AMENDED AGENDA

1. Open microphone

APPOINTMENTS

2. A communication from Mayor Tyer re-appointing Francis L. Curley, James Ditello, Anne L. Gagnon, Patrick Gormalley, Andrew Kelly, Kathie Penna, Michael Mazzeo and Rudolph A. Sacco to the Sister Cities Commission

COMMUNICATIONS FROM HER HONOR THE MAYOR

3. A communication from Mayor Tyer submitting an Order to accept a grant of funds in the amount of $1,500,000 from the Massachusetts Office of Energy and Environmental Affairs

4. A communication from Mayor Tyer submitting an Order to accept a grant of funds in the amount of $110,000 from the Jane and Jack Fitzpatrick Trust and the Upper Housatonic Valley Natural Heritage Area

5. A communication from Mayor Tyer submitting an Order to accept a grant of funds in the amount of $5,000 and a donation of engineering services valued at $3,070 from the Housatonic Valley Association

6. A communication from Mayor Tyer submitting an Order to accept a grant of funds in the amount of $93,345 from the Massachusetts Department of Environmental Protection for the Municipal Assistance Coordinator

7. A communication from Mayor Tyer submitting an Order to accept a grant of funds in the amount of $70,324.98 from the Massachusetts Department of Transportation (MassDOT), Aeronautics Division.

8. A communication from Mayor Tyer submitting an Order appropriating the amount of $619,701.14 for the Fiscal Year 2019 Community Preservation Fund budget and appropriating funds to 12 projects

9. A communication from Mayor Tyer submitting an Order appropriating the amount of $512,796.20 for the Fiscal Year 2020 Community Preservation Fund budget

10. A communication from Mayor Tyer submitting an Order to transfer and appropriate $100,000 from the Unclassified Budget to Workers Compensation

11. A communication from Mayor Tyer on a petition to establish a working group to explore alternative funding sources for the At Home Pittsfield Home Improvement Initiative

12. A communication from Mayor Tyer submitting an Ordinance amending the City Code, Chapter 16, Personnel, Section 16-12 (a) Definition and adoption of compensation plan
13. Public hearing on a petition from NSTAR Electric Company DBA Eversource, requesting permission to install one solely owned pole to be located on East Park Terrace

14. Public hearing on a petition from NSTAR Electric Company DBA Eversource and Verizon New England, requesting permission to install one jointly owned pole to be located on East Park Terrace

15. Public hearing on a petition from NSTAR Electric Company DBA Eversource, requesting permission to install one solely owned pole to be located on Ensign Avenue

16. Public hearing on a petition from NSTAR Electric Company DBA Eversource, requesting permission to install new underground cable to replace existing underground cable on Gravesleigh Terrace, to install a new pad mounted transformer to replace the existing pad mounted transformer, and install underground cable from the transformer to the pole

COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND BOARDS

17. A communication from Councilor Caccamo requests that the City Council adopt the attached resolution calling for the Commonwealth of Massachusetts to take action to combat ‘nip bottle’ litter

REPORT OF COMMITTEES

Report from the Committee on Community and Economic Development

18. A report from the Committee on Community and Economic Development on a Order requesting authorization to submit the City’s Community Development Block Grant (CDBG) Annual Action Plan for the 2019-2020 program year to the U.S. Department of Housing and Urban Development (HUD), recommending to approve

Report from the Committee on Public Works

19. A report from the Committee on Public Works on a petition from Councilor Rivers and the residents of Eaton Lane requesting Public Services to undertake repairs of Eaton Lane pursuant to Section 20-84 that allows for repairs of this road, recommending to approve

UNFINISHED BUSINESS

20. A communication from Mayor Tyer on two (2) Orders authorizing the City of Pittsfield to take by eminent domain a permanent drainage easement over land of Gloria B. Leavitt (Tabled from 3/27/18) Executive Session to discuss strategy with respect to ongoing and potential litigation

NEW BUSINESS

21. A petition from Kenneth Warren requesting that the City Council and Mayor Tyer endorse the building of a brand new all-inclusive multimillion dollar courthouse complex facility in Pittsfield
May 21, 2019

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

It is my sincere privilege to submit herewith for your consideration, the following reappointments to the Sister Cities Commission for terms that expire on May 28, 2022:

Francis L. Curley, Jr., 99 Winesap Road, Pittsfield, MA 01201
James Ditello, 20 Shore Drive, Pittsfield, MA 01201
Anne L. Gagnon, 59 Oak Hill Road, Pittsfield, MA 01201
Patrick Gormalley, 600 Holmes Road, Pittsfield, MA 01201
Andrew Kelly, 509 Pecks Road, Pittsfield, MA 01201
Kathie Penna, 39 Lowden Street, Pittsfield, MA 01201
Michael Mazzeo, 14 Woodland Drive, Pittsfield, MA 01201
Rudolph A. Sacco, 235 Walker Street, #247, Lenox, MA 01240

Respectfully submitted,

Linda M. Tyer, Mayor
Hi Catherine,

Andy Kelly, Chair of the Pittsfield Sister City Commission, has asked me to check and send you a list of those members, whose terms expired on 5/10/2019, who request to be reappointed by Mayor Tyer:

James Ditello
Patrick Gormalley
Andy Kelly, Chair
Rudolph A. Sacco
Kathie Penna-Ward
Anne L. Gagnon
Michael Mazzeo
Francis L. Curley, Jr.

Edward J. O'Toole, Term doesn't expire until 11/20/2019

David Hathaway, Resigned
Rosanne Frieri, Does not want to be reappointed

Thanks,

Pat Gormalley
May 21, 2019

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

Submitted herewith for your consideration is an Order to accept a grant of funds in the amount of $1,500,000.00 from the Massachusetts Office of Energy and Environmental Affairs for the removal of the Mill Street (Tel-Electric) Dam.

Respectfully submitted,

Linda M. Tyer, Mayor

LMT/CVB
Enclosure
May 17, 2019

TO THE HONORABLE MAYOR:

Requested hereby is your authorization to accept a grant of funds in the amount of $1,500,000 from the MA Executive Office of Energy and Environmental Affairs. These grant funds will be directed toward the removal of the Mill Street (Tel-Electric) Dam, scheduled for the late summer of 2019.

A copy of the grant Scope of Services is attached.

Sincerely,

Deanna Ruffer
Director

cc. City Accountant
City of Pittsfield
MASSACHUSETTS

IN CITY COUNCIL

AN ORDER

AUTHORIZING THE CITY OF PITTSFIELD TO ACCEPT A GRANT OF FUND IN THE AMOUNT OF $1,500,000.00 FROM THE MASSACHUSETTS EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS

Ordered:

That the City of Pittsfield, by and through its Mayor and City Council, is hereby authorized to accept a grant of funds in the amount of One Million Five Hundred Thousand Dollars ($1,500,000.00) from the Massachusetts Executive Office of Energy and Environmental Affairs and that said funds may be expended pursuant to Massachusetts General Laws, Chapter 44, Section 53A, and in accordance with the provisions of the grant, a copy of which attached to this Order.
Scope of Services
for
City of Pittsfield
for
Mill Street (Tel-Electric) Dam Removal Project
West Branch Housatonic River, Pittsfield, Massachusetts
May 2019

I. PROJECT INFORMATION AND APPROACH

Statement of Qualifications
The City of Pittsfield has been working closely with the private dam owner and partners and coordinating with the Division of Ecological Restoration (DER) on the Mill Street (Tel-Electric) Dam Removal Project. The City of Pittsfield will hold the construction contract for implementation of this project and is well-qualified in terms of project management, restoration design and permitting, construction oversight, and monitoring.

Purpose
The purpose of this contract is to award MA Division of Ecological Restoration (DER) funding in the amount of $1,500,000.00 to support construction and related activities for the Mill Street (Tel-Electric) Dam Removal Project. Removal of the dam is part of an effort to revitalize the West Side neighborhood by the City of Pittsfield, improve ecological conditions, and eliminate a public safety hazard.

Project Background
The Mill Street (Tel-Electric) Dam (National ID: MA01970) is a privately-owned, run-of-river hydropower facility located on the West Branch of the Housatonic River in Pittsfield, Massachusetts (latitude N42.447° and longitude W73.264°). Removal of the Tel Electric Dam will improve ecological conditions of the river, eliminate public safety hazards, and help to encourage revitalization of a blighted urban neighborhood.

In 2006, the removal of the Mill Street Dam was awarded Priority Project status (under RFR RIV 2006-2) by the Massachusetts Riverways Program (now DER). In 2008, the project was approved by the Massachusetts Sub-Council of the Housatonic River Trustee Council as a preferred restoration alternative in the Final Restoration Plan and Supplemental Environmental Assessment for the first round of funding under the GE/Housatonic natural resource damages settlement. The City of Pittsfield has been working closely with the private dam owner and coordinating with DER. Additional technical assistance is being provided by the MA Sub-Council, which includes the U.S. Fish and Wildlife Service (USFWS) and the Massachusetts Department of Environmental Protection (DEP).

Project Funding
This sub-grant from DER to the City of Pittsfield is intended to be used for the implementation of the Mill Street (Tel-Electric) Dam Removal Project. Partial funding is provided in part by The Hurricane Sandy Coastal Resiliency Competitive Grant Program funding source FC. A062 U.S. Department of Interior, Fish and Wildlife Service. This grant program, funded by the Hurricane Sandy disaster relief appropriation through the Department of the Interior (DOI), is administered by the National Fish and Wildlife Foundation (NFWF), CFDA# 15.153; through which the Commonwealth of Massachusetts Division of Ecological Restoration received a Grant (Award # 42671). This grant program supports projects that reduce communities' vulnerability to the growing risks from coastal storms, sea level rise, flooding,
erosion and associated threats through strengthening natural ecosystems that also benefit fish and wildlife. DER is making up to $950,000.00 of these funds available for implementation of the Mill Street (Tel-Electric) Dam Removal Project through this sub-grant contract to the City of Pittsfield.

Additionally, DER is sub-awarding funds from the GE/Housatonic natural resource damages settlement as awarded by MA Sub-Council of the Housatonic River Trustee Council. DER is making $550,000.00 of these funds available for implementation of the Mill Street (Tel-Electric) Dam Removal Project through this sub-grant contract to the City of Pittsfield.

II. TASKS & DELIVERABLES
This grant is intended to be used for the implementation of the Mill Street (Tel-Electric) Dam Removal Project. The City of Pittsfield will contract with a construction contractor (whose qualifications are accepted by DER) to implement the work described in the design plans and technical specifications developed by Milone and MacBroom (MMI) and any subsequent stamped edition by MMI including any addenda, as well as in accordance with permit requirements.

Additional tasks related to the Mill Street (Tel-Electric) Dam Removal Project may be necessary and allowable under this contract for services included but not limited to construction oversight by the design engineer, materials testing, utility relocation, property-specific flood mitigation measures, maintenance of vegetation and plantings, adaptive management and site repair, purchase of materials and or supplies, rental of equipment, and other activities not specifically designated on the design plans, but necessary for construction. Any request for support of activities outside of the plans, bid documents, or addenda deemed necessary for the successful completion of the project should be submitted in writing to the DER for approval of the use of these grants funds for that purpose. Any activities not contained in the design plans and not approved in writing by the DER prior to implementation will not be reimbursed.

The City of Pittsfield will cooperate with DER and other project partners to manage the project site in a manner consistent with the goals and policies of the Massachusetts Division of Ecological Restoration and all applicable permits and laws.

Deliverables
1) The City of Pittsfield shall provide DER with bi-weekly updates via email from the date of the notice to proceed to the construction contractor through completion of construction. The update shall be no more than one page in length, detailing the previous weeks’ construction activities, issues raised during construction, solutions to same, and any potential future issues. Weekly construction meeting minutes may substitute for the bi-weekly update. This update may be provided by the Project Engineer on behalf of the City.

2) The City of Pittsfield shall provide DER with relevant invoices from the contractor(s).

3) The City of Pittsfield shall provide DER with a copy of the executed contract(s) with one or more qualified vendors which will be funded in whole or part with DER grant funds.

4) The City of Pittsfield shall provide DER with one (1) succinct final report at the end of this contract period which summarizes all expenditures. The final report shall be submitted with the final request for reimbursement, and may be made in e-mail format.

All reporting may be submitted electronically.
III. REPORTING AND MATCH

The City of Pittsfield shall report to DER expenditures or in-kind contributions (i.e. materials, equipment, and staff time) which are made above and beyond the funds provided by this grant. This grant award does not require match. However, it is helpful if DER understands what funds or in-kind contributions, if any, the City of Pittsfield makes toward the project in conjunction with this award. Please use the reporting form provided with contract to submit this information.

IV. DESIGNATED REPRESENTATIVES

For the City of Pittsfield:
Jim McGrath
Community Development
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201
(413) 499-9344
jmcgrath@cityofpittsfield.org

For the DER:
Kristopher Houle
Division of Ecological Restoration
251 Causeway St., Suite 400
Boston, MA 02114
(617) 626-1543
kris.houle@mass.gov

IV. BUDGET & PAYMENT

The payment procedure is reimbursement for costs incurred for the project during the contract period. The City of Pittsfield will submit a Request for Reimbursement to DER using DER’s Reimbursement Form. Copies of receipts, invoices, and photographic or other backup for the charges shown should be included with any request. Requests may be submitted electronically. Schedule for invoicing is at the discretion of grantee and DER project manager.

This contract and scope of work will extend from the last date of signature through June 30, 2020. Project costs are based on the scope of work presented herein with a not-to-exceed total of $1,500,000.00. Payment will be made on a reimbursement basis. Any change to this allocation of funds must be approved by DER in writing PRIOR to expenditure.

<table>
<thead>
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<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$1,500,000.00</strong></td>
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</tbody>
</table>
V. SCHEDULE
Work may begin after the contract is fully executed by the Department of Fish and Game, Division of Ecological Restoration and a Notice-to-Proceed has been provided to the Chapter. All work must be completed by June 30, 2020. Final invoices for work that occurs prior to June 30, 2019 must be received by July 31, 2019. Final invoices for work that occurs between July 1, 2019 and November 30, 2019 must be received by December 31, 2019. Final invoices for work that occurs between July 1, 2019 and June 30, 2020 must be received by July 31, 2020.

VI SPECIAL PROVISIONS
Publicity and acknowledgement of support
The City of Pittsfield gives DER and NFWF the right and authority to publicize NFWF and DER's financial support for this Grant Agreement and the Project in press releases, publications, and other public communications. The City of Pittsfield agrees to (i) give appropriate credit to NFWF, DER and any Funding Sources identified in this Grant Agreement for their financial support in any and all press releases, publications, annual reports, signage, video credits, dedications, and other public communications regarding this Grant Agreement or any of the project deliverables associated with this Grant Agreement; and (ii) include the disclaimer provided for herein. The City of Pittsfield must obtain prior approval for the use relating to this Award of the DER and NFWF logo.

Disclaimers
All information submitted for publication or other public releases of information regarding this Grant Agreement shall carry the following disclaimer: "The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the US Government or the National Fish and Wildlife Foundation and its funding sources. Mention of trade names or commercial products does not constitute their endorsement by the National Fish and Wildlife Foundation or its funding sources".

Terms and Acceptance
Funding for this project comes in part from the National Fish and Wildlife Foundation Award # 42671, funding source FC. A062 U.S. department of Interior, FWS awarded to the Commonwealth of Massachusetts Division of Ecological Restoration. The DER is in turn, sub-awarding these funds to the City of Pittsfield. Acceptance of this sub-grant award from DER carriers with it the responsibility to be aware of and comply with the terms and conditions applicable to the award including terms and condition incorporated into contract either by direct citation or by reference to the following: Federal regulations, program legislation or regulation; and special award terms and conditions. The terms and conditions likewise flow down to any the sub-awards and sub-recipients to the City of Pittsfield. See Attachment B.
May 21, 2019

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

Submitted herewith for your consideration is an Order to accept a grant of funds in the amount of $110,000.00 from the Jane and Jack Fitzpatrick Trust and the Upper Housatonic Valley Natural Heritage Area for the construction of a pedestrian foot bridge as part of the Westside Riverway Park.

Respectfully submitted,

Linda M. Tyer, Mayor

LMT/CVB
Enclosure
May 17, 2019

Mayor Linda M. Tyer
70 Allen St.
Pittsfield, MA 01201

TO THE HONORABLE MAYOR:

Submitted herewith for your consideration, is an Order authorizing the City of Pittsfield to accept a grant of funds from the Jane & Jack Fitzpatrick Trust and the Upper Housatonic Valley National Heritage Area in the amount of $110,000.

The grant funds are directed toward assisting with the construction of improvements at the Westside Riverway Park on Dewey Avenue. Specifically these funds were gifted to support the construction of a pedestrian foot bridge connecting Dewey Avenue and John Street. Additional improvements for the park are to be funded through a previously accepted state PARC grant and it is anticipated that design will occur through spring of 2019, and the project would end construction before June 2020.

Sincerely,

[Signature]
Deanna Ruffer
Director
AN ORDER

AUTHORIZED THE CITY OF PITTSFIELD TO ACCEPT A GRANT OF FUND IN THE AMOUNT OF $110,000.00 FROM THE JANE & JACK FITZPATRICK TRUST & THE UPPER HOUSATONIC VALLEY NATIONAL HERITAGE AREA

Ordered:

That the City of Pittsfield, by and through its Mayor and City Council, is hereby authorized to accept a grant of funds in the amount of One Hundred and Ten Thousand Dollars ($110,000.00) from the Jane & Jack Fitzpatrick Trust & the Upper Housatonic Valley National Heritage Area and that said funds may be expended pursuant to Massachusetts General Laws, Chapter 44, Section 53A, and in accordance with the provisions of the grant, a copy of which attached to this Order.
April 29, 2019

Dear Nathaniel,

On behalf of the Upper Housatonic Valley National Heritage Area, Inc., please accept our contribution/grant to the City of Pittsfield in the amount of $110,000.00.

It is our wish that this contribution/grant be used to support the building of the Westside Riverway Park, in Pittsfield, MA, and specifically for the construction of a pedestrian footbridge over the Housatonic River, a project under the oversight of the City of Pittsfield.

Sincerely,

Dan Bolognani, Executive Director

Donor

Name: Upper Housatonic Valley National Heritage Area

Address: PO Box 493

24 Main St.

Salisbury, CT 06068
May 21, 2019

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

Submitted herewith for your consideration is an Order to accept a grant of funds in the amount of $5,000.00 and a donation of engineering services valued at $3,070.00 from the Housatonic Valley Association for the construction of a canoe launch boat access point as part of the Westside Riverway Park.

Respectfully submitted,

Linda M. Tyer, Mayor

LMT/CVB
Enclosure
May 17, 2019

Mayor Linda M. Tyer
70 Allen St.
Pittsfield, MA 01201

TO THE HONORABLE MAYOR:

Submitted herewith for your consideration, is an Order authorizing the City of Pittsfield to accept a grant of funds from the Housatonic Valley Association in the amount of $5,000.00 and a donation of engineering services valued at $3,070.00.

The grant funds are directed toward assisting with the design and construction of a canoe launch boat access point to be included in the improvements at the Westside Riverway Park on Dewey Avenue. Additional improvements for the park are to be funded through a previously accepted state PARC grant and it is anticipated that design will occur through spring of 2019, and the project would end construction before June 2020.

Sincerely,

Deanna Ruffer
Director
An Order

Authorizing the City of Pittsfield to Accept a Grant of Funds in the Amount of $5,000.00 and a Donation of Engineering Services Valued at $3,070.00 from the Housatonic Valley Association

Ordered:

That the City of Pittsfield, by and through its Mayor and City Council, is hereby authorized to accept a grant of funds in the amount of Five Thousand Dollars ($5,000.00) and a donation of engineering services valued at Three Thousand Seventy Dollars ($3,070.00) from the Housatonic Valley Association and that said funds may be expended pursuant to Massachusetts General Laws, Chapter 44, Section 53A, and in accordance with the provisions of the grant, a copy of which attached to this Order.
4/8/19

Nate Joyner
Permitting Coordinator
Pittsfield City Hall, Rm 205
70 Allen St
Pittsfield, Ma 01201

Dear Mr. Joyner,

I am pleased to offer to the city of Pittsfield a funding gift of $5,000 to be applied for the installation of a car top boat access site on the West Branch of the Housatonic River. This access site is a component of the West Side Riverway Park development project. HVA will also spend approximately $3,070 for engineering design costs for the project. HVA will provide that funding directly to Foresight Land Services expenses.

This funding has been provided from the Gimbel Foundation Fund and was secured by the Housatonic Valley Association to assist in the development of a new river access site on the West Branch of the Housatonic River. We are happy to be able to assist the city in this great addition to the West Side community which will create positive recognition and enjoyment of the Housatonic River.

Sincerely,

Dennis Regan
Berkshire Director, HVA
May 21, 2019

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

Submitted herewith for your consideration is an Order to accept a grant of funds in the amount of $93,345.00 from the Massachusetts Department of Environmental Protection for the Municipal Assistance Coordinator.

Respectfully submitted,

[Signature]
Linda M. Tyer, Mayor

LMT/CVB
Enclosure
May 17, 2019

Honorable Linda M. Tyer  
Mayor- City of Pittsfield  
70 Allen Street  
Pittsfield, MA 01201

Dear Mayor Tyer:

Submitted herewith for your consideration is an Order accepting a grant of funds in the amount of $93,345.00 from the Massachusetts Department of Environmental Protection for the City to serve as a Host Community for the Municipal Assistance Coordinator (MAC) in the Western District. This coordinator will provide technical assistance to the Western Massachusetts region, including Pittsfield, to help us increase recycling, composting, reduce household hazardous waste and create regional coordination. This grant will fund the third year of a 3-year commitment for this MAC position.

Respectfully,

David F. Turocy  
Commissioner of Public Services

CC: Matthew Kerwood, Finance Director  
    Allison Crespo, City Accountant
AUTHORIZING THE CITY OF PITTSFIELD TO ACCEPT A GRANT OF FUNDS IN THE AMOUNT OF $93,345.00 FROM THE MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION

Ordered:

That the City of Pittsfield, by and through the Mayor and City Council, is hereby authorized to accept a grant of funds in the amount of Ninety three thousand, three hundred forty five dollars ($93,345.00) from the Massachusetts Department of Environmental Protection, and that said funds may be expended pursuant to Massachusetts General Laws, Chapter 44, Section 53A.
Municipal Assistance Host Grant Budget between the City of Pittsfield 
&
Massachusetts Department of Environmental Protection

FY20 BUDGET

Background: On June 12, 2017 the Massachusetts Department of Environmental Protection (MassDEP) awarded the City of Pittsfield a grant to serve as the Host Community for the Municipal Assistance Coordinator in the Western District. This award was based on the application that Pittsfield submitted in response to MassDEP’s solicitation BD-17-1045 under the Sustainable Materials Recovery Program. Veronique Blanchard was hired as the Western District Municipal Assistance Coordinator starting on November 1, 2017. The grant is awarded for a period of 3 years, ending June 30, 2020.

The Municipal Assistance Coordinator Budget for FY20 is as follows:

FY20 Budget Summary:

The maximum obligation for the Host Contract in FY20 is $93,345 and is itemized below:

Veronique Blanchard Salary through June 30, 2020 $74,844
Host Admin/Office/Health: $ 9,000 ($750 per month x 12 months)
Travel/equipment: $ 2,875
Cell Phone Allowance $ 900
Social Security/Medicare: $ 5,726 (7.65% of salary earned)
June 20, 2017

Mayor Linda M. Tyler
City of Pittsfield
Office of the Mayor
70 Allen Street
Pittsfield, MA 01201

Dear Mayor Tyler:

I am pleased to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the City of Pittsfield a grant to serve as the Host Community for the Municipal Assistance Coordinator in the Western District. The award is based on the application that Pittsfield submitted in response to the MassDEP’s solicitation BD-17-1045 under the Sustainable Materials Recovery Program. Funding for this grant comes from the Sustainable Materials Recovery Program established under the Green Communities Act and governed by 310 CMR 19.300. This grant is awarded for a period of three years beginning July 1, 2017, with a three-year renewal option.

As the Host Community, the City of Pittsfield will provide office space, a computer, an email account and access to basic office supplies/functions to Ms. Heather Wasilewski, who serves as the Municipal Assistance Coordinator for the Western District. The attached Scope of Services contains the terms and conditions of the grant and budget. MassDEP acknowledges that some prior Host communities have provided additional benefits to the Municipal Assistance Coordinator. While the enclosed Scope of Work does not explicitly describe these benefits, Host Communities are encouraged to consider this when possible.

The maximum obligation for the Host Contract in FY18 is $71,991 as itemized below:

- Coordinator Salary: $55,008 (1,800 hours @ $30.56)
- Host Admin/Office/Health: $ 9,000 ($750 per month x 12 months)
- Cell Phone Allowance $ 900
- Travel/equipment: $ 2,875
- Social Security/Medicare: $ 4,208 (7.65% of salary)
To accept this grant, please sign and return two originals of the enclosed Grant Scope of Services by June 30, 2017 to:

Dawn Quirk
MassDEP
1 Winter Street, 7th Floor
Boston, MA 02108

Should you have any questions, please don’t hesitate to call Dawn at 617-292-5557.

