

Feb 28 2023 10:25 am



**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, February 22, 2023 at 6:10 PM in the Legislative Building, 700 Main Street, Fitchburg, MA.

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

041-23 ORDER: that there be and hereby is appropriated the sum of FOUR HUNDRED FIFTY-THREE THOUSAND, THREE HUNDRED AND 00/100 DOLLARS (\$453,300.00) same to be charged against AVAILABLE FUNDS and credited to the following accounts:

HIGHWAY, PERSONAL SERVICES	\$291,900.00
HIGHWAY, PERSONAL SERVICES, OVERTIME	\$ 39,400.00
HIGHWAY, SNOW & ICE, OVERTIME	\$ 41,900.00
CEMETERY, PERSONAL SERVICES	\$ 42,000.00
CEMETERY, PERSONAL SERVICES, OVERTIME	\$ 5,700.00
PARKS, PERSONAL SERVICES	\$ 25,200.00
PARKS, PERSONAL SERVICES, OVERTIME	\$ 3,200.00
EMPLOYEE BENEFITS, OTHER BENEFITS	\$ 4,000.00

042-23 ORDER: that there be and hereby is appropriated the sum of TWO HUNDRED ELEVEN THOUSAND, FOUR HUNDRED AND 00/100 DOLLARS (\$211,400.00) same to be charged against WATER ENTREPRISE FUND, RETAINED EARNINGS and credited to the following accounts:

WATER PERSONAL SERVICES	\$158,900.00
WATER PERSONAL SERVICES, OVERTIME	\$ 52,500.00

043-23 ORDER: that there be and hereby is appropriated the sum of ONE HUNDRED THOUSAND, TWO HUNDRED AND 00/100 DOLLARS (\$100,200.00) same to be charged against WASTEWATER ENTREPRISE FUND, RETAINED EARNINGS and credited to the following accounts:

WASTEWATER PERSONAL SERVICES	\$ 93,300.00
WASTEWATER PERSONAL SERVICES, OVERTIME	\$ 6,900.00

Discussion: The chairman announced that he was taking Orders #041-23, #042-23, and #043-23 together. Human Resources Director Susan Davis, Public Works Commissioner Nick Erickson, and Deputy Water Commissioner John Deline were present. The chairman read the last sentence from the mayor's letter dated February 15, 2023.

Ms. Davis stated that she is very proud of the contract and that there had been a great number of hours invested in the negotiations. This contract will help with labor retention by making rates more competitive. The matrix has added six grades which will give employees an opportunity to move up in grade as they gain additional certifications. Mr. Erickson said the department has struggled in the past to attract employees, especially those that require special licenses. It will especially help in the Water Division. The city is willing to train a workforce, but would prefer to attract talent that is already trained.

Councilors asked why more grades are important. Ms. Davis replied that it allows for steps between old positions. Also some positions in the Water and Wastewater Divisions have license requirements that take longer to get, so the new matrix reflects that fact. Councilors asked if the city is paying for training. Mr. Erickson replied that the Commonwealth is now requiring class time for a CDL license, so the city will front the money for employees to get that training. The cost is about \$5,000 to \$6,000 per person. It is important to have as many employees as possible with CDL and Hoisting licenses.

Councilors asked about the cost of living increases (COLA). Ms. Davis said the contract includes COLA's of 0%, 1%, and 2%. The zero first year is because all employees have been reassigned to a new matrix with increases based on training. Councilors did continue to express approval of the contract and asked some specific questions about particular parts of the contract.

Action: On a motion made by Councilor Beauchemin second by Councilor Zarrella, the committee voted unanimously to approve Orders #041-23, #042-23, and #043-23.

044-23 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the MassDevelopment, Brownfields Site Remediation Grant in the approximate amount of \$250,000.00 (TWO HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS) for the purpose of said grant, which is to remediate soil contamination at 80 Lunenburg Street.

Discussion: Director of Community Development Liz Murphy was present. She reported that this grant will be used to clean the property at 80 Lunenburg Street, which currently has a party interested in acquiring and developing it.

Councilors asked if the developer had responsibility to clean the property. Ms. Murphy replied that the grant was awarded after deadline for proposals and that having the city clean the property would make things easier for the new owner. Given that the developer is building affordable housing, it is unlikely that he will substantially profit by the city engaging in clean-up work.

Action: On a motion made by Councilor Zarrella second by Councilor Van Hazinga, the committee voted unanimously to approve Order #044-23.

COMMUNICATION: Mayor Stephen L. DiNatale regarding the Year 49 Community Development Block Grant budget.

Discussion: Ms. Murphy remained. Councilors asked about the process to develop a budget and present to City Council. City Auditor Calvin Brooks explained that the budget is put together by the Community Development Department with input from the Planning Board. It then goes to the mayor for submission to City Council. Per Massachusetts General Law, the mayor must originate all spending requests. City Council then acts and returns the request to the mayor for his signature. Ms. Murphy added that spending on Public Services can not exceed 15% of the total and Administration costs can not exceed 20%.

The chairman then read a letter from the mayor dated February 21, 2023. He then explained that he would take up the budget by category.

Public Facilities and Improvements—5 projects totaling \$294,000. The chairman listed the five projects. Councilors asked about the projects from last year. Ms. Murphy answered that some money is still available, although the construction season is just beginning and those funds are expected to be spent. Councilors asked about sidewalk repairs and were told that funds are being directed more toward curb-cuts.

Action: On a motion made by Councilor Zarrella second by Councilor Van Hazinga, the committee voted unanimously to approve the Public Facilities and Improvements budget.

Public Services—9 projects totaling \$143,400. The chairman listed the nine projects and indicated that he will recuse himself from item N-Transportation to Full STEAM Ahead After School Program. Councilors noted that the majority of projects were a continuation of programs from the past. Ms. Murphy noted that two projects are new—Mayor's Energy Fund and Access to Recovery. Because this budget is effective July 1<sup>st</sup>, the projects are for the next year. Several projects were discussed and Police Chief Ernest Martineau spoke on the Drug Enforcement Patrol Program.

Action: On a motion made by Councilor Van Hazinga second by Councilor Beauchemin, the committee voted unanimously to approve the Public Services budget except for item N.

The chairman left the room and Councilor Zarrella took the chair. He then read the description of project N. Councilors asked how many students are transported and Ms. Murphy indicated about 100.

Action: On a motion made by Councilor Cruz second by Councilor Van Hazinga, the committee voted unanimously to approve project N-Transportation to Full STEAM Ahead After School Program.

The chairman returned to the meeting and took the chair.

Economic Development—5 projects totaling \$160,000. The chairman read a list of the projects. Councilors expressed their approval and thanked the administration for continuing to fund small business development. Councilors expressed approval of the Fitchburg Public Market. Joe Ferguson of InTown Fitchburg addressed this incubator project which is similar to a model used in Worcester. Councilors also noted the return of the sign and façade program. Ms. Murphy said they had taken five or six years off and have several businesses they are currently working with.

Action: On a motion made by Councilor Cruz second by Councilor Van Hazinga, the committee voted unanimously to approve the Economic Development budget, excluding W-Fitchburg Downtown Coordinator.

Councilors questioned the need for a downtown coordinator given that the city has an economic development director. Councilors responded that the economic development director has other responsibilities and working on downtown coordinator responsibilities would not be a good use of her time.

Action: On a motion made by Councilor Van Hazinga second by Councilor Cruz, the committee voted 4 to 1 to approve project W-Fitchburg Downtown Coordinator with Councilor Beauchemin in opposition.

Rehabilitation and Restoration—2 projects totaling \$116,000. Councilors noted there is not a lot of funding for these items. Ms. Murphy replied that they utilize other sources of funding and volunteer workforce. It is for fixing small problems. The new ordinance on code enforcement has helped to generate more projects.

Action: On a motion made by Councilor Van Hazinga second by Councilor Beauchemin, the committee voted unanimously to approve the Rehabilitation and Restoration budget.

Demolition/Clearance—1 project totaling \$84,253.54. Ms. Murphy said that they are working on a list. The number of properties will depend on the size and complexity of each project.

