



FITCHBURG CITY CLERK

*Jun 15 2023 2:26 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, June 14, 2023 at 6:06 PM in the Legislative Building, 700 Main Street, Fitchburg, MA.

Committee Members present: Councilors Paul Beauchemin, Marcus DiNatale, Samantha Squailia, and Anthony Zarrella.

Committee Members absent: Councilor Andrew Van Hazinga.

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.

171-23        ORDER:        that there be and hereby is appropriated the sum of NINETEEN THOUSAND, SEVEN HUNDRED FIFTY-EIGHT AND 00/100 DOLLARS (\$19,758.00) same to be charged against AVAILABLE FUNDS and credited to EMPLOYEE BENEFITS, CHAPTER 41 POLICE.

Discussion: The chairman read a letter from City Treasurer Anne Cervantes dated May 31, 2023.

Action: On a motion made by Councilor Zarrella second by Councilor Beauchemin, the committee voted unanimously to approve Order #171-23.

172-23 ORDER: that there be and hereby is transferred from within the sum of TWENTY-SIX THOUSAND, TWO HUNDRED 00/100 DOLLARS (\$26,200.00) same to be transferred from ELECTION & REGISTRATION, PERSONAL SERVICES, ELECTION WORKERS and credited to the following accounts:

CITY COUNCIL EXPENSES	\$11,200.00
CITY CLERK EXPENSES	\$ 2,000.00
ELECTION & REGISTRATION EXPENSES	\$13,000.00

Discussion: The chairman read a letter from City Clerk Joanna Bilotta-Simeone dated May 25, 2023. Councilors asked if the order was for City Hall expenses as stated in the letter or for City Council expenses as stated on the order. The presumption was that it is for City Council expenses, because the request was coming from the City Clerk and not the Facilities Director.

Action: On a motion made by Councilor Beauchemin second by Councilor Squailia, the committee voted unanimously to approve Order #172-23.

173-23 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the Commonwealth of Massachusetts earmark in the approximate amount of \$25,000.00 (TWENTY-FIVE THOUSAND AND 00/100 DOLLARS) for the purpose of said earmark, which is to support the renovation and expansion of the Fitchburg Police Department dispatch center.

Discussion: Police Chief Ernest Martineau was present. He thanked Rep. Michael Kushmerek for getting this earmark. The timing is helpful, because they are working on design alternatives for police station renovation.

Councilors asked about earlier appropriations for this project. Chief Martineau replied that there was an initial appropriation of \$50,000 for design work and \$180,000 for the OPM. They are currently reexamining the original design for the station. The alternative design they are considering uses a lot of the design work from the original plan. Councilors expressed concern about spending money on the dispatch center and then having the city regionalize. The chief answered that while the city has never stopped looking at regionalization of dispatch, the project at the police station is to expand the workable space in the building and to make the building more accessible for people with disabilities.

Action: On a motion made by Councilor Beauchemin second by Councilor Squailia, the committee voted unanimously to approve Order #173-23.

174-23 ORDER: that there be and hereby is appropriated the sum of ONE HUNDRED TWENTY-FOUR THOUSAND, THREE HUNDRED NINETY-NINE AND 11/100 DOLLARS (\$124,399.11) from RESERVE FOR APPROPRIATION, PEG ACCESS and credited to INFORMATION TECHNOLOGY, FRANCHISE FEE for the purpose of paying FATV for franchise fees received during the second quarter of 2023.

Discussion: The chairman explained that this order is for the quarterly payment the city makes to FATV for quarterly franchise fees collected from Comcast and Verizon.

Action: On a motion made by Councilor Beauchemin second by Councilor Zarrella, the committee voted unanimously to approve Order #174-23.

175-23 ORDER: that there be and hereby is transferred from within the sum of ONE HUNDRED THIRTY-FIVE THOUSAND AND 00/100 DOLLARS (\$135,000.00) same to be transferred from PARKS PERSONAL SERVICES, DEPARTMENT HEAD (\$85,000.00) and LABOR (\$50,000.00) and credited to PARKS CAPITAL, DEPARTMENTAL EQUIPMENT (\$120,000.00) and PARKS EXPENSES, GAS & OIL (\$15,000.00).

Discussion: Public Works Commissioner Nick Erickson was present. The chairman read a letter from Mr. Erickson dated May 31, 2023. In response to Councilors, he stated that this truck and the two on the next order will have plows. They are working on acquiring a fourth truck from an earlier appropriation. He then handed out an updated Auto Fleet Schedule for the department. Councilors asked that city employees treat the new equipment well. Mr. Erickson said he is trying to get employees to treat the equipment as if it were their own. Because of their intensive use, the 2011 vehicles being replaced appear to be 20 or 30 years old. Councilors also expressed their pleasure at seeing Parks employees out working early in the morning.

Action: On a motion made by Councilor Squailia second by Councilor Zarrella, the committee voted unanimously to approve Order #175-23.

176-23 ORDER: that there be and hereby is transferred from within the sum of TWO HUNDRED SEVENTY THOUSAND AND 00/100 DOLLARS (\$270,000.00) same to be transferred from the following accounts:

DPW ADMIN. P.S. INSPECTOR	\$ 40,000.00
DPW ADMIN. P.S. ASST. CITY ENG.	\$ 35,000.00
DPW ADMIN. P.S. CLERICAL	\$ 10,000.00
DPW STREETS P.S. LABOR	\$155,000.00
DPW STREETS P.S. SUMMER HELP	\$ 30,000.00

and credited to the following accounts:

DPW CAPITAL, EQUIPMENT	\$170,000.00
DPW EXPENSES, GAS & OIL	\$ 35,000.00
DPW EXPENSES, MOTOR VEH. REP.	\$ 35,000.00
DPW EXPENSES, POT HOLE REPAIRS	\$ 30,000.00

Discussion: Commissioner Erickson remained. The chairman read a letter from Mr. Erickson dated June 1, 2023. Councilors asked if the city should have its own fuel tanks. Mr. Erickson said it used to be done, but that the city is still dealing with the aftermath of ground contamination. He also said it is difficult to monitor employees taking fuel for personal use. The current system better tracks fuel purchases. Councilors noted that if work is not getting done, the reason is that there have been vacancies within the department. Councilors asked if they could get regular staffing updates. Mr. Erickson said the situation is getting better and that he could provide staffing updates every couple of months to City Council.

Action: On a motion made by Councilor Beauchemin second by Councilor Zarrella, the committee voted unanimously to approve Order #176-23.

177-23 ORDER: that there be and hereby is appropriated the sum of FOUR THOUSAND, FORTY AND 70/100 DOLLARS (\$4,040.70) same to be charged against RESERVED FOR APPROPRIATION, TNC PER RIDE ASSESSMENT and credited to DPW CAPITAL EXPENSES, STREET REPAIR for the purpose of road repaving.

Discussion: Commissioner Erickson remained. The chairman read a letter from Mr. Erickson dated June 1, 2023. Councilors expressed a preference for using these funds for sidewalk repairs. Mr. Erickson said he does have some flexibility in his budget to do that. City Auditor Calvin Brooks said that City Council could only reduce the recommendation of the mayor; they do not have the authority to add or to change the purpose.

Action: On a motion made by Councilor Squailia second by Councilor Zarrella, the committee voted unanimously to approve Order #177-23.

178-23 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the Massachusetts Department of Environmental Protection Asset Management Grant Program in the approximate amount of \$150,000.00 (ONE HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS) for the purpose of said grant, which is to begin the development of a GIS based asset management program for stormwater infrastructure.

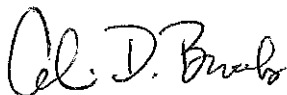
Discussion: Commissioner Erickson remained. The chairman read a letter from Mr. Erickson dated June 1, 2023. He stated that the grant is through the clean water and drinking water trusts. The department has done a lot of work to inventory stormwater assets and now needs to take steps to put together a management plan for those assets. Councilors asked if the work would be contracted out. Mr. Erickson replied that the in kind service would be city employees, but that the rest of the \$250,000 would be contracted.

Action: On a motion made by Councilor Zarrella second by Councilor Squailia, the committee voted unanimously to approve Order #178-23.

On a motion made by Councilor Zarrella second by Councilor Squailia, the committee voted unanimously to adjourn.

The meeting adjourned at 6:50 PM.

Respectfully submitted,



Calvin D. Brooks, Clerk

City of Fitchburg  
Available Funds Summary  
Fiscal Year 2023

<b>Available Funds Certified as of July 1, 2022</b>			<b>6,514,191</b>
<b>Less Approved Appropriations:</b>			
01/17/23	010-23	Stabilization Fund	-350,000
07/17/23	011-23	OPEB Fund	-250,000
01/17/23	012-23	Reserve for Capital Expenses	-27,500
02/07/23	022-23	Stabilization Fund - Future Debt Service	-500,000
02/07/23	023-23	Assessors, Contracted Services	-2,620
02/07/23	024-23	Various Departments, Personal Services - Contract Adjustments	-14,885
02/07/23	025-23	Police, Personal Services - Contract	-435,000
02/07/23	026-23	Fire, Personal Services - Contract	-465,000
02/21/23	029-23	Fire Expenses, Gas & Oil	-60,000
03/07/23	041-23	Public Works, Personal Services - Contract	-453,300
03/21/23	047-23	Health, Weights & Measures	-16,750
03/21/23	048-23	Police, Radio Repair	-45,000
03/21/23	049-23	Info Tech, Contracted Services - Patriot Property Software & SQL	-32,721
03/21/23	050-23	Info Tech, Capital Improvements - reroute fiber on Cherry Street	-70,000
03/21/23	052-23	Community Development, Downtown Cleanup	-50,000
03/21/23	053-23	Community Development, Contracted Services - Rail Trail	-30,000
03/21/23	054-23	Community Development, Municipal Hearing Officer	-10,000
04/18/23	088-23	Longsjo School Windows and Doors	-1,400,000
04/18/23	089-23	Public Works, Stormwater Expenses	-400,000
05/16/23	117-23	Snow & Ice, Salt	-54,791
05/16/23	118-23	City Auditor, Deputy Auditor	-10,000
05/16/23	119-23	Law, Damages Persons & Property	-175,000
05/16/23	120-23	Facilities, Expenses	-35,000
05/16/23	121-23	Airport Expense	-120,000
06/06/23	138-23	Library, Personal Services - Contract	-58,143
06/06/23	139-23	Various Departments, Personal Services - Contract	-59,930
06/06/23	143-23	Various Departments, Personal Services - Ordinance	-68,793
06/08/23	150-23	FY2024 Budget	-1,300,000
<b>Subtotal - Approved Appropriations</b>			<b>6,494,433</b>
<b>Balance Available</b>			<b>19,758</b>
<b>Less Proposed Appropriations:</b>			
06/06/23	171-23	Employee Benefits - Police Injured on Duty	-19,758
<b>Subtotal - Proposed Appropriations</b>			<b>-19,758</b>
<b>Balance Available if Proposed Appropriations are Approved</b>			<b>0</b>
<b>Possible Appropriations:</b>			
Snow & Ice			
Stabilization Fund 5% - \$7,499,346 7% - \$10,499,084 Current - \$7,954,692			
OPEB Fund Current - \$2,324,167			
Stabilization Fund for future debt service costs \$500,000 for two more years			
Labor Contracts			
Comp Time			
Overtime			
Veterans - Cash Benefits			
Community Development - Rail Trail - Phase 2			
Main Street Garage - Phase 1			
Salary Study			
Crocker Field			
DPW - Oak Hill Road Bridge			
Schools - Longsjo School - Boiler Replacement			
Police Station Renovation			
Senior Center Renovation			
Cemetery Software			
Cemetery - Vehicles			
Cemetery - Masoleum			
Cemetery - Engineering & Design for Expansion			
Cemetery - Construction for Expansion			
Parks - Downtown Summer Groundskeeper			



**Anne M. Cervantes**  
Treasurer

# City of Fitchburg

OFFICE OF THE TREASURER

718 Main Street, Suite 103  
Fitchburg, MA 01420

978-829-1830  
FAX 978-829-1971

May 31, 2023

Mayor Stephen L. DiNatale  
City of Fitchburg  
718 Main Street  
Fitchburg, MA 01420

Dear Mayor DiNatale:

I respectfully request an appropriation of \$20,000 from available funds to Employee Benefits, Chapter 41 Police, to cover the medical costs for police injured on duty for the remainder of the year.

Thank you.

Sincerely,

Anne M. Cervantes  
Treasurer



## CITY OF FITCHBURG OFFICE OF THE CITY CLERK

718 Main Street  
Fitchburg, MA 01420

Joanna Bilotta, City Clerk  
[jbilotta@fitchburgma.gov](mailto:jbilotta@fitchburgma.gov)  
978-829-1820

May 25, 2023

Mayor Stephen L. DiNatale  
718 Main Street  
Fitchburg, MA 01420

Dear Mayor:

In anticipation of the end of the fiscal year, I have been reviewing my accounts and find that there are several transfers from within required to cover expenses for the remainder of the year.

I am therefore asking that \$11,200.00 be transferred to City Hall Expenses, \$2,000.00 be transferred to City Clerk Expenses, and \$13,000 be transferred to Elections & Registration Expenses. The total amount to be transferred of \$26,200.00 can be charged to Election & Registration, Personal Services, and Election Workers. These funds are available because of reimbursements received from the state for early voting costs.

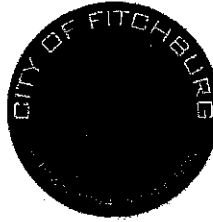
Thank you for your consideration.

Sincerely,

*Joanna Bilotta-Simeone*

Joanna Bilotta-Simeone  
City Clerk

cc: Calvin D. Brooks, Auditor



MEMORANDUM

Date: May 31, 2023  
To: Mayor Stephen L. DiNatale  
Subject: Parks Division Account Transfer

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

**STREETS & PARKS**  
301 Broad Street  
978-829-1900  
978-345-9687 FAX

**WASTEWATER**  
301 Broad Street  
978-829-1930  
978-345-9687 FAX

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

**ENGINEERING**  
301 Broad Street  
978-829-1915  
978-345-9687 FAX

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

The Department of Public Works (DPW) Parks Division respectfully requests approval of the Mayor and City Council to transfer funds within the Parks Division's FY23 budget.

Transfer funds from the following accounts:

- **\$85,000 from #016501-510121 Parks P.S. – PS Dept. Head:** DPW received an appropriation in September 2022 to hire a Superintendent of Parks. After much consideration, it was determined that The Parks and Recreation Divisions would benefit from being restructured, with duties and responsibilities of the Superintendent of Parks being absorbed by the existing positions of Recreation Director and Recreation Assistant. We are currently in the process of restructuring the Parks and Recreation Divisions accordingly, and plan to utilize the funds set aside for the Superintendent of Parks for this purpose in FY24. These same funds are available in the FY23 budget as we did not hire a Superintendent of Parks.
- **Transfer \$50,000 from #016501-511115 Parks P.S. – Labor:** Funds are available due to a vacancy in the Parks Division. We are in the process of filling the vacancy with an internal transfer from the Streets Division, but the funds have remained unspent for the majority of the fiscal year.

Transfer funds to the following accounts:

- **\$120,000 to #016508-545426 Parks Equipment - Departmental Equipment:**  
  
\$35,000 will be used to purchase an enclosed trailer for equipment. This trailer will allow our parks crews to leave small equipment such as mowers in the trailer at the DPW yard and not require them to be loaded each morning and unloaded each night. We currently do not own an enclosed trailer for parks equipment.  
  
\$85,000 will be used to purchase a 1 ton pickup truck. This truck will replace one of the 2011 Chevy Silverado 1 tons in the parks division. Our current parks one tons have suffered frequent breakdowns and are becoming unsafe to operate. This will allow us to replace one of the two 1 tons in the parks division.



- \$15,000 to #016504-545447 Parks Expense – Gas/Oil: Funds are needed to balance the budget.

Sincerely,



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

## Auto Fleet Schedule

Department: **Dept of Public Works**

Year	Manufacturer and Model		
1974	FWD SNO AUGER	STREETS	
1978	GENERAL 3TL TRAILER	STREETS	
1978	VERMEER STUMP GRINDER	STREETS	
1979	GENERAL 40GHG/S TRAILER	STREETS	
1980	CHEV CAB CHASSIS	STREETS	
1982	FORD BUCKET TRUCK	STREETS	OUT OF SERVICE - TO BE AUCTIONED
1985	INTERNATIONAL SANDER	STREETS	
1987	WOOD CHUCK CHIPPER	STREETS	
1988	ATLAS/COPCO COMPRESSOR	STREETS	
1989	MACK TANDEM TRACTOR	STREETS	
1991	TRAIL ELITE TUFFY II	STREETS	
1994	JOHN DEERE BACKHOE	STREETS	
1994	SUPER TRAILER	PARKS	
1995	INTERNATIONAL DUMP 400 SER	STREETS	
1996	SULLIVAN AIR COMP	STREETS	
1996	PETERBUILT CONVEN 357	STREETS	
1996	CHEVY 3500	STREETS	
1997	INTERNATIONAL 200S 257	STREETS	OUT OF SERVICE - TO BE AUCTIONED
1997	NEW HOLLAND BACKHOE	STREETS	
1997	STOW MIXER TRAILER	STREETS	
1997	DEAWOO EXCAVATOR	CEMETERY	
1997	NEW HOLLAND BACKHOE	STREETS	
2007	CATERPILLAR FRONT END LOADER	STREETS	
1999	VOLVO DUMP	STREETS	
2000	CHEVROLET GMT 400	STREETS	
2000	HOMEMADE TRAILER	STREETS	
2001	INTERNATIONAL 4900 DUMP	STREETS	
2001	MID ATLANTIC TRAILER	PARKS	
2001	FORD CROWN VIC	CEMETERY	OUT OF SERVICE - TO BE AUCTIONED
2002	VOLVO VHD	STREETS	
2003	INT'L 7400 CATCH BASIN CLEANER	STREETS	
2003	INTERNATIONAL DUMP TRUCK	STREETS	
2004	CHEVROLET TRAIL BLAZER	ENGINEERING	OUT OF SERVICE - TO BE AUCTIONED
2004	JOHN DEERE SKIDSTEER	STREETS	
2005	TAG TRAILER	STREETS	
2005	FORD CUBE VAN	STREETS	
2006	LEEBOY PAVER 8500	STREETS	
2006	FORD 500	CEMETERY	OUT OF SERVICE - TO BE AUCTIONED
2006	CHEVROLET SILVERADO 3/4 TON	STREETS	
2006	CHEVROLET SILVERADO 3/4 TON	STREETS	OUT OF SERVICE - TO BE AUCTIONED
2006	INTERNATIONAL 7400 DUMP	STREETS	
2006	INTERNATIONAL 7400 SANDER	STREETS	
2007	VOLVO MOTOR GRADER	STREETS	

**Manufacturer  
and Model**

<u>Year</u>	<u>Manufacturer and Model</u>		
2007	CHEVROLET SILVERADO 1 TON DUMP	STREETS	
2007	INTERNATIONAL 700 SER DUMP	STREETS	
2008	KAWASAKI LOADER	STREETS	OUT OF SERVICE - TO BE AUCTIONED - WILL BE REPLACED USING FY23 FREE CASH APPROPRIATION
2010	JOHN DEERE LOADER	STREETS	
2010	ELGIN PELICAN SWEEPER	STREETS	
2010	CHEVY SILVERADO	STREETS	
2011	TRACKLESS TRACTOR	STREETS	
2011	CHEVROLET SILVERADO	STREETS	TO BE REPLACED USING FY23 FREE CASH APPROPRIATION
2011	CHEVROLET SILVERADO 2500	STREETS	TO BE REPLACED USING FY23 TRANSFER FROM WITHIN \$
2011	CHEVROLET SILVERADO 2500	STREETS	TO BE REPLACED USING FY23 TRANSFER FROM WITHIN \$
2011	ASTI MINI MM06 SIGN BOARD	STREETS	OUT OF SERVICE - TO BE AUCTIONED
2011	CHEVROLET SILVERADO 2500	CEMETERY	
2011	JCB BACKHOE	CEMETERY	
2011	CHEVROLET SILVERADO	PARKS	TO BE REPLACED USING FY23 TRANSFER FROM WITHIN \$
2011	CHEVROLET SILVERADO	PARKS	
2013	FORD LGTCON F150 PICKUP	ENGINEERING	
2013	PELICAN STREET SWEEPER	STREETS	
2014	CARRY ON UTILITY TRAILER	STREETS	
2014	CASE BACKHOE	STREETS	
2014	FREIGHTLINER 108SD	STREETS	
2015	INTERNATIONAL DUMP SWAPLOADER	STREETS	
2015	INTERNATIONAL DUMP SWAPLOADER	STREETS	
2015	TRACKLESS TRACTOR W/ ATTACHMENTS	STREETS	
2015	MULTIQUIP TRAILER (for cement mixer)	STREETS	
2015	PETERBUILT 365	STREETS	
2016	FORD F250 PICKUP	STREETS	
2016	PELICAN STREET SWEEPER	STREETS	
2016	BELMONT UTILITY TRAILER	CEMETERY	
2016	CHEVROLET SILVERADO	CEMETERY	
2017	INTERNATIONAL CATCH BASIN CLEANER	STREETS	
2017	FRIGHTLINER 114SD VACTOR	STREETS	
2017	FREIGHTLINER 108SD	STREETS	
2018	CHEVROLET 2500 PICKUP	CEMETERY	
2018	FRIGHTLINER DUMP	STREETS	
2019	CHEVY 1-TON DUMP	STREETS	
2019	CHEVY 1-TON DUMP	STREETS	
2019	CHEVY 1-TON DUMP	STREETS	
2019	JOHN DEERE BACKHOE	STREETS	
2020	FREIGHTLINER DUMP TRUCK	STREETS	
2021	HAMM HD10CVV ROLLER	STREETS	
2022	TOYOTA TACOMA	ENGINEERING	

