



**City of Fitchburg
Massachusetts 01420**

CITY COUNCIL

President

Michael Kushmerek

Vice President

Elizabeth R. Walsh

Ward Councillors

Ward 1 – Bernard J. Schultz III

Ward 2 – Paul R. Beauchemin

Ward 3 – Andrew Couture

Ward 4 – Andrew J. Van Hazinga

Ward 5 – Marisa R. Fleming

Ward 6 – Elizabeth R. Walsh

Councillors at Large

Marcus L. DiNatale

Amy Green

Michael Kushmerek

Samantha M. Squailia

Anthony M. Zarrella

June 23, 2020

The Council as a Whole Committee meeting was called to order by President Kushmerek at 6:11 PM, Tuesday, June 23, 2020 Via Zoom Meeting Platform. Members present were Councillors Beauchemin, Couture, DiNatale, Green, Schultz, Squailia, Van Hazinga, Walsh and Zarrella. Councillor Fleming joined the meeting shortly thereafter.

The following link was provided to the public:

Register in advance for the Public Comment/Hearing portion of the Agenda by going to:

https://us02web.zoom.us/webinar/register/WN_wv4ibVocQ9Kdv6GGLtztzrVQ

Motion made by Councillor Zarrella regarding the Council Rules pertaining to remote participation; 2/3 roll call votes required passed by unanimous vote. 11 members present. Board consists of 11 members.

President Kushmerek read the agenda and noted it consisted of the following:

City Council debate and vote on recommendations for continuing appropriation budget. Finance Team will be present.

The budget and related Orders are as follows:

147-20. ORDERED THAT: Pursuant to M.G.L. Chapter 44, section 32, the City of Fitchburg hereby approves the July, 2020, Continuing Appropriation Budget totaling TWENTY-SIX MILLION, SIX HUNDRED SEVENTY-FOUR THOUSAND, THREE HUNDRED THIRTY SEVEN AND NO/100 DOLLARS (\$26,674,337.00) as follows:

General Fund	\$20,701,869.00
Water Enterprise Fund	\$ 2,306,235.00
Wastewater Enterprise Fund	\$ 3,561,121.00
Airport Fund	\$ 105,112.00

President Kushmerek then welcomed Mayor DiNatale, who offered the following comments:

The budget process for FY2021 started in normal fashion. Assisting me were other members of the Finance Team—Chief of Staff A. J. Tourigny, City Auditor Calvin Brooks, and City Treasurer Anne Cervantes. In early January we solicited budget requests from the various departments and by early February had a first draft. We then cycled through several drafts, making changes to the spending requests and to revenue assumptions. We were in the final stages of reaching a balanced budget when the Covid-19 pandemic hit.

Since the end of March we have been in a holding pattern waiting for the state to indicate what adjustments they will be making to local aid payments. In my weekly Covid-19 update of May 15th, I announced that I would not be presenting an annual budget by the usual deadline to the council. I also stated that we were waiting for guidance from the state about what local aid is projected to be and about extending deadlines for the submission of the annual budget.

We continue to wait for the state to tell us what our local aid is going to be. You may have read in today's paper that the state announced that it will be level funding local aid for the months of July and August. This level funding is being done to assist communities with their cash flow. The state has given us no indication of what local aid for the year is going to be.

Without that knowledge, we are not able to project what changes will have to be made in the FY2021 budget. Will there be a reduction in local aid? Will that reduction be a few hundred thousand dollars or millions? How much of a local aid reduction can the city absorb without impacting city services? Is any reduction in local aid likely to be permanent? Until we know the extent of the reduction, if in fact there is a reduction, any discussion about changes to the annual budget is conjecture and not productive. So, we wait. We wait for the state to advise on local aid. We wait for the federal government to allow states greater latitude in using federal emergency assistance.

The state has issued guidelines for extending the budget process and putting in place temporary spending plans. Tonight, I am presenting a spending plan for the month of July, to be followed by spending plans for August and September. The City Auditor will explain the guidelines and what is being presented.

Thank you.

Following this, Calvin Brooks, City Auditor added the following:

M.G.L. Chapter 44, section 32 lays out the requirements and process for creating the city budget. It established the three spending categories of personal services, ordinary expenses, and capital expenses. It requires the mayor to submit a budget within 170 days after the annual organization of city government and gives City Council 45 days to approve, reduce, or reject the mayor's budget. It also allows for a continuing appropriation budget on a month to month basis not to exceed three months when an annual budget cannot be approved due to circumstances beyond the city's control. This pandemic and its resulting disruptions certainly qualify as circumstances beyond the city's control.

The item before you tonight is a continuing appropriation budget for the month of July, 2020. While it is called a budget, it is more of a spending plan, since it lists only spending amounts and no revenue sources. Its purpose is to keep city government functioning until an annual budget can be approved.

If you turn to the spreadsheet, you will see that the first column is labeled Account Description and shows the basic breakdown of the city's budget by department and generally by the three categories listed in Chapter 44, section 32, that is, personal services, expenses, and capital expenses. While the annual budget shows more line item detail, the actual vote by City Council is understood to be approval for the totals in each category and not the amounts in each line. If City Council approval were for each individual line, then a vote would be required to move

money between any lines. City Council has better things to do than to have to act on \$500 transfers from Library Heating Oil to Library Electricity.

The next two columns are for reference only. The column titled FY2020 Revised Budget is the current year budget, including both the original appropriation and any subsequent appropriation from available funds or transfers from within. The column labeled One-twelfth is simply the FY2020 Revised Budget divided by twelve. It is included for comparison purposes only.

The next three columns are the continuing appropriation budget numbers for July, August, and September. Tonight City Council is voting on the July budget, so that column is boxed. When the August continuing appropriation budget is presented next month, then the August column will be boxed. All three months have been presented together for better comparison and in the hope that a thorough discussion of all three months tonight will alleviate the need for a similar meeting the next two months. It is our expectation that the same spreadsheet, with the box moved, will be presented with each order.

There is a variation month to month in many of the lines and an explanation for most can be found in the right hand column. This budget is not a one-twelfth budget. It recognizes that certain annual payments are due at certain times and some activities do not occur equally across all twelve months. For example, Election & Registration activities are much higher in September because of the primary election scheduled for September 1st. Likewise, Recreation activities drop off in September when the children go back to school.

Some lines do show an increase from FY2020, because the known cost has increased. For example, the pension assessment is paid in full in July and has a scheduled increase per the funding schedule. Likewise, labor contract changes in wage rates and step increase have also been factored into these figures.

We will gladly answer any question you may have. Thank you for listening.

