



# **Finance Committee Agenda**

## **City of Newton** **In City Council**

**Monday, April 24, 2016**

**7 PM**

**Room 211**

**Please Bring Your Budget and CIP Books**

### **Items Scheduled for Discussion:**

#### **BUDGET & CIP DISCUSSIONS:**

**Financial Information Systems**

**Human Resources**

**Information Technology**

**Comptroller**

### **Referred To Finance and Appropriate Committees**

#### **#359-16(2) Submittal of the FY 2018 Municipal/School Operating Budget**

HIS HONOR THE MAYOR submitting in accordance with Section 5-1 of the City of Newton Charter the FY18 Municipal/School Operating Budget totaling \$395,313,737 passage of which shall be concurrent with the FY18-FY22 Capital Improvement Program (#359-16). [04/10/17 @ 2:42 PM]

**EFFECTIVE DATE OF SUBMISSION 04/18/17; LAST DATE TO PASS THE BUDGET 06/02/17**

### **Referred to Finance and Appropriate Committees**

#### **#359-16 Submittal of the FY 2018 to FY 2021 Capital Improvement Plan**

HIS HONOR THE MAYOR submitting the Fiscal Years 2018 to 2022 Capital Improvement Plan pursuant to section 5-3 of the Newton City Charter. [10/11/16 @ 11:28 AM]

### **Referred To Finance and Appropriate Committees**

#### **#359-16(4) Submittal of the FY 2018 – FY 2022 Supplemental Capital Improvement Plan**

HIS HONOR THE MAYOR submitting the FY 2018 – FY 2022 Supplemental Capital Improvement Plan. [04/10/17 @ 2:42 PM]

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The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: [jfairley@newtonma.gov](mailto:jfairley@newtonma.gov) or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.

- #109-17      Appropriate \$600,000 from Overlay Surplus to fund revaluation**  
HIS HONOR THE MAYOR requesting authorization to appropriate and expend six hundred thousand dollars (\$600,000) from Overlay Surplus to fund revaluation and litigation costs. [04/11/17 @ 1:06 PM]

**Referred to Programs & Services and Finance Committees**

- #112-17      Appropriate \$185,000 to supplement the Highlands Playground Project budget**  
HIS HONOR THE MAYOR requesting authorization to appropriate and expend one hundred eighty-five thousand dollars (\$185,000) from Overlay Surplus for the purpose of covering construction administration and contingency costs associated with the Newton Highlands Playground renovation project. [04/10/17 @ 2:42 PM]

**Referred to Public Facilities and Finance Committees**

- #113-17      Appropriate \$528,423 for School Department energy efficiency projects**  
HIS HONOR THE MAYOR requesting authorization to appropriate and expend five hundred twenty-eight thousand four hundred twenty-three dollars (\$528,423) from the Energy Stabilization Fund to a dedicated account for the Newton Public Schools' Energy Efficiency Projects. [04/10/17 @ 2:42 PM]  
**Public Facilities Approved 8-0 on 04/19/17**

- #110-17      Appropriate \$2 million from Free Cash to the Rainy Day Stabilization Fund**  
HIS HONOR THE MAYOR requesting authorization to appropriate two million dollars (\$2,000,000) from Free Cash to the Rainy Day Stabilization Fund. [04/12/17 @ 9:37 PM]

- #111-17      Appropriate \$539,881 to the Rainy Day Stabilization Fund**  
HIS HONOR THE MAYOR requesting authorization to appropriate five hundred thirty-nine thousand eight hundred eighty-seven dollars (\$539,887) from Overlay Surplus to the Rainy Day Stabilization Fund. 04/10/17 @2:42 PM]

**Items Not Scheduled for Discussion at this Meeting:**

**Referred to Public Facilities and Finance Committees**

- #91-17      Licensing agreement for wireless carriers to install equipment on city poles**  
COUNCILORS CROSSLEY, ALBRIGHT AND LAPPIN requesting a discussion with the administration regarding possible licensing agreements with wireless carriers, and to create a policy and to develop and adopt a uniform license agreement for wireless carriers to install wireless communication devices on city-owned poles in the public way. [03/27/17 @ 4:44 PM]

