

May 18 2022 1:03 pm



City of Fitchburg Massachusetts 01420

CITY COUNCIL

Councilors at Large

Marcus L. DiNatale
Sally H. Cragin
Amy L. Green
Samantha M. Squailia
Anthony M. Zarrella

President

Anthony M. Zarrella

Vice President

Andrew J. Van Hazinga

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 – Derrick J. Cruz

Finance Committee

A meeting of the Finance Committee was called to order by Councilor DiNatale on Wednesday, May 11, 2022 at 6:01 PM in the Legislative Building, 700 Main Street, Fitchburg, MA.

Committee Members present: Councilors Paul Beauchemin, Derrick Cruz, Marcus DiNatale, and Andrew Van Hazinga.

Committee Members absent: Councilor Anthony Zarrella.

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 spoke.

135-22 ORDINANCE: amending Chapter 44 of the Fitchburg City Code as outlined in the enclosed Ordinance. (Table) (First Reading)

136-22 ORDINANCE: amending Chapter 44 of the Fitchburg City Code as outlined in the enclosed Ordinance. (Matrix) (First Reading)

103-22 ORDER: that there be and hereby is appropriated the sum of FIFTY-SEVEN THOUSAND, NINE HUNDRED SEVENTY-TWO AND 00/100 DOLLARS (\$57,972.00) same to be charged against AVAILABLE FUNDS and credited to the following accounts:

MAYOR, PERSONAL SERVICES	\$ 3,289.00
CITY AUDITOR, PERSONAL SERVICES	\$ 5,691.00
PURCHASING, PERSONAL SERVICES	\$ 2,610.00

ASSESSOR, PERSONAL SERVICES	\$ 2,715.00
TREASURER, PERSONAL SERVICES	\$ 4,959.00
HUMAN RESOURCES, PERSONAL SERVICES	\$ 3,915.00
CITY CLERK, PERSONAL SERVICES	\$ 2,349.00
COMM. DEV., PERSONAL SERVICES	\$ 2,715.00
FACILITIES, PERSONAL SERVICES	\$ 2,454.00
POLICE, PERSONAL SERVICES	\$ 4,907.00
FIRE, PERSONAL SERVICES	\$ 5,481.00
BUILDING, PERSONAL SERVICES	\$ 2,819.00
PUBLIC WORKS, PERSONAL SERVICES	\$ 3,237.00
HEALTH, PERSONAL SERVICES	\$ 2,976.00
COUNCIL ON AGING, PERSONAL SERVICES	\$ 2,349.00
LIBRARY, PERSONAL SERVICES	\$ 2,506.00
EMPLOYEE BENEFITS, OTHER BENEFITS	\$ 3,000.00

(Held from April 27, 2022)

104-22 ORDER: that there be and hereby is transferred from within the following PERSONAL SERVICES accounts the sum of SEVEN THOUSAND, EIGHT HUNDRED THIRTY AND 00/100 DOLLARS (\$7,830.00) same to be credited to the following accounts:

WATER ENTERPRISE FUND	\$ 2,976.00
WASTEWATER ENTERPRISE FUND	\$ 2,715.00
AIRPORT FUND	\$ 2,141.00

(Held from April 27, 2022)

Discussion: The chairman announced that he would be taking together for discussion items #135-22, #136-22, #103-22, and #104-22. Mayor Stephen L. DiNatale was present. The mayor said that he had planned to do a salary survey prior to now, but that the issue was not addressed because of the pandemic. Instead he is proposing a 2.5% increase in the matrix used for non-union personnel. In response to a Councilor's question, he indicated that the city will at some point pursue a salary survey.

Councilors expressed an interest in knowing how Fitchburg compares with other communities. Councilors also pointed out that some years show just a COLA increase whereas others show both a COLA and a step increase.

The mayor also said that this increase shows appreciation for the work done by the non-union employees.

Action: On a motion by Councilor Van Hazinga, second by Councilor Cruz, the committee voted unanimously to approve Item #135-22 and recommend it be sent to a First Reading.

Action: On a motion by Councilor Van Hazinga, second by Councilor Cruz, the committee voted unanimously to approve Item #136-22 and recommend it be sent to a First Reading.

Action: On a motion by Councilor Van Hazinga, second by Councilor Cruz, the committee voted unanimously to approve Orders #103-22 and #104-22.

132-22 ORDER: that there be and hereby is appropriated the sum of SIXTY-FIVE THOUSAND, FORTY-FOUR AND 00/100 DOLLARS (\$65,044.00) same to be charged against AVAILABLE FUNDS and credited to the following accounts:

TREASURER, PERSONAL SERVICES	\$ 1,138.00
POLICE, PERSONAL SERVICES	\$62,972.00
EMPLOYEE BENEFITS, OTHER BENEFITS	\$ 934.00

Discussion: Human Resources Director Susan Davis and Police Chief Ernest Martineau were present. Ms. Davis reported that MassCOP represents the dispatchers, airport linepersons, and parking control officer. The largest group and most of the issues focused on the dispatchers. The city checked with area communities and found the wage rates for dispatchers were low, so the wage matrix was rearranged to increase rates for them, as well as adjust the other members of the unit.

Chief Martineau said the contract was important to close. The first voice a person hears in an emergency is the dispatcher's. Recruitment and retention are difficult, with an average retention of eighteen months, three months of which is spent in training. Many move on to police officer positions or to other jobs. Recently the city has been losing dispatchers to other communities. They dispatch 55,000 to 60,000 calls per year. They did a comparative wage analysis in the area and found the city's rates to be low, so the rates have been brought up to comparative wages.

Councilors noted that the highest rate in the matrix at Step 12 is \$25.87. Ms. Davis replied that it is unlikely that someone would stay long enough to be paid that rate. Action: On a motion by Councilor Van Hazinga, second by Councilor Cruz, the committee voted unanimously to approve Order #132-22.

133-22 ORDER: that there be and hereby is transferred from within the following PERSONAL SERVICES account the sum of THIRTEEN THOUSAND, SEVENTY-EIGHT AND 00/100 DOLLARS (\$13,078.00) same to be credited to the following account:

AIRPORT FUND, PERSONAL SERVICES	\$13,078.00
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Discussion: Ms. Davis remained. This contract is the same as the previous item, but covers the airport linepersons. It has been tough to find linepersons; it took four months to hire a part-time lineperson.

Councilors asked about the qualifications to be a lineperson. Ms. Davis said they do services like grass cutting and building maintenance, but also have to be certified to fuel planes and jets. They take care of the people flying in to the airport. Ms. Davis reported that the rates have been adjusted to be competitive with other airports and the position of Head Lineperson was created to recognize greater responsibility for one of the positions.

Action: On a motion by Councilor Van Hazinga, second by Councilor Cruz, the committee voted unanimously to approve Order #133-22.

134-22 ORDER: that there be and hereby is appropriated the sum of ONE HUNDRED TWENTY-TWO THOUSAND, ONE HUNDRED TWENTY-EIGHT AND 00/100 DOLLARS (\$122,128.00) same to be charged against AVAILABLE FUNDS and credited to the following accounts:

FACILITIES, PERSONAL SERVICES	\$ 3,032.00
POLICE, PERSONAL SERVICES	\$ 3,604.00
BUILDING, PERSONAL SERVICES	\$42,487.00
HEALTH, PERSONAL SERVICES	\$47,689.00
COUNCIL ON AGING, PERSONAL SERVICES	\$10,128.00
LIBRARY, PERSONAL SERVICES	\$12,999.00
EMPLOYEE BENEFITS, OTHER BENEFITS	\$ 2,189.00

Discussion: Ms. Davis remained. She reported that this contract covers the Inspectors, as shown in the matrix. In the last contract cycle, the wages of building and health inspectors was increased, so they have done a little better than in other communities. This agreement also raises the plumbing inspector, electrical inspector, and nurses up a grade. The animal control officer is included just to establish where such an employee would be placed. Currently, the city contracts the work from an outside vendor.

Councilors asked about using a vendor instead of an employee for this work. Councilors responded that the decision is up to the mayor and department head.

Action: On a motion by Councilor Van Hazinga, second by Councilor Cruz, the committee voted unanimously to approve Order #134-22.

117-22 ORDER: that there be and hereby is transferred from within the sum of THIRTY-FIVE THOUSAND AND 00/100 DOLLARS (\$35,000.00) same to be transferred from FIRE, PERSONAL SERVICES, INCENTIVES and credited to FIRE, PERSONAL SERVICES, OVERTIME.

Discussion: Fire Chief Dante Suarez was present.

The chairman read a letter from the mayor dated May 11, 2022 requesting that the transfer be increased from \$35,000 to \$55,000.00.

Action: On a motion by Councilor Beauchemin, second by Councilor Van Hazinga, the board voted unanimously to amend Order #117-22 by increasing the transfer amount from \$35,000.00 to \$55,000.00.

Chief Suarez then stated that the transfer is necessary to cover the overtime expenses through the end of the fiscal year. The department has had to cover for 45 Covid cases, 5 firefighters going to the academy, and multiple structure fires. The department is currently short one firefighter.

Councilors noted that in recent years it has been unusual to have overtime requests from the Fire Department and the Police Department. Chief Suarez noted that he has been able to cover these costs from within his own budget.

Action: On a motion by Councilor Beauchemin, second by Councilor Cruz, the committee voted unanimously to approve Order #117-22 as amended.

118-22 ORDER: that there be and hereby is transferred from within the sum of TWELVE THOUSAND, ONE HUNDRED EIGHTY-SIX AND 00/100 DOLLARS (\$12,186.00) same to be transferred from COMMUNITY DEVELOPMENT BLOCK GRANT COVID-19, PURCHASE OF PPE and credited to COMMUNITY DEVELOPMENT BLOCK GRANT COVID-19, FOOD INSECURITY ASSISTANCE.

119-22 ORDER: that there be and hereby is transferred from within the sum of FORTY-FOUR THOUSAND, FOUR HUNDRED SIXTY-EIGHT AND 00/100 DOLLARS (\$44,468.00) same to be transferred from COMMUNITY DEVELOPMENT BLOCK GRANT COVID-19, SUPPORT FOR STUDENTS (\$40,000.00) and COMMUNITY DEVELOPMENT BLOCK GRANT COVID-19, PURCHASE OF PPE (\$4,468.00) and credited to COMMUNITY DEVELOPMENT BLOCK GRANT COVID-19, BUSINESS ASSISTANCE.

120-22 ORDER: that there be and hereby is transferred from within the sum of FORTY-FIVE THOUSAND AND 00/100 DOLLARS (\$45,000.00) same to be transferred from COMMUNITY DEVELOPMENT BLOCK GRANT COVID-19, SUPPORT FOR STUDENTS (\$40,000.00) and COMMUNITY DEVELOPMENT BLOCK GRANT COVID-19, HOMELESSNESS SERVICES (\$5,000.00) and credited to COMMUNITY DEVELOPMENT BLOCK GRANT COVID-19, HOMEOWNER AND RENTER ASSISTANCE.

Discussion: The chairman announced that orders #118-22, #119-22, and #120-22 would be taken together. Community Development Director Tom Skwierawski was present. He said that the three transfer requests from the CARES Act Block Grant are to reallocate funds to ongoing activities. Some spending is stopping as the pandemic declines, so they would like to reallocate rather than have to return funds. Other needs still exist and can use the funding.

Councilor Beauchemin expressed concern about reallocating funds when the future of the pandemic is still unclear. Better to hold off on a decision until there is more clarity. Councilors noted that the initial budget was an estimate and now is the time to reevaluate spending plans. Councilors asked about a spending deadline. Mr. Skwierawski thought spending must be complete by 2024, but that HUD is also looking for continual spenddown. Councilors liked the direction being taken in these transfers of business and rental assistance to help those still struggling. Mr. Skwierawski also noted that these funds are tied to Covid and so as the pandemic lessens, it becomes harder to make the connection to Covid.

Action: On a motion by Councilor Cruz, second by Councilor Van Hazinga, the committee voted to approve Orders #118-22, #119-22, and #120-22 by a vote of 3-1 with Councilors Cruz, DiNatale, and Van Hazinga in favor and Councilor Beauchemin opposed.

121-22 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 COMMUNITY DEVELOPMENT CAPITAL EXPENSES, ARCHITECTURAL/ENGINEERING for design of a stage at Riverfront Park.

Discussion: Mr. Skwierawski remained. He said that these funds are the local share of the cost of design for a stage at Riverfront Park and that the stage had always been part of the design of the park which was meant to function as an events center for the city.

Councilors noted that the city took ownership of the property from the Fitchburg Redevelopment Authority in 2008 and that the stage was always part of the park design. However up until now, the city has not been in a position to fund the stage. Concern was expressed about maintenance of the stage. Mr. Skwierawski said he is looking for revenue from

park use to be returned to park maintenance. There is an active Friends group for this park. He said that the goal is to have dressing rooms and bathrooms for the performers with a covered area for the stage. Seating is a possibility.

Councilors discussed how this project would fit with living units on a walkable Main Street. Mr. Skwierawski said this is part of a long term project with the goal of connecting Main Street to the river. Playgrounds could be a part of the park. Councilors also spoke about working within the current downtown layout, because it can not be wiped clean. Slowly the vision will become a reality.

Action: On a motion by Councilor Van Hazinga, second by Councilor Cruz, the committee voted unanimously to approve Order #121-22.

122-22 ORDER: that there be and hereby is appropriated the sum of ONE HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$150,000.00) same to be charged against AVAILABLE FUNDS and credited to COMMUNITY DEVELOPMENT CAPITAL EXPENSES, CONSTRUCTION for construction of the Oliver Street Parking Lot.

Discussion: Mr. Skwierawski remained. He reported that the Central Fire Station stood on this site and was demolished in 2017. There is currently a plan to put in a 25 space parking lot. It will be part of the discussion about parking due to downtown reconstruction and a new parking enforcement method.

Councilors asked about the parking plans. Mr. Skwierawski said he is having discussions with the Treasurer/Parking Clerk about future rules and enforcement. There are also various ideas being floated about land swaps and using some of these spaces to market tax possession properties.

Action: On a motion by Councilor Van Hazinga, second by Councilor Cruz, the committee voted unanimously to approve Order #122-22.

