



**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 25, 2022 at 6:05 PM in the Legislative Building, 700 Main Street, Fitchburg, MA.

Committee Members present: Councilors Paul Beauchemin, Derrick Cruz, Marcus DiNatale, 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.

141-22        ORDER:        that there be and hereby is appropriated the sum of TWO HUNDRED NINETY-EIGHT THOUSAND AND 00/100 DOLLARS (\$298,000.00) same to be charged against AVAILABLE FUNDS and credited to the following accounts:

HIGHWAY, PERSONAL SERVICES	\$231,000.00
CEMETERY, PERSONAL SERVICES	\$ 40,000.00
PARKS, PERSONAL SERVICES	\$ 27,000.00

142-22        ORDER:        that there be and hereby is transferred from within the following PERSONAL SERVICES accounts the sum of ONE HUNDRED SEVENTY-ONE THOUSAND AND 00/100 DOLLARS (\$171,000.00) same to be credited to the following accounts:

WATER ENTERPRISE FUND, PERSONAL SERVICES	\$125,000.00
WASTEWATER ENTERPRISE FUND, PERSONAL SERVICES	\$ 46,000.00

Discussion: The chairman announced that Orders #141-22 and #142-22 would be taken together. Human Resources Director Susan Davis was present. The chairman read a letter from Ms. Davis dated May 12, 2022. Ms. Davis stated that the public works employees are a hard working group with new representation in the Teamsters. This group keeps the streets paved and plowed, maintains the cemeteries and parks, and provides water and wastewater services. The city has needed to become more competitive in its pay rates and the city and union have been working in the past two bargaining cycles to do just that. Negotiations for the next three year contract will begin on June 15<sup>th</sup>.

Councilors asked why these negotiations took three years. Ms. Davis replied that the pandemic slowed the process and this group also encountered internal difficulty in transferring their bargaining representation. Councilors asked if these wages will be competitive. Ms. Davis replied that there is still more work to do. This contract had a flat increase to allow for a quick settlement and the city will work to improve wages in the next contract.

Action On a motion by Councilor Zarrella, second by Councilor Beauchemin, the committee voted unanimously to approve Orders #141-22 and #142-22.

143-22           ORDER:           that there be and hereby is transferred from within the sum of FOUR THOUSAND, SEVENTY-ONE AND 00/100 DOLLARS (\$4,071.00) same to be transferred from CITY CLERK PERSONAL SERVICES, CLERICAL and credited to CITY CLERK EXPENSES, TEMPORARY PERSONNEL SERVICES.

Discussion: The chairman read a letter from City Clerk Joanna Bilotta dated May 3, 2022. City Auditor Calvin Brooks explained that this transfer is to cover costs for a temporary clerk to assist in the office after a clerk's retirement and before a replacement clerk was hired. Because the payment was to the vendor providing the temporary clerk, it was paid from an expense account rather than a personal services account, thereby necessitating the transfer.

Action: On a motion by Councilor Beauchemin, second by Councilor Cruz, the committee voted unanimously to approve Order #143-22.

144-22           ORDER:           that there be and hereby is transferred from within the sum of SIXTY-TWO THOUSAND AND 00/100 DOLLARS (\$62,000.00) same to be transferred from POLICE PERSONAL SERVICES, PATROLMEN and credited to the following POLICE, EQUIPMENT AND REPAIR accounts:

AUTO REPAIR	\$25,000.00
GAS AND OIL	\$17,000.00
TRAINING	\$20,000.00

Discussion: Police Chief Ernest Martineau was present. He said this request is to balance the department's accounts for the current year. The amount for auto repair surprised him a little, but on review he found that the department has had expenses. He has also lost five patrolmen this year and has had to spend funds to bring in new ones. Most were transfers to other communities.

Councilors asked about the transfers. The chief indicated that most who left had less than five years on the force. A discussion ensued about how to retain officers and the cost of bringing in new ones. Councilors suggested that if there is a desire to discuss the police hiring process, it should be done in either Public Safety Committee or Legislative Affairs Committee.

Action: On a motion by Councilor Beauchemin, second by Councilor Zarrella, the committee voted unanimously to approve Order #144-22.

