



Finance Committee Agenda

City of Newton In City Council

Monday, May 8, 2017

7 PM
Room 211

Please Bring Your Budget and CIP Books

Items Scheduled for Discussion:

NOTE: The Committee will meet jointly with the Public Facilities Committee to discuss the below item:

Referred to Public Facilities and Finance Committees

#124-17 **Transfer of \$65,000 to various Public Buildings Accounts**
HIS HONOR THE MAYOR requesting authorization to make the following transfers from Public Building Department Accounts for the purpose of providing supplemental funding for maintenance, consultants, and the purchase of a craftsmen vehicle.

From:	Municipal Building Maintenance Full-time Salaries	\$45,000
To:	Municipal Building Maintenance Repair-Maintenance	\$43,880
	Public Building Administration, Consultants	\$1,120
From:	City Hall Operations Full-time Salaries	\$15,000
	Library Building Maintenance Part-time Salaries	\$5,000
To:	Public Building Administration, Consultants	\$20,000
From:	PC hardware	\$5,568
	Municipal Building Maintenance Full-time Salaries	\$18,629
To:	FY 17 Operating Budget Vehicle Account	\$24,197

04/24/17 @ 4:04 PM]

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 or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.

- #121-17** **Appointment by His Honor the Mayor to the Taxation Aid Committee**
EMMA WATKINS, 17 Otis Street, Newtonville, appointed as a member of the NEWTON TAXATION AID COMMITTEE for a term of office to expire March 1, 2019 (60 days 06/30/17) [04/24/17 @ 4:04 PM]

BUDGET & CIP DISCUSSIONS:

Assessing
Treasurer
Purchasing
Executive/Sustainability

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]

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]
Zoning & Planning Approved 8-0 on 04/24/17

- #120-17 Re-appointment by His Honor the Mayor to the Taxation Aid Committee**
MATTHEW CHAO, 95 Columbia Avenue, Newton Highlands, re-appointed as a member of the NEWTON TAXATION AID COMMITTEE for a term of office to expire March 1, 2020 (60 days 06/30/17) [04/24/17 @ 4:04 PM]

Items Not Scheduled for Discussion at this Meeting:

Referred to Land Use and Finance Committees

- #122-17 Discussion on fees for Special Permits**
COUNCILOR COTE requesting a discussion with the Planning & Development Department regarding the fees charged for Special Permits and what the actual costs are for issuing Special Permits. [04-18-17 @ 12:32 PM]

Referred to Public Facilities and Finance Committees

- #123-17 Pilot Program for curbside food waste collection**
COUNCILORS SANGIOLO, NORTON, CROSSLEY, LENNON, AUCHINCLOSS, HARNEY, FULLER, ALBRIGHT, LAPPIN, AND LAREDO requesting the City through the Department of Public Works, pilot a curbside food waste collection program. [04/21/17 @ 11:15 AM]

- #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]

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

- #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 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

- #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 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 1st 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 1st 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

City of Newton



Setti D. Warren
Mayor

PUBLIC BUILDINGS DEPARTMENT

Joshua R. Morse, Commissioner
Telephone (617) 796-1600
FAX (617) 796-1601
TTY: (617) 796-1089
52 ELLIOT STREET
NEWTON HIGHLANDS, MA 02461-1605

April 4, 2017

The Honorable Setti D. Warren
Mayor
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

RECEIVED
NEWTON CITY CLERK
2017 APR 24 PM 4: 04
David A. Olson, Clerk
Newton, MA 02459

RE: Public Buildings Department FY17 Contractual Services Additional Funding Request

Dear Mayor Warren:

The Public Buildings Department respectfully requests the sum of \$45,000.00 be transferred from our Craftsmen salary account, \$15,000.00 from the City Hall salary account, and \$5,000.00 from the Library salary account to the Public Buildings contractual maintenance account and the Public Buildings Consultants account within the FY17 Operating Budget. Funds in these salary accounts have become available due to open positions, as well as the early departure from employment with the City. We have hired replacements for these employees and expect to have the funds available.