City of Fitchburg
 FY2021 Continuing Appropriation Budget - July to September

ACCOUNT DESCRIPTION	For Reference Only		FY2021 July	FY2021 August	FY2021 September	
	FY2020 REVISED BUDGET	One Twelfth				
011111 CITY COUNCIL PERSONALS	\$ 110,000.00	9,166.67	\$ 9,167.00	9,167.00	9,167.00	
011114 CITY COUNCIL EXPENSES	24,375.00	2,031.25	2,032.00	2,032.00	2,032.00	
011211 MAYOR PERSONAL SERVICES	209,085.00	17,423.75	17,440.00	17,440.00	17,440.00	
011214 MAYOR EXPENSES	4,800.00	400.00	400.00	400.00	400.00	
011351 AUDITOR PERSONAL SERVICE	219,305.00	18,275.42	18,646.00	18,646.00	18,646.00	
011354 AUDITOR EXPENSES	65,000.00	5,416.67	400.00	400.00	400.00	No Audit, No Actuary
011381 PURCHASING PERSONAL SERVICE	304,374.00	25,364.50	25,682.00	25,682.00	25,682.00	
011384 PURCHASING EXPENSES	4,000.00	333.33	758.00	334.00	334.00	MAPPO Dues in July
011411 ASSESSOR PERSONAL SERVICE	244,548.00	20,379.00	20,750.00	20,750.00	20,750.00	
011414 ASSESSOR EXPENSES	180,400.00	15,033.33	15,034.00	15,034.00	15,034.00	
011451 TREASURER PERSONAL SERVICE	652,244.00	54,353.67	55,015.00	55,015.00	55,015.00	
011452 TREASURER TAX TITLE	100,000.00	8,333.33	8,334.00	8,334.00	8,334.00	
011454 TREASURER EXPENSES	415,900.00	34,658.33	145,575.00	24,575.00	24,575.00	MUNIS Support paid July
011459 TREASURER DEBT SERVICE	2,314,750.00	192,895.83			311,100.00	Debt Service by month due
011471 INFORMATION TECHNOLOGY	199,879.00	16,656.58	16,938.00	16,938.00	16,938.00	
011474 INFORMATION TECHNOLOGY	515,000.00	42,916.67	150,548.00	33,132.00	33,132.00	Support contracts paid July
011511 LAW PERSONAL SERVICES	168,286.00	14,023.83	14,024.00	14,024.00	14,024.00	
011512 LAW OTHER EXPENSES	101,000.00	8,416.67	8,417.00	8,417.00	8,417.00	
011514 LAW EXPENSES	55,500.00	4,625.00	4,625.00	4,625.00	4,625.00	
011521 HUMAN RESOURCES PERSONAL SERVICE	149,970.00	12,497.50	12,498.00	12,498.00	12,498.00	
011524 HUMAN RESOURCES EXPENSE	11,000.00	916.67	917.00	917.00	917.00	
011611 CITY CLERK PERSONAL SERVICE	317,956.00	26,496.33	25,682.00	26,682.00	26,682.00	Overtime for August Voter Registration and September Primary
011614 CITY CLERK EXPENSES	5,825.00	485.42	486.00	486.00	486.00	
011631 ELECTION & REGISTRATION	100,306.00	8,358.83	222.00	222.00	37,859.00	September Primary and possible Early Voting
011634 ELECTION & REGISTRATION	57,590.00	4,799.17	4,800.00	4,800.00	16,484.00	Coding for September Primary
011651 LICENSE COMMISSION P.S.	6,200.00	516.67	517.00	517.00	517.00	
011654 LICENSE COMMISSION EXPE	3,050.00	254.17	255.00	255.00	255.00	
011811 COMMUNITY DEVELOPMENT PERSONAL SERVICE	391,486.00	32,623.83	25,474.00	29,867.00	29,867.00	
011814 COMMUNITY DEVELOPMENT EXPENSES	52,685.00	4,390.42	4,200.00	4,800.00	4,200.00	
011818 COMMUNITY DEV CAPITAL EXPENSES	600,000.00	50,000.00				

