

Jun 24 2021 8:51 am



**City of Fitchburg
Massachusetts 01420**

CITY COUNCIL

Councilors at Large
Marcus L. DiNatale
Amy L. Green
Thomas C. Hughes
Samantha M. Squailia
Anthony M. Zarrella

President
Anthony M. Zarrella

Vice President
Elizabeth R. Walsh

Ward Councilors
Ward 1 – Bernard J. Schultz, III
Ward 2 – Paul R. Beauchemin
Ward 3 – Andrew J. Couture
Ward 4 – Andrew J. Van Hazinga
Ward 5 – Marisa R. Fleming
Ward 6 – Elizabeth R. Walsh

Finance Committee

A meeting of the Finance Committee was called to order by Chairman DiNatale on Tuesday, June 22, 2021 at 6:00 PM in the Legislative Building, 700 Main Street, Fitchburg, MA.

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

Committee Members absent: None.

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.

124-21 **ORDER:** that the City of Fitchburg approves the expenditure of funds from the Worcester County District Attorney's Office grant in the approximate amount of ONE THOUSAND AND NO/100 DOLLARS (\$1,000.00) for the purpose of said grant, which is to assist with funding for the Social Host Liability Billboards Program.

Discussion: The chairman read a letter from Public Health Director Stephen Curry date June 2, 2021. Mr. Curry was present. He stated that many of the billboards are already up.

Councilors thanked the District Attorney's Office for the grant, but stated their objection to billboards generally. There can be problems when the signs detach from the board.

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

Motion adopted. (5-0)

125-21 ORDER: that there be and hereby is transferred from within the sum of ONE HUNDRED SIXTY THOUSAND AND 00/100 DOLLARS (\$160,000.00) same to be credited to DPW CAPITAL, EQUIPMENT and charged against the following accounts:

DPW, HIGHWAY EXPENSES, GAS & OIL	\$30,000.00
DPW, HIGHWAY PERSONAL SERVICES, SUPERINTENDENT	\$10,000.00
DPW, HIGHWAY PERSONAL SERVICES, LABOR	\$90,000.00
DPW, HIGHWAY PERSONAL SERVICES, SUMMER HELP	\$15,000.00
DPW, HIGHWAY PERSONAL SERVICES, OVERTIME	\$15,000.00

Discussion: The chairman read the first part of a letter from Public Works Commissioner Nicolas Bosonetto dated June 8, 2021. Public Works Business Manager Courtney Lamoureux was present.

One Councilor was not happy with the \$90,000 in excess funds from the Labor account and wants to be sure the city doesn't make a practice of not hiring for budgeted positions and then returning the funds to the budget. He will check again next year to be sure the city has filled all positions.

Another Councilor said it was incorrect to state that the city is intentionally not hiring. The excess funds from summer help was because of the pandemic closures last summer. The Labor account is available because the city can't find people to fill positions or to retain employees. The parks not being maintained is currently a complaint, but there are several vacancies in the Parks Department because of the difficulty in hiring. It is not caused by the budget being padded.

A third Councilor reiterated those statements and added that the city can't simply add a premium for new hires. Pay rates are subject to collective bargaining and would affect all employees in those departments.

In response the second Councilor made the distinction between the budget and the active roster, saying that part of the unfilled positions are because of employees out due to sickness or workers comp cases. If there is extra money in the accounts, it might as well be put toward capital needs.

A fourth Councilor asked about sub-contracting some of the parks maintenance to outside vendors. The response was that any movement to sub-contracting would have to be collectively bargained.

The first Councilor understood what was being said, but said that currently there are no jobs posted for the Department of Public Works. He said it took months to advertise for a Civil Engineer and the DPW needs workers.

Councilors stated that no one is saying that the city is intentionally not advertising positions and wondered if the list of open job postings changes from week to week.

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

Motion adopted. (5-0)

Note: Later in the meeting the chairman announced that he had received a text from Human Resources Director Susan Davis saying that the city is currently advertising for a Civil Engineer, a Heavy Special Motor Equipment Operator in the Water Department, and a Light Motor Equipment Operator in the Water Department. In response, one Councilor noted that two of the positions were in the Water Department and not the Highway Department.

