

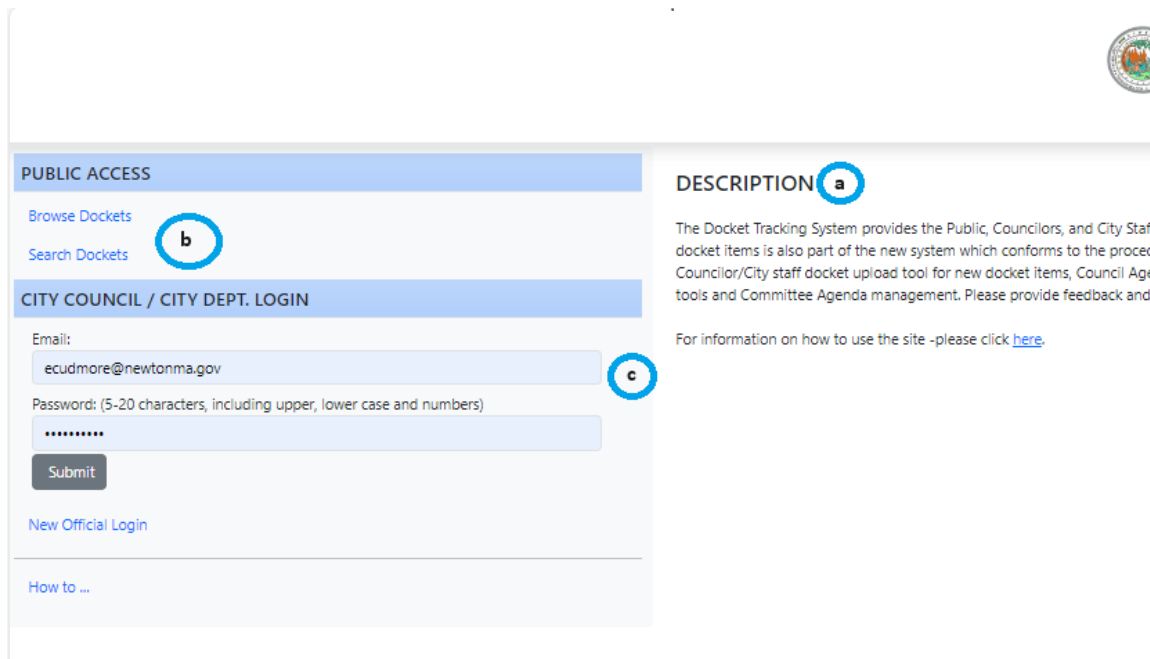
NEWTON DOCKET TRACKING INSTRUCTIONS

GENERAL PUBLIC

HOMEPAGE

DISCLAIMER: *The software is still a "work in progress" as we work with our IT Department to develop new features. Initial features include a Councilor/City staff docket upload tool for new docket items, and a search page for all. Committee votes and meeting dates are still in the process of being entered and updated from 2022 and 2023.*

- I. Docket Tracking System Homepage
 - a. Description: Outlines the purpose and intent of the Docket Tracking System
 - b. Public Access: Allows for the easy browsing and searching of City Council Dockets
 - i. Browse Dockets: Shows a Listing of all docket items with searchable columns
 - ii. Search Dockets: Allows for search via keyword, docket number, and by Councilor votes
 - c. City Council/City Login: Only City Council/City Employees will be able to log into Docket Tracking accounts in this section.



The screenshot shows the homepage of the Docket Tracking System. It features a navigation menu with three main sections: PUBLIC ACCESS, CITY COUNCIL / CITY DEPT. LOGIN, and DESCRIPTION. The PUBLIC ACCESS section includes links for Browse Dockets and Search Dockets. The CITY COUNCIL / CITY DEPT. LOGIN section includes an email field, a password field, and a Submit button. The DESCRIPTION section provides an overview of the system and a link for more information. Callouts a, b, and c are placed over the DESCRIPTION, Search Dockets, and the Submit button, respectively.

