



Finance Committee Report

City of Newton In City Council

Monday, May 8, 2017

Present: Councilors Gentile (Chair), Norton, Rice, Blazar, Fuller, and Lappin

Absent: Councilors Ciccone and Brousal-Glaser

Also present: Councilors Crossley and Albright

City staff present: Josh Morse (Commissioner of Public Buildings), Barney Heath (Director of Planning & Development), Elizabeth Dromey (Director of Assessing), and Maureen Lemieux (Chief of Staff/Chief Financial Officer)

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]

Public Facilities Approved 4-0 on 05/08/17

Action: Finance Approved 5-0 (Rice not voting)

Note: The Committee met jointly with the Public Facilities Committee to discuss the request to transfer \$65,000 to supplement the Public Building Department's repair and maintenance account and the consultants account, as well as transfers totaling \$24,197 to purchase a craftsperson vehicle. Public Buildings Commissioner Morse explained that the \$65,000 transfer provides funding for the Public Buildings Department to do additional work in Fiscal Year 2017. Commissioner Morse reviewed

the projects that the Department used to the contractual funds to complete or begin this fiscal year, which include the City Hall computer room air conditioning and window insulation, installation of an HVAC unit at the police annex, plumbing repairs, and solar energy consulting services.

Commissioner Morse stated that the department is using some of the requested funds to hire a consultant to vet a number of municipal sites for Phase 3 of the solar projects. In addition, the supplemental funds will allow the department to continue with building envelope maintenance to extend the life of building systems, and elevator repair projects.

Funds are available for transfer from the department's salary accounts because of a long-term vacancy in a plumbing position. A plumber recently hired to fill the vacant position. Councilor Fuller moved approval of the item in the Finance Committee, which carried unanimously. Councilor Albright moved approval of the item in the Public Facilities Committee and the motion carried unanimously.

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

Action: Finance Approved 5-0 (Rice not voting)

Note: Director of Planning & Development Barney Heath presented the request for \$75,000 to hire consultants to develop a Complete Streets Guidebook for transportation and streetscape for both large and small projects. The book will include detailed standards for accessible design, crosswalk, traffic-calming methods, storm water management, street lighting, and bicycle lanes. It is critical that the City have a guidebook to follow to make those decisions and direct developers regarding what the City expects for these types of projects. Many other communities have developed this type of guidebook that lays out standards for both public and private developers. In addition, the guidebook will also help standardize the appearance in village centers in terms of streetscape.

It is a requirement of the Massachusetts Department of Transportation's (DOT) Complete Streets Grant Program, which the City is participating in and will continue to apply for that grant funding. The City released a Request for Qualifications to get the best possible consultant and get a scope of work for the \$75,000. There is no requirement from the DOT that the City hire a consultant but the City does not have the staff to develop the book. City staff will guide the consultant's work throughout the process. Once the guidebook is complete, in-house staff will keep the book up to date.

The Committee members agreed that it would be helpful for the initial work on the guidebook. They also stressed how important it will be to keep the book up to date once it is created. With that, Councilor Fuller moved approval, which carried unanimously.

#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]

Action: Finance Approved 5-0 (Rice not voting)

Note: Director of Assessing Elizabeth Dromey and Emma Watkins joined the Committee to discuss Ms. Watkins' appointment to the Taxation Aid Committee. Ms. Watkins resume was provided and attached to the agenda. She is a resident of Newtonville and has worked in the human services field for the past twenty years. She is the Direction of the Cambridge Senior Center and in that role created programs and services that enrich the lives of older people. She is interested in serving on the Newton Taxation Aid Committee because it is an opportunity to help seniors and others who really need the support. The Committee's mission is to assist seniors who meet certain guidelines by helping them pay down their property taxes.

Ms. Dromey explained that the Taxation Aid Committee is comprised of the Chairman of the Board of Assessors, the Collector-Treasurer and three residents of the City. They meet to determine how to disburse funds that taxpayers voluntarily donated to provide tax aid to the elderly and disabled residents of Newton. The Committee's first order of business this year is to fundraise as the fund is at a very low level. Once the fund is at a healthy level, the Committee will do outreach to raise awareness of the program.

Committee members thanked Ms. Watkins for her willingness to serve on the Taxation Aid Committee. Councilor Norton moved approval of the appointment, which carried unanimously.

#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]

Action: Finance Approved 6-0

Note: The Mayor is reappointing Matthew Chao as a member of the Newton Taxation Aid Committee for a three-year term of office. Mr. Chao has served as a trustee since 2011 and provided a detailed resume to the Committee, which was attached to the agenda. The resume details Mr. Chao's experiences and qualifications to serve as a trustee. Councilor Fuller moved approval, which carried unanimously.

All other items before the Committee were held without discussion and the Committee adjourned at 10:05 PM. Draft Council Orders for the above items that are recommended for City Council action are attached.

Respectfully submitted,
Leonard J. Gentile, Chair

CITY OF NEWTON

IN CITY COUNCIL

2017

ORDERED:

That, in accordance with the recommendation of the Public Facilities and the Finance Committees through their respective Chairs Deborah J. Crossley and Leonard J. Gentile, the transfer of the sum of sixty-five thousand dollars (\$65,000) from the following accounts within the Public Buildings Department for the purpose of supplementing the Municipal Building Repair and Maintenance Account, the Consulting Account, and to purchase a craftsmen vehicle is hereby approved as follows:

| | | |
|-------|--|----------|
| From: | Municipal Building Maintenance Full-time Salaries (0111502-511002)..... | \$63,629 |
| | City Hall Operations Full-time Salaries (0111506-511001)..... | \$15,000 |
| | Library Building Maintenance Part-time Salaries (0111507-511101)..... | \$5,000 |
| | PC Hardware (0111501-585111)..... | \$5,568 |
| To: | Municipal Building Maintenance Repair-Maintenance (0111502-52407)..... | \$43,880 |
| | Public Building Administration, Consultants (0111502-530)..... | \$21,120 |
| | FY 17 Operating Budget Vehicle Account (0111501-58501)..... | \$24,197 |

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

Date: _____

CITY OF NEWTON

IN CITY COUNCIL

2017

ORDERED:

That, in accordance with the recommendation of the Zoning & Planning Committee and the Finance Committees through their respective Chairs Theodore Hess-Mahan and Leonard J. Gentile, a transfer of funds in the amount of seventy-five thousand dollars (\$75,000) from the Department of Planning & Development Department’s Full-time Salaries Account for the purpose of creating a Complete Streets Guidebook, be and is hereby approved as follows:

| | |
|-------|---|
| FROM: | Planning – Full-time Salaries (0111401-511001)..... \$75,000 |
| TO: | Planning – Economic Development Strategy (C111401-5301) \$75,000 |

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

Date: _____

CITY OF NEWTON

IN CITY COUNCIL

2017

ORDERED:

That in accordance with the recommendation of His Honor the Mayor and with the confirmation of the Honorable City Council, be it known that EMMA WATKINS is hereby appointed as a member of the NEWTON TAXATION AID COMMITTEE for a term to expire on March 1, 2019.

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

CITY OF NEWTON

IN CITY COUNCIL

2017

ORDERED:

That in accordance with the recommendation of His Honor the Mayor and with the confirmation of the Honorable City Council, be it known that MATTHEW CHAO is hereby re-appointed as a member of the NEWTON TAXATION AID COMMITTEE for a term to expire on March 1, 2020.

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk