



Finance Committee Agenda

City of Newton In City Council

Monday, September 11, 2017

7 PM
Room 211

Items Scheduled for Discussion:

Note: The Finance Committee will meet jointly with the Programs & Services Committee to discuss #138-17(2), #220-17 and #259-17. Docket Item #138-17(2) is only referred to the Programs & Services Committee and Docket Item #220-17 is only referred to the Finance Committee; however, both Committees will discuss both items.

Referred to Programs & Services Committee

#138-17(2) Request to place question of new Charter on the November ballot

CITY CLERK requesting the City Council, as required by MGL 43B, Section 11, order the Newton Charter Commission's proposed new charter to be submitted to the voters of the City of Newton for their approval on the November 7, 2017 municipal ballot. The ballot question to read: "Shall the City of Newton approve the new home rule charter recommended by the Charter Commission as summarized below: Yes. No." [06/14/17 @ 2:42PM]

Referred to Finance Committee

#220-17 Transfer \$6,400 from Budget Reserve to mail Charter Commission Report

HIS HONOR THE MAYOR requesting authorization to transfer the sum of six thousand four hundred dollars (\$6,400) from Budget Reserve to supplement funds previously appropriated to the Charter Commission in order to distribute a printed copy of the Charter Commission's final report to all voter households, as required by Massachusetts state law. [07/06/17 @ 9:03 AM]

Referred to Programs & Services and Finance Committees

#259-17 Increase the number of years the City can lease Weeks House

HIS HONOR THE MAYOR requesting consideration of a request to petition the General Court for special legislation to increase the number of years the City of Newton is authorized to lease the Weeks House from the current period of sixty-five years, as authorized by the Acts of 1981, Chapter 330, to a period of up to ninety-nine years. [08/07/17 @ 2:23 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.

#218-17 Acceptance and expenditure of the Assistance to Firefighters’ Grant
HIS HONOR THE MAYOR requesting authorization to accept and expend the Assistance to Firefighters’ grant, which is a 90/10 reimbursable grant in the amount of seventy-six thousand ninety-one dollars (\$76,091) for the purchase of Personal Safety/Bailout systems. [07/03/17 @ 12:28 PM]

#219-17 Acceptance and expenditure of the Green Communities Grant
HIS HONOR THE MAYOR requesting authorization to accept and expend the Green Communities Grant in the amount of one hundred ninety-six thousand one hundred fifty-seven dollars (\$196,157) for energy efficiency improvements to the Franklin, Underwood, Williams, and Memorial Spaulding Elementary Schools. [07/03/17 @ 12:28 PM]

#257-17 Approval of various sidewalk/curb betterments
COMMISSIONER OF PUBLIC WORKS requesting approval of the following mentioned sidewalk/driveway apron and/or curb betterments; said betterments to be levied under the provisions of MGL Chapter 83, Sec. 26, authorizing the assessment of betterments for construction: [08-07-17 @ 2:23 PM]

Address	Owner Name	Book/Page	Sec/Block/Lot	Total Cost
193 Ward Street	OCONNOR PETER ALBERT & OCONNOR SARA VICTORIA	66267/302	73038 0015	\$3,187.50
1445 Commonwealth Ave	BC EAGLES 79 TRUST, OROURKE STACEY S TR	56555/507	32033 0009	\$6,312.50
2 Newbury Terrace	KAUFMAN HOWARD & BOGUSLAW JANET	28587/246	62006 0003	\$2,372.50
69 SouthGate Park	BENES RICHARD H & SUSAN J	28704/327	33031 0018	\$2,307.50
77 FairOaks Ave	FAIR OAKS AVE 77 RLTY TRST, FREEDMAN DONALD N TR	59923/267	21019 0023	\$3,550.00
				\$17,730.00

- #258-17** **Acceptance of a grant from Mass DOT for Complete Streets Program**
HIS HONOR THE MAYOR requesting authorization to accept and expend a grant of up to one hundred forty seven thousand five hundred dollars (\$147,500) from the Massachusetts Department of Transportation offered as part of their Complete Streets Program. [08-07-17 @ 2:23 PM]

Referred to Land Use and Finance Committees

- #221-17** **\$977,000 for CAN-DO to create 8-units of affordable housing at 236 Auburn Street**
COMMUNITY PRESERVATION COMMITTEE recommending the appropriation of three hundred thousand dollars (\$300,000) for historic rehabilitation and six hundred seventy-seven thousand seven hundred dollars (\$677,700) for affordable housing for a total of nine hundred seventy-seven thousand dollars (\$977,000) from the Community Preservation Fund, to the Planning & Development in Newton (CAN-DO), to create 8 units of permanently affordable rental housing at 236 Auburn Street, Auburndale, including 5 units in a congregate home to be owned and operated by the Barry L. Price Rehabilitation Center, as described in CAN-DO's proposal submitted to the Community Preservation Committee in May 2017. [06/19/17 @ 5:19 PM]
Land Use on 09/07/17

- #260-17** **5-year contract for ambulance services**
HIS HONOR THE MAYOR requesting authorization to enter into an up to 5-year contract for ambulance services. [08-07-17 @ 2:23 PM]

- #255-17** **Mayor's re-appointment of Rosemary Larking to the Taxation Aid Committee**
ROSEMARY LARKING, 1600 Washington Street, West Newton re-appointed as a member of the NEWTON TAXATION AID COMMITTEE for a term of office to expire April 30, 2018 (60 days 10/13/17) [07/28/17 @ 10:54 AM]

- #256-17** **Mayor's re-appointment of Doris F. Breay as Cousens Fund Trustee**
DORIS F. BREAY, 19 Blake Street, Newton, re-appointed as a Trustee of the Horace Cousens Industrial Fund for a term to expire June 1, 2020. (60 days 10/13/17) [07/12/17 @ 2:25 PM]

Items Not Scheduled for Discussion at this Meeting:

- #217-17** **Acceptance of MGL to create a special revenue fund for PEG and Cable funds**
COUNCILOR LAPPIN requesting the acceptance of General Laws Chapter 44, Section 53F¾, which establishes a special revenue fund known as the Public, Educational, and Government (PEG) Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year 2019, which begins on July 1, 2018. [06/13/2017 @ 1:41 PM]

Referred to Public Facilities and Finance Committees

- #171-17 Ordinance Amendment Sec 29-80 Sewer Use Charge**
HIS HONOR THE MAYOR requesting an amendment to Section 29-80 Sewer Use Charge of the City of Newton Ordinances by adding the following sentence at the end of Paragraph (a): Notwithstanding the foregoing, seasonal water takers not eligible for an outdoor meter under said Section 29-24, shall pay a charge for the use of sewerage works in proportion to water consumption. [05/30/17@ 3:21 PM]

Referred to Programs & Service, Public Facilities and Finance Committees

- #178-17 Appropriate \$500,000 for renovations to the Newton Free Library**
HIS HONOR THE MAYOR requesting authorization to appropriate the sum of five hundred thousand dollars (\$500,000) from bonded indebtedness for the purpose of funding renovations at the Newton Free Library to include expansion of the Children’s Room and other improvements to the First Floor. [05/30/17 @ 2:38 PM]
Item split into Part A and Part B. Part A – \$75,000 for design and soft costs. Part B - \$425,000 for construction costs
City Council Approved Part A on 06/19/17

- #142-17 Funding for a Public Information Plan for site clean-up at the Horace Mann School**
HIS HONOR THE MAYOR requesting authorization to transfer the sum of fifteen thousand dollars (\$15,000) from the following accounts to the Public Building Department for the development of a public information plan regarding the site clean-up at the Horace Mann School for an oil leak that occurred in 1998. [05/08/17 @ 6:49 PM]

Comptroller Wage & Salary Reserve (0110498-5197)	\$5,375
Comptroller Budget Reserve (0110498-5790)	\$3,810
Free Cash (01-3497)	\$5,815

- #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 Safety & Transportation, Public Facilities, and Finance Committees

- #179-17 Request for parking meter pilot(s)**
COUNCILORS ALBRIGHT, KALIS, LAREDO AND LEARY requesting a parking meter pilot or multiple pilots in Fiscal Year 2018 using the latest technology, which allows payment by credit card and other features, such as monitoring meter usage, providing feedback to administrators, information to drivers, and allowing time-based fee adjustment. [05/22/17 @ 9:15 AM]

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]

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 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]

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

- #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



Memorandum

To: Members of the Programs and Services and Finance Committees

From: Councilors Baker and Schwartz

Date: September 8, 2017

Subject: Report about Charter ballot language and other questions related to #138-17(2)

Several questions were raised related to 138-17(2) relating to putting the Charter adoption on the Ballot in November which we discussed at our last meeting. This memorandum reports our understanding of those responses.

Charter Commission ballot question summary. The first question involved the accuracy of the Charter Commission Ballot Question summary where the term “representing” was used to describe Councilors and School Committee members residing in each ward but elected citywide. There were also questions raised about the description of financial language.

Several of us clarified those concerns in a letter to the Commission, attached. The Charter Commission has now offered a revised summary which removes “representing” and clarifies some financial language. The revised summary does not yet make explicit, however, the elimination of Ward Councilors or the loss of an additional Councilor at large from each ward, as major changes from the current Charter.

Even versus odd numbered new City Council. A provision of state law relating to new charters appended to this report, General Law c. 43B, sec. 20 (c) (3) appears to require “multi-member bodies,” such as a modified City Council, to have an odd number of members. (Indeed, the same chapter 43B requires a Charter Commission itself to have nine members). The Newton Law Department was not willing to give a formal legal opinion about this language, deferring to the Attorney General. Informally, the response was that the Charter Commission had in the Charter exempted the City Council from its definition of “multi-member bodies,” and that this was controlling over the state law because of the general purpose of chapter 43B was to allow local charters to have provisions that state law would not otherwise permit. Left unanswered, however, is how that would apply to a limitation which appears in the same law purporting to give Charter Commissions that authority, which means a definitive answer may ultimately require judicial interpretation.

Redlined changes from the current Charter. We had asked if there is a redlined version of the current charter showing the specific changes made by the proposed new language. City Clerk David Olson responded that there is no redlined version, but a side by side comparison of the two is available through his office, and may be placed on the Election Commission web site.

Conclusion. While the Charter Commission has improved its ballot question summary, we believe that Newton voters may still not be clear on what is being changed from the current Charter as well as what is being proposed. Therefore, we hope that the City Solicitor’s own summary, which will accompany the Charter Commission ballot summary in the Election Commission mailing, can help further clarify what is being changed as well as what is being proposed.

Cc: City Council; Newton Charter Commission; Newton Law Department

1000 Commonwealth Avenue ▪ Newton, MA 02459
617-796-1210 www.newtonma.gov



August 28, 2017

Newton Charter Commission
c/o Josh Krintzman, Chair
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Re: Questions regarding the Charter Commission's upcoming Ballot Question Summary

Dear members of the Commission:

We are writing regarding the current Ballot Question summary of the Charter Commission's work that is to be sent to all Newton households prior to the November election, reproduced in an Appendix to this letter. We urge that the summary be rewritten to be more accurate in several respects.

First, the current language gives the impression that the Councilors at Large in the City Council would be "representing" their wards, rather than as they are now described in the current Charter as being "elected from the eight wards of the City," or as the proposed Charter states, "...domiciled in the ward from which elected but shall be nominated and elected by the voters of the city, 1 councilor to be elected from each of the 8 wards of the city." (See Appendix.)

Second, the Ballot summary contains no reference to the elimination of the existing Ward Councilors. Because they are being eliminated, the summary should say so to avoid any misunderstanding on the part of voters.

