Finance Committee

A meeting of the Finance Committee was called to order by Chairman DiNatale on Tuesday, April 23, 2019 at 6:01 PM in the Memorial Middle School Library, 615 Rollstone Street, Fitchburg, MA.

Committee Members present: Councilors Paul Beauchemin, Marcus DiNatale, Elizabeth Walsh, and Anthony Zarrella. Councilor Michael Kushmerek arrived late. 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.

ORDER: that there be and hereby is transferred from within the sum of EIGHTEEN THOUSAND, NINE HUNDRED SEVENTY-TWO AND 00/100 DOLLARS ($18,972.00) same to be transferred from YEAR 43 MOC/UNITED NEIGHBORS OF FITCHBURG, BUILDING EMPOWERED YOUTH AND FAMILIES PROGRAM to YEAR 44 MOC/UNITED NEIGHBORS OF FITCHBURG, BUILDING EMPOWERED YOUTH AND FAMILIES PROGRAM.

Discussion: The chairman read a letter from Director of Community Development Tom Skwierawski dated April 2, 2019. In answer to a question, Mr. Skwierawski explained that during Year 43 there was a transition from United Neighbors of Fitchburg to MOC, so the allocation was not entirely spent. MOC is not providing the array of services that UNF had provided, but are providing a deeper, more focused program.

Action: Be adopted (4-0)
ORDER: that there be and hereby is appropriated the sum of ONE HUNDRED THREE THOUSAND, SIX HUNDRED AND 00/100 DOLLARS ($103,600.00) same to be charged against RESERVED FOR APPROPRIATION, INSURANCE RECOVERIES OVER $150,000 and credited to SCHOOL EXPENSES.

Discussion: The chairman read a letter from Acting School Superintendent Robert Jokela dated April 3, 2019. In answer to a question, City Auditor Calvin Brooks explained that the account on the order is different from the account in the letter, because City Council can only appropriate to School Expenses. It is up to the School Committee to determine what individual account is credited.
Action: Be adopted (4-0)

ORDER: that there be and hereby is appropriated the sum of ONE MILLION AND 00/100 DOLLARS ($1,000,000.00) same to be charged against AVAILABLE FUNDS and credited to TREASURER DEBT SERVICE, MATURING DEBT, for the purpose of paying part of the Longsjø School Roof loan.

Discussion: The chairman read a letter from the mayor dated April 10, 2019. Councilors were pleased that funds are being used to pay down debt rather than on short-term needs, which will give the city better spending capacity later. In answer to a question, Mayor’s Chief of Staff A. J. Tourigny stated that the balance of the project cost over $2 million, approximately $367,000, has already been covered by available funds.
Action: Be adopted (4-0)

Councilor Michael Kushmerek joined the meeting.

ORDER: that there be and hereby is appropriated the sum of ONE HUNDRED THOUSAND AND 00/100 DOLLARS ($100,000.00) same to be charged against AVAILABLE FUNDS and credited to SCHOOL DEPARTMENT, CAPITAL IMPROVEMENTS for the purpose of abating asbestos in the basement of Longsjø Middle School in anticipation of replacing a main water pipe.

Discussion: The chairman read a letter from Acting School Superintendent Robert Jokela dated April 11, 2019. In answer to a question, Mr. Jokela stated that the estimated additional cost for the whole project is about $200,000.
Action: Be adopted (5-0)

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 INFORMATION TECHNOLOGY EXPENSES, LEGAL COSTS AND EXPENSES.

Discussion: The chairman read an email from Information Technology Director Trevor Bonilla dated April 11, 2019. City Auditor Calvin Brooks explained that these funds should have been encumbered at the end of FY2018 or should have been returned to the PEG Access, Reserved for Appropriation account. Due to some confusion, neither option was chosen. This order will correct the oversight.
Action: Be adopted (5-0)
The meeting adjourned at 6:15 PM.

Respectfully submitted,

[Signature]

Calvin D. Brooks, Clerk
## Available Funds Certified as of July 1, 2018

### Fiscal Year 2019

<table>
<thead>
<tr>
<th>Less Approved Appropriations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01/15/19 007-19 Stabilization Fund</td>
<td>$350,000</td>
</tr>
<tr>
<td>01/15/19 008-19 OPEB Fund</td>
<td>$250,000</td>
</tr>
<tr>
<td>01/15/19 009-19 Airport Revenue</td>
<td>$102,000</td>
</tr>
<tr>
<td>01/15/19 010-19 School-Longago School Roof</td>
<td>$150,000</td>
</tr>
<tr>
<td>01/15/19 011-19 Community Development - DEP Compliance</td>
<td>$45,544</td>
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<tr>
<td>01/15/19 012-19 Building - Tax Payer Observation</td>
<td>$20,000</td>
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<tr>
<td>01/15/19 013-19 Police - Building Repairs - HVAC Units</td>
<td>$24,513</td>
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<tr>
<td>01/15/19 014-19 DPW/Parks - Labor</td>
<td>$58,594</td>
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<tr>
<td>01/15/19 015-19 DPW - M04/Burnmeter Expenses</td>
<td>$400,000</td>
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<tr>
<td>01/15/19 016-10 Law - Other Expenses</td>
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<td>01/15/19 017-10 School - Capital Projects</td>
<td>$200,000</td>
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<tr>
<td>01/15/19 018-19 Fire - Personal Services - Firefighter Contract</td>
<td>$267,770</td>
</tr>
<tr>
<td>02/05/19 030-10 Snow &amp; Ice</td>
<td>$300,000</td>
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<tr>
<td>02/05/19 031-10 DPW - Vehicle Replacement</td>
<td>$450,000</td>
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<tr>
<td>02/05/19 032-19 DPW - Traffic and Street Light Repair</td>
<td>$36,064</td>
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<tr>
<td>02/05/19 033-19 Parks - Coolidge Park Abatement</td>
<td>$18,488</td>
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<tr>
<td>02/05/19 034-19 Police - Vehicle Replacement</td>
<td>$144,876</td>
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<tr>
<td>02/05/19 035-19 Community Development - Rail Trail Land Purchase</td>
<td>$35,000</td>
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<td>02/05/19 036-10 Senior Center - Basement Beam and Drainage</td>
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<td>02/05/19 050-19 Community Development - Zoning Ordinance Update</td>
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<td>03/05/19 052-10 Airport - Self-service Fueling Station (Local Share)</td>
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<td>03/05/19 053-10 Police - HVAC</td>
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<td>03/05/19 054-19 Police - Female Locker Room Design</td>
<td>$0,000</td>
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<tr>
<td>03/05/19 055-19 DPW - Capital - Street Repair</td>
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<td>03/05/19 056-19 DPW - Capital - Arbor Way Wall</td>
<td>$30,000</td>
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<td>03/05/19 057-19 DPW - Capital - Roof Repair</td>
<td>$88,000</td>
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<tr>
<td>04/02/19 102-19 DPW - Highway - Summer Help</td>
<td>$7,000</td>
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</tbody>
</table>

### Subtotal - Approved Appropriations

- $3,654,782

### Balance Available

- $3,154,829

<table>
<thead>
<tr>
<th>Less Proposed Appropriations</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/05/19 115-10 Treasurer Debt Service - Maturing Debt</td>
</tr>
<tr>
<td>04/05/19 116-10 School Expenses - Longago School Asbestos Abatement</td>
</tr>
<tr>
<td>04/08/19 117-10 Information Technology - Legal Costs &amp; Expenses</td>
</tr>
</tbody>
</table>