Action: On a motion made by Councilor Zarrella second by Councilor Van Hazinga, the committee voted unanimously to approve the Demolition/Clearance budget.

Administration—1 project totaling \$191,317. Ms. Murphy said that this amount covers the full salary of the administrator, part of the salary of the manager and the fiscal agent, and a small portion of the housing director and the community development director.

Action: On a motion made by Councilor Van Hazinga second by Councilor Zarrella, the committee voted unanimously to approve the Administration budget.

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

The meeting adjourned at 8:35 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Calvin D. Brooks".

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
<b>Subtotal - Approved Appropriations</b>			<b>-2,105,005</b>
<b>Balance Available</b>			<b>4,409,186</b>
<b>Less Proposed Appropriations:</b>			
02/21/23	041-23	Public Works, Personal Services - Contract	-453,300
<b>Subtotal - Proposed Appropriations</b>			<b>-453,300</b>
<b>Balance Available if Proposed Appropriations are Approved</b>			<b>3,955,886</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			
Labor Contracts			
Comp Time			
Overtime			
Veterans - Cash Benefits			
Community Development - Rail Trail - Phase 2			
Main Street Garage - Phase 1			
Salary Study			
Crocker Field			
DPW - Stormwater Expenses			
DPW - Oak Hill Road Bridge			
Schools - Longsjö School - Window Replacement			
Info Tech - Relocation of cabling on Cherry Street			
Police Station Renovation			
Senior Center Renovation			
Demolition - Laurel Street School			
Police - Vehicles			
Fire - Vehicles			
Cemetery Software			
Cemetery - Vehicles			
Cemetery - Masoleum			
Cemetery - Engineering & Design for Expansion			
Cemetery - Construction for Expansion			
Parks - Downtown Summer Groundskeeper			



*The City of Fitchburg*

*Massachusetts*

OFFICE OF THE MAYOR

**STEPHEN L. DINATALE**  
MAYOR

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

**NATALIA L. OLIVER**  
CHIEF OF STAFF  
NLOLIVER@FITCHBURGMA.GOV

**JOAN DAVID**  
ADMINISTRATIVE AIDE  
JDAVID@FITCHBURGMA.GOV

February 15, 2023

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

Dear Mr. Brooks:

Kindly draw three council orders for the City of Fitchburg, the first one to appropriate the sum of \$453,300.00 from Available Funds and credited to the various Highway, Cemetery, and Parks Personal Services accounts, the second one to appropriate the sum of \$211,400.00 from Water Enterprise Fund Retained Earnings and credited to the various Water Personal Services accounts, and the third to appropriate the sum of \$100,200.00 from Wastewater Enterprise Fund Retained Earnings and credited to the various Wastewater Personal Services accounts.

The purpose of this order is to fund a new three year contract with Local 170 Teamsters. This contract covers the period July 1, 2022 to June 30, 2025.

Thank you.

Regards,

Stephen L. DiNatale, Mayor



Natalia Oliver  
Chief of Staff  
nloliver@fitchburgma.gov

*The City of Fitchburg*  
*Massachusetts*  
**Office of the Mayor**

**STEPHEN L. DINATALE**

**Joan David**  
Executive Administrative Assistant  
j david@fitchburgma.gov

February 21, 2023

President Anthony Zarrella  
Fitchburg City Council  
718 Main Street  
Fitchburg, MA 01420

Dear President Zarrella:

In consideration of the recommendation of the Planning Board and comments by various citizens regarding the Year 49 Community Development Block Grant (CDBG), I hereby submit to the City Council the following year 49 CDBG application for your review. Attached, please find Year 49 Estimated Funding, Year 49 Funding Requested, and Year 49 Funding Recommended.

The Year 49 Consolidated Plan must be submitted to the Department of Housing and Urban Development no later than May 15, 2023 to ensure funds will be available by July 1, 2023. In order to meet the submission deadline for Year 49 CDBG program, comments must be received by the City Council's March 7, 2023 meeting.