Sincerely,

[Signature]
Greg Cooper
Division Director

cc: Matthew Kerwood
David Turocy
Heather Wasilewski
Municipal Assistance Host Grant Between the City of Pittsfield &
Massachusetts Department of Environmental Protection

FY18-FY20 SCOPE OF SERVICES and BUDGET

This Scope of Services shall cover the period of July 1, 2017, through June 30, 2020.

Background: On June 12, 2017 the Massachusetts Department of Environmental Protection (MassDEP) awarded the City of Pittsfield a grant to serve as the Host Community for the Municipal Assistance Coordinator in the Western District. This award was based on the application that Pittsfield submitted in response to MassDEP’s solicitation BD-17-1045 under the Sustainable Materials Recovery Program. The grant is awarded for a period of 3 years, ending June 30, 2020. This grant may be extended, per mutual agreement, for up to 3 additional years with a total period not to exceed 6 years. Grant funds awarded to the Host Community will be used to compensate the Municipal Assistance Coordinator and cover other allowable expenses as described in the Host Responsibilities section below.

Overview: The City of Pittsfield (hereinafter "Host") shall compensate the Coordinator for performance of duties as a Municipal Assistance Coordinator ("Coordinator"). MassDEP will assist the City of Pittsfield in soliciting applicants and selecting a qualified candidate to fill the Coordinator position in a mutually agreeable timeframe. The Municipal Assistance Coordinator Program will provide technical assistance and support to municipalities to increase recycling, composting, and reuse, reduce the toxicity of the waste stream and foster regional cooperation and innovative approaches to waste reduction. The Coordinator will work with the communities in Attachment A – (List of District Communities).

The Coordinator will act under the supervision of MassDEP and will conduct various activities targeted at helping municipalities establish and maintain effective waste reduction programs. In addition, through MassDEP’s Sustainable Materials Recovery Program, the Coordinator will be assigned to work with grantees (municipalities and regional groups) to assist with the implementation of selected waste reduction initiatives. The Coordinator shall also provide assistance to the Host Community on matters relating to solid waste management, recycling, composting, hazardous household waste, and other items as approved by MassDEP.

Host Responsibilities

1) Indicate the employment status between the Host and the Coordinator, Check one box below:
   - Contractor: the Coordinator shall be paid as a Contractor. As such, the Coordinator will pay self-employment tax (Social Security and Medicare). The Coordinator will document payment of self-employment tax to the Host when requesting reimbursement.
   - Employee: the Coordinator shall be paid as an employee of the Host Community. The Host shall be responsible for payment of the employer portion of Social Security and Medicare.

2) Provide the Coordinator with a workspace and access to, or reimbursement for, office supplies, postage, voice mail, internet access, computer and peripherals. If the Host and Coordinator agree that the Coordinator will work exclusively from a home office, the Host shall reimburse Coordinator for the above documented costs on a monthly basis.
3) Receive invoices or timesheets from Coordinator and provide bi-weekly compensation (preferably by direct deposit) as per terms described below.

   a) The grant provides for a maximum of 1,800 hours per fiscal year (July 1-June 30) to be worked by the Coordinator. The Host shall invoice MassDEP monthly, in arrears, for the actual hours worked during the previous month.

   b) Exactly $750 per month ($9,000 per year) has been allocated for Host administrative expenses, Coordinator office expenses (described in item 2 above), and any benefits as agreed to by the Host. The Host shall invoice MassDEP $750 per month for this line item.

   c) Up to $2,875 per year for travel and related expenses of the Coordinator (parking, tolls, pre-approved conference/workshop fees) and, as pre-approved by MassDEP, the purchase of durable office equipment when needed. The Host shall reimburse the Coordinator for personal vehicle mileage as required to fulfill the responsibilities of the position. MassDEP reserves the right to transfer durable office equipment purchased from these funds (e.g., computers, printers, fax machines, etc.) to another Host should this contract be terminated for any reason.

   d) 7.65% of earnings for Social Security and Medicare. This expense may either be paid by the Host on behalf of the Coordinator, or the Host will reimburse the Coordinator for self-employment tax paid (7.65% of earnings). The Host shall invoice MassDEP not less than quarterly for this expenditure.

   e) $900 cellphone allowance.

4) Submit monthly invoice to MassDEP for items a) and b) above. Invoices for a) and b) must be received no later than 20 days after the close of the monthly billing period unless advance arrangement is made with MassDEP. Invoice MassDEP at least quarterly for items c) and d) above.

Budget Summary:

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<tr>
<td>Coordinator Salary:</td>
<td>To be determined by MassDEP after Coordinator is selected</td>
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<td>Host Admin/Office/Health:</td>
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<td>Travel/equipment:</td>
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<td>Cell Phone Allowance:</td>
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<tr>
<td>Social Security/Medicare:</td>
<td>7.65% of salary earned</td>
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FY18, FY19, FY20: Coordinator salary to be determined by MassDEP.

Attachment
List of communities in the Western District
IN WITNESS WHEREOF, the City of Pittsfield hereby accepts the above terms and conditions and approves this Scope of Work:

Linda M. Ryder
Name (please print)
Signature
Linda M. Ryder
Mayor

The Massachusetts Department of Environmental Protection approves this Scope of Work:

Greg Cooper
Name (please print)
Signature
Greg Cooper
Director B2
Title

Date
7/24/17

<table>
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May 21, 2019

Honorable Linda M. Tyer, Mayor
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Mayor Tyer,

Submitted herewith for your consideration is an Order to accept a grant of funds in the amount of $70,324.98 from the Massachusetts Department of Transportation Aeronautics Division for the purchase of a propane tractor.

Respectfully submitted,

Linda M. Tyer, Mayor

LMT/CVB
Enclosure
Pittsfield Municipal Airport Commission

Kristopher A. Keane               Thomas J. Sakshaug D.D.S.
Airport Manager                  Chairman

May 23, 2019

Honorable Linda M. Tyer, Mayor
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Mayor Tyer,

Submitted herewith for your consideration is an authorization requesting the City of Pittsfield to accept a grant of funds in the amount of $70,324.98 from the Massachusetts Department of Transportation (MassDOT), Aeronautics Division. This grant will be used to purchase a Propane Tractor with Low PSI Dual Wheel Tires with Attachments under the Aeronautics Vegetation Management Program (VMP). The said project is 100% funded by MassDOT.

Sincerely,

[Signature]

Kristopher A. Keane
Airport Manager

Cc: Allison Crespo, City Accountant

Christopher J. Pedersen – Vice Chairman
Airport Commissioners: Gail Molar; Ned Kirchner; Ashley Persip, Patricia Begrowicz, Jay Green, Tom Hardy

Pittsfield Municipal Airport – 832 Tamarack Road – Pittsfield, MA 01201
(413) 448-9790 or (413) 448-8006 fax
City of Pittsfield

MASSACHUSETTS

IN CITY COUNCIL

AN ORDER

AUTHORIZING THE CITY OF PITTSFIELD TO ACCEPT A GRANT OF FUNDS FROM THE COMMONWEALTH OF MASSACHUSETTS AERONAUTICS DIVISION

Ordered:

That the City of Pittsfield, acting by and through its Mayor and City Council, is hereby authorized to accept a grant of funds in the amount of Seventy-Four thousand Three hundred Twenty-Four dollars ($70,324.98) from the Massachusetts Department of Transportation (MassDOT), by and through its Aeronautics Division for the Airport Vegetation Management Program (VMP) Project Propane Tractor with Attachments.

Furthermore, that the City of Pittsfield, acting by and through its Mayor and City Council, hereby authorizes the Pittsfield Municipal Airport Commission and/or its agents to expend said grants of funds in accordance with the provisions of Massachusetts General Laws, Chapter 44, section 53A.

That the City of Pittsfield, acting by and through it Municipal Airport Commission, is hereby authorized to execute any and all other documents necessary to implement this Order.
Application for Assistance

1. **DATE SUBMITTED:**
   - AIRPORT: Pittsfield Municipal Airport

- ☑ APPLICATION
- ☐ CONSTRUCTION
- ☐ PRE APPLICATION
- ☐ PLANNING
- ☑ PUBLIC
- ☐ PRIVATE

- MASSACHUSETTS AIRPORT SYSTEM PLAN (MASP) AIRPORT RANKING:
- AIRPORT CONSULTANT: N/A
- CONGRESSIONAL DISTRICT:

2. **PROJECT TITLE** Purchase a Propane Tractor with Low PSI Dual Wheel Tires with Attachments

   **PROJECT DESCRIPTION**
   The airport would like to purchase a propane tractor with low PSI dual wheel tires that will be able to brush cut in marshy conditions and can maintain areas that the John Deer with the large cutting deck cannot access. This equipment will be used to maintain vegetation at Pittsfield Municipal Airport, minimizing the frequency that MassDOT comes back to cut regrowth. The Airport staff can maintain more of the vegetation with the right tools.

   The airport would also like to purchase the stump grinder, rough cut, and boom mower attachments to maintain along the new fence line per FAA and MassDOT requests. The airport also has large bald areas of turf where a spreader is needed and could use the broom attachment for the walkways and apron area. The airport would also like the snow blower, whereas the airport currently has no equipment that could clear the walkway in front of the administration building.

   Attach an 8.5 x 11" sketch showing the location of the project

3. **PROJECT COST BREAKDOWN**

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4. **PROJECT FUNDING BREAKDOWN**

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START DATE: 4/11/2019  
COMPLETION DATE: 6/30/19

6. PROJECT COST EXPENDITURE SCHEDULE

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8. SPONSOR CERTIFICATIONS

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<th>SPONSOR WILL COMPLY/HAS COMPLIED WITH THE MASSACHUSETTS GENERAL LAWS FOR THE PROCUREMENT OF GOODS AND SERVICES.</th>
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9. TITLE

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| AIRPORT MANAGER  |  |  |
|-------------------| | |

| AIRPORT COMMISSION CHAIRMAN  |  |  |
|-------------------------------| | |

| MASSDOT - AERONAUTICS DIVISION DIRECTOR OF AVIATION PLANNING  |  |  |
|----------------------------------------------------------------| | |

| MASSDOT - AERONAUTICS DIVISION DIRECTOR OF AIRPORT ENGINEERING  |  |  |
|----------------------------------------------------------------| | |

| MASSDOT - AERONAUTICS DIVISION ADMINISTRATOR  |  |  |
|------------------------------------------------| | |

10. MASSDOT - AERONAUTICS DIVISION COMMENTS

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MassDOT Form AD1 – Application for Assistance
Revised: 03-6-2015
May 21, 2019

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

Submitted herewith for your consideration is an Order appropriating the amount of $619,701.14 for the Fiscal Year 2019 Community Preservation Fund budget and appropriating funds to 12 projects recommended for funding by the Community Preservation Committee.

Respectfully submitted,

Linda M. Tyer, Mayor

LMT/CVB
Enclosure
May 20, 2019

Honorable Linda M. Tyer  
Mayor’s Office  
70 Allen Street  
Pittsfield, MA 01201

Re: Community Preservation Committee – FY 2019 budget and project funding recommendations

Dear Mayor Tyer,

Enclosed please find an order amending the Fiscal Year 2019 budget and appropriating funds to 12 projects recommended for funding by the Community Preservation Committee. The FY2019 budget increased based on a larger commitment than estimated last May as well as a larger state match. As documented in the attached memorandum from staff, the Committee went through a comprehensive application review process, which resulted in the enclosed recommendations.

Respectfully Submitted,

John Dickson, Chair

JD/cjh
Ordered:

AN ORDER APPROPRIATING THE AMOUNT OF $619,701.14 FOR THE FISCAL YEAR 2019 COMMUNITY PRESERVATION FUND BUDGET AND PROJECT APPROVALS

That the sum of $619,701.14 is appropriated for the Fiscal Year 2019 Community Preservation fund as follows:

a. To appropriate $26,135.80 of FY2019 revenues for Administrative Expenses
b. To reserve $52,271.60 of FY2019 revenues for Historic Resources
c. To reserve $52,271.60 of FY2019 and $42,925.96 of FY2018 revenues for Community Housing
d. To reserve $52,271.60 of FY2019 revenues for Open Space and Recreation
e. To reserve $339,765.37 of FY2019 revenues and $64,250.61 of FY2018 revenues for FY2019 Community Preservation Fund purposes

And further ordered, an appropriation of $575,919.60 from the Community Preservation Fund for the following projects:

1) City of Pittsfield – Construction of pickleball courts – $35,271.60 – Open Space/Recreation
2) City of Pittsfield – Improvements to Doyle Softball Complex – $17,000 – Open Space/Recreation
3) Berkshire County Historical Society – Barn restoration – $25,000 – Historic Resources
4) Berkshire Family YMCA – Façade and window restoration – $75,000 – Historic Resources
5) Berkshire Theatre Group – Colonial roof restoration – $62,000 – Historic Resources
6) Berkshire Athenaeum – Special collections preservation – $9,148 – Historic Resources
7) City of Pittsfield – Springside House interior restoration – $50,000 – Historic Resources
8) CT Management Group – Morningstar Apartments roof and bell tower restoration – $37,500 – Historic Resources
9) Samuel Harrison Society – Reconstruction of Samuel Harrison’s workshop – $60,000 – Historic Resources
10) St. Joseph’s Church – Fence restoration – $15,000 – Historic Resources
11) Zion Lutheran Church – Roof restoration – $100,000 – Historic Resources
12) Central Berkshire Habitat for Humanity – Gordon/Deming Homeownership Project – $90,000 – Community Housing
Fiscal Year 2019 Budget

Last June, the City Council adopted an overall budget of $580,036.05 for the Fiscal Year 2019 administration of the Community Preservation Act (or "CPA"). This included an estimated local surcharge of $420,000, state match of $48,300, and a carry-over reserve from FY2018. As the Fiscal Year progressed, the state increased the match to $81,623, and the City’s CPA commitment was $441,092.97, raising the total available funds to $619,701.14. The enclosed document reflects these changes to each of the dedicated project categories and administrative budget. The budget document also included estimates of expenditures and encumbered funds based on the project recommendations from the Community Preservation Committee (or “CPC”).