Finally, the language in the summary regarding the City's finances gives the inaccurate impression that certain financial practices, such as an annual audit and the Council's review of the Capital Improvement Plan, are not already in place, rather than being proposed for referencing in the Charter.

Regardless of whether one is in favor or against the proposed new Charter, we hope that you would agree that the voters should know in clear, unambiguous language what is being proposed, especially since the Charter Commission ends its summary with the important sentence: "These represent the major changes to the City Charter."

Therefore, the following is suggested remedial language for the references in the Commission's Ballot Question summary relating to Councilor and School Committee. (This is updated language initially provided at the Programs and Services Committee meeting.)

Effective with the 2019 municipal election the city council will be reduced from 24 members to 12, with 8 members ~~representing wards~~ **who live in their respective wards** and 4 members who can live anywhere in the city. All members will be elected by the voters citywide for 2-year terms. **Ward Councilors elected only by their wards would be eliminated from the Council, as would one councilor living in each ward elected by voters citywide.** Voters will continue to elect a mayor as the city's chief executive officer for a 4-year term and the school committee will continue to be a 9-member body with 8 members ~~representing wards~~ **who live in their respective wards**, plus the mayor, all elected citywide. Term limits, which currently exist for the school committee, will be added for the mayor (3 consecutive terms/12 years) and councilors (8 consecutive terms/16 years).

We leave it to the Commission to draft appropriate language regarding the financial aspects referenced earlier.

In summary, the undersigned respectfully request that the Commission rewrite its proposed Ballot summary to clarify it as indicated.

Sincerely,

Councilors Lisle Baker, Len Gentile, Marc Laredo, Amy Sangiolo and Greg Schwartz

Appendix

1. The current Charter:

There shall be a city council of 24 members which shall exercise the legislative powers of the city. Sixteen of these members to be known as councilors at large, shall be nominated and elected by the voters at large, 2 such councilors at large to be elected from each of the 8 wards of the city.... There shall be a school committee of 9 members, which shall exercise control and management of the public schools of the city. Eight of these members, who shall be known as school committee members, shall be nominated and elected by the voters at large, 1 school committee member to be elected from each of the 8 wards of the city.

2. The proposed Charter:

There shall be a city council of 12 members which shall exercise the legislative powers of the city. Eight of the council members, to be known as councilors-by-ward, shall be domiciled in the ward from which elected but shall be nominated and elected by the voters of the city, 1 councilor to be elected from each of the 8 wards of the city. The other 4 members, to be known as councilors-at-large, shall be nominated and elected by the voters of the city.... There shall be a school committee of 9 members; 8 of whom shall be known as school committee members. The school committee members shall be nominated and elected by the voters of the city, 1 school committee member to be elected from each ward of the city.

3. The current Charter Commission Ballot Question Summary:

“Shall the City of Newton approve the new charter recommended by the Charter Commission summarized below?

Yes ___
No ___

Effective with the 2019 municipal election the city council will be reduced from 24 members to 12, with 8 members representing wards and 4 members who can live anywhere in the city. All members will be elected by the voters citywide for 2-year terms. Voters will continue to elect a mayor as the city's chief executive officer for a 4-year term and the school committee will continue to be a 9-member body with 8 members representing wards plus the mayor, all elected citywide. Term limits, which currently exist for the school committee, will be added for the mayor (3 consecutive terms/12 years) and councilors (8 consecutive terms/16 years).

Effective with the adoption of this charter, school committee responsibilities will be updated to reflect changes in state law. Modern practices will be adopted for financial reporting, including an annual financial audit, inventory of capital assets and progress on the capital improvement plan. Voters' access to initiative petition and referendum will be maintained, with a minimum of 20 per cent participation required in such votes. Public comment policies will be established by each city body. Charter review will be required every 10 years.

These represent the major changes to the city charter.”



Memorandum

To: Councilors
From: David Olson
Re: Monday, September 11, 2017
Date: September 8, 2017

Councilors,

At the joint Programs & Services and Finance Committee meeting on Monday night, the request to place the question of a new Charter for Newton on the November ballot will need to be voted on by the Committee.

#138-17(2) Request to place question of new Charter on the November ballot

CITY CLERK requesting the City Council, as required by MGL 43B, Section 11, order the Newton Charter Commission's proposed new charter to be submitted to the voters of the City of Newton for their approval on the November 7, 2017 municipal ballot. The ballot question to read: "Shall the City of Newton approve the new home rule charter recommended by the Charter Commission as summarized below: Yes. No." [06/14/17 @ 2:42PM]

As a reminder, Mass General Law, Chapter 43B, section 11, requires that "Upon submission of the final report of a Charter Commission . . . the city council or board of selectmen shall order the proposed charter . . . to be submitted to the voters of the city or town for their approval at the first regular city election . . . held at least two months after submission."

The Council is required by MGL 43B, sec. 11 to vote to place the question of a new charter on the November 7, 2017 municipal ballot. The form of the question on the ballot is prescribed by the law and requires a summary to follow the question as prepared by the Charter Commission. After the last Committee discussion in August, the Charter Commission met and approved a change to their submitted text.

The revised text is as follows:

"Shall this city approve the new charter recommended by the charter commission summarized below?

YES

NO

SUMMARY

Effective with the 2019 municipal election the size of the city council will be reduced from 24 members to 12, with one councilor from each of the 8 wards and 4 councilors who can live anywhere in the city. All councilors will be elected by the voters citywide for 2-year terms. Voters will continue to elect a mayor as the city's chief executive officer for a 4-year term and the school committee will continue to be a 9-member body with one member from each of the 8 wards plus the mayor, all elected citywide. Term limits, which currently exist for the school committee, will be added for the mayor (3 consecutive terms/12 years) and councilors (8 consecutive terms/16 years).

Effective with the adoption of this charter, school committee responsibilities will be updated to reflect current practice and state law. Current practices will be codified for financial reporting, including an annual financial audit. A newly required inventory of capital assets will accompany the capital improvement plan. Voters' access to initiative petition and referendum will be maintained, adding a minimum of 20 per cent participation required in such votes. Public comment policies will be established by each city body. Charter review will be required every 10 years.

These represent the major changes to the city charter.”

A red-lined comparison of the original and revised texts is attached for comparison.

The Finance Committee will be discussing the additional funds requested by the Charter Commission to complete the requirement to send its final report to the voters of Newton.

#220-17 Transfer \$6,400 from Budget Reserve to mail Charter Commission Report
HIS HONOR THE MAYOR requesting authorization to transfer the sum of six thousand four hundred dollars (\$6,400) from Budget Reserve to supplement funds previously appropriated to the Charter Commission in order to distribute a printed copy of the Charter Commission's final report to all voter households, as required by Massachusetts state law. [07/06/17 @ 9:03 AM]

Mass General Law, Chapter 43B, section 11, which governs new charter proposals requires that “The city council or board of selectmen shall cause the final report of a Charter Commission . . . to be printed and a copy to be distributed to each residence of one or more registered voters. Such distribution shall occur not later than two weeks before the election at which the question . . . is to be submitted to the voters.”

Initial quotes for the printing and mailing of the final report indicated that the Charter Commission would need additional funds to print and mail the report to the 33,000 households in Newton. Since the request was made the Charter Commissioners have been seeking additional quotes which are coming in lower. Funds not spent by the Charter Commission would be returned to the City.

I will be at the Committee meetings on Monday night to answer any questions you may have.

David

Shall this city approve the new charter recommended by the charter commission, summarized below?

YES

NO

SUMMARY

Effective with the 2019 municipal election the size of the city council will be reduced from 24 members to 12, with ~~8 members representing one councilor from each of the 8~~ wards and 4 ~~members~~councilors who can live anywhere in the city. All ~~members~~councilors will be elected by the voters citywide for 2-year terms. Voters will continue to elect a mayor as the city's chief executive officer for a 4-year term and the school committee will continue to be a 9-member body with ~~8 members representing one member~~ from each of the 8 wards plus the mayor, all elected citywide. Term limits, which currently exist for the school committee, will be added for the mayor (3 consecutive terms/12 years) and councilors (8 consecutive terms/16 years).

Effective with the adoption of this charter, school committee responsibilities will be updated to reflect ~~changes in current practice and~~ state law. ~~Modern~~Current practices will be ~~adopted~~codified for financial reporting, including an annual financial audit. ~~A newly required~~ inventory of capital assets ~~and progress~~ ~~on~~will accompany the capital improvement plan. Voters' access to initiative petition and referendum will be maintained, ~~with~~adding a minimum of 20 per cent participation required in such votes. Public comment policies will be established by each city body. Charter review will be required every 10 years.

These represent the major changes to the city charter.



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#220-17

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(617) 796-1089

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swarren@newtonma.gov

July 5, 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 and expenditure of \$6,400 from Acct # 0110498-5790 FY18 Budget Reserve to supplement funds previously appropriated to the Charter Commission. MA state law requires the city to distribute a printed copy of the charter Commission's final report to the approximately 33,000 voter households no later than 14 days prior to the November election.

The Commission did not use all of the funds in its budget and can contribute over \$20,500 to offset the mailing costs.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

RECEIVED
NEWTON CITY CLERK
2017 JUL -6 AM 9:08
DAVID A. OLSON, OMC
Newton, MA 02459



City of Newton, Massachusetts
Office of the Mayor

SETTI D. WARREN
MAYOR

#259-17

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swarren@newtonma.gov

August 7, 2017

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

RECEIVED
Newton City Clerk
2017 AUG -7 PH 2:23
David A. Olson, CMC
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to petition the General Court for special legislation to increase the number of years the City of Newton is authorized to lease the Weeks House, formerly the John W. Weeks School, from the current period of sixty-five years (as authorized by special legislation Acts 1981, c. 330) to a period of up to ninety-nine years. The building is leased to the Newton Community Development Foundation ("NCDF") for elderly and affordable housing.

In addition, I request that this Honorable Board docket for consideration a corresponding request to petition the General Court for special legislation to allow the City of Newton to grant an extension of the current lease to NCDF without the need to undertake a procurement process under M.G.L. c. 30B.

The need for this special legislation stems from a request from NCDF to extend their current lease beyond the original 65 year period so that they may obtain new financing from MassHousing for substantial capital maintenance and improvements over the next twenty years. HUD and lenders require that the lease be extended as a condition of the financing. Please see the attached memorandum for a more detailed background.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

Weeks House –Special Legislation Request

Background:

- In 1983, the City leased the Weeks School, now known as the Weeks House, to Newton Community Development Foundation, Inc. (NCDF) as result of 1979 and 1980 re-use board orders and recommendations for its use for affordable and elderly housing. Currently, Weeks House provides 75 units of mixed income rental, 42 of which are rented to very low income seniors and families at or below 50% of area median income.
- The lease term is 65 years, commencing December 1, 1983. The current lease term will expire on November 30, 2048.
- In order to legally lease a municipal building for more than the 30 years allowed by statute (MGL c. 40 §3), the City, in 1981, obtained special legislation authorizing it to lease any of its municipal buildings for up to 65 years. (Acts 1981, c. 330).
- NCDF is current on its annual rent payment to the City in the amount of \$60,000 plus 20% of the amount by which gross effective rent for any year exceeds the amount projected by the original lender as of date of first occupancy.

1. Lease Extension Request

- NCDF wishes to obtain new financing (in the form of HUD/HFA Risk Share Financing) from MassHousing for substantial capital maintenance and improvements over the next twenty years. As a condition for the loan, HUD and lenders require that the lease from the City be extended at least through 2066 (an additional 18 years beyond the current expiration date of 2048).
- City action that would be required: in order to extend the lease beyond the original 65 years (the maximum allowed by the 1981 special legislation), the City will have to submit a new home rule petition to authorize it to lease a municipal building for more than the 65 years authorized in the 1981 special act.