**Manufacturer  
and Model**

<u>Year</u>	<u>Manufacturer and Model</u>		
2022	TOYOTA TACOMA	ENGINEERING	
2022	CHEVY SILVERADO PICKUP	STREETS	
2022	CHEVY SILVERADO DUMP	STREETS	
2022	FORD EXPLORER	CEMETERY	
2022	MORBARK WOOD CHIPPER	STREETS	
2020	ELGIN PELICAN SWEEPER	STREETS	
1987	FORD F800	STREETS	
2004	DURAC UTILITY	STREETS	
	WACKER		
	BOBCAT		
	BOBCAT MILLING ATTACHMENT		
	PSC SIGNALBOARD	STREETS	OUT OF SERVICE - TO BE AUCTIONED



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

**STREETS & PARKS**  
301 Broad Street  
978-829-1900  
978-345-9687 FAX

**WASTEWATER**  
301 Broad Street  
978-829-1930  
978-345-9687 FAX

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

**ENGINEERING**  
301 Broad Street  
978-829-1915  
978-345-9687 FAX

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

## Memorandum

Date: June 1, 2023  
To: Mayor Stephen L. DiNatale  
Subject: DPW Account Transfers

The Department of Public Works (DPW) respectfully requests approval of the Mayor and City Council for the following account transfers within the DPW budget.

Transfer funds from the following accounts:

- \$40,000 from #014101-511624 DPW Admin/Engineering P.S. – Public Works Inspector. Funds are available as the position has been vacant since October 2022 when the DPW Inspector was promoted to Asst. City Engineer.
- \$35,000 from #014101-510411 DPW Admin/Engineering P.S. – Asst. City Engineer. Funds are available as the position was vacant for 4 months at the beginning of the fiscal year.
- \$10,000 from #014101-511102 DPW Admin/Engineering P.S. – Clerical: Funds are available as the position was vacant for 4 months at the beginning of the fiscal year.
- \$155,000 from #01410741-511115 DPW Streets P.S. – Labor: Funds are available due to several vacancies in the Streets Division for various lengths of time during the fiscal year.
- \$30,000 from #01410741-511491 DPW Streets P.S. – Summer Help: Funds are available as there were no summer help applicants last summer. The summer help positions are still posted and we are accepting applications. We hope to hire 4 seasonal help for the Streets Division.

Transfer funds to the following accounts:

- Transfer \$170,000 to #014108-545586 DPW Capital – Equipment: DPW would like to use the funds to replace two 2011 Chevy Silverado 1 ton pick-up trucks that are in poor condition, suffer frequent mechanical failures, and are becoming a safety concern for the drivers.
- Transfer \$35,000 to #01410744-545447 DPW Expense – Gas & Oil: Funds are needed to balance the budget for gas & oil. We accounted for an increase in fuel prices when we wrote our FY23 budget request, however the price of diesel along with the long duration winter snowstorms have caused our actual expense for fuel to exceed our budget.
- Transfer \$35,000 to #01410744-545485 DPW Expense – Motor Vehicle Repairs: Funds are needed to balance the budget for motor vehicle repairs. In FY23 we had to perform unexpected, necessary repairs to the grader which cost \$54,000. The grader is

a key piece of equipment that is used to scrape unpaved roads of snow and ice in winter months and is used as part of the road paving process during construction season.

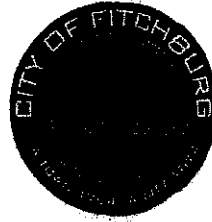
- Transfer \$30,000 to #01410744-545613 DPW Expense – Pothole Repair Supplies: Funds are needed to balance the budget for pothole repair supplies as a result of the rising costs of asphalt as well as the volume of potholes filled during the year. DPW has at least one dedicated pothole crew out every regular shift filling potholes.

Sincerely,



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

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**

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Date: June 1, 2023  
To: Mayor Stephen L. DiNatale  
Subject: DPW Appropriation Request

The Department of Public Works (DPW) respectfully requests approval of the Mayor and City Council to appropriate \$4,040.70 from account #161208 Reserve for Appropriation – TNC Per Ride Assessment and allow expenditure of funds for roadway repairs.

Per statute, the Transportation Network Company (TNC) Division of the Department of Public Utilities collects \$0.20 per-ride assessment on all TNC rides originating in Massachusetts. Each year, half of the per-ride assessment is disbursed to each municipality proportionally based on the number of rides originating in that municipality. These funds must be used to address the impact of transportation network services on municipal roads, bridges, and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town.

In FY22, the City received \$4,040.70, which brings the total received since 2018 to \$27,240.80 in funding from the ride share assessment program. DPW would like to use the funding received in FY22 towards repaving a City street this construction season. These funds will be used in conjunction with Chapter 90 and other available funds for road repairs.

We truly appreciate the assistance and support of the Mayor and City Council in the efforts 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

City of  
**Fitchburg**



Department of  
**Public Works**

**COMMISSIONER**

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**CEMETERIES**

115 Mount Elam Road  
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June 1, 2023

Mr. Stephen L. DiNatale, Mayor  
718 Main Street  
Fitchburg, MA 01420

Re: Acceptance of MassDEP Asset Management Grant Program Funds

Dear Honorable Mayor DiNatale:

Earlier this year, the City was notified that it was awarded a grant in the amount of \$150,000 through the Massachusetts Department of Environmental Protection (MassDEP) Asset Management Grant Program to begin the development of a Geographic Information System (GIS) based asset management program for its stormwater infrastructure.

The DPW will use the grant funds to continue the asset management efforts in water, wastewater and stormwater. The goals for this project include:

- Improve the current stormwater system mapping in GIS including verifying inventory information, expanding the inventory to include previously undocumented assets, improving GIS feature connectivity, and expanding the depth of information and attributes assigned to assets.
- Perform a desktop condition and risk assessment of the stormwater pipeline system.
- Develop a capital improvement plan for stormwater pipelines to ensure that proper investments are made to repair or replace these assets.
- Prioritize areas for detailed CCTV inspections.

As a result of this project, the City will be able to increase the flexibility of City staff to access stormwater system information via GIS and improve the accuracy and completeness of existing data. The City will also be able to prioritize its stormwater pipeline assets based on asset condition and consequence of failure and improve its ability to make data-driven capital planning decisions regarding how to best allocate limited funds for asset rehabilitation and replacement (R&R).

The DPW has committed to provide both a cash match of \$87,402 and in-kind services valued at \$12,600. I respectfully request that the Mayor and City Council accept the grant in the amount of \$150,000 from MassDEP and allow the expenditure of funds from the grant to complete the Scope of Work identified in the attached Grant Agreement.

Sincerely,

Handwritten signature of Nicholas Erickson in cursive.

Nicholas Erickson, PE  
Commissioner of Public Works