This fiscal year contractual account funds have been or are anticipated to be spent on City Hall Computer Room AC unit and window insulating/repair, the installation of HVAC unit at the Police Annex, major plumbing repairs, as well solar energy consulting services.

The Public Buildings Department also respectfully requests the sum of \$18,629 be transferred from our Craftsmen salary account, and \$5,568.00 from the PC Hardware account to the Vehicle account within the FY17 Operating Budget. Funds in this salary accounts have become available due to a lengthy open plumbing position that has since been filled.

Attached is a summary of the expenses for the above mentioned projects that have or will be paid for within the contractual maintenance accounts of the department.

Should you have any questions regarding this matter, please feel free to contact my office.

Sincerely,

Josh Morse
Commissioner of Public Buildings

APPROVED

CC: Maureen Lemieux, Chief Financial Office
Dori Zaleznik, Chief Admin Officer

Public Buildings Department Supplemental Maintenance Funding Request

<u>Project</u>	<u>Facility (ies)</u>	<u>Cost</u>
Replace HVAC Unit	Police Annex	\$ 8,734.00
Replace Computer Room AC Unit	City Hall	\$ 11,980.00
Window Insulating/repair	City Hall	\$ 5,670.00
Repair Ramp and Stairs	Nonantum Library	\$ 8,200.00
Plumbing Repairs	Various Buildings	\$ 9,296.00
Solar Energy Consulting Services	Various Energy Efficient Projects	\$ 21,120.00
	Total Request	\$ 65,000.00

Transfer Funds as below:

Transfer from 0111502-511002 (Municipal Bldg Maint, Full Time Salaries) to 0111502-52407 (Municipal Bldg Maint, Public Bldg R-M)	\$ (43,880.00)
Transfer from 0111502-511002 (Municipal Bldg Maint, Full Time Salaries) to 0111501-5301 (Public Bldg Admin, Consultants)	\$ (1,120.00)
Transfer from 0111506-511001 (City Hall Operation, Full Time Salaries) to 0111501-5301 (Public Bldg Admin, Consultants)	\$ (15,000.00)
Transfer from 0111507-511101 (Library Bldg Maint, Part Time Salaries) to 0111501-5301 (Public Bldg Admin, Consultants)	\$ (5,000.00)
Total Transfer of Funds	\$ (65,000.00)

New Craftsmen Vehicle Estimate:

Ford Transit T250	\$ 24,700
Shelving	\$ 2,195
Total Estimate	\$ 26,895
Transfer from 01-115-01-585111 (PC Hardware)	\$ (5,568.00)
Less existing Vehicle Funds	\$ (2,698.00)
Transfer from 01-115-02-51102 (Municipal Building Full Time Salaries)	\$ (18,629.00)
Total Transfer of Funds	\$ (26,895)



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#121-17

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(617) 796-1100

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(617) 796-1113

TDD/TTY
(617) 796-1089

E-mail
swarren@newtonma.gov

April 24, 2017

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

Ladies and Gentlemen:

I hereby appoint Emma Watkins of 17 Otis Street, Newtonville as a member of the Taxation Aid Committee. Her term of office shall expire March 1, 2019 and her appointment is subject to your confirmation.

Thank you for your attention to this matter.

Very truly yours,

Setti D. Warren
Mayor

RECEIVED
NEWTON CITY COUNCIL
2017 APR 24 PM 4:04
David A. Olson, Clerk
Newton, MA 02459



Emma J. Watkins
 17 Otis Street
 Newtonville, MA 02460
 857-928-5706 emmaw2000@gmail.com

PROFESSIONAL EXPERIENCE

Director February 1997- Present
Cambridge Senior Center, Cambridge, MA
 Responsible for supervision of support staff and oversight of the day to day planning, developing and implementing a variety of recreational, social, health and educational programs to meet the needs of a diverse group of senior program participants who live independently in the community.