RECOMMENDATION: seek home rule legislation allowing the City to lease the Weeks School for up to a 99 year term in order to provide the City with flexibility to extend the lease as required by HUD and lenders as a condition for NCDF's refinancing.

2. MGL c. 30B Procurement Issue

MGL Chapter 30B would require the City to undertake a procurement process in order to grant a lease extension for the property. Because the new lease interest would not even begin until 2048, when the current lease ends, no entity other than NCDF is likely to bid.

RECOMMENDATION: Rather than expend time and money on what would essentially be a meaningless procurement process, seek special legislation to specifically authorize the City to grant the lease extension for Weeks House to NCDF notwithstanding the requirements of Chapter 30B.

DRAFT

AN ACT AUTHORIZING THE CITY OF NEWTON
TO LEASE THE JOHN W. WEEKS SCHOOL
FOR A TERM OF YEARS NOT EXCEEDING
NINETY-NINE YEARS AND TO GRANT A LEASE EXTENSION TO THE
CURRENT LESSEE OF THE FORMER JOHN W. WEEKS SCHOOL
WITHOUT UNDERTAKING A PROCUREMENT PROCESS

Be it enacted as follows:

Section 1. Notwithstanding the provisions of section three of chapter forty of the general laws or chapter 330 of the Acts of 1981 or of any other law to the contrary, the City of Newton is hereby authorized to lease the John W. Weeks School for a term of years not exceeding ninety-nine years.

Section 2. Notwithstanding the provisions of chapter 30B of the general laws or of any other law to the contrary, the City of Newton is hereby authorized to grant a lease extension to Newton Community Development Foundation, Inc., the current lessee of the John W. Weeks School, without undertaking a procurement process

Section 3. This act shall take effect upon its passage.



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#218-17

Telephone
(617) 796-1100

Telefax
(617) 796-1113

TDD
(617) 796-1089

E-mail
swarren@newtonma.gov

July 3, 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 acceptance and appropriation of the Assistance to Firefighter's Grant in the amount of \$76,091, for the purchase of Personal Safety/Bailout Systems. This is a 90/10 reimbursable grant. The City will be responsible for \$7,609 to purchase the kits.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

RECEIVED
NEWTON CITY COUNCIL
2017 JUL -3 PM 12:28
DAVID A. OLSON, CHC
NEWTON, MA 02459



Bruce A. Proia
Chief

**CITY OF NEWTON, MASSACHUSETTS
FIRE DEPARTMENT HEADQUARTERS**

**1164 Centre Street, Newton Center, MA 02459-1584
Chief: (617) 796-2210 Fire Prevention: (617) 796-2230
FAX: (617) 796-2211 EMERGENCY: 911**



Setti D. Warren
Mayor

June 26, 2017

The Honorable Mayor Setti Warren
Newton City Hall
1000 Commonwealth Ave
Newton, MA 02459

Mayor Warren and the Members of the City Council,

The Newton Fire Department has been officially notified that we have been approved for Assistance to Firefighter's Grant in the amount of \$76,091.00, for Personal Safety/Rescue Bailout Systems. This is a personal escape kit that will help the Firefighters to escape an emergency situation. The City would be responsible for the remaining amount of \$7,609.00 to purchase the kits.

I respectfully request to docket this item in the amount of \$76,091 to purchase the kits using the Assistance to Firefighter's Grant, and also request to docket additional City funds of \$7,609.00 to assist with the purchase.

Respectfully,

A handwritten signature in cursive script, appearing to read "Gino Lucchetti".

Gino Lucchetti
Assistant Chief of Operations

Federal Financial Report/SF-425

Once you submit this report, you cannot edit it. Please ensure the report is correct before you submit it.

1. Federal Agency and Organizational Element to Which Report is Submitted	FEMA
2. Federal Grant or Other Identifying Number Assigned By Federal Agency	EMW-2016-FO-03879
3. Recipient Organization (Name and complete address including Zip code)	NEWTON FIRE DEPARTMENT 1164 Centre Street, Newton, Massachusetts 02459
4a. DUNS Number	604430397
4b. EIN	04-6001404
5. Recipient Account Number or Identifying Number	
6. Report Type	Semi-Annual
7. Basis of Accounting	Cash
8. Project/Grant Period (Month, Day, Year)	From 06/12/2017 To 06/11/2018
9. Reporting Period End Date (Month, Day, Year)	06/30/2017

10. Transactions: Cumulative

a. Cash Receipts	\$ 0.00
b. Cash Disbursements	\$ 0.00
c. Cash on Hand (line a minus b)	\$ 0.00

Federal Expenditures and Unobligated Balance:

d. Total Federal funds authorized	\$ 76,091.00
e. Federal share of expenditures	\$ 0.00
f. Federal share of unliquidated obligations	\$ 0.00
g. Total Federal share (sum of lines e and f)	\$ 0.00
h. Unobligated balance of Federal funds (line d minus g)	\$ 76,091.00

Recipient Share:

i. Total recipient share required	\$ 7,609.00
j. Recipient share of expenditures	\$ 0.00
k. Remaining recipient share to be provided (line i minus j)	\$ 7,609.00

Program Income:

l. Total Federal program income earned	\$ 0.00
m. Program income expended in accordance with the deduction alternative	\$ 0.00
n. Program income expended in accordance with the addition alternative	\$ 0.00
o. Unexpended program income (line l minus line m or line n)	\$ 0.00

11. Indirect Expense:

a. Type	b. Rate	c. Period From	d. Period To	e. Base	f. Amount Charged	g. Federal Share
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SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#219-17

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(617) 796-1100

Telefax
(617) 796-1113

TDD
(617) 796-1089

E-mail
swarren@newtonma.gov

July 3, 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 acceptance and expenditure of a Green Communities Grant in the amount of \$196,157 for energy efficiency improvements to the Franklin, Underwood, Williams, and Memorial Spaulding Elementary Schools.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

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Newton City Clerk
2017 JUL -3 PM 12:28
DAVID A. OLSON, GMC
Newton, MA 02459

City of Newton



Setti D. Warren
Mayor

PUBLIC BUILDINGS DEPARTMENT

Josh Morse, Building Commissioner
Telephone (617) 796-1600
FAX (617) 796-1601
TTY: (617) 796-1608
52 ELLIOT STREET
NEWTON HIGHLANDS, MA 02461-1605

June 30, 2017

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

RE: Green Communities Grant

Dear Mayor Warren:

The Public Buildings Department respectfully requests the following funding:

- \$196,157.00 from a Green Communities Grant for projects in four city schools: Franklin Elementary, Underwood Elementary, Williams Elementary and Memorial Spaulding

This funding request of \$196,157.00 is to continue projects in City owned buildings and schools.

Sincerely,

Josh Morse
Public Buildings Commissioner

cc: Maureen Lemieux, Chief Financial Officer
Alex Valcarce, Program Director
Dori Zaleznik, Chief Admin Officer



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF
ENERGY AND ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENERGY RESOURCES

100 CAMBRIDGE ST., SUITE 1020

BOSTON, MA 02114

Telephone: 617-626-7300

Facsimile: 617-727-0030

Charles D. Baker
Governor

Matthew A. Beaton
Secretary

Karyn E. Polito
Lt. Governor

Judith F. Judson
Commissioner

June 19, 2017

Setti D. Warren, Mayor
City of Newton
1000 Commonwealth Avenue
Newton, MA 02459

Dear Mayor Warren:

I am pleased to inform you that the Department of Energy Resources (DOER) Green Communities Division has approved an award of \$196,157 for the following projects proposed in the City of Newton's Green Communities Competitive Grant application.

List of projects funded:

- \$44,671.00, Franklin Elementary School—LED Interior Lighting Upgrades & Controls
- \$6,756.00, Franklin Elementary School—LED Exterior Lighting Upgrades
- \$49,612.00, Underwood Elementary School—LED Interior Lighting Upgrades & Controls
- \$1,600.00, Underwood Elementary School—LED Exterior Lighting Upgrades
- \$42,776.00, Williams Elementary School—LED Interior Lighting Upgrades & Controls
- \$4,228.00, Williams Elementary School—LED Exterior Lighting Upgrades
- \$46,514.00, Memorial Spaulding School—LED Interior Lighting Upgrades & Controls

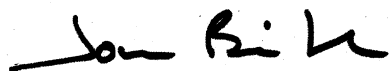
The Division reviewed Newton's grant application and has determined these are viable projects that meet the eligibility requirements of our Competitive Grant program. **Please note that, due to the**

competitive nature of this grant program, the use of these funds is restricted to the specifically-approved projects listed above.

Jane Pfister, Green Communities Grant Coordinator, will follow up with the contact person listed in your competitive grant application to discuss next steps, including coordination of the grant contract process. The Green Communities Division looks forward to working with the City of Newton on your grant projects. We congratulate you on your grant award, and applaud your efforts to create a cleaner energy future for your community and the Commonwealth as a whole.

Please do not hesitate to contact me at 617-626-7832 or by email at joanne.bissetta@state.ma.us with any questions you may have regarding your grant award.

Sincerely,

A handwritten signature in black ink, appearing to read "Joanne Bissetta". The signature is fluid and cursive, with a long horizontal stroke at the end.

Joanne Bissetta, Deputy Director
Green Communities Division

Cc: William H. Ferguson, Energy Project Manager

Neal Duffy, Green Communities Regional Coordinator



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#257-17

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

E-mail
swarren@newtonma.gov

August 7, 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 approve the assessment of the following mentioned curb betterments; said curb betterments to be graded and constructed, and assessments to be levied under the provisions of MGL Chapter 83, Sec. 26, and city ordinance Section 26-73 (c) authorizing the assessment of betterments for curb construction.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

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DAVID A. OLSON, CMC
NEWTON, MA 02459

Betterments to be Assessed

Address	Owner Name	Book/Page	Sec/Block/Lot	Date of Application	Betterment Type	Betterment Received Date	Total Cost
193 Ward Street	OCONNOR PETER ALBERT & OCONNOR SARA VICTORIA	66267/302	73038 0015	05/23/17	Granite Curb & Corner Blks	05/23/17	\$3,187.50
1445 Commonwealth Ave	BC EAGLES 79 TRUST, OROURKE STACEY S TR	56555/507	32033 0009	06/21/17	Granite Curb & Corner Blks	06/21/17	\$6,312.50
2 Newbury Terrace	KAUFMAN HOWARD & BOGUSLAW JANET	28587/246	62006 0003	06/30/17	Granite Curb & Corner Blks	06/30/17	\$2,372.50
69 SouthGate Park	BENES RICHARD H & SUSAN J	28704/327	33031 0018	06/27/17	Granite Curb & Corner Blks	06/27/17	\$2,307.50
77 FairOaks Ave	FAIR OAKS AVE 77 RLTY TRST, FREEDMAN DONALD N TR	59923/267	21019 0023	07/31/17	Granite Curb & Corner Blks	07/31/17	\$3,550.00
						Total	\$17,730.00



City of Newton, Massachusetts
Office of the Mayor

SETTI D. WARREN
MAYOR

#258-17

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

TDD
(617) 796-1089

E-mail
swarren@newtonma.gov

August 7, 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 acceptance and expenditure of a grant of up to \$147,500 from the Massachusetts Department of Transportation as part of their complete streets program.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

RECEIVED
Newton City Clerk
2017 AUG - 7 PM 2: 23
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

#258-17
Telephone
(617) 796-1120
Telefax
(617) 796-1142
TDD/TTY
(617) 796-1089
www.newtonma.gov

Barney S. Heath
Director

August 4, 2017

Michael J. Schwartz
Massachusetts Department of Transportation
10 Park Plaza, Room 6340
Boston, MA 02116

Dear Mr. Schwartz,

Enclosed please find four copies of the signed contract for the City of Newton's Complete Streets Funding Program award for FY 2018. After final signature from MassDOT, one copy is for your records and three are for the City of Newton's records. Please return the three additional signed copies to:

City of Newton
c/o Rachel Blatt, Department of Planning and Development,
1000 Commonwealth Avenue
Newton, MA 02459

The City of Newton looks forward to working with you to implement complete streets improvements throughout the community.

Kind regards,

Rachel Blatt
Long Range Planner



MASSDOT STANDARD CONTRACT FORM

L-6351

This form is issued and published by the Massachusetts Department of Transportation (MassDOT or Department). Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract.

CONTRACTOR LEGAL NAME: City of Newton (and d/b/a):		DEPARTMENT NAME: Massachusetts Department of Transportation	
Legal Address: (W-9, W-4,T&C): 1000 Commonwealth Ave., Newton, MA 02459		MMARS Department Code: DOT	
Contract Manager: Rachel Blatt		Business Mailing Address: 10 Park Plaza, Room 6340, Boston, MA 02116	
E-Mail: rblatt@newtonma.gov		Billing Address (if different):	
Phone: 617-796-1127 Fax:		Contract Manager: Michael J. Schwartz	
Contractor Vendor Code: VC6000192120		E-Mail: michael.j.schwartz@dot.state.ma.us	
Vendor Code Address ID (e.g. "AD001"): AD_001 (Note: The Address Id Must be set up for EFTI payments.)		Phone: 857-368-9464 Fax:	
		MMARS Doc ID(s): CT DOT 6433 INTF 00X0 2018 A 101139	
		RFR/Procurement or Other ID Number: 00 101139	

<input checked="" type="checkbox"/> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants <u>815 CMR 2.00</u>) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input checked="" type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)	<input type="checkbox"/> CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)
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The following **MassDOT TERMS AND CONDITIONS (T&C)** has been executed, filed with CTR and is incorporated by reference into this Contract.
 MassDOT Terms and Conditions

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for MassDOT/Commonwealth owed debts under 815 CMR 9.00.
 Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)
 Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). \$ 147,500.00

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: ___agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L. c. 29, § 23A); only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)
This Agreement (Number101139) is between MassDOT and the City of Newton for participating in the Statewide Complete Streets Tier 3 construction program. The Funds in this Agreement will be used by the City of Newton for Accessible Crossing upgrades at various locations, as described in Exhibit A-Scope of Work Narrative.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:
 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.
 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.
 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth and MassDOT from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of September 30, 2018, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the MassDOT Terms and Conditions <http://transnet/docs/ComApp/MassDOTTermsandConditions.doc>, this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:
X: _____ Date: _____
(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: Setti D. Warren
Print Title: Mayor

AUTHORIZING SIGNATURE FOR MassDOT:
X: _____ Date: _____
(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: _____
Print Title: _____

Approved as to Legal Form and Character
Attorney Robert Waldet Date 8/2/17



**Complete Streets Funding Program
Tier 3 Project Application
Exhibit A - Scope of Work Narrative**

Municipality Newton

Date 5/1/2017

Please describe the project and how it achieves Complete Streets in your community. What is the asset condition, network gap, accessibility or safety issue that is being addressed? What populations and destinations will be served? (Save as a Word document, do not PDF)

Describe Projects in the order they appear on Tier 3 Project Application:

Project Rank #9 Title: Upgrade APS and Push Buttons at 4 locations \$ 61,250

This project includes Accessible Crossing upgrades at 4 signalized intersections in high pedestrian traffic locations. These locations were identified during the Complete Streets Needs Assessment. Since then, the City has undertaken an Accessible Pedestrian Signal Audit and these locations remain priorities.

The project includes installing 16" Pedestrian Countdown signal heads and APS push buttons. The four locations are as follows:

- Watertown Street and Chapel Street in the heart of Nonantum Village (8 heads and 8 buttons)
- Commonwealth Ave and Lowell Street / Homer Street adjacent to City Hall (8 heads and 8 buttons)
- Washington Street and Adams Street adjacent to a private school and church (4 heads and 4 buttons)
- Washington Street and Crafts Street adjacent to Whole Foods Market (0 heads and 6 buttons)

Project Rank #10 Title: APS at 2 locations \$ 28,750

This project includes Accessible Crossing upgrades at 2 signalized intersections on routes to transit. These locations were identified during the Complete Streets Needs Assessment. Since then, the City has undertaken an Accessible Pedestrian Signal Audit and these locations remain priorities.

The project includes installing 16" Pedestrian Countdown signal heads and APS push buttons. The locations are as follows:

- Park Street and Tremont Street, situated between Bigelow Middle School and the Newton Corner Express Bus Stop (6 Heads and 6 buttons)
- Washington Street at the entrance to the Woodland MBTA Station (4 heads and 4 buttons)

Project Rank #11 Title: APS Watertown St and Albemarle Rd \$ 34,250

This project includes accessible crossing upgrades at the intersection of Watertown Street and Albemarle Road. The north and southbound sides of Albemarle Road are separated, making it a complex intersection. The intersection is also adjacent to the Horace Mann Elementary School. The location was identified for improvement during the Complete Streets Needs Assessment. Since then, the City has undertaken an Accessible Pedestrian Signal Audit and this location remains a priority.

The project includes installing 16" Pedestrian Countdown signal heads and APS push buttons. Because of the split intersection design a total of 12 signal heads and 12 buttons are required.

Project Rank #12 Title: APS at Woodward St and Chestnut St \$ 23,250

This project includes Accessible Crossing upgrades at the intersection of Woodward Street and Chestnut Street. The intersection is close to Waban Village and the Angier Elementary School. The location was identified for improvement during the Complete Streets Needs Assessment. Since then, the City has undertaken an Accessible Pedestrian Signal Audit and this location remains a priority.

The project includes installing 16" Pedestrian Countdown signal heads and APS push buttons. At this location, a total of 8 countdown heads and 8 buttons are required.



Setti D. Warren
Mayor

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

Telephone
#221-17 (617) 796-1120
Telefax
(617) 796-1142
TDD/TTY
(617) 796-1089
www.newtonma.gov

Barney S. Heath
Director

Community Preservation Committee
Funding Recommendation for
AUBURN STREET
Affordable Housing & Historic Rehabilitation

date: 23 June 2017
from: Community Preservation Committee
to: The Honorable City Council

PROJECT GOALS & ELIGIBILITY

This project will create 8 units of rental housing permanently affordable to households at up to 60% of the area median income (AMI): one 3-bedroom unit in the oldest part of a rehabilitated Italianate home originally built in the 1860s; a new modular building with one 3-bedroom and one 2-bedroom unit; and a second, fully accessible modular building designed as a 5-bedroom congregate home for adults with intellectual disabilities, to be owned and operated by the Barry L. Price Rehabilitation Center.

The project is eligible for CPA funding as the creation of affordable housing. The adaptive reuse of the historic house is also eligible for CPA historic resources funding, based on the Newton Historical Commission's declaration that the house is significant in Newton's local history and on the sponsor's commitment to comply with the federal historic rehabilitation standards required by the Community Preservation Act (MGL Ch. 44B).

RECOMMENDED FUNDING

After its public hearing on 31 May 2017, on 8 June 2017 the Community Preservation Committee (CPC) voted 7-0 (chair Jonathan Yeo and member Don Fishman absent) to recommend appropriating \$977,700 for this project as shown below, from the Community Preservation Fund's reserves and fund balances for housing and historic resources and if needed from the Fund's general reserve, to the Planning & Development Department for a grant to CAN-DO, for any purpose implied in this summary budget:

USES	by type of construction & (no. of housing units)	Congregate -	Family -	Family -	Total (8)
		New (5)	Historic (1)	New (2)	
acquisition		\$256,645	\$526,634	\$161,721	\$945,000
construction		\$780,318	\$605,485	\$551,327	\$1,937,129
soft costs, including but not limited to: architecture, engineering, legal, permitting, marketing/tenant selection, taxes, insurance, development consultant		\$163,029	\$68,524	\$105,041	\$336,594
developer overhead / fee (50% / 50%; combined total ≈ 10% of other costs)		\$119,999	\$120,064	\$81,809	\$321,872
capitalized operating reserves			\$4,500	\$10,500	\$15,000
TOTAL DEVELOPMENT COST		\$1,319,991	\$1,325,207	\$910,398	\$3,555,595
SOURCES					
CPA (\$300,000 historic resources, \$677,700 affordable housing)				\$977,700	
CDBG (\$1,020,000) and HOME (\$447,900)				\$1,467,900	
Facilities Consolidation Fund (state funds, for congregate home only)				\$659,995	
sale of completed congregate home to Price Center (using bank mortgage)				\$450,000	
TOTAL SOURCES				\$3,555,595	

website www.newtonma.gov/cpa

contact Alice E. Ingerson, Community Preservation Program Manager

email aingerson@newtonma.gov phone 617.796.1144

SPECIAL ISSUES CONSIDERED BY THE CPC

As for past small-scale affordable housing projects, many CPC members expressed concern about this project's high per-unit costs and about the long-term economic sustainability of the family units, to be owned by CAN-DO. However, all members also recognized that the congregate home provided important leverage for Newton public funds through access to state funds for which the rest of the project could not qualify and through the Price Center's capacity to carry a mortgage for that building, which it will own.

The Committee recognized that many reasons for the project's high costs were also reasons for the strong community support expressed at the public hearing, including from abutters. The project is in an ideal village-center location, close to shopping and transportation. The project's small scale will minimize its visual impact on the neighborhood streetscape. The project will preserve a relatively rare and early (pre-1870) historic home by moving it onto a new foundation, preserving or restoring its exterior, and rehabilitating its extensively reconfigured and deteriorated interior. Finally, the project's congregate home for residents with medically intensive disabilities will be costly to construct, but it will also allow these young adults to remain in their community, near their families.

ADDITIONAL RECOMMENDATIONS *(funding conditions)*

1. All recommended CPA funds will be appropriated within 6 months, and the project will be completed within 24 months, after the date of this recommendation. If either deadline cannot be met, CAN-DO may request a written extension from the CPC, which the Committee may grant at its discretion.
2. All housing units created through this project will be listed on the state Subsidized Housing Inventory.
3. CAN-DO, as the final owner of the family housing, and the Barry L. Price Center, as the final owner of the congregate home, will grant to the City of Newton a permanent preservation restriction on the historic home and permanent affordability restrictions on all housing units. Affordability restrictions for the family housing will allow for "high HOME" rents, based on incomes up to 60% of the area median.
4. The phased release of CPA funds for the project will be governed by a detailed grant agreement that includes but is not limited to the conditions required of past CPA-funded housing projects: initial release upon final commitment of all funding required to complete the project, plus receipt of a Comprehensive Permit; initial release for construction upon procurement of a construction contract through the City of Newton Purchasing Dept., plus receipt of a building permit; phased release of developer overhead, based on construction progress; release of the funding for the developer fee upon completion of construction; and release of final 10% of the CPA grant upon receipt and presentation of a final report to the CPC.
5. Any CPA funds appropriated but not used for the purposes stated herein will be returned to the Newton Community Preservation Fund.

KEY OUTCOMES

The Community Preservation Committee will evaluate this project based on how well it meets conditions 1 through 3 above.

ATTACHMENTS (delivered to the clerks of the Land Use Committee and Finance Committee)

- ◆ Copy of the CPC's project webpage showing all information available there, including community comments received in writing: www.newtonma.gov/gov/planning/cpa/projects/auburn.asp
- In addition, once minutes of the CPC's 31 May 2017 public hearing and 8 June 2017 are approved, they will be posted on the CPC's [Committees & Meetings](http://www.newtonma.gov/gov/planning/cpa/committees/committees.htm) page: www.newtonma.gov/gov/planning/cpa/committee/default.asp#Meetings.
- ◆ Slide presentation to the CPC on 31 May 2017
- ◆ Key portions of the proposal to the CPC, including: project budgets, Newton Historical Commission review, site & floor plans, elevations and construction cost estimates
- ◆ Underwriting analysis by independent consultant, required for Newton HOME funding
- ◆ Background on the affiliation between CAN-DO and Metro West Collaborative Development

Newton CPA Proposals & Projects

Auburn Street

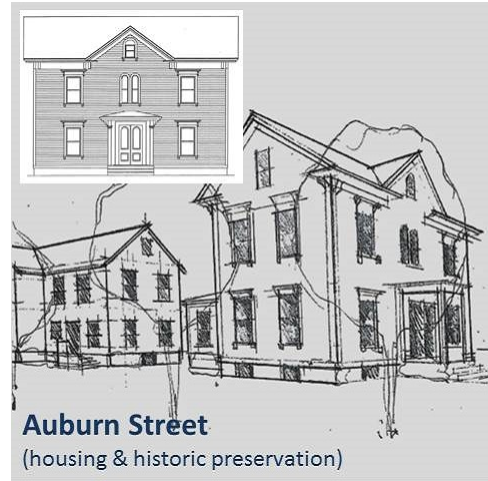
Affordable Housing & Historic Preservation

location:

236 Auburn Street, Auburndale, MA 02466

goals:

Rehabilitate an 1860s Italianate home and add modular new construction to create 8 units of permanently affordable rental housing: 3 units for families at up to 60% of the area median income (one 2-bedroom unit and two 3-bedroom units) and 5 units in a congregate home for adults with developmental disabilities, at up to 30% of the area median income.



funding:

\$300,000	CPA funding, historic resources (recommended)
\$677,700	CPA funding, affordable housing (recommended)
\$1,020,000	CDBG funding (federal funds allocated to Newton)
\$447,900	HOME funding (federal funds allocated to Newton)
\$659,995	Facilities Consolidation Fund (FCF), for clients of the Massachusetts Dept. of Developmental Services
\$450,000	sale of completed congregate facility to the Barry L. Price Rehabilitation Center
\$3,555,595	TOTAL PROJECT COST

contacts:

- Jennifer Van Campen, Executive Director & Josephine McNeil, Executive Director Emeritus
Citizens for Affordable Housing in Newton Development Organization (CAN-DO)
79-B Chapel Street, Nonantum, MA 02458
emails: (Van Campen) jvc@metrowestcd.org, (McNeil) jam_cando@msn.com
phones: (Van Campen) 617.923.3505, (McNeil) 617.964.3527
website: www.newtoncando.org/
- Jennifer Van Campen, Executive Director & Linda Moody, Real Estate Project Manager
Metro West Collaborative Development
79-B Chapel Street, Nonantum, MA 02458
email: linda@metrowestcd.org
phone: 617.923.3505
website: <http://metrowestcd.org/>
- Justin Salloway, President
Barry L. Price Rehabilitation Center
27 Christina Street, Newton Highlands, MA 02461
email: jsalloway@thepricecenter.org
phone: 617.244.0065, x1001
website: www.thepricecenter.org/home.html

Funding Process

2016

25 August 2016 - [property inspection report](#)

2017

February-June 2017 - **historic preservation reviews:**

- 17 February-April - [Newton Historical Commission actions](#), including declaration of local historic significance (required for CPA eligibility) and approval of site & preservation plan
- 23 March-June 2017 - [submission to Massachusetts Historical Commission](#) (MHC), as part of environmental review required for requested CDBG/HOME funding

17 March 2017 - **pre-proposal** to the CPC, including:

- [project summary, budgets, site & floor plans, state funding pre-application](#)
- [site photos & maps](#)
- [analysis of historic significance & historically significant features](#), required for CPA historic resources funding (partially duplicates MHC submission below)

28 April-1 June 2017 - **full proposal** to the CPC, including:

- [updated CPA funding request & funding sources](#) (rec'd 18 May - 1 June 2017)
- [project summary & budgets](#), plus: funding sources, evidence of site control, tenant policies & procedures: tenant selection, accommodation for tenants with disabilities, supportive services
- [site photos & maps](#) (repeated from pre-proposal above)
- [project sponsors](#): organizational finances, portfolios of past projects, project team qualifications; see also submission below for 5 June 2017 Planning & Development Board discussion
- [project design](#): historic significance & preservation, zoning, site & floor plans, construction scope & cost estimate
- Note: This file includes a brief summary of the phase 1 environmental report on this site. For the full report, [click here](#).
- [support petition with community signatures](#) (rec'd 31 May 2017)

April-June 2017 - **submissions to Planning & Development Board:**

- 3 April 2017 - background on [affiliation between CAN-DO and Metro West Collaborative Development](#)
- 31 May 2017 - information for 5 June 2017 discussion of [CAN-DO/Metro West organizational finances](#): draft 2016 audited statements; schedule of real estate owned/operated by both organizations; organizational chart; organizational budget projections for 2017-2021

9 May 2017 - [independent underwriting analysis & risk assessment](#) (required for requested use of Newton's federal housing funds)

31 May 2017 - [project presentation](#) to CPC public hearing

5 June 2017 - [community letters received to date about this proposal](#)

2 June 2017 - [project analysis by City of Newton housing & community development staff](#)

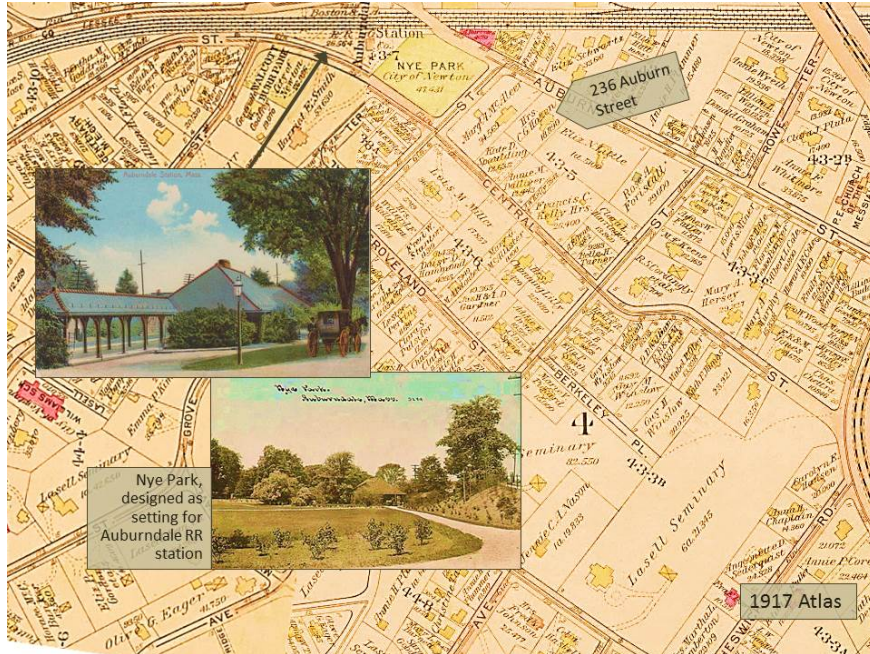
23 June 2017 - [CPC funding recommendation](#)

Project Background & News 2017

30 March 2017 - [aerial photograph & property record from Newton Assessors' Database](#)

17 April 2017 - full [phase 1 environmental report](#) (559 pp.)

1874-1917 - [historic maps & postcards](#) of the neighborhood



236 AUBURN STREET



presentation to Newton
Community Preservation
Committee public hearing,
31 May 2017

CITIZENS FOR AFFORDABLE HOUSING IN NEWTON DEVELOPMENT ORGANIZATION, INC



WHO WE ARE

CAN-DO

- A private non-profit community development corporation.
- Started to create and preserve affordable family housing in Newton.

The Barry Price Center

- An organization for individuals with intellectual and developmental disabilities.
- Residential, day habilitation and employment programs that foster clients' self-confidence and maximize their physical, emotional and intellectual capabilities.



WHAT'S PROPOSED

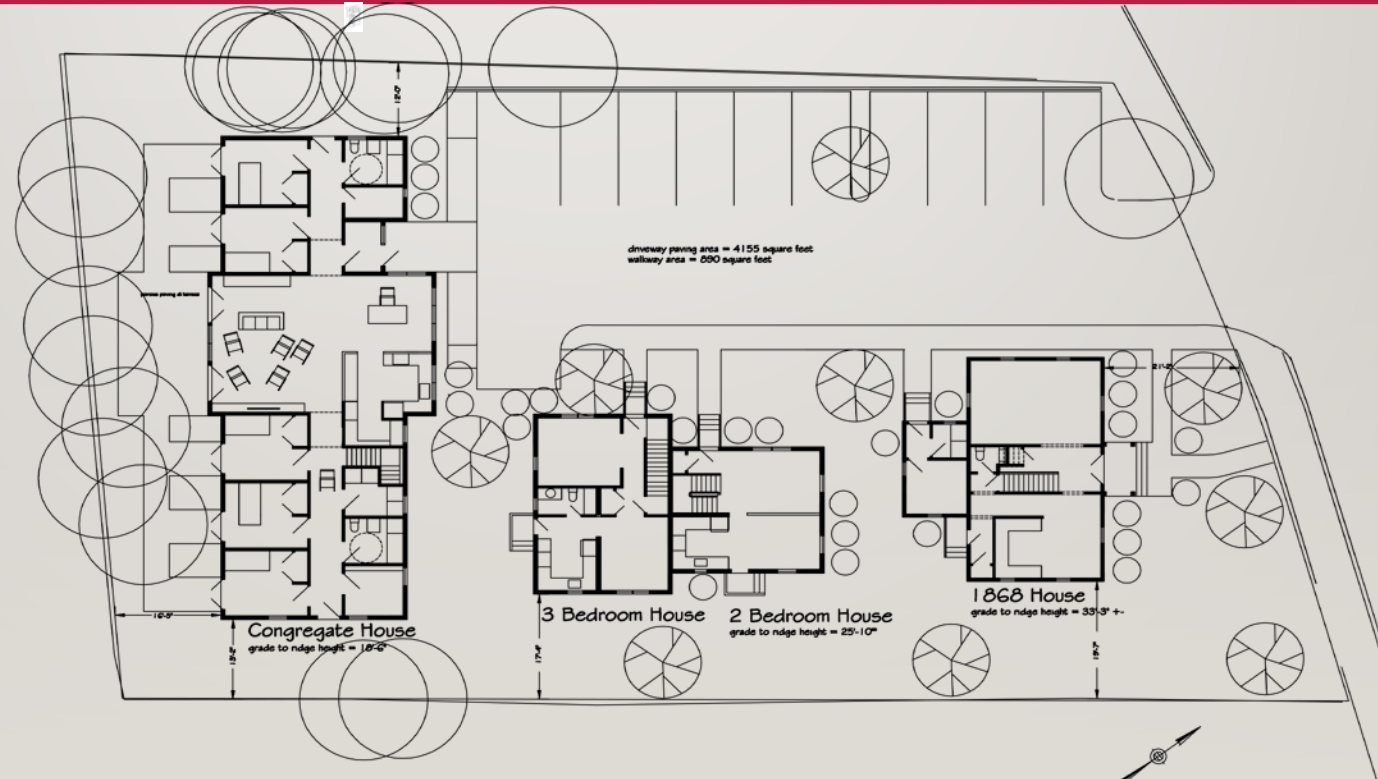
- One house for five developmentally disabled adults
- Three units of affordable family housing:

One existing historic house restored and made into a 3 bedroom affordable rental unit

Two new attached units including a 3 bedroom and a 2 bedroom affordable unit



THE SITE PLAN



PROPOSED SITE PLAN 236 AUBURN STREET, NEWTON, MA
for CAN-DO

10'

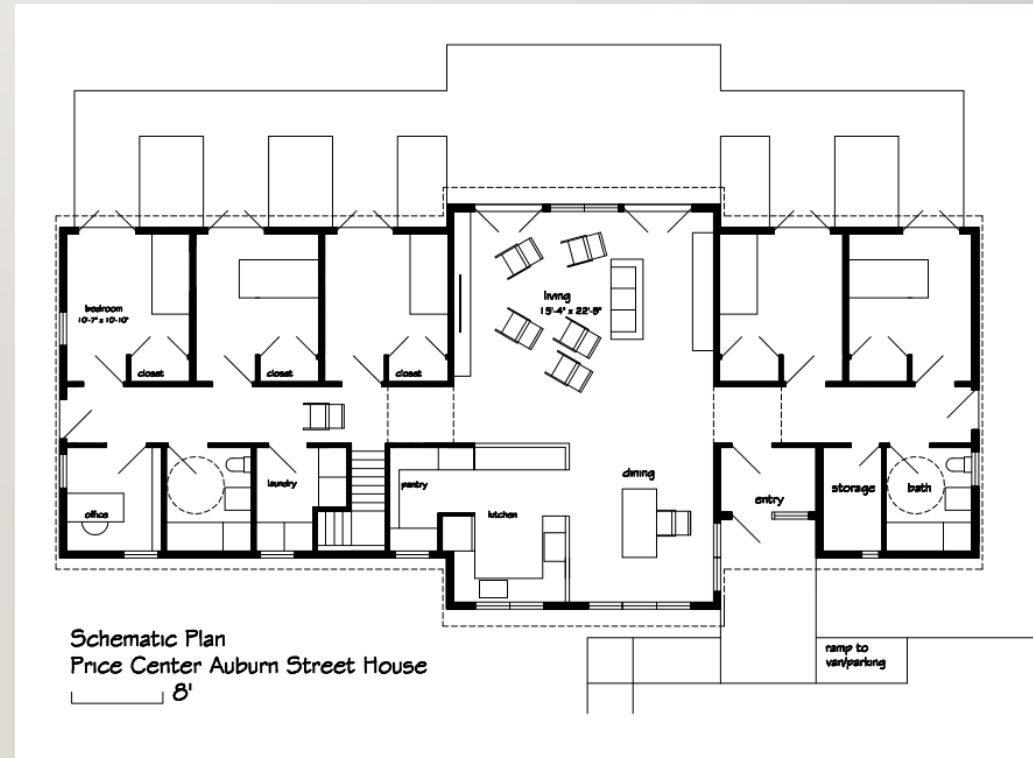
THE HISTORIC HOUSE

- Restoration of the existing house to become a three bedroom affordable family unit



THE CONGREGATE HOUSE

- Construction of a five bedroom congregate home for the developmentally disabled



THE TWO FAMILY HOUSE

- Construction of one new house with two affordable family rental units: a three bedroom and a two bedroom



ELIGIBILITY FOR RESIDENCY

- Five developmentally disabled adults
- Three low income families

Household size	1 person	2 person	3 person	4 person	5 person	6 person
Income Limit 50% area median	\$36,200	\$41,400	\$46,550	\$51,700	\$55,850	\$60,000
Income limit 30% area median	\$21,700	\$24,800	\$27,900	\$31,000	\$33,500	\$36,000

2017 data

AUBURN STREET UNITS	Total	≤ 30% AMI	≤ 50% AMI
congregate units	5	5	
2 BR	1		1
3 BR	2		2

TOTAL PROJECT COSTS

	<u>Total</u>	<u>Congregate</u>	<u>Historic</u>	<u>Family</u>
Acquisition	\$945,000	\$256,645	\$526,634	\$161,721
Construction	\$1,937,129	\$780,318	\$605,485	\$551,327
Soft Costs	\$336,594	\$163,029	\$68,524	\$105,041
<u>Developer fees</u>	<u>\$336,872</u>	<u>\$119,999</u>	<u>\$124,564</u>	<u>\$92,309</u>
Total Development Cost	\$3,555,595	\$1,319,991	\$1,325,207	\$910,398
TDC per unit: \$444,449				

POTENTIAL SOURCES OF FUNDS*

City of Newton

- CPA: \$977,700
- CDBG: \$1,020,000
- HOME: \$447,900

Commonwealth of Massachusetts

- Facilities Consolidation Funds \$659,995

Private sources

- Sale to Price Center: \$450,000
- **TOTAL BUDGET:** **\$3,555,595**

*Currently proposed/housing division recommendation (modified from original CPC submission)

236 AUBURN STREET



END



April 28, 2017

Ms. Alice Ingerson
Community Preservation Manager
City of Newton Planning Department
1000 Commonwealth Avenue
Newton, MA 02459

Dear Ms. Ingerson,

On behalf of the Board of Directors of CAN-DO and Metro West Collaborative Development I am pleased to submit this Full Proposal for the review of the Community Preservation Committee for our project at 236 Auburn Street. We appreciate the Committee's willingness to consider the request off cycle. We look forward to further exploring the project with you and the Committee over the coming weeks.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Van Campen", is written over the typed name and title.

Jennifer Van Campen
Executive Director
CAN-DO and Metro West Collaborative Development

City of Newton



Setti D. Warren
Mayor

Newton, Massachusetts Community Preservation Program #221-17
FUNDING REQUEST

PRE-PROPOSAL

PROPOSAL

Last updated February 2017.

Please submit this completed file directly – do not convert to PDF or other formats.

For full instructions, see www.newtonma.gov/cpa or contact us:

Community Preservation Program Manager,
City of Newton Planning & Development Department, 1000 Commonwealth Ave., Newton, MA 02459
aingerson@newtonma.gov 617.796.1144

(For staff use)
date rec'd:

28 April 2017

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

Project TITLE	Auburn Street Affordable Housing & Historic Preservation			
Project LOCATION	Full street address (with zip code), or other precise location. 236 Auburn Street, Auburndale MA 02466			
Project CONTACTS	Name & title or organization	Email	Phone	Mailing address
Project Manager	Linda Moody, RE Project Manager, Metro West CD	linda@metrowestd.org	617-923-3505	79B Chapel St., Newton, MA 02458
Other Contacts	Jennifer Van Campen, Exec. Dir., CAN-DO	jvc@metrowestcd.org	617-923-3505	79B Chapel St., Newton, MA 02458
Other Contacts	Justin Sallaway, President, Price Rehab. Ctr.	jsallaway@thepricecenter.org	617-244-0065	27 Christina St., Ste. 201, Newton, MA 02461
Sponsoring Orgs. (check all that apply)	<input type="checkbox"/> Non-profit	<input type="checkbox"/> Certified CHDO	<input type="checkbox"/> Public Agency	<input type="checkbox"/> Project LLC <input type="checkbox"/> Private for-profit
Anticipated Project FUNDING	A. Newton CPA funds: \$472,800 Historic	B. Newton CDBG/HOME funds: \$300,000 HOME	C. Other funds: \$450,000 sale to Price	D. Total project cost (A+B + C): \$3,555,595
Project SUMMARY	Explain how the project will use the requested Newton public funds. For housing, please cover location, rehab vs. new construction, rental vs. ownership, target population, and unit composition, You may provide more detail in attachments, but your PROJECT SUMMARY MUST FIT IN THE SPACE BELOW.			
<p>The project consists of 8 units of affordable housing: 5 units within a new 2493 sq. ft. congregate house for individuals with medically intensive disabilities, 1 three bedroom 1280 sq. ft. and 1 two bedroom 1020 sq. ft. in attached modular homes and the restoration of the existing 1512 sq. ft. nineteenth century house on the site into a 3 bedroom single family home. All units will be rental housing.</p> <p>There will be full handicapped accessibility in the congregate home. There will be a tot lot on site and 10 parking spaces, including room for a handicapped van. A proposed small addition to the historic house will contain an office and a ½ bath to provide meeting space for tenants and their service providers.</p> <p>The historic house will be preserved consistent with the current architectural preservation standards and will be further fortified by moving it to a new foundation on the site.</p> <p>The project is located within ¼ mile of Auburndale village center and within walking distance of the commuter rail, the express bus, and the MBTA station at Riverside. Within the village center are a supermarket, two banks, the post office, a gas station, and several restaurants. Several possible employment opportunities are available nearby including the Marriott Hotel, Lasalle College and Village and the Newton Wellesley Hospital. There is also a park within ¼ mile.</p>				

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

Project TITLE		Auburn Street Affordable Housing & Historic Preservation			
USE of CPA and CDBG/HOME FUNDS		HISTORIC RESOURCES		COMMUNITY HOUSING	
CHECK ALL THAT APPLY	create	not allowed		X	
	preserve	X			
	new construction			X	
	rehabilitate/restore	X		X	
HOUSING TARGET POPULATION <i>Check all that apply.</i>					
<input checked="" type="checkbox"/> Individual/Family	<input checked="" type="checkbox"/> Homeless/At Risk of Homelessness	<input checked="" type="checkbox"/> Special needs/disabilities (identify population & provider of support services, if any):			
HOUSING TYPE <i>Check all that apply.</i>					
<input checked="" type="checkbox"/> Rental	<input checked="" type="checkbox"/> Individual/single family		<input checked="" type="checkbox"/> Group residence/congregate		
HOUSING UNIT COMPOSITION <i>List the development's number of units in each category.</i>					
	Total	≤ 30% AMI	≤ 50% AMI	≤ 80% AMI	80- <100% AMI
congregate unit	5	5			
2 BR	1		1		
3 BR	2		2		
COMMUNITY NEEDS & OUTREACH	For community needs , provide a brief quote with plan title, year and page number from each of at least 2 plans linked to Guidelines & Forms on www.newtonma.gov/cpa showing how this project meets already recognized needs. For community outreach , summarize both efforts to date & future plans.				
<p>This project will address 1) affordable housing needs, 2) historic preservation of a significant house, and 3) provision of housing to a developmentally challenged population in great need of accessible housing.</p> <p>Comprehensive Plan: The Housing Section emphasizes the steady decrease in both affordable rental and ownership units in the City and the need to protect diversity. Under Housing Goals titled "Utilizing Existing Housing" on pp 5-8 states "the importance of bringing affordability to existing housing as one of the means to attain our housing goals".</p> <p>Consolidated Plan 7/2015 to 6/2020: pp 100-101, comments on overcrowding of units occupied by low income families and their cost burden. This project will serve larger families and charge rents that are more than \$200 less than fair market rents for the area.</p> <p>Community Needs: Ramping Up: Planning for a More Accessible Newton: recommends "taking significant steps to implementing fair housing and choice for people with disabilities."</p> <p>Newton Leads 2040: Suggests that, "If action is not initiated, there are clear consequences for the City in terms of housing diversity and economic development outcomes. The Newton Leads 2040 Housing Strategy supports the traditional diversity of housing while at the same time providing smart, contextual, sustainable housing options that add value to the fabric of the community."</p> <p>Community Outreach: 3 councilors (Gentile, Harney, Sangiolo) are aware of this project. Several abutters have reviewed plans and there will be a neighborhood meeting in May to address neighbor concerns.</p>					
COMMUNITY CONTACTS	List at least 3 Newton residents or organizations willing and able to comment on the project and its manager's qualifications. No more than 1 should be a supervisor, employee or current work colleague of the project manager or sponsor. Consult staff on the community contacts required for your specific proposal.				
	Name & title or organization	Email	Phone	Mailing address	
	Marcia Johnson, Newton resident		617-581-9314	39 Bemis St., Newtonville 02466	
	Mary Ryan, Newton resident		617-947-1869	36 Freeman St., Auburndale 02466	
	Karla Armenoff, Newton resident		617-332-1435	57 Evergreen Ave., Auburndale 02466	

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

Full proposals must include separate, detailed budgets in addition to this page.