123-22 ORDER: that there be and hereby is transferred the sum of FIFTY-EIGHT THOUSAND AND 00/100 DOLLARS (\$58,000.00) same to be charged against RESERVE FOR SNOW & ICE REMOVAL and credited to the following DEPARTMENT OF PUBLIC WORKS, SNOW & ICE accounts:

SALT \$58,000.00.

Discussion: Public Works Commissioner Nick Erickson was present. He said that this request will balance the snow and ice accounts for this fiscal year.

Councilors asked about remaining salt for next year. Mr. Erickson said that the storage is about 60% full. The city ran out early last year because of the early ice storms.

Action: On a motion by Councilor Van Hazinga, second by Councilor Cruz, the committee voted unanimously to approve Order #123-22.

124-22 ORDER: that there be and hereby is transferred the sum of ONE HUNDRED THOUSAND AND 00/100 DOLLARS (\$100,000.00) same to be charged against RESERVE FOR SNOW & ICE REMOVAL and credited to DPW STREET LIGHTS EXPENSES, STREET LIGHT MAINTENANCE.

Discussion: Mr. Erickson remained. The chairman read a letter from Mr. Erickson dated April 28, 2022. Mr. Erickson stated that the city is currently in the process of contracting with a firm to maintain street lights. This contract does have an increase in costs of about 25% for materials and 35% for labor. A discussion ensued about how light placement is determined and how frequently the contractor comes to the city for maintenance work.

Action: On a motion by Councilor Van Hazinga, second by Councilor Beauchemin, the committee voted unanimously to approve Order #124-22.

125-22 ORDER: that there be and hereby is transferred the sum of ONE HUNDRED THOUSAND AND 00/100 DOLLARS (\$100,000.00) same to be charged against RESERVE FOR SNOW & ICE REMOVAL and credited to DPW TRAFFIC SIGNAL EXPENSES, TRAFFIC SIGNAL MAINTENANCE.

Discussion: Mr. Erickson remained. The chairman read a letter from Mr. Erickson dated April 28, 2022. Councilors asked how far this appropriation will go. Mr. Erickson said that he has estimates for two intersections at about \$25,000 to \$30,000 each, so he expects to use the funds on just two intersections. A discussion ensued about the need for upgrades at various intersections.

Action: On a motion by Councilor Beauchemin, second by Councilor Van Hazinga, the committee voted unanimously to approve Order #125-22.

126-22 ORDER: that there be and hereby is transferred from within the sum of FIVE HUNDRED THOUSAND AND 00/100 DOLLARS (\$500,000.00) same to be transferred from RESERVE FOR OTHER MUNICIPAL PURPOSES, CAPITAL EXPENSES and credited to DPW CAPITAL EXPENSES, STREET REPAIR for the purpose of paving Industrial Road.

Discussion: Mr. Erickson remained. The chairman read a letter from Mr. Erickson dated April 28, 2022. Mr. Erickson said that Industrial Road was selected because utilities are up to date. He will verify if Unutil wants to run a gas line to Game-On and will be sure they do that work first. He said that Game-On has drawn a lot of out of towners to the city, so wants to make a better impression. It will help both old and new businesses, as well as the residents on Victoria Lane.

Mr. Erickson said the intention is to do a mill and pave with a deeper mill on the travel lane. Councilors asked that the traffic markings be studied to better direct Game-On traffic. Mr. Erickson said the road should last ten to fifteen years, but may need crack sealing in seven to ten years. He also said that there is a five year moratorium on digging in newly paved roads.

Action: On a motion by Councilor Beauchemin, second by Councilor Cruz, the committee voted unanimously to approve Order #126-22.

127-22 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: Mr. Erickson remained. The chairman read a letter from Mr. Erickson dated April 28, 2022. Mr. Erickson noted that it is the third year that stormwater expenses will have

been covered from Available Funds. At some point, the city will have to create a more sustainable source of funding for these expenses. That work had started just prior to the pandemic. The chairman asked that a discussion about future funding be held for the city budget meeting.

Councilors asked about progress on stormwater work and Mr. Erickson said that the city has been busy with it. Work includes catch basins and GIS mapping.

Action: On a motion by Councilor Beauchemin, second by Councilor Van Hazinga, the committee voted unanimously to approve Order #127-22.

128-22 ORDER: that there be and hereby is appropriated the sum of FOUR HUNDRED SIXTY THOUSAND AND 00/100 DOLLARS (\$460,000.00) same to be charged against AVAILABLE FUNDS and credited to DPW CAPITAL EXPENSES, EQUIPMENT.

Discussion: Mr. Erickson remained. The chairman read a letter from Mr. Erickson dated April 28, 2022.

Action: On a motion by Councilor Beauchemin, second by Councilor Van Hazinga, the committee voted unanimously to approve Order #128-22.