145-22 ORDER: that there be and hereby is appropriated the sum of ONE HUNDRED EIGHTY-FIVE THOUSAND, SIX HUNDRED SEVENTY-TWO AND 00/100 DOLLARS (\$185,672.00) same to be charged against AVAILABLE FUNDS and credited to POLICE DEPARTMENT, CAPITAL EXPENDITURES, BUILDING RENOVATION for the purpose of hiring a project management team to assist with the renovation of the police station.

Discussion: Chief Martineau remained. The chairman read a letter from the chief dated May 9, 2022. The chief noted that the station was constructed in 1986 at the same location as the previous station. At the time there were 75 people working in the building; today there are 102 employees. In 1986 the average call volume was 22,000 per year; today it is in excess of 55,000 per year. Over the past seven years, the chief has been able to chip away at some needs, including the roof, HVAC, detective bureau, and expansion of the women's locker room, but he also noted that currently there is scaffolding around the building to protect the public from falling concrete. The department has outgrown its space, so expansion needs are as great as maintenance needs. A new police station would cost about \$46 million; the chief is proposing an expansion that would last another ten to thirty years. By taking this first step, the city can put itself into a position to pursue grant funding. The OPM being considered has extensive experience with police stations.

Councilors then discussed the need for this work and the importance of hiring the right people to do the work. It was noted that the Facilities Director can be a project manager, but only for projects up to one million dollars. The chief estimated this project in the range of three to five million dollars.

Action: On a motion by Councilor Cruz, second by Councilor Zarrella, the committee voted unanimously to approve Order #145-22.

146-22 ORDER: that there be and hereby is appropriated the sum of TWENTY-FIVE THOUSAND AND 00/100 DOLLARS (\$25,000.00) same to be charged against AVAILABLE FUNDS and credited to FIRE DEPARTMENT EQUIPMENT & REPAIR, GAS AND OIL.

Discussion: Fire Chief Dante Suarez was present. He indicated that fuel prices have increased 45% and diesel prices are up 80%. There have also been several incidents that have required longer use of fire vehicles. As the fiscal year end approaches, the department needs to balance its accounts.

Councilors discussed the use of fire vehicles.

Action: On a motion by Councilor Zarrella, second by Councilor Cruz, the committee voted unanimously to approve Order #146-22.

147-22 ORDER: that there be and hereby is appropriated the sum of NINETY THOUSAND, SEVEN HUNDRED THIRTY-EIGHT AND 00/100 DOLLARS (\$90,738.00) same to be charged against AVAILABLE FUNDS and credited FACILITIES—CITY HALL, REPAIR AND CARE SUPPLIES OTHER for the demolition of the pedestrian bridge off Kimball Street over the railroad tracks.

Discussion: Building Commissioner Mark Barbadoro was present. The chairman read a letter from Mr. Barbadoro and Facilities Director Russell Karlstad dated May 11, 2022. Mr. Barbadoro noted that a truck had knocked the bridge off its foundation and that a professional engineer had determined the bridge to be unsafe. He then ordered an emergency demolition of the structure.

Councilors discussed ownership of the bridge and the possibility of an insurance settlement. Mr. Barbadoro noted that the amount of the settlement would ultimately be up to the mayor and city solicitor and that any proceeds would be returned to the general fund. Action On a motion by Councilor Zarrella, second by Councilor Beauchemin, the committee voted unanimously to approve Order #147-22.

148-22 ORDER: that there be and hereby is transferred from within the sum of SEVENTY THOUSAND AND 00/100 DOLLARS (\$70,000.00) same to be transferred from DPW ADMIN/ENGINEERING PERSONAL SERVICES, CIVIL ENGINEER (\$50,000.00) AND ASSISTANT CITY ENGINEER (\$20,000.00) and credited to DPW CAPITAL EXPENSES, EQUIPMENT for the purpose of replacing vehicles and equipment.

Discussion: Public Works Commissioner Nick Erickson was present. He said that the funds will be used with other leftover funds to acquire a front end loader. If that is not possible because of cost, the funds will be used to purchase smaller vehicles. He is seeing a 30% increase in prices plus a one year lead time, which makes him concerned about next winter. The funds are available because of vacancies in the two positions this past fiscal year.

Action: On a motion by Councilor Beauchemin, second by Councilor Zarrella, the committee voted unanimously to approve Order #148-22.

149-22 ORDER: that there be and hereby is appropriated the sum of TWENTY-THREE THOUSAND, TWO HUNDRED AND 10/100 DOLLARS (\$23,200.10) 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. He stated that these funds come from a five cent per ride charge on rideshares in the city which have accumulated over the past few years. Councilors discussed paving in general and sidewalk repair in particular.

Action On a motion by Councilor Zarrella, second by Councilor Cruz, the committee voted unanimously to approve Order #149-22.

150-22 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the Massachusetts Executive Office of Housing & Economic Development 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 purchase concrete blocks to extend a retaining wall at the Forest Hill Cemetery.

Discussion: Commissioner Erickson remained. Forest Hill is the only active cemetery and has only 200 spaces left. The city is looking to expand across the street, but at a significant cost. This earmark is part of a proposal to expand the current cemetery by adding approximately 700 spaces. The entire cost of the project is about \$150,000 and the balance has already been appropriated.

Councilors discussed the possibility of building a new cemetery in another location. Mr. Erickson said that they will continue to review other sites, if they become available before the final expansion starts.

Action On a motion by Councilor Zarrella, second by Councilor Beauchemin, the committee voted unanimously to approve Order #150-22.

151-22 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the Massachusetts Department of Transportation, Winter Recovery Assistance Program grant in the approximate amount of \$601,957.73 (SIX HUNDRED ONE THOUSAND, NINE HUNDRED FIFTY-SEVEN AND 73/100 DOLLARS) for the purpose of said grant, which is to repair city streets and sidewalks impacted by the past harsh winter.

Discussion: Commissioner Erickson remained. He stated that this program is through MassDOT because of the havoc wrought by the past winter. The disbursement formula is the same as for Chapter 90. Councilors applauded the amount of street work being planned for this year. Mr. Erickson noted that some roads that need to be done may be delayed because of pending infrastructure work scheduled to be done in the next few years.

Action On a motion by Councilor Zarrella, second by Councilor Cruz, the committee voted unanimously to approve Order #151-22.

152-22 LOAN ORDER: appropriate \$3,300,000.00 to pay the cost of demolishing the existing and constructing a new Oak Hill Water Storage Tank and complete miscellaneous repairs/work at the Overlook, Scott, and Falulah Water Storage Tanks as outlined in the enclosed Loan Order.

Discussion: Water Deputy Commissioner John Deline was present. The chairman noted that the committee had already reviewed the project when it approved the original loan order for \$2,750,000 (Order #064-22). Questions should be directed to why the amount changed. Mr. Deline replied that the city has received bids for this project and that these are firm costs. The consulting firm did a good job with the engineering and design, so he doesn't expect those costs to go up. Work will start after July 1<sup>st</sup> and should be done by year end. The funds will come from the State Revolving Fund (SRF) and include some loan forgiveness to make the cost zero percent interest.

Councilors discussed the necessity of maintaining the city's water system and how to fund it. A suggestion was made to use ARPA funds, to which City Auditor Brooks noted that

those funds can only be spent once. Mr. Deline also said that the city was able to obtain SRF funding because of the type of project and that many basic water projects won't score high enough for the SRF funding.

Action: On a motion by Councilor Cruz, second by Councilor Zarrella, the committee voted unanimously to approve Order #152-22.

153-22      LOAN ORDER: appropriate \$30,000,000.00 to pay the cost of various sewer separation projects including, but not limited to, sewer separation project CSO 010, 032, 0454, and 083 Separation/Rehabilitation as outlined in the enclosed Loan Order.

Discussion: Public Works Commissioner Nick Erickson was present. He stated that this project is the next step in the city's obligation under its consent decree with DEP which requires that all work be completed by 2030. He is seeking SRF funding and loan forgiveness to get a 0% loan. He expects the engineering and design work to be ready to start work at the next construction season. There are four more groups of projects for combined sewer separation (CSS) and then depending on outflows, there may have to be another upgrade at the treatment plant. This loan order is not covered by current rates, so will be part of the rate study currently underway. Rate increases will depend on the progress of the projects, modified by the affordability threshold. This project is the biggest of the bunch and the most complicated because it goes through the downtown area where there is a lot of other infrastructure running underground. They also have to contend with Punch Brook which runs in culverts under buildings and roads downtown.