Sincerely,

Stephen L. DiNatale  
Mayor of Fitchburg

Cc: Fitchburg City Council  
Calvin Brooks, City Auditor  
Kimberly LeBlanc, Community Development Coordinator



## YEAR 49 ESTIMATED FUNDING

Estimated CDBG funds available for Year 49 (2023-2024) are as follows:

Year 49 Estimated Entitlement*	\$956,587
Year 48 Entitlement	\$956,587
Estimated Program Income available from prior years (Misc.)	\$450
Reprogrammed Funds	\$31,933.54

**\* This figure may fluctuate pending budget approval by Congress**

## CDBG YEAR 49 FUNDING REQUESTED

PUBLIC FACILITIES AND IMPROVEMENTS (13)	\$739,100
PUBLIC SERVICES (12)	\$426,194
ECONOMIC DEVELOPMENT (5)	\$230,000
REHABILITATION AND PRESERVATION (2)	\$128,139
DEMOLITION/CLEARANCE (1)	\$175,000
PLANNING AND ADMINISTRATION (1)	\$210,000
<b>TOTAL YEAR 49 FUNDING REQUESTS (34)</b>	<b>\$1,908,433</b>
<b>ESTIMATED FUNDS AVAILABLE:</b>	<b>\$988,970.54</b>

## CDBG YEAR 49 FUNDING RECOMMENDED

PUBLIC FACILITIES AND IMPROVEMENTS (5)	\$294,000
PUBLIC SERVICES (9)	\$143,400
ECONOMIC DEVELOPMENT (5)	\$160,000
REHABILITATION AND PRESERVATION (2)	\$116,000
DEMOLITION/CLEARANCE (1)	\$84,253.54
PLANNING AND ADMINISTRATION (1)	\$191,317.40
<b>TOTAL YEAR 49 FUNDING RECOMMENDED (23)</b>	<b>\$988,970.54</b>
<b>ESTIMATED FUNDS AVAILABLE:</b>	<b>\$988,970.54</b>

## SUMMARY OF YEAR 49 PROPOSALS

### PUBLIC FACILITIES AND IMPROVEMENTS

	PROJECT	SPONSOR	YEAR 49 Recommend- ation	YEAR 48 AWARD
A	Parks	Parks & Recreation/ Community Development	\$152,000	N/A
	<p>Community Development and Parks and Recreation are combining their Public Facilities projects to include the following:</p> <ul style="list-style-type: none"> <li>• creating uniformity and a consistent message throughout all of the parks regarding rules, regulations, general information, and contact information to create a culture and illustrate what is expected of the people who visit the parks, playgrounds, fields, etc.</li> <li>• the completion of the upgrades to Mama Fitz and Parkhill Park and provide necessary park designs and match to leverage grant funding to update outdated park features and meet the City's Open Space and Recreation Plan to upgrade old equipment and reuse existing parks to meet current recreational needs of the community.</li> <li>• the installation of a National Fitness Campaign Fitness Court and Fitness Studio to provide all members of the community access to premier outdoor fitness spaces to exercise, play, and do other activities to improve quality of life.</li> <li>• update and improve the pool house at Coolidge so it can operate safely and effectively for the community. Installation of an eye wash station for the employees and pool guests in case of a chemical incident, improve the interior and exterior lighting so staff and guests have safe access to the facility, addition of safety/security lighting and security system to protect and keep the facility safe and secure, and lastly anti-slip coating added to the flooring in and around the pool house to reduce the possibility of people slipping and becoming injured.</li> </ul>			
B	Twin City  Rail Trail Connector	Dept. of Public Works	\$65,000	n/a
	<p>The proposed project will pay for consultant fees to help improve existing sidewalks along Railroad Street and provide an ADA-compliant, bike- and pedestrian-friendly, well-marked route from the northern terminus of phase I of the Twin Cities Rail Trail project to the southern terminus of Phase II of the Twin Cities Rail Trail Project.</p>			
C	Abolitionist Park	Fitchburg  Department of Public Works	\$65,000	n/a
	<p>Proposed scope of work consist of replacing the current sidewalk; the intersections of Snow Street and Union Street, and Snow Street and Cherry Street, with ADA compliant concrete sidewalk and wheelchair ramps. Additionally providing additional street parking on the East side of Snow Street. Along with the redesign of the concrete side walk to eliminate the current driveway entrance on the park side of Snow Street.</p>			
D	Abolitionist Park Phase 3b	Friends of the Fitchburg Abolitionist Park	\$5,000	\$4,651
	<p>If funded again, CDBG funds would help FFAP complete the final phase of the Park's development (phase 3b), which includes: the development of an interactive display board, where images of abolitionist come to life to tell their stories and how they were connected to Fitchburg.</p>			