Project Recommendations

In addition to budgets, the City Council is responsible for the final approval of the use of Community Preservation Act funding. In relation to funding projects, the City Council has the following options:

1) Approve the project at the recommended allocation from the CPC;
2) Approve the project with a reduced allocation from that of the CPC; or,
3) Reject the project.

The CPC began soliciting projects to be considered for Community Preservation Act funds in November. In the first phase of the process the CPC received 15 eligibility applications: ten related to historic resources, three categorized as open space and recreation, and two as community housing. The 15 projects requested $959,800, with an estimate of approximately $600,000 available to fund projects in the two categories. In December, the CPC completed its review of the applications and deemed all of the applications eligible for funding. Eligible applicants were invited to submit in depth project funding applications by March 1. Of the 15 applicants, 14 submitted refined applications seeking CPA funds (one of the fifteen withdrew from consideration). Despite one less project, the overall funding request increased to $1,023,706.50. The fourteen (14) applications were presented to the CPC at two public meetings on April 2 and April 11. Members of the CPC then scored the projects based on criteria developed as part of the preparation of the Community Preservation Plan.

On April 22, 2019, the CPC met, deliberated, and recommended that the City Council fund twelve (12) of the fourteen (14) projects. The following is a brief synopsis of the projects and the recommended funding for each project:
1) City of Pittsfield – Pickleball Court project  
Overall Project Cost: $350,000  
Requested Funds: $52,500  
CPC Recommended Funding Amount: $35,271.60  
Funding category: Open Space and Recreation  

This project received funds in the first year of CPA project applications in the amount of $15,000 to analyze potential siting locations and begin designing a facility. This application in year 2 is geared towards the completion of design and engineering for the chosen site and construction at Springside Park, located in the vicinity of the City’s water tower and Doyle Softball Complex. The CPC recommends funding this project at a reduced amount of $35,271.60.

2) City of Pittsfield/Pittsfield Girls Softball League– Improvements to the Doyle Softball Complex  
Overall Project Cost: $22,000  
Requested funds: $17,000  
CPC Recommended Funding Amount: $17,000  
Funding Category: Open Space/Recreation  

This project involves a collaborative effort to make improvements at the Doyle Softball Complex. The funds for this project will be directed towards the reconstruction of dugouts and installation of a new light. The CPC recommended funding at the full amount requested by the applicant.

3) Berkshire County Historical Society – Barn Restoration  
Overall Project Cost: $94,425  
Requested funds: $50,000  
CPC Recommended Funding Amount: $25,000  
Funding Category: Historic resources  

After receiving funds last year towards improvements to the physical landscape, this year the Historical Society seeks funds for restoration work on a barn that serves multiple functions, including the visitor center. The requested funds would be directed towards the restoration of the roof and siding. The CPC recommended funding at half of the amount requested by the applicant.

4) Berkshire Family YMCA – Restoration of façade and windows  
Overall Project Cost: $6,150,000  
Requested Funds: $200,000  
CPC Recommended Funding Amount: $75,000  
Funding Category: Historic Resources  

The Berkshire Family YMCA is planning a significant capital project that encompasses the whole facility at 292 North Street. A portion of the facility does contain an historically significant building. The project includes restoring the façade and several original windows that were sealed off in the past. The CPC recommends funding this project at $75,000 and is open to a future request for funds.

5) Berkshire Theatre Group – Colonial Theatre Roof Replacement  
Overall Project Cost: $96,800
Requested funds: $96,800
CPC Recommended Funding Amount: $62,000
Funding Category: Historic resources

The Berkshire Theatre Group must replace the roof of the Colonial, as defects in the existing roof are resulting in interior damage to the theatre. The CPC felt the first phase of the roof replacement project was especially important. The CPC recommends funding this project at $62,000, which would cover the entire first phase and the majority of the overall project.

6) Berkshire Athenaeum – Special Collections Preservation
   Overall Project Cost: $14,877.50
   Requested funds: $9,147.50
   CPC Recommended Funding Amount: $9,147.50
   Funding Category: Historic Resources

   The Berkshire Athenaeum requests funds to upgrade their HVAC system for their special collections room and replace UV filtering film in the Local History section. These two improvements will assist in the preservation of historic materials held by the Athenaeum. The CPC recommends funding this project in full.

7) City of Pittsfield/Historical Commission – Historic Cemeteries Preservation
   Overall Project Cost: $25,000
   Requested funds: $25,000
   CPC Recommended Funding Amount: $0
   Funding Category: Historic Resources

   The CPC felt this project was not a priority for this funding year, but was open to consideration in future funding cycles.

8) City of Pittsfield – Springside House Restoration
   Overall Project Cost: $1,000,000
   Requested funds: $50,000
   CPC Recommended Funding Amount: $50,000
   Funding Category: Historic Resources

   As part of its efforts to continue the rehabilitation of the Springside House, the City requested $50,000 for continuing efforts in rehabiliting the Springside House. These funds will be utilized for beginning the interior phase of the overall restoration project. The CPC recommends funding this project in full.

9) CT Management – Roof and tower restoration
   Overall Project Cost: $6,700,000
   Requested funds: $75,000
   CPC Recommended Funding Amount: $37,500
   Funding Category: Historic Resources

   CT Management Group requested funds to assist with the restoration of the tile roof and tower of the former St. Mary’s Church structure. The CPC recommends supporting the project with funding at 50% of the overall request.
10) Samuel Harrison Society – Samuel Harrison House workshop restoration
   Overall Project Cost: $132,000
   Requested funds: $100,000
   CPC Recommended Funding Amount: $60,000
   Funding Category: Historic Resources

   The Samuel Harrison Society has requested funds to restore the shoe workshop that
   Samuel Harrison operated on the backside of the homestead. This project had been
   identified previously outside of the overall rehabilitation of the original structure. The
   CPC recommends funding the project at $60,000.

11) St. Joseph’s Church – Iron fence restoration
   Overall Project Cost: $215,000
   Requested Funds: $50,000
   CPC Recommended Funding Amount: $15,000
   Funding Category: Historic Resources

   St. Joseph’s has partially restored its historic iron fence along its North Street frontage.
   The project was paused as additional funding was required for completion. The CPC
   recommends funding at $15,000.

12) Zion Lutheran Church – Roof replacement
   Overall Project Cost: $215,000
   Requested funds: $158,259
   CPC Recommended Funding Amount: $100,000
   Funding Category: Historic Resources

   Zion Lutheran Church has requested funds to replace its roof. The condition of the roof
   is placing its historic interior finishes in danger. The CPC felt strongly that funds were
   needed immediately and the importance of the structure as an historic asset as well as one
   with a growing community minded focus. The CPC recommends funding this project at
   $100,000.

13) Central Berkshire Habitat for Humanity – Gordon/Deming Homeownership
   Overall Project Cost: $1,312,915
   Requested funds: $90,000
   CPC Recommended Funding Amount: $90,000
   Funding Category: Community Housing

   Central Berkshire Habitat for Humanity plans to construct six affordable housing units at
   property it owns at the intersection of Gordon Street and Deming Street. CPA funds will
   allow this project to continue to move forward towards construction. The CPC
   recommends funding this project in full.

14) Central Berkshire Habitat for Humanity – West Side Homeownership
   Overall Project Cost: $180,000
   Requested funds: $65,000
   CPC Recommended Funding Amount: $0
   Funding Category: Community Housing

   The project proposal involves acquiring a property in the West Side and rehabilitating the
   structure with affordable residential units. At the time of the application review, the
applicant had not secured a property for rehabilitation. The CPC was supportive of the idea, but felt funding would be more appropriate when a specific property was either under contract or purchased by Central Berkshire Habitat for Humanity.

Fiscal Year 2020 Budget

The enclosed order for the Fiscal Year 2020 Budget is $512,796.20. This budget is based on an estimated total of $420,000 raised through the City surcharge, the Department of Revenue estimate of an 11.57% match, equaling $51,034.46, and an estimated carry-over reserve of $41,761.74 from Fiscal Year 2019, with the latter based on the City Council approving projects as recommended by the CPC. Funds reserved specifically for each of the three project areas must be carried over for use in the same category, while reserve funds carry over to the reserve line. Based on the recommendation from the CPC, the only area specific category to carry over to FY2020 is Community Housing, in the amount of $4,178.44. The balance of the reserve funds will carry over into the overall CPA reserve, with funds in that category eligible for allocation to any CPA eligible project. This budget remains consistent to the development of the FY2018 and FY2019 budgets, using the required minimum thresholds of 10% for the three eligible project areas and a maximum threshold for administrative costs of 5%, with the balance left in a reserve line that can be utilized for any of the allowable project areas.
### Fiscal Year 2019

<table>
<thead>
<tr>
<th>Total Allocation*:</th>
<th>$522,715.97</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY19 Allocation</td>
<td>FY18 Reserve</td>
</tr>
<tr>
<td>Administration</td>
<td>26,135.80</td>
</tr>
<tr>
<td>Historic Resources (10%)</td>
<td>52,271.60</td>
</tr>
<tr>
<td>Community Housing (10%)</td>
<td>52,271.60</td>
</tr>
<tr>
<td>Open Space and Recreation (10%)</td>
<td>52,271.60</td>
</tr>
<tr>
<td>Reserve</td>
<td>339,765.37</td>
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<tr>
<td>Total</td>
<td>522,715.97</td>
</tr>
</tbody>
</table>

*Estimated $420,000 local surcharge and $51,034.46 state match
**Reverts to overall fund reserve
***Includes all projects recommended for funding by CPC

### Total Expended/Encumbered per Funding Category

| Administration | 2,019.80 |
| Historic Resources | 52,271.60 |
| Community Housing | 90,000.00 |
| Open Space and Recreation | 52,271.60 |
| Reserve | 381,376.40 |
| Total | 577,939.40 |

*$441,092.97 local surcharge and $81,623 state match
**Reverts to overall fund reserve
***Includes all projects recommended for funding by CPC

### Fiscal Year 2020

<table>
<thead>
<tr>
<th>Total Allocation*:</th>
<th>$471,034.46</th>
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</thead>
<tbody>
<tr>
<td>FY20 Allocation</td>
<td>FY19 Reserve***</td>
</tr>
<tr>
<td>Administration</td>
<td>23,551.72</td>
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<tr>
<td>Historic Resources (10%)</td>
<td>47,103.45</td>
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<tr>
<td>Community Housing (10%)</td>
<td>47,103.45</td>
</tr>
<tr>
<td>Open Space and Recreation (10%)</td>
<td>47,103.45</td>
</tr>
<tr>
<td>Reserve</td>
<td>306,172.40</td>
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<td>Total</td>
<td>471,034.46</td>
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</table>

*Estimated $420,000 local surcharge and $51,034.46 state match
**Reverts to overall fund reserve
***Contingent on City Council approval of FY2019 projects
## CPA Funding Submissions
### 2020