Occupancy Specialist 1990 – February 1997
Winn Property Management, Boston, MA
 Administered and maintained all phases of property operations to attain maximum profitability. Supervised the rental process from move-in to move-out. Prepared, processed and signed all leases and related forms seeing that paperwork was in order. Collected rents and handles delinquent accounts, consulting legal authority as required. Responsible for all re-certification processes.

Office Manager 1980-1987
Center for Applied Social Science – Boston University
 Provided administrative support to Research Associates and Professors. Responsible for the day to day supervision of support staff.

Special Place Supervisor 1979-1980
Bureau of Commerce – Census Department
 Oversaw administrative office operations for all of New England and New York State, responsible for automation of operations, field office operations and recruiting office operations. Responsible for supervising and training census takers, among others. Also responsible for the oversight of personnel levels and workflow.

EDUCATION

Masters Management of Non-profits May 2001
Cambridge College

Accomplishments:

- Recipient of the Nancy P. Hahn Award October 2001
- City of Cambridge Outstanding Employee Award 2002
- **PROFESSIONAL AFFILIATIONS:**
- Advisory Council, Somerville-Cambridge Elder Services 2015- current
- Board Member, Cambridge Homes Assisted Living 2013 - current
- Cambridge Post Office Advisory Council 2010 - current
- Board Member, Resilient Sister Project 2013 – current
- President, NAMI-Nubian Boston, 2002-2003
- Board Member, NAMI-Mass 2002-2003

#90-17



City of Newton, Massachusetts
Office of the Mayor

SETTI D. WARREN
MAYOR

Telephone
(617) 796-1100
Telefax
(617) 796-1113
TDD
(617) 796-1089

E-mail
swarren@newtonma.gov

March 27, 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 transfer of \$75,000 from Acct # 0111401-511001 Planning & Development Full Time Salaries to Acct # 0111401-5301 Consulting Services for the purpose of developing a Complete Streets Guidebook.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in cursive script that reads "Setti D. Warren".

Setti D. Warren
Mayor

RECEIVED
Newton City Clerk
2017 MAR 27 PM 2:20
David A. Olson, CMC
Newton, MA 02459



Setti D. Warren
Mayor

City of Newton, Massachusetts
Department of Planning and Development
1000 Commonwealth Avenue Newton, Massachusetts 02459

#90-17
Telephone
(617) 796-1120
Telefax
(617) 796-1142
TDD/TTY
(617) 796-1089
www.newtonma.gov

Barney S. Heath
Director

MEMORANDUM

April 5, 2017

TO: Maureen Lemieux, Chief Financial Officer/Chief of Staff

FROM: Barney Heath, Director of Planning & Development 

SUBJECT: Street Design Guide

As Newton looks ahead to an ambitious transportation infrastructure upgrade across residential streets, commercial corridors and village centers, there is a need for a set of clear and consistent design guidelines which address street and sidewalk design, landscaping, lighting, pedestrian and bicycle safety/utility and stormwater management. The Street Design Guide is envisioned as a set of standards and fixtures which provide uniform guidance in addressing transportation infrastructure across the City.



Zoning & Planning Committee Report

City of Newton In City Council

Monday, April 24, 2017

Present: Councilors Hess-Mahan (Chair), Danberg, Albright, Yates, Baker, Sangiolo, Kalis and Leary

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]

Action: Zoning & Planning Approved 8-0

Note: Barney Heath, Director of Planning, explained that funds were being requested to hire a consultant to assist in the development of a Complete Streets Guidebook. A Request for Proposal (RFP) has been drafted. Rachel Blatt, Long Range Planner, said this is meant to be a street design and engineering guide/manual. The target audience will be the City Council, City staff and contractors who will be doing private development in the City to assist in making decisions about standards in street design. This will be a framework that will highlight the areas that are most critical. Many other cities have undertaken this kind of guidebook so they have many examples they can pull from to develop the document.

An example of what would be included in the guidebook is standards for crosswalks. Decisions relative to placement, curbing, accessible ramps, style, etc., will be included with guiding principles for construction and uniformity across the City. As the City is working on projects like West Newton Square and Walnut Street, staff is realizing how important it is to develop a palette of choices for consistency throughout the City in all areas of street design.

A Committee member said that some things have been placed in historic districts that were not proper. He would like staff to keep historic districts in mind and the role they play in design. Also, the road lines are not adequate throughout the City. He felt the Planning Department could work with Public Works on uniform best practices on crosswalks and other road lines. Another Committee member asked that the group look at using raised crosswalks and reviewing turning radiuses as sharper turns slows down cars.

It was noted that others in the City who have done good work on these issues such as Safe Routes to School and they should be consulted. Dori Zaleznik noted that the Complete Streets Group includes input on transportation, trees, DPW and Planning issues and tries to codify best practices.

Councilor Danberg moved approval and the Committee voted in favor unanimously.



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#120-17

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(617) 796-1089

E-mail
swarren@newtonma.gov

April 24, 2017

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

Ladies and Gentlemen:

I hereby reappoint Matthew Chao of 95 Columbia Avenue, Newton Highlands as a member of the Taxation Aid Committee. His term of office shall expire March 1, 2020 and his appointment is subject to your confirmation.

Thank you for your attention to this matter.

Very truly yours,

Setti D. Warren
Mayor

RECEIVED
Newton City Hall
2017 APR 24 PM 4:04
David A. Olson, Clerk
Newton, MA 02459

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

95 Columbia Avenue Newton Highlands, MA 02461

Matthew Chao

(617) 965-1677

QUALIFICATIONS

Excellent written and oral communications skills.
 Extensive experience with telecommunications and word-processing software, Internet, and PC/laptop support.
 Ability to focus on problems and work towards solutions.

EXPERIENCE

Supervised convicted felons in state prison work environment.
 Conducted research into topics on rehabilitation.
 Disseminated information on adaptive computers, employment, and recreation for persons with disabilities.
 Managed office of small computer company; provided technical support and installed systems.
 Beta tested PC-based version of Kurzweil Personal Reader for Xerox Imaging Systems over 16-week period.
 Wrote technical review for Add-ons: The Ultimate Guide To Peripherals For The Blind Computer User.
 Provided vocational rehabilitation services to persons with physical and mental disabilities.

EMPLOYMENT

1992-Present Shop Instructor; Bay State Correctional Center; Norfolk, MA
 1989-1990 Account Representative; Talking Computer Systems; Watertown, MA
 1990 Instructor; Carroll Center for the Blind; Newton, MA
 1986-1987 Project Specialist; Mass. Rehabilitation Commission, Boston, MA
 1983-1986 Information Specialist; Information Center for Individuals with Disabilities; Boston, MA
 1979-1983 Vocational Rehabilitation Counselor; Mass. Rehabilitation Commission; Norwood, MA

EDUCATION

1987-1988 BOSTON COLLEGE LAW SCHOOL; Newton, MA
 1977-1980 SPRINGFIELD COLLEGE; Springfield, MA
 GRADUATE SCHOOL OF EDUCATION Master of Education and Certificate of Advanced Study (CAS), Rehabilitation Counseling Education.
 1973-1977 BRANDEIS UNIVERSITY; Waltham, MA
 Bachelor of Arts Degree, European History. Rose Schlow Memorial Award for Outstanding Student.

Participation in Competitive Sports and Challenge Programs

Member SailBlind/U.S. Blind Sailing Team. Competed on international level in Auckland, New Zealand; Fremantle, Australia; and Newport, Rhode Island.
 Completed Six-Day Sea Course Program at Hurricane Island Outwardbound School.