City of Fitchburg
 FY2021 Continuing Appropriation Budget - July to September

ACCOUNT DESCRIPTION	For Reference Only FY2020 REVISED BUDGET	One Twelfth	FY2021			Boulder Drive Custodian and September Facilities Director First Half rent for 166 Boulder Drive due July
			July	August	September	
011921 BUILDING PERSONAL SERVI	40,100.00	3,341.67	1,100.00	1,100.00	8,600.00	
01192104 BUILDING-CITY HALL	295,600.00	24,633.33	93,592.00	10,842.00	10,842.00	
01192124 BUILDING REPAIR & CAR	10,000.00	833.33	834.00	834.00	834.00	
012101 POLICE PERSONAL SERVICE	8,211,652.00	684,304.33	697,990.00	697,990.00	697,990.00	
012102 POLICE SERVICE CONTRACT	3,500.00	291.67	1,750.00	1,750.00	1,750.00	
012104 POLICE OTHER EXPENSES	173,250.00	14,437.50	14,438.00	14,438.00	14,438.00	
01210604 POLICE-EQUIPMENT & RE	292,500.00	24,375.00	22,292.00	22,292.00	22,292.00	
01210622 POLICE-MAINTENANCE OF	126,900.00	10,575.00	10,575.00	10,575.00	10,575.00	
012108 POLICE - CAPITAL EXPEND	371,602.00	30,966.83				
012201 FIRE PERSONAL SERVICES	7,402,757.00	616,896.42	531,420.00	945,870.00	1,279,024.00	
01220144 FIRE BUILDING MAINTEN	236,500.00	19,708.33	19,709.00	19,709.00	19,709.00	
012204 FIRE OTHER EXPENSES	74,000.00	6,166.67	15,800.00	5,300.00	5,300.00	
01220604 FIRE - EQUIPMENT & RE	208,564.00	17,380.33	17,381.00	17,381.00	17,381.00	
012208 FIRE - CAPITAL EXPENDIT	61,000.00	5,083.33				
012411 BUILDING DEPT PERSONAL	600,776.00	50,064.67	50,065.00	50,065.00	50,065.00	
012414 BUILDING DEPARTMENT EXP	81,500.00	6,791.67	3,125.00	3,125.00	3,125.00	
013202 MONTACHUSETT REG VOC TE	1,986,987.00	165,582.25	488,121.00			
014101 DPW ADMIN/ENGINEERING P	535,019.00	44,584.92	40,056.00	40,056.00	40,056.00	
01410164 DPW TRAFFIC SIGNAL EX	83,000.00	6,916.67	6,700.00	6,700.00	6,700.00	
014102 DPW - PURCHASE OF SERVI	100,000.00	8,333.33	8,334.00	8,334.00	8,334.00	
014104 DPW ADMIN/ENGINEERING E	367,400.00	30,616.67	12,000.00	12,000.00	17,000.00	
01410741 DPW HIGHWAY GENERAL P	1,382,942.00	115,245.17	107,157.00	107,157.00	139,782.00	
01410744 DPW HIGHWAY GENERAL E	563,100.00	46,925.00	62,325.00	42,325.00	42,325.00	
01410781 DPW SNOW & ICE PERSON	163,000.00	13,583.33				
01410784 DPW SNOW & ICE EXPENS	762,000.00	63,500.00		10,000.00	43,000.00	
014108 DPW - CAPITAL	882,500.00	73,541.67				
01410872 DPW STREETLIGHTS	302,122.00	25,176.83	12,200.00	116,325.00	37,200.00	
014911 CEMETERY PERSONAL SERVI	335,363.00	27,946.92	23,123.00	23,123.00	27,073.00	
014914 CEMETERY EXPENSES	86,300.00	7,191.67	8,085.00	8,085.00	8,085.00	
014918 CEMETERY CAPITAL EXPENS	200,000.00	16,666.67				
015101 BOARD OF HEALTH P.S.	741,144.00	61,762.00	65,623.00	65,623.00	65,623.00	
015104 BOARD OF HEALTH EXPENSE	54,844.00	4,570.33	19,925.00	3,175.00	3,175.00	
01510434 BOH RUBBISH REMOVAL E	1,608,000.00	134,000.00	136,000.00	136,000.00	130,000.00	
01510862 BOH SANITARY LANDFILL	637,000.00	53,083.33	53,250.00	53,250.00	53,250.00	