**Referred to Zoning & Planning and Finance Committees**

**#90-17**

**Transfer of \$75,000 to develop a Complete Streets Guidebook**

HIS HONOR THE MAYOR requesting authorization to transfer the sum of seventy-five thousand dollars (\$75,000) from the Planning Department Full-time Salaries Account to the Planning Department Consulting Services Account for the purpose of developing a Complete Streets Guidebook. [03/27/17 @ 2:20 PM]

**Referred to Zoning & Planning and Finance Committees**

**#89-17**

**Transfer of \$125,000 to create a citywide economic development strategy**

HIS HONOR THE MAYOR requesting authorization to transfer the sum of seventy-five thousand dollars (\$75,000) from the Planning Department Full-time Salaries Account and fifty thousand dollars (\$50,000) from the Economic Development Full-time Salaries Account to a specific project account to be established for the purpose of funding the creation of a citywide economic development strategy. [03/27/17 @ 2:20 PM]

**Referred to Public Facilities and Finance Committees**

**#56-17**

**Request to increase the Public Works Department by one full-time position**

HIS HONOR THE MAYOR requesting authorization to add one full-time employee within the Public Works Department to manage all detail requests submitted to the Police Detail Coordinator. [02/27/17 @ 2:42 PM]

**Referred to PS&T, Prog & Serv, Public Facilities and Finance Committees**

**#59-17**

**Appropriate \$350,000 for construction of a Parks & Recreation/Police building**

HIS HONOR THE MAYOR requesting authorization to appropriate three hundred fifty thousand dollars (\$350,000) from Overlay Surplus for the purpose of funding the construction of a new combined Parks & Recreation and Police Department facility to be located at the Elliot Street DPW yard. [02-17-17 @ 9:29 AM]

**Referred to Public Facilities and Finance Committees**

**#6-17**

**Request to establish filing fee for wireless attachments in the public way**

COUNCILORS CROSSLEY, ALBRIGHT, LAPPIN AND GENTILE requesting the establishment of a filing fee from petitioners seeking to attach wireless communications devices to existing or proposed structures in the public way. [12/23/2016 @ 8:37 AM]

**Public Facilities Approved 6-0 and referred the item to Finance**

**Referred to Zoning & Planning and Finance Committees**

**#444-16**

**Amendment add fines for certain violations of the Accessory Apartment Ord.**

COUNCILOR BAKER AND COMMISSIONER OF INSPECTIONAL SERVICES proposing an amendment to Chapter 20 of the City of Newton Revised Ordinances to allow non-criminal ticketing of certain violations of the Accessory Apartment Ordinance. [12/16/16 @ 1:40 PM]

- #397-16 Discussion w School Administration re \$1.2 million budget deficit**  
COUNCILOR GENTILE requesting a discussion with the School Department and members of the School Committee regarding the \$1.2 million deficit in the School Department budget as outlined in the 2017 Fiscal and Operational Update Memo dated October 24, 2016. [11/16/16 @ 10:48 AM]

**Referred to Programs & Services, Public Facilities and Finance Committees**

- #387-16 Appropriate \$250,000 for renovation of 1<sup>st</sup> Floor of the Ed Center**  
HIS HONOR THE MAYOR requesting authorization to appropriate and expend two hundred fifty thousand dollars (\$250,000) from the Override Capital Stabilization Fund for the purpose of renovating the space on the 1<sup>st</sup> floor of the Ed Center which has been vacated by the relocation of the Pre-K Program to the Aquinas site to house the Central High School Program, additional professional development meeting space, and general office space. [10/31/16 @ 2:05 PM]  
**Programs & Services Approved 4-0 on 11/09/16**  
**Public Facilities Held on 11/09/16**

**Referred to Public Facilities and Finance Committees**

- #385-16 Discussion about the Community Solar Share Program**  
PUBLIC FACILITIES COMMITTEE requesting discussion with the Administration and Public Buildings Department about the Community Solar Share Program, which intends to provide credits resulting from solar power generated at 70 Elliot Street to qualifying low income residents. [10/26/16 @ 4:20 PM]  
**Public Facilities Held on 11/09/16**