129-22 ORDER: that there be and hereby is appropriated the sum of ONE HUNDRED NINETY-SIX THOUSAND, FIVE HUNDRED AND 00/100 DOLLARS (\$196,500.00) same to be charged against AVAILABLE FUNDS and credited to PARKS CAPITAL EXPENSES, PARKS AND PLAYGROUNDS.

Discussion: Mr. Erickson remained. The chairman read a letter from Mr. Erickson dated April 28, 2022. Councilors discussed the trails at Coggshall and Coolidge Parks and the parking area at Moran Park.

Action: On a motion by Councilor Beauchemin, second by Councilor Van Hazinga, the committee voted unanimously to approve Order #129-22.

130-22 ORDER: that there be and hereby is appropriated the sum of EIGHT HUNDRED THOUSAND AND 00/100 DOLLARS (\$800,000.00) same to be charged against AVAILABLE FUNDS and credited to DPW CAPITAL EXPENSES, STREET REPAIR for the purpose of paving Clarendon Street.

Discussion: Mr. Erickson remained. The chairman read a letter from Mr. Erickson dated April 28, 2022. Mr. Erickson said that the cost is dependent on the upcoming paving bids and the costs could affect the sidewalk work and the depth of the milling. There are trees on this roadway and he will try to keep certain trees or add trees where appropriate.

Action: On a motion by Councilor Beauchemin, second by Councilor Van Hazinga, the committee voted unanimously to approve Order #130-22.

131-22 ORDER: that there be and hereby is appropriated the sum of FIVE HUNDRED SEVENTY-FIVE THOUSAND AND 00/100 DOLLARS (\$575,000.00) same to be charged against AVAILABLE FUNDS and credited to DPW CAPITAL EXPENSES, OAK HILL ROAD BRIDGE REPAIR.


Discussion: Mr. Erickson remained. The chairman read a letter from Mr. Erickson dated April 28, 2022. Mr. Erickson said this bridge has been inspected by MassDOT and its structural members continue to rust and weaken. He would like to have a design and have a shovel ready project to pursue grants. Councilors thanked the commissioner for his work.

Action: On a motion by Councilor Beauchemin, second by Councilor Van Hazinga, the committee voted unanimously to approve Order #131-22.

On a motion made by Councilor Van Hazinga, second by Councilor Beauchemin, the committee voted unanimously to adjourn.

The meeting adjourned at 8:34 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Calvin D. Brooks". The signature is written in black ink and is positioned above the printed name of the signatory.

Calvin D. Brooks, Clerk

City of Fitchburg
Available Funds Summary
Fiscal Year 2022

Available Funds Certified as of July 1, 2021			8,682,198
Less Approved Appropriations:			
12/07/21	201-21	Stabilization Fund	-350,000
12/07/21	202-21	OPEB Trust Fund	-450,000
12/07/21	203-21	Reserve for Other Municipal Purposes, Capital Expenses	-125,000
12/07/21	204-21	School Expenses	-600,000
12/07/21	207-21	Police Maintenance of Buildings, Repair & Care	-8,380
12/21/21	208-21	Health Expense, Weights & Measures	-16,750
12/21/21	209-21	Library Trust Fund, Wallace Fund	-31,320
12/21/21	218-21	Facilities, Tax Possession Maintenance	-9,000
02/16/22	011-22	Law Other Expenses, Litigation and Special Counsel	-116,000
02/15/22	021-22	Law Other Expenses, Appraisals	-10,700
04/19/22	085-22	Fire, Ladder Truck	-1,400,000
05/03/22	067-22	Building, Vehicle Replacement	-40,000
05/03/22	101-22	Police, Overtime	-150,000
Subtotal - Approved Appropriations			-3,306,150
Balance Available			5,376,048
Less Proposed Appropriations:			
04/19/22	103-22	Mayor, Ordinance Matrix	-57,972
05/03/22	121-22	Community Development, Riverfront Park Stage Design	-80,000
05/03/22	122-22	Community Development, Oliver Street Parking Lot	-150,000
05/03/22	127-22	Public Works, Stormwater Expenses	-400,000
06/03/22	128-22	Public Works, Vehicles & Equipment	-460,000
05/03/22	129-22	Parks, Park Improvements	-198,500
05/03/22	130-22	Public Works, Clarendon Street Paving	-800,000
05/03/22	131-22	Public Works, Oak Hill Road Bridge Design	-875,000
05/03/22	132-22	Mayor, MassCops Labor Contract	-65,044
05/03/22	133-22	Mayor, SEIU Inspectors Labor Contract	-122,128
Subtotal - Proposed Appropriations			-2,876,644
Balance Available if Proposed Appropriations are Approved			2,499,404
Possible Appropriations:			
Snow & Ice			
Stabilization Fund 5% - \$6,974,000 7% - \$9,764,000 Current - \$7,517,897			
OPEB Fund Current - \$1,997,632			
Labor Contracts			
Comp Time			
Veterans - Cash Benefits			
Community Development - Rail Trail - Phase 2			
Main Street Garage - Phase 1			
One Wood Place			
Salary Study			
Crocker Field			
DPW - Equipment List			
DPW - Paving			
DPW - Street Light Repairs			
DPW - Traffic Light Repairs			
DPW - Stormwater Expenses			
DPW - Oak Hill Road Bridge			
Library - Asbestos Abatement on windows and HVAC pipes			
Schools - Longsjo School - Window Replacement			
Police Station Renovation			
Senior Center Renovation			
Community Development - Demolition			
Building - Demolition			
Demolition - Laurel Street School			
Police - Vehicles			
Fire - Vehicles			
Marketing City			
Cemetery Software			
Cemetery - Vehicles			
Cemetery - Mausoleum			
Cemetery - Engineering & Design for Expansion			
Cemetery - Construction for Expansion			
Parks - Downtown Summer Groundskeeper			
Parks - Various Improvements			