Councilors asked about the effects of CSS projects already complete. Mr. Erickson noted that there have been fewer and less severe bypass events at the plant. These projects are also installing new infrastructure under the roads for stormwater drainage, including certain catch basins, which should last for many years.

Action: On a motion by Councilor Beauchemin, second by Councilor Zarrella, the committee voted unanimously to approve Order #153-22.

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

The meeting adjourned at 8:09 PM.

Respectfully submitted,



Calvin D. Brooks, Clerk

City of Fitchburg  
Available Funds Summary  
Fiscal Year 2022

<b>Available Funds Certified as of July 1, 2021</b>			<b>8,682,198</b>
<b>Less Approved Appropriations:</b>			
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	-18,750
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	-115,000
02/16/22	021-22	Law Other Expenses, Appraisals	-10,700
04/19/22	065-22	Fire, Ladder Truck	-1,400,000
05/03/22	067-22	Building, Vehicle Replacement	-40,000
05/03/22	101-22	Police, Overtime	-160,000
05/17/22	103-22	Mayor, Ordinance Matrix	-57,972
05/17/22	121-22	Community Development, Riverfront Park Stage Design	-60,000
05/17/22	122-22	Community Development, Oliver Street Parking Lot	-160,000
05/17/22	127-22	Public Works, Stormwater Expenses	-400,000
05/17/22	128-22	Public Works, Vehicles & Equipment	-460,000
05/17/22	129-22	Parks, Park Improvements	-186,500
05/17/22	130-22	Public Works, Clarendon Street Paving	-800,000
05/17/22	131-22	Public Works, Oak Hill Road Bridge Design	-575,000
05/17/22	132-22	Mayor, MassCops Labor Contract	-65,044
05/17/22	133-22	Mayor, SEIU Inspectors Labor Contract	-122,128
<b>Subtotal - Approved Appropriations</b>			<b>-6,182,794</b>
<b>Balance Available</b>			<b>2,499,404</b>
<b>Less Proposed Appropriations:</b>			
05/17/22	141-22	Mayor, Local 170 Labor Contract	-298,000
05/17/22	145-22	Police--Building Renovation, Project Management Team	-186,672
05/17/22	146-22	Fire, Gas and Oil	-25,000
05/17/22	147-22	Facilities, Kimball Street Pedestrian Bridge Demolition	-90,738
<b>Subtotal - Proposed Appropriations</b>			<b>-599,410</b>
<b>Balance Available if Proposed Appropriations are Approved</b>			<b>1,899,994</b>
<b>Possible Appropriations:</b>			
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 - Longsjø 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 - Masoleum			
Cemetery - Engineering & Design for Expansion			
Cemetery - Construction for Expansion			
Parks - Downtown Summer Groundskeeper			
Parks - Various Improvements			



**City of Fitchburg  
Department of Human Resources**

718 Main Street, Suite 302  
Fitchburg, MA 01420  
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**Susan A. Davis**  
**Director**  
[sdavis@fitchburgma.gov](mailto:sdavis@fitchburgma.gov)  
978.829.1809

May 12, 2022

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

Dear Mayor DiNatale:

Kindly be advised that negotiations for fiscal years 2021 and 2022, with the Teamsters/Local 170, representing the Department of Public Works employees have successfully concluded.

I have attached the signed Memorandum of Agreement and all related documents pertaining to this Collective Bargaining Agreement.

As a result of these successful negotiations, I am requesting appropriations follows:

1. General Fund: Two Hundred Ninety-eight Thousand Dollars (\$298,000);
2. Water Enterprise Fund: One Hundred Twenty-five Thousand Dollars (\$125,000); and
3. Wastewater Enterprise Fund: Forty-Six Thousand Dollars (\$46,000).