PUBLIC ACCESS

- Browse Dockets
- Search Dockets

CITY COUNCIL / CITY DEPT. LOGIN

Email:

Password: (5-20 characters, including upper, lower case and numbers)

[New Official Login](#)

[How to ...](#)

DESCRIPTION

The Docket Tracking System provides the Public, Councilors, and City Staff, docket items is also part of the new system which conforms to the procedi Councilor/City staff docket upload tool for new docket items, Council Ager tools and Committee Agenda management. Please provide feedback and :

For information on how to use the site -please click [here](#).

2. **Browse Dockets:** Shows a Listing of all docket items with searchable columns.

- a. **Search Bar:** Allows user to search docket item via keywords, docket number and committee name.
- b. **Entries Dropdown:** Allows users to adjust the number of results being showed in the columns below (Ex. 10, 25, 50 or 100 entries).
- c. **ID:** Specific and Unique ID # for each Docket Request.
- d. **Committee:** The Specific City Council Committee this docket item has been referred to (NOTE: Same Docket # can show up for different Committees... EXAMPLE = Referred to Finance and Public Facilities).
- e. **Docket Number:** Docket Number that has been assigned by the Clerks office.
- f. **Title:** Official Title of the Docket Request.
- g. **Docketer :** The individual who is the one who “Docketed” the item.
- h. **Co – Docketer:** Any Councilor who “co-signs” or “co-docket’s” a docket request.
- i. **Notified Staff:** City staff who should expect to be notified for this item.
- j. **Docket Text:** Body text for each docket request, giving a general description of the request.
- k. **Public Hearing:** Date Public Hearing opens and closes (Only for docket items that required a public hearing).
- l. **Committee Meeting:** Date and vote of Committee Meeting (Will show all meetings if there are several).
- m. **Committee Motion/Action:** Action(s) the committee has had on this docket item.
- n. **Council Motion:** Motion made by the full City Council.
- o. **Council Vote:** City Council Vote for this docket item.
- p. **Council Order:** PDF image of signed council order.
- q. **Docket Date:** Date the item was submitted to be docketed.

DOCKET TRACKING SYSTEM Home										
show 10 entries	Search:	ID	Committee	Docket #	Title	Docketer	Co-Docketer	Notified Staff	Docket Text	Public Hearing
		1135	Zoning & Planning	#419-23	Request for discussion regarding rezoning certain manufacturing district	Leonard Gentle	Marc Laredo, Julia Malakie, Christopher Markiewicz, Emily No...more		COUNCILORS GENTILE, MALAKIE, WRIGHT, LAREDO, MARKIEWICZ, NORTON, AND OLIVER requesting a discussion Click here	
		1153	Zoning & Planning	#401-23	Reappointment of Matthew Montgomery to the Chestnut Hill Historic District Commission	HER HONOR THE MAYOR			HER HONOR THE MAYOR reappointing Matthew Montgomery, 57 Bowen Street, Newton as a full member of the Click here	
		1154	Zoning & Planning	#400-23	Reappointment of Ralph Abele to the Newton Historical Commission	HER HONOR THE MAYOR			HER HONOR THE MAYOR reappointing Ralph Abele, 15 Page Road, Newton as a full member of the Newton Click here	
		1155	Zoning & Planning	#399-23	Reappointment of Mark Armstrong to the Newton Historical Commission	HER HONOR THE MAYOR			HER HONOR THE MAYOR reappointing Mark Armstrong, 61 Vaughn Avenue, Newton Highlands as a full mem Click here	
		1156	Zoning & Planning	#398-23	Reappointment of Zach Knowlton to the Economic Development Commission	HER HONOR THE MAYOR			HER HONOR THE MAYOR reappointing Zach Knowlton, 61 Walker Street, Newtonville as a member of the Click here	
		1157	Zoning & Planning	#397-23	Reappointment of Jim Griglum to the Economic Development Commission	HER HONOR THE MAYOR			HER HONOR THE MAYOR reappointing Jim Griglum, 94 Bemis Street, Newton as a member of the Economic Click here	
		1158	Zoning & Planning	#396-23	Reappointment of Florent Mail to the Economic Development Commission	HER HONOR THE MAYOR			HER HONOR THE MAYOR reappointing Florent Mail, 32 Rowe Street, Auburndale as a member of the Econo Click here	
		1159	Zoning & Planning	#395-23	Reappointment of Lisa Adams to the Economic Development Commission	HER HONOR THE MAYOR			HER HONOR THE MAYOR reappointing Lisa Adams, 40 Converse Avenue, Newton as a member of the Econom Click here	
		1160	Zoning & Planning	#394-23	Reappointment of Peter Vieira to the Chestnut Hill Historic District Commission	HER HONOR THE MAYOR			HER HONOR THE MAYOR reappointing Peter Vieira, 67 Old Orchard Road, Chestnut Hill as a full member Click here	
		1119	Zoning & Planning	#376-23	Petition to rezone lot on Dedham Street	KATHERINE ADAMS			KATHERINE ADAMS petitioning to amend the City of Newton's Zoning Map by changing the current zonin Click here	