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Project</th>
<th>Location</th>
<th>Eligibility Request</th>
<th>Funding Request Cost</th>
<th>Funding Request Request</th>
<th>Description</th>
<th>Applicant Type</th>
<th>Property Owner</th>
<th>CPA Category - Recreation</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Pittsfield - DCD</td>
<td>Construction of pickleball courts</td>
<td>TBD</td>
<td>$300,000</td>
<td>$45,000</td>
<td>$350,000.00</td>
<td>$25,000.00</td>
<td>Following the selection of a preferred location, funds would be dedicated to design of facility</td>
<td>City government/Parks</td>
<td>Yes</td>
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<tr>
<td>City of Pittsfield - DCD/Pittsfield Girls Softball Complex</td>
<td>Improvements to Doyle Softball Complex</td>
<td>Benedict Road</td>
<td>$22,000</td>
<td>$17,000</td>
<td>$22,000.00</td>
<td>$17,000.00</td>
<td>Reconstruction of dugouts and installation of a new light</td>
<td>City government/Parks</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Pittsfield - DCD</td>
<td>Park Entry Sign Project</td>
<td>Multiple locations</td>
<td>$12,000</td>
<td>$13,000</td>
<td></td>
<td></td>
<td></td>
<td>City of Pittsfield/DCD</td>
<td>Yes</td>
</tr>
</tbody>
</table>

| Total | $334,000 | $74,000 | $372,000.00 | $69,500.00 | |

### CPA Category - Historic Preservation

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Project</th>
<th>Location</th>
<th>Eligibility Request</th>
<th>Funding Request Cost</th>
<th>Funding Request Request</th>
<th>Description</th>
<th>Applicant Type</th>
<th>Property Owner</th>
<th>CPA Category - Historic Preservation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkshire County Historical Society</td>
<td>Barn restoration</td>
<td>780 Holmes Road</td>
<td>$90,000</td>
<td>$45,000</td>
<td>$94,425.00</td>
<td>$50,000.00</td>
<td>Replacement of barn roof and deteriorated siding</td>
<td>Private entity/Not-for-profit</td>
<td>Yes</td>
</tr>
<tr>
<td>Berkshire YMCA</td>
<td>Façade and Window Restoration</td>
<td>292 North Street</td>
<td>$4,500,000</td>
<td>$200,000</td>
<td>$6,350,000.00</td>
<td>$200,000.00</td>
<td>Restoration of brick façade and window restoration</td>
<td>Not-for-profit</td>
<td>Yes</td>
</tr>
<tr>
<td>Berkshire Theatre Group</td>
<td>Colonial Roof Replacement</td>
<td>111 South Street</td>
<td>$96,800</td>
<td>$96,800</td>
<td>$96,800.00</td>
<td>$96,800.00</td>
<td>Replacement/restoration of roof, drainage infrastructure, and damaged bricks</td>
<td>Private entity/Not-for-profit</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Pittsfield - Berkshire Athenaeum</td>
<td>Special Collections Preservation</td>
<td>1 Wendell Avenue</td>
<td>$39,000</td>
<td>$35,000</td>
<td>$14,877.50</td>
<td>$9,147.50</td>
<td>Upgrade/Replacement of UV filtering film on windows and HVAC</td>
<td>City government/library</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Pittsfield - DCD &amp; Historical Commission</td>
<td>Historic Cemeteries Preservation Planning</td>
<td>West Street/Williams Street</td>
<td>$25,000</td>
<td>$25,000</td>
<td>$25,000.00</td>
<td>$25,000.00</td>
<td>Developing preservation plans for the historic East Part and West Part Cemeteries</td>
<td>City government</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Pittsfield - DCD</td>
<td>Springside House Restoration</td>
<td>874 North Street</td>
<td>$1,000,000</td>
<td>$50,000</td>
<td>$1,000,000.00</td>
<td>$50,000.00</td>
<td>Interior design work.</td>
<td>City government/Parks</td>
<td>Yes</td>
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<tr>
<td>CT Management Group</td>
<td>Former St Mary’s Church Adaptive Reuse</td>
<td>653 Tyler Street</td>
<td>$6,700,000</td>
<td>$75,000</td>
<td>$6,700,000.00</td>
<td>$75,000.00</td>
<td>Restoration of terra cotta roof and Caen mopolis tower</td>
<td>Private entity/Charitable</td>
<td>Yes</td>
</tr>
<tr>
<td>Samuel Harrison Society</td>
<td>Reconstruction of workshop at the Samuel Harrison House</td>
<td>82 Third Street</td>
<td>$132,000</td>
<td>$100,000</td>
<td>$132,000.00</td>
<td>$100,000.00</td>
<td>Project includes the restoration of the workshop, which was previously attached to the main structure</td>
<td>Private entity/Not-for-profit</td>
<td>Yes</td>
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<tr>
<td>St. Joseph’s Church</td>
<td>Restoration of iron fence</td>
<td>414 North Street</td>
<td>$215,000</td>
<td>$50,000</td>
<td>$215,000.00</td>
<td>$50,000.00</td>
<td>Restoration of iron fence</td>
<td>Religious/Not-for-profit</td>
<td>Yes</td>
</tr>
<tr>
<td>Zion Lutheran Church</td>
<td>Common Room roof replacement</td>
<td>74 First Street</td>
<td>$67,500</td>
<td>$54,000</td>
<td>$211,012.00</td>
<td>$158,259.00</td>
<td>Roof replacement</td>
<td>Religious/Not-for-profit</td>
<td>Yes</td>
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</table>

| Total | $12,865,300 | $730,800 | $14,397,144.50 | $814,206.50 | |

### Eligibility Requests

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Total Funding Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Housing</td>
<td>$155,000</td>
<td>$140,000.00</td>
</tr>
<tr>
<td>Open Space/Recreation</td>
<td>$74,000</td>
<td>$955,000.00</td>
</tr>
<tr>
<td>Historic Preservation</td>
<td>$730,800</td>
<td>$14,267,215.00</td>
</tr>
</tbody>
</table>

S:\DCD\Planning Division\Community Preservation Committee\FY20 CPA Funding Submissions.xlsx
May 21, 2019

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

Submitted herewith for your consideration is an Order appropriating the amount of $512,796.20 for the Fiscal Year 2020 Community Preservation Fund budget.

Respectfully submitted,

Linda M. Tyer, Mayor

LMT/CVB
Enclosure
May 20, 2019

Honorable Linda M. Tyer
Mayor’s Office
70 Allen Street
Pittsfield, MA 01201

Re: Community Preservation Committee – FY 2020 Budget

Dear Mayor Tyer,

Enclosed please find the Fiscal Year 2020 budget prepared by the Community Preservation Committee. Also enclosed is a memorandum from staff that explains the budget document.

Respectfully Submitted,

John Dickson, Chair

JD/cjh
AN ORDER APPROPRIATING THE AMOUNT OF $512,796.20 FOR THE FISCAL YEAR 2020 COMMUNITY PRESERVATION FUND BUDGET

That the sum of $512,796.20 is appropriated for the Fiscal Year 2020 Community Preservation fund as follows:

a. To appropriate $23,551.72 of FY2020 revenues for Administrative Expenses
b. To reserve $47,103.45 of FY2020 revenues for Historic Resources
c. To reserve $47,103.45 of FY2020 and $4,178.44 of FY2019 revenues for Community Housing
d. To reserve $47,103.45 of FY2020 revenues for Open Space and Recreation
e. To reserve $306,172.40 of FY2020 revenues and $37,583.30 of FY2019 for Community Preservation Fund purposes
May 21, 2019

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors:

Submitted herewith for your consideration is an Order to transfer and appropriate $100,000.00 from the Unclassified Budget to Workers Compensation.

Respectfully submitted,

Linda M. Tyer, Mayor

LMT/CVB
Enclosure
May 15, 2019

The Honorable Linda M. Tyer, Mayor
City Of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Mayor Tyer:

Submitted for your consideration, is an authorization transferring and appropriating $100,000.00 from the Health Insurance line item in the Unclassified budget to the Insurance Injuries Fire/Police line item with the Workers Compensation budget. As I have discussed several times with the City Council’s Finance Committee, a higher than expected number of public safety employees are currently unable to perform their duties due to injury or illness. This has placed a strain on the Workers Compensation budget and the IOD line item specifically. While I have made some internal transfers, based on current payments there will not be enough funding within the Workers Compensation budget to fund our required obligations through to the end of the fiscal year.

Therefore, this is a critical request and I would request that you forward this to the City Council for its consideration and approval at its May 28th meeting.

Respectfully Submitted,

Matthew M. Kerwood
Finance Director

cc: Nicole Gai, Assistant Treasurer
    Allison Crespo, City Accountant
City of Pittsfield
MASSACHUSETTS
IN CITY COUNCIL
AN ORDER

TRANSFERRING AND APPROPRIATING THE AMOUNT OF $100,000.00 FROM THE UNCLASSIFIED BUDGET TO WORKERS COMPENSATION

Ordered:

That the sum of $50,000.00 be, and hereby is, transferred from the Unclassified budget and appropriated to Workers Compensation as follows:

FROM: 01502-51506 Health Insurance $100,000.00

TO: 01500-51709 Ins Injuries Fire/Polic $100,000.00
May 20, 2019

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors:

I have received your petition requesting that I establish a working group to explore alternative funding sources for the At Home in Pittsfield home improvement initiative. It is my understanding, and with great relief, that the City Council agrees with the structure of the program. Unfortunately, there are differences of opinion on the use of economic development funds.

First, I must recognize and thank the city’s Office of Community Development, Habitat for Humanity, Berkshire Bridges—A Working Cities Initiative, and our bank partners for the dedication and commitment they have provided throughout the development of this initiative. Their creative thinking, valuable input, and engaged participation all contributed to designing a well-crafted response to the housing needs of our community. It is a hallmark of collaboration.

I, and these outstanding community representatives, originated the At Home in Pittsfield concept, presented it to the City Council for its consideration, and compromised in several areas to satisfy concerns raised by the City Council.

If we are going to find a funding solution that we can all be proud of then it is essential that the original planners be part of the next level of review. The existing planning group consists of Deanna Ruffer, Justine Dodds, Carolyn Valli, Alisa Costa, Lori Gazzillo Kiely, Tara McCluskey, Richard Whalen and Paula Lewis. Because so much work has already taken place and the existing planning group is well oriented to the concept, I propose that it remain in place and be joined by Director of Finance Matthew Kerwood, Ward 2 City Councilor Kevin Morandi, and At-Large City Councilor Peter White for the purposes of exploring alternative funding sources for the At Home In Pittsfield initiative. I am confident that there will be serious deliberations and a sincere willingness to find a solution.

Sincerely,

Linda M. Tyer, Mayor
To the City Council of the City of Pittsfield:-

The undersigned respectfully requests that Mayor Tyer establish a working group made up of Councilors and the administration as well as others to look at alternative methods of financing the Pittsfield At Home initiative other than utilizing The GE economic development funds.

Christopher Connell
Ward 4 City Councilor

Melissa Mazzeo
Councilor at Large

Anthony Simonelli
Ward 7 City Councilor

Kevin Morandi
Ward 2 City Councilor
May 21, 2019

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

Submitted herewith for your consideration is an Ordinance amending the City Code, Chapter 16, Personnel, Section 16-12 (a) Definition and adoption of compensation plan.

Respectfully submitted,

Linda M. Tyer, Mayor

LMT/CVB

Enclosure
May 20, 2019

To: Mayor Linda M. Tyer  
From: Michael Taylor, Director of Personnel  
RE: R.S.V.P

Mayor Tyer,

Attached are requests to change the salary grades of two positions employed by R.S.V.P:

- Administrative Assistant
- Volunteer Coordinator

The upgrades were unanimously approved by the Personnel Review Board on May 14, 2019.

Please let me know any questions you may have –

Thank you

Michael
AN ORDINANCE

AMENDING THE CODE OF THE CITY OF PITTSFIELD
CHAPTER 16, PERSONNEL

Be it ordained by the City Council of the City of Pittsfield, as follows:

SECTION 1:

That the Code of the City of Pittsfield, Chapter 16, Personnel, Sec. 16-12(a) Definition and adoption of compensation plan, be amended by deleting the following:

<table>
<thead>
<tr>
<th>Title</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSVP Administrative Assistant/Driver</td>
<td>82</td>
</tr>
<tr>
<td>RSVP Volunteer Coordination/Fiscal Manager</td>
<td>75</td>
</tr>
</tbody>
</table>

And replacing with the following:

<table>
<thead>
<tr>
<th>Title</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSVP Administrative Assistant</td>
<td>13</td>
</tr>
<tr>
<td>RSVP Volunteer Coordinator</td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
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<tr>
<td></td>
<td>$30,030.00</td>
<td>$30,930.90</td>
<td>$31,858.83</td>
<td>$32,814.59</td>
<td>$33,799.03</td>
<td>$34,813.00</td>
<td>$35,857.39</td>
</tr>
</tbody>
</table>

SECTION II:

This ordinance shall take effect July 1, 2019.

Approved as to Form and Legality,

______________________________

City Solicitor
**PERSONNEL REVIEW BOARD – Request for Position Change**

**Date:** 5/7/19

1. **Department:**
   - RSVP

2. **Position Title:**
   - Volunteer Coordinator

3. **General statement of duties and responsibilities for the current position.**
   This individual will conduct volunteer recruitment, intake, placement, orientation, evaluation, and trainings. The Coordinator will effectively manage RSVP volunteer statistics, RSVP Reporter software and computer input of volunteer hours, assignments, and station requests. The Volunteer Coordinator will assist with the Annual Volunteer Recognition Event, Arbor Day Celebration and other RSVP special events and projects. This individual will be responsible for community outreach, publicity, planning, implementation of events, creation of flyers, public service announcements, media articles, and RSVP visibility.