Project TITLE	Auburn Street Affordable Housing & Historic Preservation	
SUMMARY CAPITAL/DEVELOPMENT BUDGET		
Uses of Funds: see attached full budget for complete breakdown		
Congregate Housing - Acquisition		\$256,645
Congregate Housing – Design (Architectural and Engineering)		\$86,179
Congregate Housing – Construction		\$977,167
Family Housing – Acquisition		\$ 161,721
Family Housing – Design (Architectural and Engineering)		\$54,304
Family Housing - Construction		\$694,373
Historic Preservation (adaptive reuse for family housing) - Acquisition		\$526,634
Design (architectural and engineering)		\$35,699
Historic Preservation (adaptive reuse for family housing) - Construction		\$762,874
E. TOTAL USES (should equal D. on page 1 and F. below)		\$3,555,595
Sources of Funds	Status (requested, expected, confirmed)	
Newton CPA funding: Housing and Historic		\$ 945,600
Newton CDBG/HOME funds	See updated allocation of funding by source, attached.	\$1,500,000
FCF		\$659,995
Sale to Price Center		\$450,000
F. TOTAL SOURCES (should equal D. on page 1 and E. above)		\$3,555,595
SUMMARY ANNUAL OPERATIONS & MAINTENANCE BUDGET (cannot use CPA funds)		
Uses of Funds		
Congregate Housing		\$1,363,000
Family Housing (excludes interest and capital costs)		\$30,408
G. TOTAL ANNUAL COST (should equal H. below)		\$1,393,408
Sources of Funds		
Congregate Housing (DDS & Rent)		\$1,309,880
Family Housing (Rent)		\$35,739
I. TOTAL ANNUAL FUNDING (should equal G. above)		\$1,345,619
Project TIMELINE	Phase or Task	Season & Year
	Newton Historical Commission Hearing, FCF Pre-App In	Feb 2017
	Community outreach, CPC pre-app, FCF full proposal, CDBG, HOME apps in	March 2017
	Community outreach, CPC meeting, CPC full app, CDBG, HOME conditional commitments	April 2017
	CPC hearing, PEL Submission	May 2017
	CPC recommendation to Council	June 2017
	DHCD site visit	July 2017
	All funding commitments, Comp. permit granted, 20 day appeal	August 2017
	ZBA Comp. permit request	September 2017
	Construction drawings, construction closings and public procurement process	Oct - Dec 2017
	General Contractor procurement	January 2018
	Building Permit, construction begins	March 2018
	Construction substantial completion	January 2019

Project TITLE		Auburn Street Affordable Housing & Historic Preservation	
<input checked="" type="checkbox"/> = submitted w pre-proposal		↓ Check off submitted attachments here. updates as of 6 & 21 April 2017	
REQUIRED.	<input checked="" type="checkbox"/>	PHOTOS	of existing site or resource conditions (2-3 photos may be enough)
	<input checked="" type="checkbox"/>	MAP	of site in relation to nearest major roads (omit if project has no site)
REQUIRED for full proposal.	PROJECT FINANCES printed and as computer spreadsheets, with both uses & sources of funds		
	<input checked="" type="checkbox"/>	development pro forma/capital budget: include total cost, hard vs. soft costs and contingencies, and project management time from contractors or staff	
	<input checked="" type="checkbox"/>	operating/maintenance budget, projected separately for each of the next 10 years – including Price Ctr congregate housing	
	<input checked="" type="checkbox"/>	description of planned ownership structure (condominium)	
	<input type="checkbox"/>	rental subsidy, if any: sources, commitment letters or application/decision schedules	
	<input type="checkbox"/>	market analysis: including prevailing/trending rents or prices & target population	
	<input type="checkbox"/>	affirmative marketing & resident selection plan	
	<input type="checkbox"/>	non-CPA funding: commitment letters, letters of inquiry to other funders, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions	
	<input type="checkbox"/>	purchasing of goods & services: briefly summarize sponsor's understanding of applicable state statutes and City policies	
REQUIRED for full proposal.	<input type="checkbox"/>	HISTORIC SIGNIFICANCE	attachments analyzing historic significance and significant features, and showing how project meets national preservation standards
REQUIRED for full proposal.	PROJECT SPONSOR FINANCES & CAPACITY		
	<input type="checkbox"/>	most recent annual operating budget & audited financial statement	
	<input type="checkbox"/>	transition plan, mission & current housing portfolio, including how this project fits both	
	<input type="checkbox"/>	previous similar projects completed, with photographs	
	<input type="checkbox"/>	fair housing: training completed, past complaints & their resolution	
	<input type="checkbox"/>	Boards of Directors & project managers/team: list skills, experience, tenure & affiliations (incl. City boards or commissions)	
	SITE CONTROL, VALUE & DEED RESTRICTIONS		
	<input checked="" type="checkbox"/>	deed	
	<input checked="" type="checkbox"/>	appraisal by independent, certified real estate appraiser	
	<input checked="" type="checkbox"/>	owner's agreement to permanent deed restrictions for affordability & historic preservation	
	ZONING & PERMITTING		
	<input checked="" type="checkbox"/>	short email confirming review by the Development Review Team (DRT)	
	<input checked="" type="checkbox"/>	brief property history: at least the last 30 years of ownership & use	
	<input checked="" type="checkbox"/>	environmental mitigation plans: incl. lead paint, asbestos, underground tanks & results of phase 1 environmental assessment (may be submitted separately when available)	
	<input checked="" type="checkbox"/>	zoning relief and permits required: incl. parking waivers, demolition or building permits, comprehensive permit or special permit	
	<input checked="" type="checkbox"/>	other approvals required: local & state historical commissions, disability & architectural access boards, etc.	
	DESIGN, CONSTRUCTION & ACCESSIBILITY		
	<input checked="" type="checkbox"/>	home inspection report by a licensed professional, for rehabilitation	
	<input checked="" type="checkbox"/>	site plan, floor plans & elevations	
	<input checked="" type="checkbox"/>	architectural access worksheet: highlight accessibility in excess of legal requirements	
<input checked="" type="checkbox"/>	reasonable accommodation/reasonable modification policy		
<input checked="" type="checkbox"/>	scope of construction work: highlight "green" or sustainable features & materials		
OPTIONAL		LETTERS of SUPPORT	from Newton residents, organizations, or businesses

Project TITLE

Auburn Street Affordable Housing & Historic Preservation

ARCHITECTURAL ACCESS WORKSHEET

Use this table to show how the proposed project will meet or exceed the most stringent applicable requirements.

REQUIRED	PROPOSED
1. Site access – accessible route	
Site access to the congregate house is required, site access to community spaces is required	The congregate house will have an accessible route including walkways, curbs, cutouts, ramps and one accessible parking space (which will be the van space). All community spaces and offices of the congregate house will be fully accessible.
2. Accessible parking (identify proposed total # of spaces)	
Required for congregate house.	1 van accessible space.
3. Building entrances & accessible routes within buildings	
Congregate house is required to have an accessible entrance per AAB, Group 2B requirements.	The congregate house will have all entrances accessible.
4. Common areas & facilities (offices, laundry rooms, community rooms, etc.)	
Access is required to community areas.	All community spaces and offices of the congregate house will be fully accessible.
5. Group 1 Units (MAAB) (include units covered by the FHA)	
The historic house and the Townhouses are not required to be Group 1.	No special amenities proposed in this group.
6. Group 2 Units (MAAB)	
The congregate house is a lodging facility with 5 units and must meet Group 2B requirements.	Congregate house will meet Group 2 requirements of AAB.

To: Members of the Community Preservation Committee

From: Jennifer Van Campen, Executive Director, CAN-DO

Date: May 18, 2017

Updated CPA Funding Request & Sources for 236 Auburn Street

The CPC proposal submitted by CAN-DO on April 28, 2017 requested \$945,600 in CPA funds for historic preservation and affordable housing at 236 Auburn Street in Auburndale. The below explains a small modification of that request.

The Department of Planning and Development's Housing Division staff has reviewed the development budget and funding sources for 236 Auburn Street and has recommended changes based upon the City's CDBG and HOME allocations and the regulations governing those programs. In the original proposal, CAN-DO requested \$472,800 in CPA historic preservation funds and \$472,800 in CPA affordable housing funds for a total CPA request of \$945,600. Given that the CDBG funding will be used to fund demolition, site improvements, and the rehabilitation of the historic structure, staff recommended reducing the CPA funding for historic preservation and reallocating these funds towards CPA-funded affordable housing.

The proposed reallocation will increase the total CPA request by \$32,100 or 3.4%. The CPA funding request as originally proposed by CAN-DO and the current CPA funding request as recommended by Housing Division staff are detailed in the table below.

Original Proposal		Currently Proposed (Housing Division Recommendation)	
CPA Historic	\$472,800	CPA Historic	\$300,000
CPA Housing	\$472,800	CPA Housing	\$677,700
Total Request	\$945,600	Total CPA Request	\$977,700

All currently proposed funding sources for the project, including CDBG and HOME funds and state and private funding, are included in the table below.

Original Proposal		Currently Proposed (Housing Division Recommendation)	
CPA Historic	\$472,800	CPA Historic	\$300,000
CPA Housing	\$472,800	CPA Housing	\$677,700
CDBG	\$1,000,000	CDBG	\$1,020,000
HOME	\$500,000	HOME	\$447,900
Facilities Consolidation Funds	\$659,995	Facilities Consolidation Funds	\$659,995
Sale to Barry Price Center	\$450,000	Sale to Barry Price Center	\$450,000
Total Request	\$3,555,595	Total Request	\$3,555,595

The proposed reallocation of funding will allow the CPA housing funds to be used towards the two new rental units in the duplex building as well funding to support the construction of the five-bedroom congregate residence that will be owned by the Barry Price Center.

We appreciate your consideration.

Development budget attached, updated to reflect this change.