### Subtotal - Proposed Appropriations

- $1,128,000

### Balance Available if Proposed Appropriations are Approved

- $2,026,829

### Possible Appropriations:

- Snow & Ice
- Stabilization Fund: 5% - $6,250,000, 7% - $8,750,000, Current - $9,528,359
- OPEB Fund
- Host Fee / Mitigation
- Labor Contracts
- Comp Time
- Health Insurance
- Legal / Code Enforcement
- Demolition - Laurel Street School
- Building - Organizing Files
- Police - Vehicles
- Police - Handicap Accessibility
- Steam Plant Cleanup
- Marketing City
- Cemetery Software
- Cemetery - Expansion engineering
- Crocker Field Lighting
- DPW - Oak Hill Road Bridge
- DPW - Vehicles
- DPW - Street Paving
- Health - Scaler Master and Inspector Salaries - review in May
- Veterans benefits - review in May
- Library - Custodian Clothing Allowance - review in May
- Library - Asbestos Abatement on windows and HVAC pipes
- Parks - Maintenance
- Other - Longago Bike Race and other civic events
- Schools - Longago Roof - Debt Paydown
- Schools - Longago Water Pipe
- Schools - Phone System
- Schools - South Street School - West Building Façade and Roof

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4/23/2019

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AvailableFundsFY19.xlsx
April 2, 2019

Honorable Stephen DiNatale
Mayor, City of Fitchburg
166 Boulder Drive
Fitchburg, MA 01420

RE: Community Development Block Grant Program
Transfer and Appropriation Request – $18,972 from/to Montachusett Opportunity Council/United Neighbors of Fitchburg Building Empowered Youth and Families Program

Dear Mayor DiNatale:

I respectfully request the appropriation of $18,972 from the Year 43 Montachusett Opportunity Council/United Neighbors of Fitchburg Building Empowered Youth and Families program to Year 44 program of the same name.

The Montachusett Opportunity Council has unspent funds from Year 43 and the transfer of funds to the current CDBG Year 44 will enable to MOC to cover additional staffing costs and expand the program to serve additional youth. MOC is pursuing additional funds to more aggressively develop and expand the program, and the reprogrammed funds will cover some of the funding gap in the interim period.

Sincerely,

Tom Skwierawski
Executive Director, Community Development

cc: Fitchburg City Council
    Calvin Brooks, City Auditor
April 3, 2019

Mayor Stephen L. DiNatale
166 Boulder Drive
Fitchburg, MA 01420

Mayor DiNatale,

I am writing to request for an appropriation of $103,600 from Insurance Recoveries a reimbursement check from MIAA to cover the Crocker Insurance claim expenses. I would like the appropriations to be allocated to account School Extraordinary Maint # 14225148 - 545400.

Thank you,

Robert M. Jokela
Acting Superintendent

Cc: Calvin Brooks, City Auditor
April 10, 2019

Calvin D. Brooks  
City Auditor  
166 Boulder Drive  
Fitchburg, MA 01420

Dear Mr. Brooks:

Kindly draw a council order for the City of Fitchburg to appropriate the sum of $1,000,000.00 from Available Funds and credited to Treasurer Debt Service, Maturing Debt.

The original loan order to replace the Longsjio Middle School roof was two million dollars. Although our debt service has the capacity for the Longsjio roof loan order, this one million dollar appropriation will help place the city in an advantageous position with our debt service for future municipal projects. Furthermore, it is my intention to pay the remaining one million dollar balance in the proposed FY2020 budget.

Thank you.

Regards,

Stephen L. DiNatale, Mayor
April 11, 2019

Mayor Stephen L. DiNatale
166 Boulder Drive
Fitchburg, MA 01420

Mayor DiNatale,

I am requesting a supplemental appropriation to be made for Capital improvement in the amount of $100,000. This appropriation will be used for asbestos abatement cost plus any oversight/engineering cost that may occur at Longsjö Middle School.

Thank you,

Robert M. Jokela
Acting Superintendent

Cc: Calvin Brooks, City Auditor
From: Bonilla, Trevor  
Sent: Thursday, April 11, 2019 9:03 AM  
To: Brooks, Calvin  
Subject: $25,000 related to legal fees associated to PEG negotiations

Calvin,
I am sending you this email to request an appropriation of $25,000 out of free cash to pay for legal fees associated with the ongoing PEG negotiations. I believe we neglected to encumber the funds appropriated from last years budget at which point they were mistakenly added to Free Cash instead of being returned to PEG Access and Cable Fund 161134545400.

Thank You,

Trevor Bonilla  
Manager of Information Technology  
City of Fitchburg  
tbonilla@fitchburgma.gov  
978.829.1810 Work#