126-21 ORDER: that there be and hereby is transferred from within the sum of ONE HUNDRED FOURTEEN THOUSAND AND 00/100 DOLLARS (\$114,000.00) same to be credited to DPW CAPITAL, BUILDING RENOVATION and charged against the following accounts:

DPW ADMIN. PERSONAL SERVICES, CLERICAL	\$20,000.00
DPW ADMIN. PERSONAL SERVICES, CIVIL ENGINEER	\$83,000.00
DPW ADMIN. PERSONAL SERVICES, MS4 TEMP. LABOR	\$11,000.00

Discussion: The chairman continued to read a letter from Mr. Bosonetto dated June 8, 2021. Ms. Lamoureux remained.

Action: Motion to approve made by Councilor Hughes and second by Councilor Walsh.

Motion adopted. (5-0)

127-21 ORDER: that there be and hereby is transferred from within the sum of SIX THOUSAND AND 00/100 DOLLARS (\$6,000.00) same to be transferred from CEMETERY PERSONAL SERVICES, SUMMER HELP and credited to CEMETERY PERSONAL SERVICES, OVERTIME.

Discussion: The chairman read a letter from Cemetery Superintendent Jaquelyn Poirier dated June 1, 2021. Ms. Lamoureux remained.

Councilors noted that there are four positions in the Cemetery Department and that two of those employees are out on various leaves. Ms. Lamoureux confirmed that statement.

Action: Motion to approve made by Councilor Zarrella and second by Councilor Hughes.

Motion adopted. (5-0)

Councilor Zarrella recused himself from the next item because his father sits on the License Commission.

128-21 ORDER: that there be and hereby is transferred from within the sum of FOUR HUNDRED SEVENTEEN AND 00/100 DOLLARS (\$417.00) same to be transferred from LICENSE COMMISSION EXPENSES, OFFICE SUPPLIES and credited to LICENSE COMMISSION PERSONAL SERVICES, LICENSE COMMISSIONER.

Discussion: The chairman read a letter from City Clerk Mary de Alderete dated June 8, 2021.

Action: Motion to approve made by Councilor Walsh and second by Councilor Hughes.

Motion adopted. (4-0)

Councilor Zarrella returned to the meeting.

129-21 ORDER: that there be and hereby is transferred from within the sum of THREE THOUSAND, THREE HUNDRED AND 00/100 DOLLARS (\$3,300.00) same to be transferred from MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL ASSESSMENT and credited to INFORMATION TECHNOLOGY PERSONAL SERVICES, HELP DESK TECHNICIAN.

Discussion: The chairman read a letter from City Auditor Calvin Brooks dated June 8, 2021.

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

Motion adopted. (5-0)

130-21 ORDER: that there be and hereby is transferred from within the sum of SEVEN THOUSAND AND 00/100 DOLLARS (\$7,000.00) same to be transferred from MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL ASSESSMENT and credited to TREASURER EXPENSES, POSTAGE.

Discussion: The chairman read a letter from City Treasurer Anne Cervantes dated June 8, 2021. Ms. Cervantes was present. She stated that there are several bill commitments that will have to be mailed in the next week.

Action: Motion to approve made by Councilor Beauchemin and second by Councilor Hughes. Motion adopted. (5-0)

131-21 ORDER: that there be and hereby is transferred from within the sum of THIRTEEN THOUSAND, SIX HUNDRED AND 00/100 DOLLARS (\$13,600.00) same to be transferred from PURCHASING PERSONAL SERVICES, ASSISTANT TO DEPARTMENT HEAD and credited to COUNCIL ON AGING PERSONAL SERVICES, PROGRAM COORDINATOR.

Discussion: The chairman read a letter from Mayor Stephen L. DiNatale dated June 9, 2021. Councilors asked why the position wasn't filled. City Auditor Calvin Brooks replied that due to budget constraints, the mayor eliminated the position in his FY2021 budget and believed there were sufficient funds in it to cover separation costs. Those costs were more than expected, and no one else left the department during the year, which would have made funds available within the department's budget. Because no one else left, there is now a request to make up the difference.

Action: Motion to approve made by Councilor Zarrella and second by Councilor Walsh. Motion adopted. (5-0)

Motion to adjourn made by Councilor Zarrella second by Councilor Beauchemin. Motion adopted. (5-0)

The meeting adjourned at 6:35 PM.