Showing 1 to 10 of 1,114 entries

k	l	m	n	o	p	q
Public Hearing	Committee Meeting	Committee Motion/Action	Council Motion	Council Vote	Council Order	Docket Date
Open: 12-13-22 Close: 12-13-22	12-13-22 & vote	Approved		24-0	Signed Council Order	07-31-23
Open: 12-13-22 Close: 12-13-22	12-13-22 & vote	Approved		24-0	Signed Council Order	07-31-23
Open: 12-13-22 Close: 12-13-22	12-13-22 & vote	Approved		24-0	Signed Council Order	07-31-23
Open: 12-12-22	11-14-22, 12-12-22 & vote	Motion to Hold, Motion to Approve Held, Approved	Motion to Approve	24-0	Signed Council Order	07-31-23
Open: 12-07-22 Close: 12-07-22	12-07-22 & vote	Approved				07-31-23
Open: 12-07-22	12-07-22, 01-18-23 & vote	Motion to Hold, Motion to Approve Held, Approved	Motion to Approve	23-1	Signed Council Order	07-31-23
Open: 12-06-22 Close: 12-06-22	12-06-22 & vote	Approved		24-0	Signed Council Order	07-31-23
Open: 12-06-22	12-06-22, 03-07-23 & vote	Held, Approved				07-31-23
Open: 11-22-22 Close: 11-22-22	11-22-22 & vote	Approved		22-2	Signed Council Order	07-31-23
Open: 11-22-22 Close: 11-22-22	11-22-22 & vote	Approved		22-2	Signed Council Order	07-31-23

- When a user clicks the "Committee Meeting" link on a docket that has one, the following information/screen will show. This will look different depending on the current status of each docket.

Docket Tracking System

- City Council, City of Newton, MA

Docket Info

Primary Docketer	Co-Docketer	Notified Staff	Docket Number	Docket Title	Docket Text
CANTON CIRCLE LLC, SMALL DOOR VETERINARY			#543-22	Request to allow a veterinary hospital use at 714-724 Beacon Street	CANTON CIRCLE LLC, SMALL DOOR VETERINARY pet Ward 6, Newton, on land known as Section 61 Block :

Committee Meeting(s)

Committee	Meeting Date	Present
Land Use	12-13-22	Councilors Lipof (Chair), Kelley, Bowman, Downs, Greenberg, Laredo, and Lucas; absent: Councilor Markiewicz; also present: Councilors Albri

Whole City Council Meeting

Council Motion	Council Action	Council Order	Council Vote*
	Approved	Signed Council Order	24-0