Natalia Oliver
Chief of Staff
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The City of Fitchburg
Massachusetts
Office of the Mayor

STEPHEN L. DINATALE

Joan David
Executive Administrative Assistant
j david@fitchburgma.gov

May 11, 2022

Fitchburg City Council
718 Main St.
Fitchburg, MA 01420

RE: Order 117-22


Dear City Honorable City Council,

Please be advised that Fire Chief Suarez has increased his transfer request from \$35,000.00 to \$55,000.00.

I agree with this additional amount, therefore, respectfully request that you amend Order 117-12 from \$35,000.00 to \$55,000.00.

Thank you.

Sincerely,


Stephen L. DiNatale
Mayor

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 Elm Road
978-345-9578
978-345-9686 FAX

Date: April 28, 2022
To: Mayor Stephen L. DiNatale
Subject: DPW Capital Request – Street Light Repairs

The Department of Public Works (DPW) respectfully requests approval of the Mayor and City Council for the appropriation of \$100,000 from available funds to supplement our existing street light repair budget and to help with the removal and replacement of old, failing concrete light poles and bases throughout Main Street, the Upper Common, and the adjoining side streets leading to Prichard Street and Elm Street.

Over the last year we have seen a dramatic increase in street light outages, rising labor and materials costs, and limited availability of parts. The requested funds will help us accomplish the following:

- Catch up on existing backlog of various outages throughout the city;
- Help offset the increased cost of labor and materials;
- Replenish our existing stock;
- Remove and replace old, failing concrete poles that present a major safety issue for motorists and pedestrians;
- Replace 13 concrete poles and bases that have previously been removed due to safety concerns.

We truly appreciate the assistance and support of the Mayor and City Council in this effort to improve the City's street lighting and meet our City's safety needs.

Sincerely,

A handwritten signature in cursive script that reads "Nicholas J. Erickson".

Nicholas J. Erickson, PE
Commissioner of Public Works/City Engineer

cc: Calvin Brooks, City Auditor
City Council

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: April 28, 2022
To: Mayor Stephen L. DiNatale
Subject: DPW Capital Request – Traffic Signal Repairs

The Department of Public Works (DPW) respectfully requests approval from the Mayor and City Council for the appropriation of \$100,000 from available funds for replacement of traffic signals at various locations in the City.

The majority of the traffic signals throughout the City are in excess of 20 years old, with the exception of those at the intersection of South Street/Electric Avenue and those currently being replaced at the intersections of Main Street/Putnam Street/Oliver Street and Boulder Drive/Putnam Street. The older signals frequently require repair and are becoming costly to maintain. In addition, newer style signals use more modern technology that can improve the flow of vehicular and pedestrian traffic.

The requested funds will be used to replace and/or upgrade traffic signals and equipment at various locations throughout the City, including replacement of the control cabinets at the intersections of Main Street/Academy Street and Summer Street/Harvard Street.

We truly appreciate the assistance and support of the Mayor and City Council in this effort to improve the City's traffic signals and meet our City's safety needs.

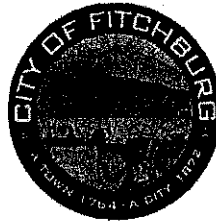
Sincerely,

Handwritten signature of Nicholas J. Erickson in black ink.

Nicholas J. Erickson, PE
Commissioner of Public Works/City Engineer

cc: Calvin Brooks, City Auditor
City Council

City of
Fitchburg



Department of
Public Works

MEMORANDUM

COMMISSIONER

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Date: April 28, 2022
To: Mayor Stephen L. DiNatale
Subject: DPW Capital- Industrial Road Paving

The Department of Public Works (DPW) respectfully requests approval of the Mayor and City Council for the appropriation of **\$500,000** from available funds to cover the cost of repaving Industrial Road.

Funds will be used to repave Industrial Road from Westminster Street to Game On Way. This stretch of roadway is approximately 2,500 feet in length, the majority of which was last paved during the late 1990's. It is in very poor condition with Pavement Condition Index (PCI) score of 30 out of 100. The road has asphalt sidewalk along its eastern side, with asphalt berm on both sides.

Industrial Road serves a number of businesses and residences. It has heavy truck traffic throughout the work week and heavy passenger vehicle traffic throughout all days of the week. Although the wearing surface of the roadway is well past its anticipated service life and has failed considerably, the overall profile of the roadway is in acceptable condition. Given this consideration, the DPW will use these funds to mill and repave the wearing course of pavement. Damaged sections of the existing asphalt berms and sidewalk will be repaired, but we do not intend on full replacements.

We truly appreciate the assistance and support of the Mayor and City Council in this effort to improve the City's roadway infrastructure.

Sincerely,

A handwritten signature in black ink that reads "Nicholas J. Erickson".

Nicholas J. Erickson, PE
Commissioner of Public Works & City Engineer

cc: Calvin Brooks, City Auditor
City Council



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Date: April 28, 2022
To: Mayor Stephen L. DiNatale
Subject: DPW Stormwater Free Cash Request - \$400,000

The Department of Public Works (DPW) respectfully requests approval of the Mayor and City Council for the appropriation of **\$400,000** from available funds to cover the cost of various stormwater drainage improvements throughout the city, maintain compliance with the City's Municipal Separate Storm Sewer System (MS4) permit from the Environmental Protection Agency (EPA), and fund the cash match for several grant applications related to stormwater.

Drainage system improvements will consist of rebuilding and rehabilitating existing drainage structures, including collapsed catch basins and manholes and failing drain lines, and installation of new drainage infrastructure to control areas of flooding and/or erosion. This work is necessary ahead of any paving that the City performs, and an appropriation from available funds will help us preserve Chapter 90 funding for additional paving.

Compliance with the City's MS4 permit requires ongoing work on a multitude of tasks that will be performed using a combination of in-house staff, summer interns, and engineering consultants. This including the following:

- Dry weather outfall inspections;
- Annual catchment area investigations;
- GIS mapping;
- Preparation of various studies and reports for submission to the EPA;
- Required annual training, reporting, and record keeping.

And finally, the City has submitted several grant applications that will require cash commitments from the City to move forward. These grant applications include the following:

- An Asset Management Planning (AMP) Grant from the Massachusetts Department of Environmental Protection to complete GIS mapping of the stormwater system, begin performing condition assessments of the system, and begin prioritizing problem areas and associated repairs.
- A Culvert Replacement Municipal Assistance Grant from the Massachusetts Division of Ecological Restoration (MA DER) for the replacement of two aging culverts on Ashby West Road. These culverts are along streams that are tributary to Lovell Reservoir, which is one of the main supplies of drinking water to the City.
- A Municipal Vulnerability Preparedness (MVP) Action Grant to identify and design stormwater and green infrastructure improvements to be included in the City's downtown Combined Sewer Separation project, which is beginning the design phase now. This work is mandated by the City's Consent Decree from the EPA and the grant application will help offset costs to the sewer rate payers.

We truly appreciate the assistance and support of the Mayor and City Council in this effort to improve the City's drainage system and meet our annual EPA MS4 permit obligations.

Sincerely,



Nicholas J. Erickson, PE
Commissioner of Public Works/City Engineer

cc: Calvin Brooks, City Auditor
City Council



MEMORANDUM

COMMISSIONER
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Date: April 28, 2022
To: Mayor Stephen L. DiNatale
Subject: DPW Capital Request – Traffic Signal Repairs

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The Department of Public Works (DPW) respectfully requests approval from the Mayor and City Council for the appropriation of \$460,000 from available funds towards the purchase of various vehicles/equipment to replace those in the DPW fleet that are unsafe or require frequent repairs:

- Freightliner Plow Truck \$220,000

This plow truck will replace a 2001 International plow truck. The parts are getting hard to find and the truck is subject to frequent breakdowns and costly repairs.

- 1-Ton Pick-Up Trucks (2) \$90,000

These two 1-Ton pickup trucks will replace a 2000 Chevy 1-Ton and 2007 Chevrolet 1-Ton that are past their useful lives and are in very poor condition. The frequent mechanical failures are not only costly but also present a safety concern for the drivers.

- ½ Ton Pick-Up Truck \$40,000

This will replace a 2001 Ford for the Cemetery division that is in very poor condition, needs extensive repairs, and is unsafe to operate.

- Stump Grinder \$50,000

The stump grinder will replace the 1978 stump grinder that has outlived its useful life and is no longer safe to operate.

- Sander Bodies (2) \$60,000

These two sander bodies will replace units from 2003-2006 that are rotted, cracked, and can no longer be used for winter operations. These are the sander bodies and mounts only—not the truck chassis.

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Sincerely,

Handwritten signature of Nicholas J. Erickson in black ink.