**Referred to Public Facilities and Finance Committees**

- #384-16 Appropriate \$71,000 to build an observation deck on the greenway**  
HIS HONOR THE MAYOR requesting authorization to appropriate and expend seventy-one thousand dollars (\$71,000) from Free Cash for the purpose of construction an observation on the greenway walking corridor. [10/31/16 @ 2:05 PM]  
**Public Facilities Held on 11/09/16**

**Referred to Finance and Appropriate Committees**

- #359-16 Submittal of the FY 2018 to FY 2021 Capital Improvement Plan**  
HIS HONOR THE MAYOR submitting the Fiscal Years 2018 to 2022 Capital Improvement Plan pursuant to section 5-3 of the Newton City Charter. [10/11/16 @ 11:28 AM]

**Referred to Public Facilities and Finance Committees**

- #357-16 Reallocate \$250,467.24 for decommissioning two elevated storage tanks**  
HIS HONOR THE MAYOR requesting authorization to reallocate the sum of two hundred fifty thousand four hundred sixty-seven dollars and twenty-four cents (\$250,467.24)

from the Waban Hill Reservoir Improvements Account to be used for the decommissioning of the Stanton Avenue and Winchester Street elevated storage tanks.  
[10/11/16 @ 11:29 AM]

**Public Facilities Approved 6-0 on 10/19/16**

**#353-16**

**Review/Acceptance of the FY 2018 – FY 2022 5-year Financial Forecast**

HIS HONOR THE MAYOR submitting the Fiscal Years 2018 to 2022 5-Year Financial Forecast for City Council review/acceptance. [10/11/16 @ 11:28 AM]

**Referred to Land Use, Programs & Services and Finance Committees**

**#256-16**

**Request to extend notification area of notice for special permit petitions**

COUNCILORS COTE, NORTON, HARNEY, BLAZER, BROUSAL-GLASER, AND LEARY requesting an amendment to the City Council Rules, Article X; Section 6 – Additional Notification Requirements, to include that the area of notice for special permit petitions be expanded beyond the abutters to abutters within 300’ required by Massachusetts General Law Chapter 40A to also include property owners within 600’ of the subject property. This notification will apply to all classes of building except for residential 1 and 2-family units that will remain 1 or 2-family units after receiving a special permit. Only abutters to abutters within 300’ will be entitled to the rights conferred by Massachusetts General Law Chapter 40A. [07/01/16 @2:09 PM]

**#209-16**

**Discussion of expenditures related to the Complete Streets Grant**

COUNCILOR FULLER requesting discussion regarding expenditures related to the Complete Streets grant with representatives of the Department of Public Works. [05/26/16 @ 1:11 PM]

**#112-16**

**Appropriation of mitigation funds for pedestrian and traffic improvements**

HIS HONOR THE MAYOR requesting authorization to appropriate and expend the following Mitigation Funds:

A. Village Café at 719 Washington Street	\$2,500
B. 258 Nevada Street at Linwood Street	\$1,500
C. Cherry Street at Washington Street	\$2,000
D. O’Hara’s Restaurant, Newton Highlands	\$2,500
E. Rox Diner Parking & Pedestrian Improvements	\$2,500
G. Canton Circle LLC, 714-724 Beacon Street	\$10,000

**#40-16**

**Request to accept MGL 149 Sec 148C related to earned sick time for employees**

COUNCILOR SANGIOLO requesting that City of Newton formally accept and/or take all necessary steps to accept Massachusetts General Law Chapter 149, Section 148C, in order to qualify full-time, part-time, seasonal, and temporary employees coverage under the earned sick time regulation, 940 CMR 33, as approved by the voters of

Massachusetts in the 2014 Election as Ballot Question 4 – Earned Sick Time for Employees. [01/19/16 @ 2:35 PM]

**Referred to Public Facilities and Finance Committees**

**#223-15**

**Discussion on the process of licensing the use of city buildings**

ALD. LAREDO requesting a discussion of the process of licensing the current and future use of city building, including: (a) how licensees may request the use of city buildings; (b) the process for determining which licensees will get the use of city buildings; (c) how the fees for the use of city buildings are set; and (d) how the current process compares to the process for permitting the use of school buildings. [08/13/15 @ 11:20 AM]

**#190-15**

**Discussion of policy to record all meetings and post meeting materials online**

ALD. SANGIOLO requesting a discussion with the Executive Department relative to creating a policy to require audio recordings of all meetings of boards and commissions and requiring them to be posted to the City's website, as well as posting of all documentation that is reviewed by boards and commissions and/or by their designated City staff member.