	Public Hearing	Hearing Vote	Date
tion for SPECIAL PERMIT/SITE PLAN APPROVAL to divide the current bank space in half allowing for 3,007 sq. ft. of space for veterinary hospital use at 714-724 Beacon Street, 8 Lot 08 containing approximately 37,932 sq. ft. of land in a district zoned BUSINESS 2. Ref: Sec. 7.3.3, 7.4, 4.4.1 of Chapter 30 of the City of Newton Rev Zoning Ord, 2017.	Open: 2022-12-13 Close: 2022-12-13		07-31-23
Public Hearing Vote: [Yes-No-Absent-Recused-Not Voting]			

	Meeting Motion	Meeting Action	Vote*	Amended Motion	Reconsideration	Reconsideration Vote*	Meeting Minutes	Support Docs
jht, Gentile, Humphrey, Leary, Malakie, and Wright		Approved	7-1					
Vote Order: [Yes - No - Abstain - Absent - Recused - Not Voting] Reconsideration Vote: [Passed - Hold]								

Reconsideration	Reconsideration Vote*	Council Note
City Council Vote order: [Yes - No - Absent - Recused] Reconsideration Vote: [Passed - Hold]		

3. **Search Dockets:** Allows for search via keyword, docket number, and by Councilor votes.

- Access under “Public Access”, and clicking “Search Dockets” link.

The screenshot shows the 'PUBLIC ACCESS' section of the Docket Tracking System. It features a navigation menu with 'Browse Dockets' and 'Search Dockets' (highlighted with a blue box). Below this is the 'CITY COUNCIL / CITY DEPT. LOGIN' section, which includes an email field containing 'ecudmore@newtonma.gov', a password field with masked characters, and a 'Submit' button. A link for 'New Official Login' is also present. To the right, the 'DESCRIPTION' section explains the system's purpose and includes a link to a help page.

- Search Bar will be at the top of the page. Again, search via keyword, docket number, and by Councilor votes

This screenshot shows the top navigation bar of the Docket Tracking System. It includes the system name and links for 'Home', 'Date Range Search', and 'Councilor's Votes'. A search bar is located on the right side, containing the text 'Search:' followed by an input field and a 'View All & Search' button.

- Select “Date Range Search” at the top of the page when you first access the link. When you click this, the system will prompt you to enter a “Start Date” and a “End Date” for the time period of dockets one is trying to access.

DOCKET TRACKING SYSTEM Home New Search				
		Start Date: 01/01/2023	End Date: 05/01/2023	Submit
Show	10	entries		
Committee	Docket Number	Title	Docketer	Co-Docketer
Finance	#84-23	Acceptance of \$69,878.60 from MassDEP's Electric Vehicle Incentive Program	Her Honor the Mayor	
Finance	#83-23	Appropriate \$33,289 from the Energy Stabilization Fund	Her Honor the Mayor	
Finance	#82-23	Acceptance of \$100,000 from Massachusetts Department of Energy Resources	Her Honor the Mayor	
Finance	#81-23	Acceptance of \$11,939 from National Environmental Health Association	Her Honor the Mayor	
Finance	#87-23	Authorization for MWRA grant/loan program	Her Honor the Mayor	
Finance	#85-23	Acceptance of \$712,459 from MassDOT Community Connections Program FY23-25	Her Honor the Mayor	
Finance	#86-23	Acceptance of \$190,000 from MassDO's Community Transit Grant Program SFY23	Her Honor the Mayor	
Finance	#110-23	Request to transfer \$150,000 from Law Department Full Time Salaries	Her Honor the Mayor	
Finance	#52-23	Reappointment of James Shaughnessy to the Board of Assessors	Her Honor the Mayor	
Finance	#53-23	Acceptance of \$25,600 from a Massachusetts Emergency Management Association Emergency Preparedness Grant	Her Honor the Mayor	

											Search: <input type="text"/>
Official	Docket Text	Public Hearing	Committee Meeting	Committee Motion	Committee Vote	Support Doc	Council Motion	Council Vote	Council Order	Docket Date	
	HER HONOR THE MAYOR requesting authorization to accept and expend the sum of sixty-nine thousand eight hundred and no cents. Click here	[To Open] [To Close]	2023-03-13	Motion to Approve	7:1		Motion to Approve	21:3	Doc link	2023-04-20	
	HER HONOR THE MAYOR requesting authorization to appropriate and expend the sum of thirty three thousand and no cents. Click here	[To Open] [To Close]	2023-03-13	Motion to Approve	8:0:0		Motion to Approve	21:3	Doc link	2023-04-20	
	HER HONOR THE MAYOR requesting authorization to accept and expend the sum of one hundred thousand dollars and no cents. Click here	[To Open] [To Close]	2023-03-13	Motion to Approve	8:0:0		Motion to Approve	21:3	Doc link	2023-04-20	
	HER HONOR THE MAYOR requesting authorization to accept and expend the sum of eleven thousand nine hundred and no cents. Click here	[To Open] [To Close]	2023-03-13	Motion to Approve	8:0:0		Motion to Approve	21:3	Doc link	2023-04-20	
	HER HONOR THE MAYOR requesting authorization to appropriate and expend three million two hundred fifty thousand and no cents. Click here	[To Open] [To Close]	2023-03-13	Motion to Approve	8:0:0		Motion to Approve	21:3	Doc link	2023-04-20	
	HER HONOR THE MAYOR requesting authorization to accept and expend the sum of seven hundred twelve thousand and no cents. Click here	[To Open] [To Close]	2023-03-13	Motion to Approve	8:0:0		Motion to Approve	21:3	Doc link	2023-04-19	
	HER HONOR THE MAYOR requesting authorization to accept and expend the sum of one hundred ninety thousand and no cents. Click here	[To Open] [To Close]	2023-03-13	Motion to Approve	8:0:0		Motion to Approve	21:3	Doc link	2023-04-19	
	HER HONOR THE MAYOR requesting authorization to transfer the sum of one hundred fifty thousand (\$150,000) to the Department of Public Works. Click here	[To Open] [To Close]	2023-04-24	Motion to Approve	7:1:0:0		Motion to Approve	22:2	Doc link	2023-03-31	
	HER HONOR THE MAYOR reappointing James Shaughnessy, 1000 Commonwealth Avenue, Newton 02459 as a member of the Board of Public Works. Click here	[To Open] [To Close]	2023-02-13	Motion to Approve	6:2:0:0		Motion to Approve	19:5	Doc link	2023-03-28	
	HER HONOR THE MAYOR requesting authorization to accept and expend the sum of twenty-five thousand six hundred and no cents. Click here	[To Open] [To Close]	2023-02-13	Motion to Approve	6:2:0:0		Motion to Approve	19:5	Doc link	2023-03-28	

- Select "Councilor's votes" at the top of the page when you first access the link. When you click into this, the system will prompt you to enter the first and last name of the councilor you are looking for. Once you click the name of the councilor, click the submit button, and all of the voting history for this particular councilor from 2022 will be available to search through.

Show entries

Councilor's Name	Committee	Vote Status	Date Voted	Docket Title
Susan Albright	Programs & Services	Yes	2023-11-30	Request for Amend
Susan Albright	Programs & Services	Yes	2023-11-08	Request for Amend
Susan Albright	Zoning & Planning	Yes	2023-10-23	Requesting discussi
Susan Albright	Zoning & Planning	Yes	2023-10-23	CPC Recommendat
Susan Albright	Zoning & Planning	Yes	2023-10-23	Discussion and revi
Susan Albright	Zoning & Planning	Yes	2023-10-10	Petition to rezone l
Susan Albright	Zoning & Planning	Yes	2023-10-10	Requesting discussi
Susan Albright	Zoning & Planning	Yes	2023-10-10	Discussion and revi
Susan Albright	Programs & Services	Yes	2023-10-04	Request for Amend
Susan Albright	Zoning & Planning	Yes	2023-09-26	Requesting discussi

Showing 1 to 10 of 396 entries

Committee Votes | [Whole Council Votes](#)

Search:

Docket Title	Docket #	More Info
Request for Amendment to Chapter 21, Art III Trees to extend tree protection and update permits	#411-22	Docket & Meeting(s)
Request for Amendment to Chapter 21, Art III Trees to extend tree protection and update permits	#411-22	Docket & Meeting(s)
Requesting discussion on state guidance for implementing the Housing Choice Bill	#39-22	Docket & Meeting(s)
CPC Recommendation to appropriate \$1,967,119 in CPA funding	#276-23	Docket & Meeting(s)
Discussion and review relative to the draft Zoning Ordinance regarding village centers	#38-22	Docket & Meeting(s)
Petition to rezone lots on Charies Street	#205-23	Docket & Meeting(s)
Requesting discussion on state guidance for implementing the Housing Choice Bill	#39-22	Docket & Meeting(s)
Discussion and review relative to the draft Zoning Ordinance regarding village centers	#38-22	Docket & Meeting(s)
Request for Amendment to Chapter 21, Art III Trees to extend tree protection and update permits	#411-22	Docket & Meeting(s)
Requesting discussion on state guidance for implementing the Housing Choice Bill	#39-22	Docket & Meeting(s)

Docket Tracking Votes Overview

When going into docket tracking, and you go into the docket info, you will notice there is a “Vote” tab for each meeting relating to the item. The Clerks office is currently working with the IT department to make updates on how the votes show, which will be updated in the near future. Currently, the votes will appear in different ways depending on how councilors voted on the item. Here is an example below of how the votes might show up.

Meeting Action	Vote*	Amended Motion	Reconsideration	Reconsideration Vote*	Meeting Minutes	Support Docs
Held	6-1-1					
Approved	4-2-1-1					
Vote Order: [Yes - No - Abstain - Absent - Recused - Not Voting] Reconsideration Vote: [Passed - Hold]						

Notice the “Vote Order” in bold on the bottom of the chart. This is the order of types of votes that will show up in the system when entered. If any type of vote is 0, then that vote will not show in the vote total.


In the first example above... 6 councilors voted in favor of hold, 1 councilor was absent, and one councilor was not voting. 0 councilors voted no so that did not show in the vote total

In the second example above... 4 councilors voted in favor of approval, 2 councilors voted no, 1 councilor was absent and one councilor abstained.

Meeting Motion	Meeting Action	Vote*	Amended Motion	Reconsideration	Reconsideration Vote*
Motion to Approve	Approved	7-1			
Vote Order: [Yes - No - Abstain - Absent - Recused - Not Voting]					

In the example above, seven councilors voted in favor of approval, and 1 councilor did not vote.

The Clerks office is working with IT to change how the vote shows so it is easier to read how a committee/council voted on an item. As we continue working on this, we suggest you click the link for each of the votes, and this will accurately depict the specific votes each councilor had for this item at this specific meeting. Here is an example below.



Docket Tracking System

- City Council, City of Newton, MA

Committee Meeting Vote

Docket Number	Committee	Name	Vote	Date
#155-23(2)	Programs & Services	Susan Albright	Yes	2023-06-21
#155-23(2)	Programs & Services	R. Lisle Baker	Yes	2023-06-21
#155-23(2)	Programs & Services	Maria Scibelli Greenberg	Yes	2023-06-21
#155-23(2)	Programs & Services	Bill Humphrey	Yes	2023-06-21
#155-23(2)	Programs & Services	Joshua Krintzman	Yes	2023-06-21
#155-23(2)	Programs & Services	Brenda Noel	Abstain	2023-06-21
#155-23(2)	Programs & Services	Holly Ryan	No	2023-06-21
#155-23(2)	Programs & Services	Pamela Wright	Yes	2023-06-21