City of Fitchburg
 FY2021 Continuing Appropriation Budget - July to September

ACCOUNT DESCRIPTION	For Reference Only FY2020 REVISED BUDGET	One Twelfth	FY2021			Notes
			July	August	September	
015411 COUNCIL ON AGING P.S.	229,027.00	19,085.58	19,922.00	19,922.00	19,922.00	
015414 COUNCIL ON AGING EXPENS	80,100.00	6,675.00	6,675.00	6,675.00	6,675.00	
015431 VETERANS PERSONAL SERVI	124,018.00	10,334.83	10,483.00	10,483.00	10,483.00	
015434 VETERANS EXPENSES	8,800.00	733.33	734.00	734.00	734.00	
015437 VETERANS BENEFITS GENER	707,012.00	58,917.67	60,000.00	60,000.00	60,000.00	
016101 LIBRARY PERSONAL SERVIC	680,366.00	56,697.17	56,698.00	56,698.00	56,698.00	
016104 LIBRARY EXPENSES	251,437.00	20,953.08	71,877.00	16,110.00	18,456.00	Annual contracts due July and September
016108 LIBRARY CAPITAL EXPENDI	57,780.00	4,815.00				
016501 PARKS PERSONAL SERVICES	232,625.00	19,385.42	17,002.00	17,002.00	21,730.00	
016504 PARKS EXPENSES	72,000.00	6,000.00	8,150.00	8,150.00	7,950.00	
016511 RECREATION PERSONAL SER	184,784.00	15,398.67	38,656.00	25,146.00	7,666.00	Summer playground program and Splash Park staff
016514 RECREATION EXPENSES	67,000.00	5,583.33	8,000.00	5,583.00	3,000.00	Summer playground, splash park, and movies
0191051 EMPLOYEE BENEFITS-PEN	16,112.00	1,342.67				No Non-contributory payroll
0191052 PENSION CONTRIBUTION	13,189,700.00	1,099,141.67	13,831,012.00			Pension Contribution paid July
0191053 EMPLOYEE BENEFITS-WORK	378,000.00	31,500.00	31,500.00	31,500.00	31,500.00	
0191054 EMPLOYEE BENEFITS-UNEM	240,000.00	20,000.00	50,000.00	50,000.00	30,000.00	School unemployment costs over summer
0191056 EMPLOYEE BENEFITS-HEAL	15,300,000.00	1,275,000.00	1,275,000.00	1,275,000.00	1,275,000.00	
0191057 EMPLOYEE BENEFITS-LIFE	275,000.00	22,916.67	22,917.00	22,917.00	22,917.00	
0191058 EMPLOYEE BENEFITS-MEDI	1,100,000.00	91,666.67	91,667.00	91,667.00	91,667.00	
0191059 EMPLOYEE BENEFITS-OTHE	817,442.00	68,120.17	68,121.00	68,121.00	68,121.00	
0191061 EMPLOYEE BENEFITS-CH 4	70,000.00	5,833.33	5,834.00	5,834.00	5,834.00	
0191072 EMPLOYEE BENEFITS-CH 4	70,000.00	5,833.33	5,834.00	5,834.00	5,834.00	
0194063 MISCELLANEOUS-GENERAL	1,100,000.00	91,666.67	1,050,000.00	1,500.00	1,500.00	Insurance Due July, cost of advisor
0194064 MISCELLANEOUS-MASS REG	13,233.00	1,102.75	13,563.00			Dues paid in July
0194065 MISCELLANEOUS-MMA DUES	7,500.00	625.00	8,000.00			Dues paid in July
0194066 HOLIDAY DECORATIONS	5,000.00	416.67				Seasonal for the Holidays
0194071 MISCELLANEOUS-JOHNNY A	50,000.00	4,166.67	50,000.00			July payment
0194075 MISCELLANEOUS-CIVIC DA	18,000.00	1,500.00				For June, 2021
0194077 MISCELLANEOUS-DISABILI	1,000.00	83.33	84.00	84.00	84.00	
0194079 MEDICAID BILLING COMM	40,000.00	3,333.33	3,334.00	3,334.00	3,334.00	
0194090 RESERVE FOR SNOW & ICE						No Reserves
0194094 RESERVE FOR OTHER MUN	42,220.00	3,518.33				No Reserves
019904 TRANSFERS FROM GENERAL	1,163,000.00	96,916.67				No transfers out
10000000 SCHOOL EXPENSES	62,766,852.00	5,230,571.00	785,000.00	1,730,000.00	6,450,000.00	School year starts September
01 GENERAL FUND	\$ 135,923,444.00	\$ 11,326,953.67	\$ 20,701,869.00	\$ 6,301,707.00	\$ 11,676,693.00	