4. **Proposed Title:**
   - Volunteer Coordinator

5. **General statement of duties and responsibilities for the proposed position.**
   - The Volunteer Coordinator position has expanded since its beginning. We have acquired more stations, more volunteers, and more projects. The Volunteer Coordinator is now responsible for all stations, volunteers, hours, various projects, and greeting guests as they visit the office. The Volunteer Coordinator works closely with the Director to ensure all files are neat and organized in the event of an audit. They are also responsible for driving the RSVP van when a volunteer is unavailable.

6. **Current Salary per yr:**
   - $12.30 - $14.67/hr

7. **Proposed Salary per yr:**
   - $16.50 - $19.70/hr

8. **Hrs to be worked per wk:**
   - 35

9. **Work Schedule:**
   - 8:30am - 4:00pm

10. **Explain the purpose for the upgrade.**
    - The current salary is out of date by 5+ years. Minimum wage is now at 12.00 and this position makes slightly more than that. The cost of living and inflation has had a direct impact on the residents of this county and wages through the largest city in the Berkshires should reflect that. The duties required for this position are relevant to the education one would incur from obtaining an Associates Degree or having 2+ years of marketing and customer relations experience. The Volunteer Coordinator keeps track of over 350 volunteers within a database and is in contact with over 50 stations/organizations on a regular basis.

11. **Is funding for this position in your current budget?**
    - Yes

12. **Have you obtained the Mayor's approval for this upgrade?**
    - The Mayor is aware of my intentions of improving staff salaries.
13. Please classify the current position (check all that apply):
Exempt [✓] Management [ ]
Union [ ] Name of union __________________

14. Please classify the proposed position (check all that apply):
Exempt: [✓] Management [ ]
Union [ ] Name of union __________________

15. Has position been negotiated with/between union(s)? (If applicable)
NA

Please submit the following information with this request:

a. Job Description(s)
b. Departmental Organizational Chart
c. Salary Table
d. Any additional information deemed relevant

Submitted By: Jeffrey Roucoulet
Title: Director of RSVP
Mayor: ___________________________
City of Pittsfield  
*Job Description*

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Volunteer Coordinator</th>
<th>Grade Level:</th>
<th>TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>R.S.V.P</td>
<td>Union/Non-Union:</td>
<td>Non-union/non-exempt</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Director</td>
<td>Date Prepared:</td>
<td>May 2019</td>
</tr>
</tbody>
</table>

**Job purpose**

Under general supervision of the Director, the incumbent will conduct volunteer recruitment, intake, placement, orientation, evaluation, and trainings. The Coordinator will effectively manage RSVP volunteer statistics, RSVP Reporter software and computer input of volunteer hours, assignments, and station requests. The Volunteer Coordinator will assist with the Annual Volunteer Recognition Event, Arbor Day Celebration and other RSVP special events and projects. This individual will be responsible for community outreach, publicity, planning, implementation of events, creation of flyers, public service announcements, media articles, and RSVP visibility.

**Duties and responsibilities**

1. Works with RSVP Director in all areas of recruitment, retention, and recognition of senior volunteers.

2. Assist RSVP Director in compiling statistical data and status reports as needed, including progress reports for Corporation for National Service.

3. Interviews and matches volunteers with volunteer positions, utilizing the volunteer’s unique talents, interests, and skills.

4. Supervises RSVP volunteers who assist with computer input of monthly hour statistics, phone calling, maintenance, miscellaneous office jobs, and special events, etc.

5. Effectively manages RSVP volunteer statistics in volunteer management database, RSVP Reporter software, and computer input of volunteer hours, assignments, and station requests.

6. Attends professional development workshops, as suggested by supervisor.

7. Ensures that new volunteers receive welcome packets/membership cards / related training.

8. Processes and maintains (in confidential file) all CORI’s (Criminal Offense Record Investigation Forms) for volunteers; and NSOPW Report (National Sex Offender Public Website).

9. Maintains cooperative working relations with stations, conduct annual site visits, trainings, and prepare station reports and maintains volunteer and station files insuring they are current and complete.

10. Designs and produces the RSVP weekly email newsletter.

11. Ensures that the RSVP Web Site is revised biannually and ensures that all RSVP social media is updated.

12. Assist in preparing public relations materials, training documents, special events literature, etc.
PERSONNEL REVIEW BOARD – Request for Position Change

Date: 5/7/19

1. Department: RSVP

2. Position Title: Administrative Assistant

3. General statement of duties and responsibilities for the current position.
Under general supervision of the Director, the incumbent is expected to assist with the administrative duties that require a high degree of decision for conformance with both city departmental regulations and federal policies and procedures, attends monthly Recognition Committee meetings, to perform related work as required, and to work effectively with other employees.

4. Proposed Title: Administrative Assistant

5. General statement of duties and responsibilities for the proposed position.
The administrative works closely with the Director managing the finances of both city and federal budgets. The Admin Assistant is responsible for ordering all office supplies, arranging the volunteer recognition luncheon, scheduling for the RSVP van transportation service, and cleanliness of the office.

6. Current Salary per yr: $12.56 - $15.29/hr

7. Proposed Salary per yr: $16.50 - $19.70/hr

8. Hrs to be worked per wk: 35

9. Work Schedule: 8:30am - 4:00pm

10. Explain the purpose for the upgrade.
The current salary is out of date by 5+ years. Minimum wage is now at 12.00 and this position makes slightly more than that. The cost of living and inflation has had a direct impact on the residents of this county and wages through the largest city in the Berkshires should reflect that. The duties required for this position are relevant to the education one would incur from obtaining an Associates Degree or having 5+ years of Administrative and Bookkeeping experience. The Administrative Assistant keeps track of City Budget AND Federal Budget. The federal government also subsidizes part of the positions salary at about 30%.

11. Is funding for this position in your current budget?
Yes.

12. Have you obtained the Mayor's approval for this upgrade?
The Mayor is aware of my intentions of improving staff salaries.
13. Please classify the current position (check all that apply):

Exempt [✓] Management [ ]
Union [ ] Name of union

14. Please classify the proposed position (check all that apply):

Exempt: [✓] Management [ ]
Union [ ] Name of union

15. Has position been negotiated with/between union(s)? (If applicable)

NA

Please submit the following information with this request:

a. Job Description(s)
b. Departmental Organizational Chart
c. Salary Table
d. Any additional information deemed relevant

Submitted By: Jeffrey Roucoulet
Title: Director of RSVP
Mayor: [Signature]
City of Pittsfield

*Job Description*

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**Job purpose**

Under general supervision of the Director, the incumbent is expected to assist with the administrative duties that require a high degree of decision for conformance with both city departmental regulations and federal policies and procedures, attends monthly Recognition Committee meetings, to perform related work as required, and to work effectively with other employees.

**Duties and responsibilities**

1. Manage main office including reception, secretarial, mail, supply orders, equipment maintenance & inventory, maintenance of program files & records, updating forms, and RSVP materials. Oversee, train and delegate tasks to main office clerical volunteers. Coordinate the volunteer office tasks and volunteer work schedule.

2. Maintain main office environment to be attractive & neat. Update calendars, general office lists, bulletin board and seasonal decorations.

3. Acts as first contact person for the Department. Receives and greets the public. Answers the Department’s main phone and provides caller with requested information or forwards the call to the appropriate staff person.

4. Manage the RSVP transportation project, including monthly volunteer mileage reimbursement, tracking van mileage, vehicle maintenance, supervise volunteer van drivers prepare monthly passenger dispatch sheets, monthly van stats sheet for Council on Aging, passenger safety and tracking information regarding ride requests we were unable to provide.

5. Occasionally serve as a van driver in the absence of the regularly scheduled driver.

6. Coordinate Road to Recovery Transportation Program, schedule drivers for cancer patients on an as needed basis. Work with the American Cancer Society, families, doctor’s offices and patients for six week daily scheduling for radiation and/or chemotherapy appointments.

7. Assist with public relations tasks, press releases and publications regarding annual special events, quarterly newsletter design, formatting, editing and submitting articles, design of memo’s, note pad, fax sheets, brochures, business cards and related RSVP materials, as well as for other organizations that RSVP is associated with.

8. Manage the annual Volunteer Recognition Luncheon project by attending monthly Recognition committee meetings while working with volunteers and local businesses.
9. Design & develop programs, invitations, raffle tickets, flyers, brochures and cards for various program events as well as developing & designing formats for other assignments (Senior Calendar, City of Pittsfield walking tour brochure); Assist with the coordination of RSVP special events

10. Advanced bookkeeping and financial task management for maintaining finances for both City and Federal budgets, purchasing of supplies, preparing purchase orders & vouchers, filing for petty cash, updating computerized budgets, preparation of monthly financial statements and weekly deposits into the "Revolving Fund". Administrative Assistant will file smart link drawdowns per Director input and reconcile city financial reports to our internal fiscal tracking sheets.

11. Performs other duties as required or assigned.

Qualifications

1. High school diploma or equivalent; Associate's degree highly desirable

2. Three to Five years of directly related full time experience with office procedures & practices in a modern office setting; Experience working with Senior Citizen population is preferred.

3. Possess a high degree of attention to detail and accuracy; have excellent oral and written communication skills; strong interpersonal skill; ability to interact with people on an up-beat and friendly basis, regardless of circumstances

4. Must be highly organized and have the ability to work in a fast-paced environment; possess a professional and courteous demeanor, be highly motivated with the ability to work independently and in cooperation with co-workers; possess a willingness to learn and to problem solve

5. Valid Massachusetts Driver’s License

6. Strong computer and internet skills, proficient in Microsoft Office programs especially Word, Excel, and Outlook – experience with MUNIS a plus.

Working conditions

This is an office-based job in a dynamic municipal building. While performing the duties of the Administrative Assistant, the incumbent is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the City.

Physical requirements

Must operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. Lifts/moves objects weighing up to 10 pounds.

Direct reports

None

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ORDER FOR SOLELY OWNED POLE LOCATIONS

By the City Council of the Pittsfield, Massachusetts.

Notice having been given and a public hearing held, as provided by law, IT IS HEREBY ORDERED:

that the NSTAR ELECTRIC COMPANY DBA EVERSOURCE be and it is hereby granted a location for and permission to construct and maintain a line of poles wires and cables together with such sustaining and protecting fixtures as said Company may deem necessary, in the public way hereinafter referred to as requested in petition of said Company dated the 17th day of April, 2019.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonably straight, and shall be set substantially at the points indicated upon the plan marked 6B92020EPT filed with and made a part of said petition. There may be attached to said poles not to exceed 18 wires and 2 cables and all of said wires and cables shall be placed at a height of not less than 18 feet from the ground.

The following is the public way along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Location – East Park Terrace, Pittsfield. Install one (1) soley owned pole to be located on the southerly side of East Park Terrace approximately sixty (60) feet westerly of the intersection with Benedict Road.

Reason – This is part of a plan (including two separate petitions for one jointly owned pole and one soley owned pole), to build a new three phase circuit to improve the reliability of the area by bringing in a loop scheme system which would cut down on the outage time.

Also, that permission be and thereby is granted to said EVERSOURCE to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distribution purposes.
The image contains a hand-drawn diagram with various symbols and text annotations. The diagram appears to illustrate the proposed joint and EverSource poles, as well as existing foreign poles. The text annotations include references to Stanley Ave, Ensign Ave, and various other locations and features. The legend provides indicators for proposed joint poles, proposed EverSource poles, existing joint poles, existing EverSource poles, and existing foreign poles to be jointed, among others.
ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

By the City Council of Pittsfield, Massachusetts.

Notice having been given and a public hearing held, as provided by law, IT IS HEREBY ORDERED THAT:

NSTAR ELECTRIC COMPANY DBA Eversource Energy and Verizon New England, Inc. be and they are hereby granted joint or identical locations for and permission to construct and maintain a line of poles and their respective wires and cables to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way hereinafter referred to, as requested in petition of said Companies dated the 17th day of April, 2019.

All construction under this order shall be in accordance with the following conditions:
Poles shall be of sound timber, and reasonably straight, and shall be set substantially at the points indicated upon the plan marked 6B920320 filed with and made a part of said petition. There may be attached to said poles by said Eversource not to exceed 18 wires and 2 cables, and by Verizon New England Inc. not to exceed 40 wires and 4 cables, and all of said wires and cables shall be placed at a height of not less than 18 feet from the ground at highway crossings, and not less than 12 feet from the ground elsewhere.