Nicholas J. Erickson, PE
Commissioner of Public Works & City Engineer

cc: Calvin Brooks, City Auditor
City Council

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MEMORANDUM

COMMISSIONER
301 Broad Street
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Date: April 28, 2022
To: Mayor Stephen L. DiNatale
Subject: DPW Capital- Park Improvements

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The Department of Public Works (DPW) respectfully requests approval from the Mayor and City Council for the appropriation of **\$196,500** from available funds for various park improvements.

- **Lawn mower with bagger - \$15,000:** Replacement of one lawn mower with bagger.
- **Steamline Trail Repairs - \$20,000:** Repairs will include replacing fencing damaged by falling trees and areas that have been washed out along the trail.
- **Coolidge Park Loop Trail Repairs - \$25,000:** Funds will be used to re-grade the walking path at Coolidge Park, place additional stone dust, and address localized drainage issues.
- **Moran Field Parking & Security - \$90,000:** Funds will be used to pave the access drive and parking lot and install bollards between the parking lot and soccer field. The existing gravel parking lot, soccer field, and irrigation system are frequently torn up and damaged by vehicles doing donuts and other vandalism. Paving the access drive and parking lot and installing bollards between the parking lot and field will improve accessibility and help reduce the damage/vandalism that occurs.
- **Coggshall Trail Grant Match - \$6,500:** The DPW applied for a MassTrails grant to obtain funding for improvements to the Whale Rock Trail in Coggshall Park. The scope of work includes access improvements, brush clearing, installation of water bars and water dips, minor trail re-routing, and new signage/trail marking. The grant requires a cash match, which this funding will be used for.
- **Coggshall Park Tree Removal - \$40,000:** There are a number of trees at Coggshall Park that are dead/dying and pose a safety hazard to users of the park. Funds will be utilized to remove these trees.

We truly appreciate the assistance and support of the Mayor and City Council in this effort to improve the City's Parks.

Sincerely,

Handwritten signature of Nicholas J. Erickson in black ink.

Nicholas J. Erickson, PE
Commissioner of Public Works/City Engineer

cc: Calvin Brooks, City Auditor
City Council

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Date: April 28, 2022
To: Mayor Stephen L. DiNatale
Subject: DPW Capital- Clarendon Street Paving

The Department of Public Works (DPW) respectfully requests approval of the Mayor and City Council for the appropriation of **\$800,000** from available funds to cover the cost of reconstructing a portion of Clarendon Street.

Funds will be used to reconstruct Clarendon Street from Electric Avenue/Franklin Road to Daniels Street. This stretch of roadway is approximately 3,100 feet in length, the majority of which was last paved in 1995. It is in very poor condition with Pavement Condition Index (PCI) scores along its length ranging from 30 to 39 out of 100. The road has sidewalks on both sides from Daniels Street to Delisle Street, and a sidewalk on the eastern side of the roadway from Delisle Street to Electric Avenue/Franklin Road.

The DPW will use these funds, along with contributions from various utilities to perform full-depth reclamation and paving of the roadway and replacement of the sidewalks with granite curbing and concrete. Although we anticipate being able to complete this full scope of work with these funds, this is subject to the bid prices that we receive when we bid the project out.

We truly appreciate the assistance and support of the Mayor and City Council in this effort to improve the City's roadway infrastructure.

Sincerely,

Handwritten signature of Nicholas J. Erickson in black ink.

Nicholas J. Erickson, PE
Commissioner of Public Works & City Engineer

cc: Calvin Brooks, City Auditor
City Council

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Date: April 28, 2022
To: Mayor Stephen L. DiNatale
Subject: DPW Capital- Oak Hill Rd Bridge Design

The Department of Public Works (DPW) respectfully requests approval from the Mayor and City Council for the appropriation of **\$575,000** from available funds to design the rehabilitation or replacement of the Oak Hill Road Bridge, which is in very poor condition. Temporary repairs were made in 2016 and 2018 to prevent full closure of the bridge. Jersey barriers remain in place to keep traffic away from the most deteriorated structural members.

The requested funds will be utilized to cover the engineering consultant design costs. While the project has not yet been determined to be a bridge replacement or rehabilitation, we anticipate the total design costs to be \$575,000 based on feedback from our on-call engineering consultants. It is unclear at this stage what the total construction costs will be, but this number will be developed as the design work progresses.

This is a proactive approach to the permanent repair of the Oak Hill Road Bridge to prevent any emergency actions or closures due to deficiencies revealed during routine MassDOT inspections.

As always, we truly appreciate the assistance and support of the Mayor and City Council in this effort to improve the City's infrastructure.

Sincerely,

Handwritten signature of Nicholas J. Erickson in cursive.

Nicholas J. Erickson, PE
Commissioner of Public Works/City Engineer

cc: Calvin Brooks, City Auditor
City Council