City of Fitchburg
 FY2021 Continuing Appropriation Budget - July to September

ACCOUNT DESCRIPTION	For Reference Only		FY2021 July	FY2021 August	FY2021 September
	FY2020 REVISED BUDGET	One Twelfth			
624501 WATER PERSONAL SERVICES	\$ 1,365,875.00	\$ 113,822.92	\$ 113,823.00	\$ 113,823.00	\$ 113,823.00
62450171 REG'L WATER TREAT FAC	392,707.00	32,725.58	32,726.00	32,726.00	32,726.00
62450174 REG'L WATER TREAT FAC	695,000.00	57,916.67	80,000.00	80,000.00	63,334.00
62450315 WATER REIMBURSABLES T	920,000.00	76,666.67	230,000.00	-	-
62450359 WATER DEBT SERVICE	2,099,224.00	174,935.33	1,544,686.00	-	-
624504 WATER EXPENSES	746,000.00	62,166.67	55,000.00	55,000.00	55,000.00
6245088 WATER - CAPITAL EXPEND	1,382,052.00	115,171.00	250,000.00	-	-
62 WATER ENTERPRISE FUND	\$ 7,600,858.00	\$ 633,404.83	\$ 2,306,235.00	\$ 281,549.00	\$ 264,883.00
644311 EAST WWTF P.S.	\$ 2,190,284.00	\$ 182,523.67	\$ 182,524.00	\$ 197,543.00	\$ 193,843.00
64431315 WWTF REIMBURSEMENT	1,150,000.00	95,833.33	287,500.00	-	-
64431359 WWTF DEBT SERVICE	4,840,777.00	403,398.08	2,374,878.00	-	707,700.00
644314 EAST WWTF EXPENSE	2,660,500.00	221,708.33	424,219.00	200,994.00	192,994.00
6443142 WEST WWTF EXPENSE	2,200.00	183.33	-	-	-
644318 WTF - CAPITAL EXPENDITU	2,559,000.00	213,250.00	292,000.00	80,000.00	40,000.00
64 WASTEWATER TREAT ENTERPRISE	\$ 13,402,761.00	\$ 1,116,896.75	\$ 3,561,121.00	\$ 478,537.00	\$ 1,134,537.00
664821 AIRPORT PERSONAL SERVIC	\$ 255,864.00	\$ 21,322.00	\$ 24,197.00	\$ 24,197.00	\$ 24,197.00
664824 AIRPORT EXPENSES	350,974.00	29,247.83	80,915.00	23,915.00	30,915.00
66 AIRPORT FUND	\$ 606,838.00	\$ 50,569.83	\$ 105,112.00	\$ 48,112.00	\$ 55,112.00
Grand Total	\$ 157,533,901.00	\$ 13,127,825.08	\$ 26,674,337.00	\$ 7,109,905.00	\$ 13,131,225.00

Indirect Costs paid July
 Debt Service by month due
 New SCADA system

Indirect Costs paid July
 Debt Service by month due
 No longer needed
 Riverbank stabilization and West Plant dam safety risk mitigation

Insurance due July and September

ORDERED THAT: The City of Fitchburg hereby approves the expenditure of funds from the following Revolving Fund authorized by city ordinance up to the amount available in the fund or \$100,000.00 (Except Public Health Sustainability which shall have a limit of \$700,000.00 for FY2021, whichever is less, as outlined in the enclosed Order.)

<u>Revolving Fund</u>	<u>Authorized Official</u>
Animal Control	Police Chief
Civic Days	Mayor or Mayor's Designee, Recreation Director
Communication Tower & Equipment	Fire Chief
Community Development	Community Development Director or Designee
Demolition	Community Development Director or Designee
Public Cemetery	Cemetery Superintendent, Public Works Commissioner
Public Health Sustainability	Public Health Director
Public Library	Library Trustees, Chief Librarian
Traffic Enforcement	Police Chief
Traffic Safety Equipment	Police Chief
Senior Center Activities	Executive Director of the Council on Aging
Sidewalk	Public Works Commissioner
Stormwater Maintenance	Public Works Commissioner

The Council as a Whole Committee recommended that both Orders be adopted by roll call vote of 10 in favor and 1 opposed (Beauchemin). 11 members present. Board consists of 11 members.

The meeting adjourned at 6:59 PM.

Respectfully Submitted,

Mary de Alderete, City Clerk