The following is the public way along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

**Location** – East Park Terrace, Pittsfield. Install one (1) jointly owned to be located on the southerly side of East Park Terrace approximately two hundred eighty-seven (287) feet westerly from the intersection with Benedict Road.

**Reason** – This is part of a plan (including two separate petitions for two solely owned poles), to build a new three phase circuit to improve the reliability of the area by bringing in a loop scheme system which would cut down on the outage time.

Also, that permission be and thereby is granted to each of said Companies to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each may desire for distributing purposes.
LEGEND

- PROPOSED JOINT POLE
- PROPOSED EVERSOURCE POLE
- EXISTING JOINT POLE
- EXISTING EVERSOURCE POLE
- EXISTING EVERSOURCE POLE TO BE JOINT
- EXISTING FOREIGN POLE TO BE JOINT
- PAD MOUNT TRANSFORMER
- HANDHOLE
- MANHOLE
- HEXHOLE
- UG PRIMARY CABLE
- UG SECONDARY CABLE

FOR MARKING ALTERNATE FEED

AND ALSO IMPROVE RELIABILITY

FOR THIS PART OF TOWN.

NOT TO SCALE

DRAWN BY: Skip Suse

68940320
ORDER FOR SOLELY OWNED POLE LOCATIONS

By the City Council of the Pittsfield, Massachusetts.

Notice having been given and a public hearing held, as provided by law, IT IS HEREBY ORDERED:

that the NSTAR ELECTRIC COMPANY DBA EVERSOURCE be and it is hereby granted a location for and permission to construct and maintain a line of poles wires and cables together with such sustaining and protecting fixtures as said Company may deem necessary, in the public way hereinafter referred to as requested in petition of said Company dated the 17th day of April, 2019.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonably straight, and shall be set substantially at the points indicated upon the plan marked 6B920320ENSIGN filed with and made a part of said petition. There may be attached to said poles not to exceed 18 wires and 2 cables and all of said wires and cables shall be placed at a height of not less than 18 feet from the ground.

The following is the public way along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Location — Ensign Avenue, Pittsfield. Install one (1) soley owned pole to be located on the northerly side of the intersection with Stanley Avenue. It will also be approximately thirty-one (31) feet southerly of the proposed jointly owned pole on East Park Terrace.

Reason — This is part of a plan (including two separate petitions for one jointly owned pole and one soley owned pole), to build a new three phase circuit to improve the reliability of the area by bringing in a loop scheme system which would cut down on the outage time.

Also, that permission be and thereby is granted to said EVERSOURCE to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distribution purposes.
ORDER OF LOCATION FOR UNDERGROUND LINES
FOR THE TRANSMISSION OF ENERGY

By the City Council of the City of Pittsfield, Massachusetts.

Notice having been given and a public hearing held, as provided by law,
IT IS HEREBY ORDERED:

That the WESTERN MASSACHUSETTS ELECTRIC COMPANY d/b/a EVERSOURCE, be and it is hereby granted a location for and permission to install and maintain below the surface of the ground in the public way hereinafter named, a line or lines for the transmission of electricity consisting of conduits located as shown upon the plan hereinafter referred to, together with the necessary wires, cables, transformers, switches, protective devices and other appurtenances, and likewise the manhole and vault construction connected with said lines as requested in petition of said Company dated the 30th day of April, 2019.

All construction under this order shall be substantial, with due regard for public safety, and shall be placed substantially at the points indicated upon the plan marked 6B920235 filed with and made a part of said petition. The conduits to be installed shall not exceed 2 ducts and all of said ducts shall be placed at a depth of not less than 2.5 feet under the surface of public way.

The public way beneath which the construction above referred to may be installed, the distance of such construction along each such way and the plan showing the proposed installation are as follows namely:

Location – GRAVESLEIGH TERRACE, PITTSFIELD.

1) Install one thousand six hundred thirty-seven (1,637) feet of new 1/0 underground primary distribution cable to replace existing underground cable from Pole#781/79 at the intersection with Williams Street to a requested new pad mounted transformer at the same location as current pad mounted transformer #816/4 (noted in #2 below). The new cable is to run adjacent to the existing cable.
2) Install a new pad mounted transformer at same site as existing pad mounted transformer #816/4.
3) Install three hundred seventy (370) feet of underground primary distribution cable from the proposed pad mounted transformer (noted in #2 above) to connect to Pole #731/79 at the intersection with Holmes Road.

Reason – To upgrade electrical service and improve reliability.

Also that permission be and hereby is granted said EVERSOURCE to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.
PURPOSE AND DESCRIPTION:

EVERSOURCE is requesting permission to install underground primary distribution cable on Gravesleigh Terrace to replace the existing cable. We are requesting, through horizontal directional drilling practices, to install new 1/0 primary underground cable adjacent to the existing cable as well as to connect the proposed end of the cable to pole 731/79 on Holmes Rd. EVERSOURCE is also requesting permission to install one pad mounted transformer to replace Pad 816/4. The new pad mounted transformer will be placed in front of the existing.
EVERSOURCE IS REQUESTING PERMISSION TO INSTALL UNDERGROUND PRIMARY DISTRIBUTION CABLE ON GRAVESLEIGH TERRACE TO REPLACE THE EXISTING CABLE. WE ARE REQUESTING, THROUGH HORIZONTAL DIRECTIONAL DRILLING PRACTICES, TO INSTALL NEW 1/0 PRIMARY UNDERGROUND CABLE ADJACENT TO THE EXISTING CABLE AS WELL AS TO CONNECT THE PROPOSED END OF THE CABLE TO POLE 73/179 ON HOLMES RD. EVERSOURCE IS ALSO REQUESTING PERMISSION TO INSTALL ONE PAD MOUNTED TRANSFORMER TO REPLACE PAD 816/4. THE NEW PAD MOUNTED TRANSFORMER WILL BE PLACED IN FRONT OF THE EXISTING.

DIMENSIONS AND EQUIPMENT ARE NOT SHOWN FOR CLARITY.
To the City Council of the City of Pittsfield:

The undersigned respectfully requests that the Pittsfield City Council adopt the attached resolution calling for the Commonwealth of Massachusetts to take action to combat 'nip bottle' litter.

Respectfully submitted,

Nicholas J. Caccamo
City Councilor: Ward 3
A RESOLUTION FOR STATE ACTION TO COMBAT NIP BOTTLE LITTER

WHEREAS, the growing prevalence of “nip” bottles as loose litter on our streets and sidewalks and in our parks and other open spaces contributes to the flow of trash in our waterways, rivers, and ocean; and

WHEREAS, this form of litter additionally detracts from the public’s enjoyment and diminishes the quality of life in our communities; and

WHEREAS, the Commonwealth has seen tremendous success in the elimination of other forms of bottle and can littering through the adoption of M.G.L. c. 94 sections 321-327, also called the Bottle Bill;

THEREFORE, we, the City Council of Pittsfield, do request of the legislature and Governor of the Commonwealth that they take action in 2019 to amend M.G.L. c. 94 and all other regulations or laws thereunder regarding the redemption of empty bottles and containers in order to extend the law to include “nip” bottles or any other small bottle of spirit, liqueur, or other alcoholic beverage, typically of 50 ml, intended to comprise an individual serving.

At-Large Councilor: Peter Marchetti
Ward 1 Councilor: Helen Moon

At-Large Councilor: Earl G. Persip, Ill
Ward 2 Councilor: Kevin J. Morandi

At-Large Councilor: Melissa Mazzeo
Ward 3 Councilor: Nicholas J. Caccamo

At-Large Councilor: Peter White
Ward 4 Councilor: Christopher J. Connell

Ward 5 Councilor: Donna Todd Rivers

Ward 6 Councilor: John Krol Jr.

Ward 7 Councilor: Anthony J. Simonelli
The Commonwealth of Massachusetts

PRESENTED BY:

Randy Hunt

To the Honorable Senate and House of Representatives of the Commonwealth of Massachusetts in General Court assembled:

The undersigned legislators and/or citizens respectfully petition for the adoption of the accompanying bill:

An Act promoting the proper disposal of miniatures.

PETITION OF:

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An Act promoting the proper disposal of miniatures.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Section 321 of chapter 94 of the General Laws, as appearing in the 2016 Official Edition, is hereby amended by striking out the definitions of "Beverage" and "Beverage container" and inserting in place thereof the following 2 definitions:

"Beverage", soda water or similar carbonated soft drinks, mineral water, alcoholic beverages sold in a miniature and beer and other malt beverages, but shall not include alcoholic beverages other than beer and malt beverages as defined in chapter 138 and alcoholic beverages sold in a miniature, dairy products, natural fruit juices or wine.

"Beverage container", any sealable bottle, can, jar, or carton which is primarily composed of glass, metal, plastic or any combination of those materials and is produced for the purpose of
containing a beverage, including a miniature. This definition shall not include containers made of biodegradable material.

SECTION 2. Said section 321 of said chapter 94 is hereby further amended by inserting after the definition of “Label” the following definition:-

“Miniature”, any sealable bottle, can, jar, or carton which is primarily composed of glass, metal, plastic, or any combination of those materials that has a capacity of not more than 100 milliliters and is produced for the purpose of containing an alcoholic beverage.
Section 321. In sections three hundred and twenty-one to three hundred and twenty-seven, inclusive, the following definitions shall, unless the context clearly requires otherwise, have the following meaning:

"Beverage", soda water or similar carbonated soft drinks, mineral water, and beer and other malt beverages, but shall not include alcoholic beverages other than beer and malt beverages as defined in chapter one hundred and thirty-eight, dairy products, natural fruit juices or wine.

"Beverage container", any sealable bottle, can, jar, or carton which is primarily composed of glass, metal, plastic or any combination of those materials and is produced for the purpose of containing a beverage. This definition shall not include containers made of biodegradable material.

"Bottler", any person filling beverage containers for sale to distributors or dealers, including dealers who bottle or sell their own brand of beverage.

"Consumer", any person who purchases a beverage in a beverage container for use or consumption with no intent to resell such beverage.
"Dealer", any person, including any operator of a vending machine, who engages in the sale of beverages in beverage containers to consumers in the commonwealth.

"Distributor", any person who engages in the sale of beverages in beverage containers to dealers in the commonwealth including any bottler who engages in such sales.

"Label", a molded imprint or raised symbol on or near the bottom of a plastic product.

"Plastic", any material made of polymeric organic compounds and additives that can be shaped by flow.

"Plastic bottle", a plastic container that has a neck that is smaller than the body of the container, accepts a screwtype, snap cap or other closure and has a capacity of sixteen fluid ounces or more, but less than five gallons.

"Rigid plastic container", any formed or molded container, other than a bottle, intended for single use, composed predominantly of plastic resin and having a relatively inflexible finite shape or form with a capacity of eight ounces or more but less than five gallons.

"Reuseable beverage container", any beverage container so constructed and designed that it is structurally capable of being refilled and resold by a bottler at least ten times after its initial use.
May 9, 2019

To the City Council of the City of Pittsfield: —

The Committee on Community and Economic Development to whom was referred the a communication from Mayor Tyer submitting an Order requesting authorization to submit the City's Community Development Block Grant (CDBG) Annual Action Plan for the 2019-2020 program year to the U.S. Department of Housing and Urban Development (HUD)

having considered the same, report and recommend that the Order be approved.

Respectfully submitted,

Nicholas Caccamo Chairman
April 17, 2019

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

Submitted herewith for your consideration is an Order requesting authorization to submit the City’s Community Development Block Grant (CDBG) Annual Action Plan for the 2019-2020 program year to the U.S. Department of Housing and Urban Development (HUD). As has been the past practice, the Chairman of the Council’s Committee on Community and Economic Development has agreed to host the required public hearing at a scheduled Committee meeting.

The Department of Community Development has provided each of you with the Executive Summary and Annual Plan/Projects sections of the draft Annual Action Plan which contain the detail regarding the proposed 2019-2020 budget for the CDBG program. Please contact the Department of Community Development if you would like a copy of the entire draft Annual Action Plan. The entire draft Annual Action Plan will also be available on the City’s website.

Respectfully submitted,

Linda M. Tyer, Mayor

LMT/CVB
Enclosure
April 17, 2019

The Honorable Linda M. Tyer
City Hall, 70 Allen Street
Pittsfield, MA 01201

Dear Mayor Tyer:

Enclosed for transmittal to the City Council is an Order authorizing the Mayor to submit the Community Development Block Grant (CDBG) fiscal year 2020 Annual Action Plan to the U.S. Department of Housing & Urban Development (HUD). The 2020 Annual Action Plan contains the proposed fiscal year 2020 CDBG budget and specifically describes the activities on which these funds will be spent during the year beginning July 1, 2019 through June 30, 2020.