E	Crocker Field-Broad St. Entry	City of Fitchburg, School Department	\$7,000	n/a
Funds for the project will restore the pavement at the Broad Street entry by removing the existing asphalt overlay and the original concrete pavement underneath. They will be replaced with concrete pavement to restore the original appearance.				

**5 RECOMMENDATIONS – \$294,000**

**PUBLIC SERVICES**

	PROJECT	SPONSOR	YEAR 49 RECOMMENDATION	YEAR 48 AWARD
F	Street Outreach	Fitchburg Dept. of Public Health	\$15,000	\$26,012
Outreach activities will be conducted by contracted Street Outreach Workers in coordination with partnering agencies including referrals to medical/mental health/substance use treatment, shelter, etc. Outreach activities will include supplying necessary health, hygiene and safety items as deemed appropriate by the Outreach Workers. Funds will cover one contracted worker and supplies needed.				
G	Fitchburg Farmers' Market	Growing Places	\$7,500	\$7,327
Project funds will be used to support the Fitchburg Farmers' Market, which helps expand access to healthy food for Fitchburg families, especially marginalized populations, including low-income residents. The Fitchburg Farmers Market Manager, Assistant Market and Activity Coordinator, Community Nutrition Coordinator, weekly hands-on activities for the youth, and Translator will be paid through these funds.				
H	Spartacus Program	Montachusett Regional YMCA	\$11,500	\$11,148
Program funds will be used to support staff salaries of the Teen Center Spartacus Program. As one of our signature Y initiatives at the Montachusett Community Branch, Spartacus is a program designed to help at-risk teens that are vulnerable to issues, such as substance abuse, failing school and anger management, make healthy decisions. Through a diverse offering of curriculum, including physical engagement, academic tutoring, community service opportunities and workshops focused on topics like anger management, leadership development and substance abuse, participants build their character, self-confidence as well as their abilities. Our local partners, such as public school boards, LUK Inc. and MOC, enrich and strengthen our program offerings with additional content. A myriad of adult role models, both from the YMCA and the Fitchburg community at large, allow for teens to constantly learn and grow outside the classroom while in a safe environment at the branch. With the knowledge they gain, we equip teens with the necessary skills and knowledge to create solutions to the challenges they are presented with in everyday life as they work towards a bright, productive future for themselves.				
I	Drug Enforcement Patrol Program	Fitchburg Police Department	\$64,000	\$60,385
Program funds will be used to provide police overtime monies to conduct drug related investigations within the designated CDBG areas. Project activities will include arrest, surveillance, and execution of search warrants, drug seizures, weapons seizures, US currency seizures, and vehicle seizures. Additionally, funds will be used to conduct targeted proactive patrols within CDBG areas primarily the downtown area and the rail trail district that falls within the CDBG area.				
J	Family Homeless Shelter	North Star Family Services	\$10,000	\$9,290

	North Star provides the only safety net program for homeless families in our region. Emergency shelter, meals, clothes, intensive case mgt., educational training, job and housing search, trauma informed programming, financial literacy, coaching and monitoring. The CDBG funds will be used to pay for staff salary costs.			
<b>K</b>	<b>Mayor's Energy Fund</b>	<b>Mayor's Office</b>	<b>\$5,000</b>	<b>N/A</b>
	Program funds will be used to assist income-eligible residents with utility assistance. The Mayor's Energy Fund will be an application process, following HUD income guidelines, which will provide funding to help those in need pay for their utilities so they will not be going without heat during our cold winter months and supplementing existing programs such as Making Opportunities Count and the YMCA to reduce the financial burden of qualified, poverty-level families in the consortium.			