The total amount of these appropriation requests total Four Hundred Sixty-Nine Thousand Dollars (\$469,000). This total amount represents fiscal years 2021 through 2022 of the Collective Bargaining Agreement and associated retroactive wages.

Please contact me should you have any questions related to this matter.

A handwritten signature in cursive script that reads "Susan A. Davis".

Susan A. Davis  
Director of Human Resources

Cc: Calvin Brooks, City Auditor  
Enc: Memorandum of Agreement  
Wage Matrix





*The City of Fitchburg*  
*Massachusetts*  
OFFICE OF THE MAYOR

**STEPHEN L. DINATALE**  
MAYOR

718 MAIN STREET  
FITCHBURG, MA 01420  
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**NATALIA L. OLIVER**  
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**JOAN DAVID**  
ADMINISTRATIVE AIDE  
JDAVID@FITCHBURGMA.GOV

May 12, 2022

Calvin D. Brooks  
City Auditor  
718 Main Street  
Fitchburg, MA 01420

Dear Mr. Brooks:

Kindly draw two council orders for the City of Fitchburg, the first one to appropriate the sum of \$298,000.00 from Available Funds and credited to the various Personal Services accounts and the second one to transfer the sum of \$171,000.00 from within the various Personal Services accounts and credited to the Personal Services accounts in the Water and Wastewater Enterprise Funds

The purpose of this order is to fund a new two year contract with Local 170 Teamsters. This contract covers the period July 1, 2020 to June 30, 2022.

Thank you.

Regards,

Stephen L. DiNatale, Mayor



ERNEST F. MARTINEAU  
CHIEF OF POLICE

## CITY OF FITCHBURG POLICE DEPARTMENT

20 Elm Street  
Fitchburg, Massachusetts 01420-3204  
[www.fitchburgpolice.com](http://www.fitchburgpolice.com)

DEPARTMENT / OPERATIONS  
978-345-4355  
FAX: 978-345-4088

DETECTIVE BUREAU  
978-345-9650

RECORDS BUREAU  
978-345-9643  
FAX: 978-342-7608

CHIEF OF POLICE  
978-345-9656

May 9, 2022

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

RE: request for available funds

Dear Mayor DiNatale:

As you are aware, much discussion has been made regarding the longevity of the physical structure at 20 Elm Street (Police Headquarters). The current police station, which was constructed in 1986, is in need of remedial attention and expansion to better serve our community.

After extensive evaluation of our needs it was determined that our efforts would be greatly served by utilizing the expertise and skills of a Project Management Team. With the assistance of Ms. Mary Delany a solicitation was conducted and a team that we all are familiar with was the top selection. Colliers was the clear choice to lead this project to a successful conclusion.

Based on a suggested general scope of services Colliers has developed a fee proposal to provide Project Management Services for the Fitchburg Police Headquarters renovation and expansion. I respectfully ask for your support for the allocation of available funds in the amount of \$185,672. I have included the proposal submitted by Colliers on April 28, 2022 for your review.

If approved this will be the first step in making our Police Headquarters sustainable for decades to come. Thank you for your attention to the matter, and if you have any questions please don't hesitate to ask.

Respectfully submitted,

Ernest Martineau  
Chief of Police



# City of Fitchburg Facilities Department

**Russell S Karlstad CFM**  
Director of Facilities

718 Main Street  
Suite 206  
Fitchburg, Massachusetts 01420  
978-829-1855 office  
rkarlstad@fitchburgma.gov

May 11, 2022

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

Re: Funding for footbridge demolition

Dear Mayor DiNatale:

The city was required to demolish an existing footbridge that was struck by a vehicle on or about August 4 2021. As there was no obvious source to fund the work the decision was made to pay the required amount out of an existing Facilities account. The total amount for the work came to \$90,738. Please refer to attached documentation for more details.

We are anticipating some payment from the insurance company but the process has been taking longer than anticipated. So at this time we are requesting the reimbursement in the amount of \$ 90,738 be made into the Facilities account to restore it to its previous approved funding.

Any funds received from the insurance settlement will be returned to the city to reimburse for the loss.

Sincerely,

Russell S Karlstad  
Director of Facilities

Mark Barbadoro  
Commissioner

File

Cc: Calvin Brooks, Auditor