**Referred to Zoning & Planning, Land Use and Finance Committees**

**#104-15**

**Qualification of affordable units developed at Comm Ave, Pearl St, and Eddy St**

ALD. JOHNSON, LAREDO, AND GENTILE requesting a report from the Planning Department re how many of the affordable units developed at Commonwealth Avenue, Pearl Street, and Eddy Street qualify for inclusion on the State's Subsidized Housing Inventory List; if a property is not on the list, what can be done to make it eligible. [04/09/15 @ 12:00 PM]

**Referred to Land Use and Finance Committees**

**#49-14**

**Implementation of technology to monitor compliance with special permits**

LAND USE COMMITTEE requesting discussion with the Chief Financial Officer and the Chief Information Officer regarding the critical need to implement technology which enables the development, management and use of shared, searchable, mobile-accessed (both read and write) database which contains parcel-based information that can be accessed by all city departments (including Planning, Inspectional Services (ISD), Assessing, Engineering, Fire, Police, Health), the Board of Aldermen and the community. This technology must support the work of ISD and other departments in both the office and the field to more effectively and efficiently monitor and enforce compliance with approved special permits and other related Board Orders. [02/10/14 @ 6:47 PM]

Respectfully submitted;

Leonard J. Gentile, Chair



SETTI D. WARREN  
MAYOR

**City of Newton, Massachusetts**  
**Office of the Mayor**

**#109-17**

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(617) 796-1100

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(617) 796-1113

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(617) 796-1089

E-mail  
swarren@newtonma.gov

RECEIVED  
Newton City Clerk  
2017 APR 11 PM 1:06  
David A. Olson, CMC  
Newton, MA 02459

April 10, 2017

Honorable City Council  
Newton City Hall  
1000 Commonwealth Avenue  
Newton Centre, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to authorize the appropriation and expenditure of \$600,000 from Overlay Surplus to fund revaluation and litigation costs.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Setti D. Warren".

Setti D. Warren  
Mayor



SETTI D. WARREN  
MAYOR

**City of Newton, Massachusetts**  
**Office of the Mayor**

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April 10, 2017

RECEIVED  
Newton City Clerk  
2017 APR 10 PM 2:42  
David A. Olson, GMC  
Newton, MA 02459

Honorable City Council  
Newton City Hall  
1000 Commonwealth Avenue  
Newton Centre, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to authorize the appropriation and expenditure of \$185,000 from Overlay Surplus for the purpose of covering construction administration and contingency costs associated with the Newton Highlands Playground renovation project.

The Community Preservation Committee has appropriated \$2.5 million for this project however additional funds are needed for the construction administration and contingency. Additionally, I will be submitting a request to the Honorable Council following the completion of the park space approximating \$300,000 to fund the fieldhouse facility.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren  
Mayor





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David A. Olson, OMC  
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to authorize the appropriation and expenditure of \$528,423 from the Energy Stabilization Fund to a dedicated account for NPS Energy Efficiency Projects.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren  
Mayor

**Nadia Khan**

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**From:** William Ferguson  
**Sent:** Friday, April 14, 2017 1:46 PM  
**To:** Nadia Khan  
**Cc:** Joshua R. Morse; DEBORAH CROSSLEY; Shawna Sullivan  
**Subject:** RE: NNHS Energy Efficiency Project-revised

Some firm numbers on fixture counts are coming in. I have revised again to reflect these numbers if its not too late for the packet.

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**From:** William Ferguson  
**Sent:** Friday, April 14, 2017 12:51 PM  
**To:** Nadia Khan  
**Cc:** Joshua R. Morse; 'DEBORAH CROSSLEY'; Shawna Sullivan  
**Subject:** NNHS Energy Efficiency Project-revised

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**From:** William Ferguson  
**Sent:** Friday, April 14, 2017 10:06 AM  
**To:** 'DEBORAH CROSSLEY'  
**Cc:** Shawna Sullivan; Joshua R. Morse  
**Subject:** NNHS Energy Efficiency Project

Below is a summary of the Newton North High School energy efficiency project to include in the packet for next week's Public Facilities meeting.