<b>L</b>	<b>Homelessness Prevention Project</b>	<b>Community Legal Aid</b>	<b>\$10,500</b>	<b>\$10,219</b>
	<p>Funds from the Fitchburg CDBG program will allow a CLA Attorney to continue to assist tenants with eviction cases before their court dates and to represent subsidy program participants threatened with termination from the programs, work that we are unable to prioritize in the absence of dedicated funding. This project allows CLA to target specialized housing resources to Fitchburg residents, in an effort to ensure that the City's most vulnerable individuals and families get the legal help they need to prevent homelessness. The ability to focus attention on Fitchburg allows CLA to identify systemic issues that affect many more tenants than just our clients.</p> <p>Other cases involve housing that is in dire need of repair. CLA is able to assert legal claims that result in improvement to housing conditions, which has the effect of making the unit more livable for the tenant and also increases the quality of the community's housing stock. Landlords in eviction cases are often represented by an attorney, making representation of tenants all the more critical.</p>			
<b>M</b>	<b>Access to Recovery</b>	<b>Restoration Recovery</b>	<b>\$4,900</b>	<b>n/a</b>
	Restoration Recovery Center (RRC) is a non-profit, community-based recovery center located in Fitchburg. RRC is guided by a mission to respond to people seeking recovery using a person-centered approach that promotes long-term recovery by providing holistic and faith-based alternatives. RRC is primarily a volunteer-run and peer driven service model. Program funds will be used to pay salary, occupancy, utilities, office supplies, etc.			
<b>N</b>	<b>Transportation to Full STEAM Ahead After School Program</b>	<b>Boys and Girls Club of Fitchburg and Leominster</b>	<b>\$15,000</b>	<b>\$14,864</b>
	Program funds will be used to provide one-way transportation from Fitchburg schools to the Boys and Girls Club Afterschool Program located at 365 Lindell Street in Leominster. Approximately 105 youth will be served.			

**9 RECOMMENDATIONS – \$143,400**

**ECONOMIC DEVELOPMENT**

	<b>PROJECT</b>	<b>SPONSOR</b>	<b>YEAR 49 RECOMMEND- ATIONS</b>	<b>YEAR 48 AWARD</b>
<b>Z</b>	<b>Small Business Technical Assistance Program</b>	<b>NewVue Communities</b>	<b>\$25,000</b>	<b>\$23,253</b>
	NewVue Communities seeks funding to continue to provide technical assistance to small business owners and those positioned to start a small business. Providing business owner counseling, serving minority business owners, and packaging loan (and grant) applications will be the activities that drive our effort to impact the economy in Fitchburg. Funds will be used to pay staff salary costs.			
<b>Y</b>	<b>Main Street Studios</b>	<b>Fitchburg Cultural Alliance</b>	<b>\$10,000</b>	<b>n/a</b>
	Main Street Studios provides a co-worker space and community arts center on main Street in Fitchburg. It offers affordable studio rentals and community space utilized for meetings, rehearsals, educational/professional development workshops, as well as community events. Main Street studios is developing a gallery and rental space where artists can display and sell work. This funding will support the staff to manage the facility, retail, and create programs.			
<b>X</b>	<b>Sign &amp; Façade Program</b>	<b>Community Development</b>	<b>\$40,000</b>	<b>\$55,806</b>
	The program will be one tool of many in the City and downtown's economic development toolbox. The City will be working with property owners and code officials to eliminate blighting signage, broken windows, graffiti, and other blighting factors of downtown and several gateway corridors. This will allow the City to provide an incentive for business owners to replace signs and create a more attractive storefront within consistent design standards. This program will leverage other work as a part of the agreement. Business owners will be responsible for some match funding or in-kind improvements. Part of the assistance will include professional sign design using the City's updated design standards.			
<b>W</b>	<b>Fitchburg Downtown Coordinator</b>	<b>Fitchburg State University</b>	<b>\$35,000</b>	<b>\$32,554</b>
	The Downtown Coordinator position, developed and supported collaboratively by the ReImagine partnership, Fitchburg State University, and The City of Fitchburg, is a critical component in the revitalization efforts underway in downtown Fitchburg. This position works directly with microenterprises by offering marketing and promotional services to grow sales and revenue for the overall economic development of downtown. The Downtown Coordinator is also responsible for developing and implementing events and activities that attract more visitors to the downtown area. Program funding will pay a portion of the Coordinator's salary.			
<b>V</b>	<b>Fitchburg Public Market</b>	<b>Worcester Regional Food Hub</b>	<b>\$50,000</b>	<b>n/a</b>
	The Worcester Regional Food Hub (WRFH) desires to bring a satellite of the successful Worcester incubator model to Fitchburg. We intend to disrupt the current state of population health and institutional inequities by not only addressing workforce and economic development, but also food insecurity and access to healthy foods. This will be by means of launching a public market which will highlight local food entrepreneurs who will sell their products wholesale and on-site, coupled with associated retail and eatery space. Funding will be to cover the first year of operational costs needed to launch the venture in downtown Fitchburg. The WRFH, which created a well-known brand of educating, training, and incubating rising food entrepreneurs in Central Massachusetts for the past several years, is growing. As they expand to Union Station in Worcester, the WRFH also seeks to add a satellite location in Fitchburg and brand it the Fitchburg Public Market (FPM).			

**5 RECOMMENDATIONS – \$160,000**

**REHABILITATION AND PRESERVATION**

	<b>PROJECT</b>	<b>SPONSOR</b>	<b>YEAR 49 RECOMMEND- ATIONS</b>	<b>YEAR 48 AWARD</b>
<b>U</b>	<b>Critical Home Repair</b>	<b>Habitat for Humanity</b>	<b>\$20,000</b>	<b>\$18,602</b>
	Critical Home Repair is exterior or interior work to alleviate critical health, life, and safety issues or code violations for homeowners in need. Participants must own their own home and have a verifiable need that falls within scope and capabilities. The home must be a primary principal residence, current on mortgage, property taxes and insurance. Repairs must be necessary to function in the home and homeowners must partner with Habitat.			
<b>T</b>	<b>Code Enforcement</b>	<b>Board of Health</b>	<b>\$96,000</b>	<b>\$96,224</b>
	The Health Department will provide comprehensive code enforcement to encourage housing rehabilitation, in the City of Fitchburg's lower income neighborhoods. Code Enforcement activities will continue with goals to address substandard housing conditions and conditions of slum and blight in target neighborhoods. Funds will be used to pay for one sanitary code inspector and 50% of one clerk position.			

**2 RECOMMENDATIONS – \$116,000**

**DEMOLITION/CLEARANCE**

	<b>PROJECT</b>	<b>SPONSOR</b>	<b>YEAR 49 RECOMMEND- ATION</b>	<b>YEAR 48 AWARD</b>
<b>S</b>	<b>Demolition</b>	<b>Community Development</b>	<b>\$84,253.54</b>	<b>n/a</b>
	Proposed scope of project consists of the Removal of abandoned structures that pose an imminent threat to public safety and contribute to slum and blight conditions. The presence of abandoned and blighted properties, which are subject to vandalism and other criminal activity, lowers property values, discourages neighborhood investment and undermines neighborhood improvement initiatives. Removal of these properties is an important step in revitalization of our neighborhoods.			

**1 RECOMMENDATION – \$84,253.54**

**PLANNING AND ADMINISTRATION**

	<b>PROJECT</b>	<b>SPONSOR</b>	<b>YEAR 49 RECOMMEND- ATION</b>	<b>YEAR 48 AWARD</b>
<b>R</b>	<b>CDBG Administration</b>	<b>Community Development</b>	<b>\$191,317</b>	<b>\$185,844</b>
<p>Project funds will provide for the necessary administration of CDBG programs and sub-recipient contracts in accordance with federal guidelines, including staffing, technical services, and planning activities. This also includes the cost of various activities such as the Consolidated Plan; Consolidated Annual Performance Report; Analysis of Impediments to Fair Housing; and other strategic plans and services. These funds enable the City to apply for, receive, and administer additional federal and state grants. (Funding will not to exceed 20% of entitlement.)</p>				

**1 RECOMMENDATION – \$191,317**

---