Respectfully submitted,



Calvin D. Brooks, Clerk

**City of Fitchburg
Available Funds Summary
Fiscal Year 2021**

Available Funds Certified as of July 1, 2020			3,368,823
Less Approved Appropriations:			
3/2/2021	036-21	Legal - Litigation and Special Counsel	-80,000
03/16/21	034-21	Stabilization Fund	-350,000
03/16/21	035-21	Facilities - Tax Possession Maintenance	-30,000
03/16/21	037-21	Human Resources - Overtime	-10,000
05/04/21	079-21	Health - Food Consultant Expenses	-25,000
05/04/21	080-21	Public Works - Building Renovation - New Roof	-45,000
05/04/21	081-21	Public Works - Stormwater Contracted Services	-400,000
05/04/21	082-21	Public Works - Street Repair - Oak Hill Road Paving	-300,000
06/01/21	091-21	Clerk - Ordinance Code Supplement	-6,875
05/18/21	097-21	FY22 Budget - Snow & Ice Reserve	-675,000
05/18/21	097-21	FY22 Budget - Hotel Excise Lost Revenue	-900,000
05/18/21	097-21	FY22 Budget - Host Fees	-200,000
06/01/20	111-21	OPEB Trust Fund	-50,000
06/01/21	112-21	Building - Contracted Services	-4,000
06/01/21	113-21	Library - Building Renovation (Mechanical Room)	-280,000
Subtotal - Approved Appropriations			-2,885,875
Balance Available			-3,275,875
Less Proposed Appropriations:			
Subtotal - Proposed Appropriations			0
Balance Available if Proposed Appropriations are Approved			12,948
Possible Appropriations:			
Snow & Ice			
Stabilization Fund 5% - \$6,720,000 7% - \$9,400,000 Current - \$7,058,570			
OPEB Fund Current - \$1,505,097			
Host Fee / Mitigation			
Community Development - Rail Trail			
Main Street Garage - Phase 1			
Legal - Code Enforcement			
Demolition			
Demolition - Laurel Street School			
Police - Accessibility			
Steam Plant Cleanup			
Marketing City			
Cemetery Software			
Cemetery Vehicles			
Parks - Downtown Summer Groundskeeper			
Crocker Field			
DPW - Oak Hill Road Bridge			
DPW - Vehicles			
DPW - Street Paving			
Senior Center Roof			
Veterans - Cash Benefits			



Office of the

Board of Health

City Hall

Fitchburg, Massachusetts 01420

978-829-1870

MEMORANDUM

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

From: Stephen D. Curry,
Director of Public Health

cc: City Council
Board of Health

Date: June 2, 2021

Re: Financial Assistance from District Attorney Joseph D. Early, Jr

Please be advised I respectfully request an order be directed to the City Council to approve the expenditures of the above financial assistance. This assistance, which totals \$1,000.00 will be used to assist with funding for the "Social Host Liability Billboards Program" in conjunction with the Massachusetts Department of Public Health: Bureau of Substance Abuse Services (BSAS), Substance Abuse Prevention Collaborative (SAPC) grant. Attached to this Memorandum is a copy of the billboard to be posted in various areas of the city and other communities associated with the SAPC grant. The billboard is to remind people that the drinking age is 21 and the penalties associated with procurement of alcohol to a minor.

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



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: June 8, 2021
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 \$160,000 to #014108-545586 DPW Capital- Equipment** from the following accounts. DPW would like to use the funds to purchase a roller for paving and use the remainder of the funds to replace vehicles in our fleet.
 - **\$30,000 from #01410744-545447 DPW Highway General Expenses – Gas & Oil.** There is a surplus in this account as a result of lower than expected fuel prices earlier in the fiscal year and fewer active employees resulting in less driving.
 - **\$10,000 from #01410741-510422 DPW Highway General P.S. – Superintendent.** There is a surplus in the Superintendent line item as the Superintendent of Streets performed work on Chapter 90, CDBG, and other grant funded projects.
 - **\$90,000 from #01410741-511115 DPW Highway General P.S. – Labor.** The surplus is a result of several vacant positions.
 - **\$15,000 from #01410741-511491 DPW Highway General P.S. – Summer Help.** As a result of the COVID-19 pandemic, DPW was unable to hire seasonal help for July and August 2020 and we have not had success hiring any candidates this year.
 - **\$15,000 from #01410741-511104 DPW Highway General P.S. – Overtime.** The surplus in the overtime account is a result of the cancellation of the 4th of July festivities for 2020.
- **Transfer \$114,000 to #014108-585859 DPW Capital – Building Renovation.** The funds will be used for repairs to restrooms and locker room, upgrades to the building security including cameras, building entrance door repairs, and gate repairs.
 - **\$20,000 from #014101-511102 DPW Admin/Engineering P.S. – Clerical.** The funds are available as the position was vacant thru December 2020.

- **\$83,000 from #014101-511409 DPW Admin/Engineering P.S. – Civil Engineer.** Funds are available as the position has been vacant for 10 months out of the year.
- **\$11,000 from #014101-511492 DPW Admin/Engineering P.S. – MS4 Temporary Labor.** These funds were to be used to hire an engineering intern to assist with stormwater related tasks. As a result of the pandemic, we were not able to hire an intern in 2020 and have not been successful in filling the position for the current season.

Sincerely,



Nicolás H. Bosonetto, PE
Commissioner of Public Works/City Engineer

cc: Calvin Brooks, City Auditor
City Council



City of Fitchburg, Massachusetts

115 Mt. Elam Road
Fitchburg, MA 01420

OFFICE: 978-345-9578 FAX: 978-345-9686
www.fitchburgma.gov

June 1, 2021

Honorable Mayor DiNatale;

The Cemetery Department respectfully requests that the sum \$ 6000.00 be transferred from Summer Help account # 014911 511491 and credited to cemetery overtime account # 014911 511104.

Unfortunately due to lack of personnel, we used overtime to make up for man hour shortages. The department will continue to need funding for grass maintenance and facilitating burials through the end of the fiscal year.

If you have any questions, or we can be of any assistance please feel free to contact my office.

Respectfully,

Jaquelyn R. Poirier, CCE
Cemetery Superintendent

Cc: Calvin Brooks, City Auditor
Patrick Hare, Chief of Staff



**CITY OF FITCHBURG
OFFICE OF THE CITY CLERK**

718 Main Street
Fitchburg, MA 01420

Mary de Alderete, City Clerk
mdealderete@fitchburgma.gov
978-829-1820

June 8, 2021

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

RE: Transfer – License Commission Personal Services

Dear Mayor DiNatale,

I respectfully request a transfer in the amount of \$417.00 to be made from account 011654-545404 (License Commission Office Supplies) to account 011651-510165 (License Commission Personal Services) in order provide for salary expenses, earned in the prior fiscal year, and not previously encumbered.

Sincerely,


Mary de Alderete
City Clerk

cc: Calvin D. Brooks, Auditor



City of Fitchburg

718 Main Street
Fitchburg, Massachusetts 01420

Office of the City Auditor/Finance Director
Tel: 978-829-1840 ♦ Fax: 978-829-1961

Calvin D. Brooks
City Auditor/Finance Director

Jacquelyn M. Cronin
Deputy City Auditor

June 8, 2021

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

Re: Information Technology, Personal Services

Dear Mayor DiNatale:

When the FY2021 Budget was approved last September, it included a line item of \$21,611.00 for the Help Desk Technician in the Information Technology Department. That figure was incorrectly calculated by me, because it did not recognize a step increase due the employee on July 1, 2021. The correct figure should have been \$24,913.00.

To correct this error, I am requesting an appropriation from available funds in the amount of \$3,300.00 to Information Technology, Personal Services, Help Desk Technician.

Thank you for your consideration.

Sincerely,

Calvin D. Brooks
City Auditor

Cc: Trevor Bonilla, Director of Information Technology

Brooks, Calvin

From: Cervantes, Anne
Sent: Tuesday, June 08, 2021 2:42 PM
To: Brooks, Calvin
Subject: Transfer to Postage

Good Afternoon Calvin:

Please transfer the sum of \$7,000 from available funds to the postage account, 011454-545522, to cover expenditures through 6/30/21.

Thank you,

Anne

Anne M. Cervantes
Treasurer and Collector
City of Fitchburg
718 Main Street, Suite 103
Fitchburg, MA 01420
978-829-1830

PLEASE NOTE OUR NEW ADDRESS AT 718 MAIN STREET, SUITE 103 AS OF DECEMBER 14, 2020



The City of Fitchburg
Massachusetts
OFFICE OF THE MAYOR

STEPHEN L. DINATALE
MAYOR

718 MAIN STREET
FITCHBURG, MA 01420
TEL. (978) 829-1801

PATRICK HARE
CHIEF OF STAFF
PHARE@FITCHBURGMA.GOV

JOAN DAVID
ADMINISTRATIVE AIDE
JDAVID@FITCHBURGMA.GOV

June 9, 2021

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

Dear Mr. Brooks:

Kindly draw a council order for the City of Fitchburg to transfer the sum of \$13,600.00 from Purchasing Personal Services, Assistant to Department Head and credited to Council on Aging Personal Services, Program Coordinator.

These funds will be used to cover unanticipated costs for that position, and the Chief Procurement Officer has given permission to transfer the funds from her department.

Thank you.

Regards,



Stephen L. DiNatale, Mayor