NNHS accounts for 30% of the electricity use in the school dept.  
NNHS accounts for 20% of the electricity use in all of City government.  
In FY 2016 total electricity use was 4,470,159 kWh.  
In FY 2016 total electricity cost was \$829,693.

Use at NNHS has increase from 4,170,774 kWh in FY 2013 to 4,470,159 kWh in FY 2016 (7%).

NNHS was designed in 2008-2009 using state of the art technology available at that time.  
New technology is available now that makes that technology archaic.

We propose to use \$528,423 in energy stabilization funds to save \$100,000 annually through improved energy efficiency technology.

Highlights of this work include:

1. Replacing 495, 60 watt 2x2 fluorescent hallway fixtures with 20 watt 2x2 flat panel LED fixtures. Dave Stickney and Bill Ferguson visited Mashpee HS to evaluate this fixture and have determined that it is a good option.
2. Replace 7,639, 32 watt fluorescent four foot lamps in classrooms with 14 watt LED replacement lamps.
3. Replacing 912, 2x4 fluorescent fixtures using 60 to 90 watts in all offices with LED lighting fixtures which use 30 watts. These fixtures will include dimming controls.
4. Install sub-metering for the electrical circuits serving strategic areas of the building to provide better analytics and a better understanding of building operations.  
These areas include: print shop, carpentry shop, pool, a sample corridor and classroom area.

5. We are evaluating the economics of installing a high efficiency boiler to heat the pool. The pool is currently heated with the central boiler which runs 24/7/365 for pool heating. We are evaluating the economics of using a smaller more efficient boiler dedicated to pool heating. The cost is estimated to be around \$65,000. If the payback of this measure turns out to be equal to or better than the LED lighting then we will trade off some of that scope for the pool heater project.
6. We are planning to do the entire scope of work by the end of the summer.
7. Note that classrooms and hallways already have motion sensors for lighting which will be left in tact.
8. We will also be working with the Fire Department to see if they will allow us to put emergency hallway lighting on the motion detectors. Every third light is currently on 24/7 for emergency lighting. The controls would be set up so that all emergency lights would come on with motion and automatically when the emergency generator comes on.



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April 12, 2017

Honorable City Council  
Newton City Hall  
1000 Commonwealth Avenue  
Newton Centre, MA 02459

RECEIVED  
Newton City Clerk  
2017 APR 12 PM 9:37  
David A. Olson, CMC  
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to authorize the transfer of \$2,000,000 from June 30, 2016 Certified Free Cash to the Rainy Day Stabilization Fund. The fund reached the desired goal of 5% of the City's Budget in November 2014, and has remained at that level ever since.

However, maintaining a Rainy Day Stabilization Fund that totals 5% of the City's Annual Budget requires that the City increase the fund by 5% of the budget increase each year. Because interest rates have been at historic lows for several years, the City must appropriate approximately \$750,000 of funds that would otherwise be used to provide City services or improve City infrastructure. Board Order # 25-15, established the City's Investment Advisory Committee. Per the Board Order, the Investment Advisory Committee was established to maximize investment income earnings on temporarily idle cash in the City treasury, consistent with state and federal law and City investment policies.

The Investment Advisory Committee has been meeting regularly to determine how best to invest the City's Rainy Day Stabilization Fund. Although only a portion of the fund will be invested with a goal of achieving a return on investment that exceeds Certificate of Deposit rates, in order to accomplish these objectives, the committee believes that the City should maintain a reserve of \$2 million over and above the value of the fund (5% of the City's Operating Budget) to protect the fund during downturns in the economy.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren  
Mayor



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MAYOR

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David A. Olson, GMC  
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to authorize the appropriation and expenditure of \$539,887 from Overlay Surplus to the Rainy Day Stabilization Fund. This appropriation when combined with the \$150,000 appropriated in the FY2018 Mayor's Proposed Budget will allow the City to begin the fiscal year with a full 5% of the operating budget set aside in reserve.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren  
Mayor