We were pleased to learn that Pittsfield’s CDBG allocation for Federal Fiscal Year (FFY) 2019-2020 has been increased by $38,061 to $1,300,886. Our budget for FFY2019-2020 has also benefited from CDBG program income from several sources, including from the close out of the City’s Neighborhood Stabilization Funds and the Section 108 Guaranty Loan Program. Both programs require any remaining balances in these accounts to be treated as HUD CDBG program income.

As a result of these one-time income sources, in addition to continuing the CDBG programs city residents have come to rely on, for FFY2019-2020 we are able to provide additional funding for:

- sidewalk repairs;
- vacant building demolitions;
- the rehabilitation of a residential structure taken for tax title this past year (21 Eleanor Ave), which will then be sold to an income qualified family;
- planning for the second phase of the skate park at the corner of East St and Appleton Ave; and
- a new three year business assistance program targeted toward under-resourced residents, EforAll, which has been very successful in 6 other communities in Massachusetts, including Holyoke and New Bedford which are both gateway cities.
On a pilot basis, we are also able to fund a new position. This position will be a Community Outreach Coordinator who will dedicate more time than current staff is able to provide to the Morningside and Westside Initiatives as well as providing the type of community outreach that was done by Tessa Kelly in conjunction with the final design process for the Westside Riverway (as a result of a grant received from the National Endowment for the Arts (NEA)) and building on the community based programming created by Working Cities.

The HUD regulatory process for reviewing and approving the draft plan includes a 30-day public comment period and a public hearing. Therefore, I request that the draft Annual Action Plan be submitted to the City Council for referral to its Community and Economic Development Committee for the required public hearing. Upon the referral by City Council, the Committee will schedule the required public hearing. HUD requirements specify that the public hearing must be held within the 30 day public comment period. The Annual Action Plan will then be referred back to the City Council for their final review prior to being submitted to HUD.

Sincerely,

Deanna L. Ruffer
Director

Attachments
City of Pittsfield

IN CITY COUNCIL

AN ORDER

AUTHORIZING THE MAYOR TO SUBMIT THE COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLAN FOR THE 2018-2019 PROGRAM YEAR

Ordered:

That the Mayor is hereby authorized to submit the Community Development Block Grant FY 2020 Annual Action Plan for the 2019-2020 program year to the U.S. Department of Housing & Urban Development (HUD), and assurances contained therein; and

That the Mayor is directed and authorized to act in connection with the submission of the Annual Action Plan and to provide such additional information as may be required; and

That in accordance with the requirements of Massachusetts General Laws, Chapter 44, Section 53A, the Director of the Department of Community Development is hereby authorized to accept said grant including payments of Program Income, if any, and shall deposit any amounts received with the City Treasurer who shall hold said amounts in separate accounts; and

That said grant and payments of Program Income may be expended without further appropriation, as provided for in M.G.L. Ch. 44.53A.
To the City Council of the City of Pittsfield: —

The Committee on Public Works to whom was referred the A Petition from Councilor Rivers and the residents of Eaton Lane requesting Public Services to undertake repairs of Eaton Lane pursuant to Section 20-84 that allows for repairs of this road

having considered the same, report and recommend that the petition be approved Voted unanimously.

Respectfully submitted,

Christopher Connell Chairman
To the City Council of the City of Pittsfield:

We, the undersigned are residents of Eaton Lane. We are requesting that the City of Pittsfield Department of Public Services to undertake repairs of Eaton Lane pursuant to Section 20-84 that allows for repairs of this road.

Respectfully submitted on behalf and in support of this petition,

Donna Todd Rivers
Ward 5 City Councilor

The residents of Eaton Lane

Dan and Elaine Hunter 10 Eaton Lane

Deborah Flynn 5 Eaton Lane

Bob Fallon 1 Eaton Lane

Gary & Ursula Lopenzina 3 Eaton Lane
March 21, 2018

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

Submitted herewith for your consideration are two Orders authorizing the City of Pittsfield to take by eminent domain a permanent drainage easement over land of Gloria B. Leavitt.

Respectfully submitted,

Linda M. Tyer
Mayor

LMT/CVB
Enclosure
City of Pittsfield
 MASSACHUSETTS
 IN CITY COUNCIL
 AN ORDER
 AUTHORIZING THE CITY OF PITTSFIELD TO TAKE BY EMINENT DOMAIN
 A PERMANENT DRAINAGE EASEMENT OVER LAND OF GLORIA B.
 LEAVITT

Ordered:

WHEREAS, the City of Pittsfield desires to take by eminent domain a drainage easement in, on, upon, over, under, across and through a parcel of land owned by the Gloria B. Leavitt or her heirs and located on Waubeek Road, Pittsfield, Massachusetts, for a municipal purpose, namely improvements to the City’s storm water drainage system; and

WHEREAS, the City Council deems it proper for the common good and public convenience to do so;

NOW THEREFORE, the City Council, acting for and in behalf of the City of Pittsfield by virtue of and in accordance with the authority and provisions of M.G.L.A. Chapter 79 and Chapter 40, section 14, and all other acts, statutes, laws and ordinances or other parts thereof applicable thereto, does hereby vote, declare, specify and ORDER:

1. That the City Council of the City of Pittsfield does hereby authorize the City of Pittsfield to take by eminent domain, for and in behalf of said City under the provisions of M.G.L.A. Chapter 79, and all other acts, statutes, laws and ordinances or other parts thereof applicable thereto, a drainage easement in, on, upon, over, under, across and through a parcel owned by Gloria B. Leavitt or her heirs and located on Waubeek Road, Pittsfield, Massachusetts and bounded and described in Appendix A hereeto and made a part hereof, for a municipal purpose, namely improvements to the City’s storm water drainage system.

2. In addition to the foregoing, this taking of eminent domain shall include the right to excavate, fill, construct, reconstruct, repair and maintain drainage systems on in, on, upon, over, under, across and through a parcel owned by Gloria B. Leavitt or her heirs and located on Waubeek Road, Pittsfield, Massachusetts and bounded and described in Appendix A hereeto and made a part hereof.

3. That the sum of SIX THOUSAND, SIX HUNDRED ($6,600.00) DOLLARS is hereby appropriated for the purpose of awarding damages to Gloria B. Leavitt or her heirs for said property and to any person or corporation having an interest therein to be apportioned as their respective interests may appear as damages sustained by them to the property of each by reason of the taking.

4. That the City Clerk as Clerk of the City Council is hereby authorized and directed to record a certified copy of this Order with the Berkshire Middle District Registry of Deeds within thirty (30) days from the effective date hereof.
APPENDIX “A”

That certain piece or parcel of land shown and designated as Lot No. 12 on Plan of Land of Robert O. Nicolai, Trustee, called “Windermere”, made by Barnes & Spaulding, Engineers, dated August, 1912, and recorded in the Berkshire Middle District Registry of Deeds, in Book 355, Page 622.

Being the same parcel of land conveyed to Jason C.L. Leavitt and Gloria B. Leavitt by deed of Walter Kozick dated August 17, 1959 and Berkshire Middle District Registry of Deeds, in Book 694, Page 348.
City of Pittsfield
MASSACHUSETTS
IN CITY COUNCIL
AN ORDER

TAking BY EMINENT DOMAIN OF A PERMANENT DRAINAGE EASEMENT
OVER LAND OF GLORIA B. LEAVITT

Ordered:

WHEREAS, an Order for the authorization and appropriation for the purpose of an eminent domain taking had previously been made by the City Council by Order ____ of the Series of 2018, in accordance with M.G.L.A. Chapter 40, section 14, and all other acts, statutes, laws and ordinances or other parts thereof applicable thereto, for a drainage easement in, on, upon, over, under, across and through a parcel of land owned by the Gloria B. Leavitt or her heirs and located on Waubeek Road, Pittsfield, Massachusetts, for a municipal purpose, namely improvements to the City's storm water drainage system; and

NOW THEREFORE, the City Council, acting for and in behalf of the City of Pittsfield by virtue of and in accordance with the authority and provisions of M.G.L.A. Chapter 79 and Chapter 40, section 14, and all other acts, statutes, laws and ordinances or other parts thereof applicable thereto, does hereby vote, declare, specify and ORDER:

1. That the City Council of the City of Pittsfield does hereby take by eminent domain, for and in behalf of said City under the provisions of M.G.L.A. Chapter 79, and all other acts, statutes, laws and ordinances or other parts thereof applicable thereto, a drainage easement in, on, upon, over, under, across and through a parcel owned by Gloria B. Leavitt or her heirs and located on Waubeek Road, Pittsfield, Massachusetts and bounded and described in Appendix A hereto and made a part hereof, for a municipal purpose, namely improvements to the City's storm water drainage system.

2. In addition to the foregoing, this taking of eminent domain shall include the right to excavate, fill, construct, reconstruct, repair and maintain drainage systems on in, on, upon, over, under, across and through a parcel owned by Gloria B. Leavitt or her heirs and located on Waubeek Road, Pittsfield, Massachusetts and bounded and described in Appendix A hereto and made a part hereof.

3. Damages are awarded in the sum of SIX THOUSAND, SIX HUNDRED ($6,600.00) DOLLARS to Gloria B. Leavitt or her heirs for said property and to any person or corporation having an interest therein to be apportioned as their respective interests may appear as damages sustained by them to the property of each by reason of the taking.

4. That the City Clerk as Clerk of the City Council is hereby authorized and directed to record a certified copy of this Order with the Berkshire Middle District Registry of Deeds within thirty (30) days from the effective date hereof.
APPENDIX “A”

That certain piece or parcel of land shown and designated as Lot No. 12 on Plan of Land of Robert O. Nicolai, Trustee, call “Windermere”, made by Barnes & Spaulding, Engineers, dated August, 1912, and recorded in the Berkshire Middle District Registry of Deeds, in Book 355, Page 622.

Being the same parcel of land conveyed to Jason C.L. Leavitt and Gloria B. Leavitt by deed of Walter Kozick dates August 17, 1959 and Berkshire Middle District Registry of Deeds, in Book 694, Page 348.
To the City Council of the City of Pittsfield:-

The undersigned respectfully


Pittsfield and Berkshire County are long overdue for a modern facility to serve local residents. To the best of my knowledge, the last NEW building was built solely for this purpose was 1876.

As an attorney and a former Berkshire County Commissioner, I am familiar with the many limitations of the current complex and other buildings used for judicial purposes. Joining them all together in one state-of-the-art building makes the most sense. As a County Commissioner, we faced the same situation with replacing the over a century old House of Correction which overshadowed Morningside Community School, a local elementary school. With the constant leadership of former Berkshire County Sheriff Carmen Massimiano we were able to open a much-needed brand-new jail on a new site far from any disruption to the education of the students. A win-win for everybody involved.

This would be a major downtown development project which could make use of one of several possible properties and have a significant impact on downtown Pittsfield.

The direct and collateral benefits would be too numerous to catalog. Obviously the immediate benefit would be all the jobs in the tradesman and construction fields to build the facility. The infusion of this investment would have a ripple effect throughout the area economy.

Once built, besides addressing the critical needs of the users of the judicial system and the delivery of services in Berkshire County, it would open up opportunities similar to those found in North Adams. The Berkshire Museum, with its significant capital fund and newfound mission to increase its community outreach, would be in a position to repurpose and redevelop the vacant and historical nearby courthouses in a similar fashion to Massachusetts Museum of Contemporary Art (MOCA) which has been such an asset to the downtown landscape of North Adams and largely contributed to the tourism industry making it a destination stop.
To the City Council of the City of Pittsfield:-

The timing couldn’t be better. We are at a “perfect storm” of events to begin the process for planning, designing, and constructing a new courthouse complex. Gov. Charles Baker and his administration have demonstrated a willingness to support worthwhile projects in Pittsfield and the Berkshires. We have an excellent and experienced elected state legislative delegation who have been very successful in delivering much-needed state support for the important needs of the area.

As an aside but possibly important to assist in selling this project at the state level are the states recent receipt of proceeds from the sale of the land for the proposed GE headquarters in Boston. The state recouped $87 million in state monies provided for that project and realizing the $11 million windfall profit for a total of $98 million. Understanding that Pittsfield and Berkshire County is not the only one of the areas to suffer from the PCB contamination by GE, we are probably the most hard hit. Therefore, a significant portion of the proceeds should be allocated to this proposal or something similar for the benefit of our area.

In addition our state delegation, our newly elected District Attorney Andrea Harrington who has been evaluating various new ideas and proposals to improve the delivery of services by her office would be, I believe, a vigorous advocate for this proposal. The direct benefits to her office and the public cannot be overstated.

Finally, our Congressman Richard Neal is now the chairman of the powerful House Ways and Means Committee which would be beneficial in leveraging and obtaining any federal grants that may be available for this type of project.

While I understand that a lot of work is needed to move forward, this has been a long time need for Pittsfield and the County, and we deserve nothing less. The process needs to start somewhere.

Respectfully submitted,

Kenneth G. Warren Jr.