau
Chief of Police

EFM/rfs



Office of the

Board of Health

166 Boulder Drive-Suite 108

Fitchburg, Massachusetts 01420

978-829-1870

MEMORANDUM

To: Honorable Stephen L. DiNatale

From: Stephen D. Curry,
Director of Public Health

cc: Calvin Brooks, City Auditor
City Council
Board of Health

Date: January 3, 2020

Re: Sustainable Material Recovery Program, Recycling Dividends Fund (RDF)

Please be advised I am respectfully requesting an order be directed to the City Council to approve the expenditures of the above grant totaling \$42,000 for FY20.

These funds are awarded to municipalities that have implemented specific programs and policies which prove to maximize reuse, recycling and waste reduction with its curbside and drop-off disposal programs in the community.

This additional funding will be used and combined with previous years funding to do the following:

- Provide a computer application called *ReCollect* to residents which is a robust informational waste disposal and recycling outreach educational system.
- Purchase recycling carts to allow expansion of the curbside program to eligible properties.
- Continue curbside efforts to reduce residential contamination at curbside.
- Explore expanding municipal programs to increase funding received by the RDF program.
- Continue efforts to reduce, reuse and recycle in the school cafeterias and municipal buildings.

Please do not hesitate to contact this office if questions arise.

Office of the

Board of Health

City Hall

Fitchburg, Massachusetts 01420

978-829-1870

MEMORANDUM

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

From: Stephen D. Curry,
Director of Public Health

cc: City Council
Board of Health

Date: January 3, 2020

Re: Massachusetts Substance Abuse Prevention Collaborative Grant (SAPC)

Please be advised I respectfully request an order be directed to the City Council to approve the expenditures of the above grant. The grant contains a supplemental award which totals an additional \$100,000 for FY20 and \$100,000 annually for 2021 and 2022 totaling \$300,000.

The main purpose of the grant are to target individuals living in Fitchburg who are experiencing homelessness and housing instability and those who are at risk for fatal or nonfatal overdose and establish collaborations with numerous agencies to conduct assessment needs of the City of Fitchburg.

Thank you in advance for your anticipated cooperation, and do not hesitate to contact me if there are questions.

Project Financial Summary

In order to comply with the MassDOT Aeronautics Division's Airport Safety and Maintenance Program (ASMP) requirements. A pre-application was submitted on July 24, 2018 (State Fiscal Year 2019); At the time of this application, the estimated project costs were based on two (2) similar projects that MassDOT funded the previous year. With MassDOT concurrence, the total project cost used in the pre-application was \$800,000.00.

Of this \$800,000.00, the engineering cost was \$80,839.00; the cost of construction monitoring was \$68,617.00 and the Sponsor's Administration Fee was \$4,500.00. This left \$646,494.00 for the Construction of this project.

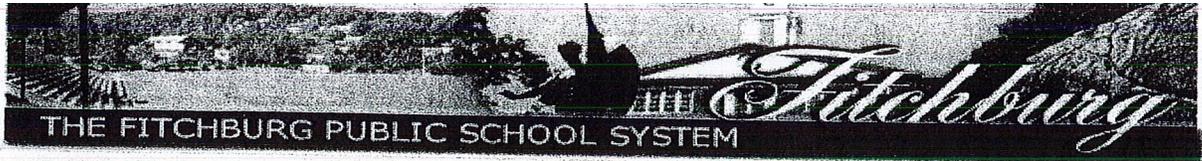
Upon bidding the Project, the low bid was \$749,967.00, which left a resulted in a budgetary shortfall of \$103,473.00.

The project could not be constructed prior to the close of the State Fiscal Year. For this reason, the original grant was reduced to only the costs incurred to date for design and bidding the Project (\$80,839.00)

In order to construct this project in State Fiscal Year 2020, the remaining project cost is \$820,000. This total value consists of the construction monitoring (\$67,617.00), the Contractor's bid price (749,967.00) and a small amount of Sponsor's Administration Fees (\$1,407.00).

This will require a commitment of an additional \$20,167.00 from the City of Fitchburg beyond the previously appropriated funds to cover the required local share of the project. See the breakdown below for additional information.

2019 Total Grant Amount =	\$800,000.00
Local Share of 2019 Grant Amount (20%) =	\$160,000.00
Local Share used on Design-Only Grant =	(\$16,167.00)
Local Share Remaining =	\$143,833.00
2020 Total Grant Amount =	\$820,000.00
Local Share Required for 2020 Grant (20%) =	\$164,000.00
Local Share Remaining from 2019 Grant =	\$143,833.00
Local Share Shortfall for 2020 Grant =	\$20,167.00



Prepared to Succeed

376 South Street
Fitchburg, MA 01420
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978-348-2305 Fax

ROBERT M. JOKELA
Superintendent

Jonathan Thompson
Assistant Superintendent
Teaching & Learning

PATTI PIEKARZ
Executive Assistant

Craig Chalifoux
Director of Finance & Operations

January 15, 2020

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

RE: Approval of Funding for MSBA Accelerated Repair Projects (Boilers and Roof - South Street Complex)

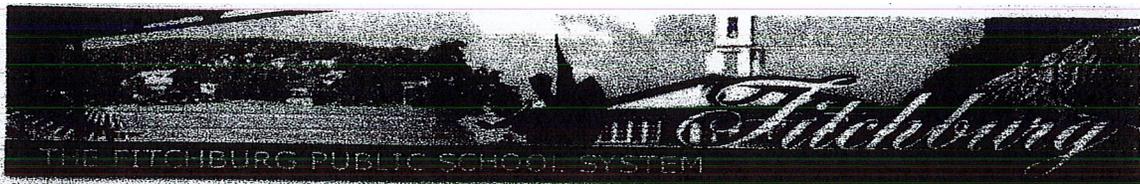
Dear Mayor DiNatale,

We request the city appropriate \$3,105,666.00 for the South Street Elementary School MSBA Accelerated Repair Projects to be initiated summer of 2020. Attached is the project scope and budget submitted by P3, Owner's Project Manager (OPM), and reviewed by Massachusetts School Building Authority (MSBA). If the project is completed as planned, the net cost to the city will be \$621,133. I have also attached specific language provided by MSBA to be used for the City Council's and Finance Committee's vote.

If I can be of further assistance in this matter please feel free to contact me.

Sincerely,

Robert M. Jokela
Superintendent of Schools



Prepared to Succeed

376 South Street
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ROBERT M. JOKELA
Superintendent

PATTI PIEKARZ
Executive Assistant

Jonathan Thompson
Assistant Superintendent
Teaching & Learning

Craig Chalifoux
Director of Finance & Operations

January 15, 2020

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

RE: Approval to submit Statement of Interests for three (3) MSBA Accelerated Repair Projects

Dear Mayor DiNatale,

We respectfully request approval to submit to the Massachusetts School Building Authority a Statement of Interest for the following three (3) Accelerated Repair Projects: (1) Goodrich Building (housing Goodrich Academy) located at 111 Goodrich Street, which describes and explains the following deficiencies and the priority category(s) for which Fitchburg may be invited to apply to the Massachusetts School Building Authority in the future a Priorities 5 application to upgrade the roof; (2) Longsjo Middle School located at 98 Academy Street, which describes and explains the following deficiencies and the priority category(s) for which Fitchburg may be invited to apply to the Massachusetts School Building Authority in the future a Priority 5 application to upgrade the windows, doors, and boilers; (3) Fitchburg High School located at 140 Arn-How Farm Road, Fitchburg, MA which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future for Fitchburg High School Roof Priority 5; and hereby further specifically acknowledges that by submitting this Statement of Interest, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant, or any other funding commitment from the Massachusetts School Building Authority, or commits the City of Fitchburg or its School District to filing an application for funding with the Massachusetts School Building Authority.

Sincerely,

Robert M. Jokela
Superintendent of Schools