Updated version rec'd by CPC staff 19 May 2017					
Auburn Street					
USES					
	Total	Congregate	Historic	Family	Total
ACQUISITION					
Acquisition: Land	900,000	234,633	97,196	147,851	479,680
Acquisition: Building			420,320		420,320
Acquisition: Carrying Costs	45,000	22,012	9,118	13,870	45,000
Acquisition Subtotal	945,000	256,645	526,634	161,721	945,000
CONSTRUCTION					
Direct Construction	1,539,275	620,158	462,818	456,299	1,539,275
Demolition & Site work	243,601	98,144	73,244	72,213	243,601
Construction Contingency (5-15%)	154,253	62,016	69,423	22,815	154,253
Construction Subtotal	1,937,129	780,318	605,485	551,327	1,937,129
SOFT COSTS					
Architecture & Engineering	176,182	86,179	35,699	54,304	176,182
Survey & Permits	20,000	9,783	4,053	6,165	20,000
Clerk of the Works	-	-	-	-	-
Environmental Engineering	25,000	12,229	5,066	7,706	25,000
Bond Premium	-	-	-	-	-
Legal - Developer Only	25,000	12,229	5,066	7,706	25,000
Title / Recording	10,000	4,891	2,026	3,082	10,000
Accounting & Cost Certification	-	-	-	-	-
Marketing & Rent-up	3,000	-	900	2,100	3,000
Real Estate Taxes	9,812	4,800	1,988	3,024	9,812
Insurance	10,000	4,891	2,026	3,082	10,000
Relocation	-	-	-	-	-
Appraisal	-	-	-	-	-
Security	-	-	-	-	-
Construction Loan Interest	-	-	-	-	-
Inspecting Engineer	9,000	4,402	1,824	2,774	9,000
Fees: Construction Loan	-	-	-	-	-
Fees: Permanent Loan	-	-	-	-	-
Development Consultant	10,000	4,891	2,026	3,082	10,000
Other: Lender Legal	5,000	2,446	1,013	1,541	5,000
Other: LIP app fee	3,000	1,467	608	925	3,000
Soft Cost Contingency 10%	30,599	14,821	6,229	9,549	30,599
Soft Costs Subtotal	336,594	163,029	68,524	105,041	336,594
Subtotal Acq. + Const. + Soft	3,218,723	1,199,992	1,200,643	818,089	3,218,723
DEVELOPER FEE % OH, RESERVES					
Developer Overhead 5%	160,936	60,000	60,032	40,904	160,936
Developer Fee 5%	160,936	60,000	60,032	40,904	160,936
Capitalized Operating Reserves	15,000		4,500	10,500	15,000
Subtotal Dev Fee & OH, Reserves	336,872	119,999	124,564	92,309	336,872
TOTAL DEVELOPMENT COST	3,555,595	1,319,991	1,325,207	910,398	3,555,595
	per unit	263,998	1,325,207	455,199	
		5	1	2	
	per unit across all				444,449
	per bedroom across all				273,507

CAN-DO Operating ProForma
236 Auburn St.

INCOME					Year												
	Unit	bedrooms	Rent No.	units	Trending	1	2	3	4	5	6	7	8	9	10		
duplex	Low HOME	2	953	1	2%	11,436	11,665	11,898	12,136	12,379	12,626	12,879	13,136	13,399	13,667		
single	Low HOME	3	1,084	1		13,008	13,268	13,534	13,804	14,080	14,362	14,649	14,942	15,241	15,546		
duplex	Low HOME	3	1,098	1		13,176	13,440	13,708	13,982	14,262	14,547	14,838	15,135	15,438	15,747		
Gross Potential Annual Income						37,620	38,372	39,140	39,923	40,721	41,536	42,366	43,214	44,078	44,959		
Vacancy 5%						(1,881)	(1,919)	(1,957)	(1,996)	(2,036)	(2,077)	(2,118)	(2,161)	(2,204)	(2,248)		
Effective Annual Income						35,739	36,454	37,183	37,927	38,685	39,459	40,248	41,053	41,874	42,711		
EXPENSES					per unit												
						1,000	3%	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690	3,800	3,914
						500	3%	1,500	1,545	1,591	1,639	1,688	1,739	1,791	1,845	1,900	1,957
						1,000	3%	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690	3,800	3,914
						500	3%	1,500	1,545	1,591	1,639	1,688	1,739	1,791	1,845	1,900	1,957
						0	3%	0	0	0	0	0	0	0	0	0	0
						2,000	3%	6,000	6,180	6,365	6,556	6,753	6,956	7,164	7,379	7,601	7,829
						1,400	3%	4,200	4,326	4,456	4,589	4,727	4,869	5,015	5,165	5,320	5,480
						1,500	3%	4,500	4,635	4,774	4,917	5,065	5,217	5,373	5,534	5,700	5,871
						300	3%	900	900	900	900	900	900	900	900	900	900
						1,936	3%	5,808	5,982	6,162	6,347	6,537	6,733	6,935	7,143	7,357	7,578
						10,136											
Total Annual Expenses						30,408	31,293	32,205	33,144	34,112	35,108	36,134	37,191	38,280	39,401		
Net Operating Income						5,331	5,161	4,978	4,782	4,574	4,351	4,114	3,862	3,594	3,310		
Debt Service						0	5.50%	30	0	0	0	0	0	0	0	0	0
Debt Service Coverage																	
Cash Flow						5,331	5,161	4,978	4,782	4,574	4,351	4,114	3,862	3,594	3,310		

Price Center Operating ProForma

units 5

				Year										
Unit	BR	Rent	Trend	1	2	3	4	5	6	7	8	9	10	
DDS Rent	1	11,000	2%	1,371,000	1,398,420	1,426,388	1,454,916	1,484,014	1,513,695	1,543,969	1,574,848	1,606,345	1,638,472	
Gross Potential Annual Income														
Vacancy	3%			(41,130)	(41,953)	(42,792)	(43,647)	(44,520)	(45,411)	(46,319)	(47,245)	(48,190)	(49,154)	
Effective Annual Income				1,329,870	1,356,467	1,383,597	1,411,269	1,439,494	1,468,284	1,497,650	1,527,603	1,558,155	1,589,318	
EXPENSES		per unit												
Personnel		178,884	3%	894,418	921,251	948,888	977,355	1,006,675	1,036,876	1,067,982	1,100,021	1,133,022	1,167,013	
Support		4,000	3%	20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,597	25,335	26,095	
Occupancy		7,000	3%	35,000	36,050	37,132	38,245	39,393	40,575	41,792	43,046	44,337	45,667	
Transportation		3,020	3%	15,100	15,553	16,020	16,500	16,995	17,505	18,030	18,571	19,128	19,702	
Consumables		7,400	3%	37,000	38,110	39,253	40,431	41,644	42,893	44,180	45,505	46,870	48,277	
Equipment		2,700	3%	13,500	13,905	14,322	14,752	15,194	15,650	16,120	16,603	17,101	17,614	
Condo Fee		2,000	3%	10,000	10,300	10,609	10,927	11,255	11,593	11,941	12,299	12,668	13,048	
Management & Gen.		6,100	3%	30,500	31,415	32,357	33,328	34,328	35,358	36,419	37,511	38,636	39,796	
Admin.		26,200	3%	131,000	134,930	138,978	143,147	147,442	151,865	156,421	161,113	165,947	170,925	
		237,304												
Total Annual Expenses				1,186,518	1,222,114	1,258,777	1,296,540	1,335,436	1,375,500	1,416,765	1,459,267	1,503,046	1,548,137	
Net Operating Income				143,352	134,354	124,820	114,728	104,058	92,784	80,885	68,335	55,109	41,181	
Debt Service														
450,000	####	30		28,988	29,858	30,754	31,676	32,627	33,605	34,614	35,652	36,722	37,823	
Debt Service Coverage				4.95	4.50	4.06	3.62	3.19	2.76	2.34	1.92	1.50	1.09	
Cash Flow				114,364	104,496	94,066	83,052	71,431	59,179	46,271	32,683	18,388	3,358	

Updated Timeline

236 Auburn St. Timeline:

April 2017	- CPA, HOME and CDBG applications submitted
May 2017	- CPA hearing - Planning and Development Board review - Neighborhood meeting
June 2017	- City Council review of CPA recommendation begins - Planning and Development Board decision - FCF full application submitted - Project Eligibility request submitted
July 2017	- DHCD site visit - City Council review of CPA continues
August 2017	- Site eligibility letter awarded - All City of Newton funds committed
September 2017	- Comp permit application to ZBA - FCF funds committed
November	- Construction closing (HOME, CDBG)
October – December 2017	- Construction-set drawings completed
January 2018	- Procurement of General Contractor - Construction closing (FCF, CPA, other lenders)
March 2018	- Construction start
January 2019	- Construction substantial completion
February 2019	- Lease up and sustained occupancy
March 2019	- HOME/CDBG final close out administration - CPA Final Report

Description of Planned Ownership Structure, Market Analysis, Non-CPA Funding, Purchase of Goods and Services, Transition Plan, Fair Housing Training, Owners' Agreement to Permanent Deed Restrictions

236 Auburn Street Ownership Structure

236 Auburn Street will be owned by a condominium trust, which will have two member/owners: CAN-DO and the Price Center. Each will own 50% of the ownership of the condominium trust. CAN-DO's 50% will include the historic house and two attached town homes and the land they sit on. The Price Center's 50% will include the congregate house and the land it sits on. Each will be responsible for the maintenance and associated operating expenses of their own property. Both will equally own common space that will minimally include the driveway and may include some or all of the parking. The two parties will contribute to the operating expenses of the common areas through a monthly condominium fee.

Market Analysis

The Price Center, with the Department of Developmental Services, has already identified five individuals for residency at this location. 3 are Newton families.

With market-rate rents of \$3,500 on average in Newton, the three affordable family units will be in high demand. CAN-DO is currently advertising the availability of two units at Cambria Rd. and over 110 have already applied to be included in the lottery and the deadline is May 3rd. This is similar to the response to the affordable units at Myrtle Village where 279 people applied for 7 units.

Existing Current Rents in the Newton Area:

Avalon, Chestnut Hill, Newton	1 Bedroom	\$2,610
	2 Bedroom	\$3,420
	3 Bedroom	\$3,625
Chestnut River Landing, Needham	1 Bedroom	\$3,045
	2 Bedroom	\$3,785
	3 Bedroom	\$5,270
1940 Washington St., Newton	1 Bedroom	\$2,731
	2 Bedroom	\$3,029
	3 Bedroom	\$4,035
199 LaGrange St., Newton	1 Bedroom	\$3,350
	2 Bedroom	\$4,150

Non-CPA Funding

The project has submitted a pre-application to the Community Economic Development Assistance Corporation for a deferred interest loan from a publicly funded resource called the Facilities Consolidation Fund, which is available to developers of housing for individuals with disabilities. These

funds would help support the construction of the Price Center portion of the project. \$659,995 have been requested.

Additionally, the project is in the process of seeking support from the City of Newton's CDBG and HOME funding programs. \$1,500,000 have been requested.

The Price Center will purchase their portion of the project from CAN-DO at construction completion. The proceeds from the sale will help offset some of the development costs. The sale price will be \$450,000. A draft Option to Purchase has been circulated to the Boards of Directors of both organizations and a final signed agreement is anticipated in late May.

Purchasing of Goods and Services

In the process of constructing 236 Auburn Street, CAN-DO will comply with all City of Newton procurement requirements as well as the those required under the federal CDBG and HOME Programs that will insure a) competitive pricing is obtained and b) no vendors nor their principals are currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation.

Transition Plan

In January 2017 the Board of Directors of both CAN-DO and Metro West Collaborative Development, Inc. amended their by-laws to allow for the creation of one merged Board that is responsible for both organizations, which will each continue to exist and fulfill their missions as defined in their articles of organization and by-laws.

The purpose of CAN-DO remains, "To expand the supply of decent and affordable housing for low income persons and families in Newton." CAN-DO owns and operates 39 units of affordable housing in Newton. CAN-DO Executive Director Emeritus, Josephine McNeil, will retire in July 2017 and CAN-DO will no longer have any paid staff. Staffing will be provided by Metro West CD. The organization will continue to seek affordable housing development opportunities in Newton while also effectively stewarding the assets already under ownership.

The purpose of Metro West CD remains, "to organize residents, mobilize resources, and identify ideas that improve the quality of life for resident of Metro West communities." Metro West CD owns and operates 44 units of affordable housing in Watertown. It also currently has site control of parcels in Norwell and Medway that are projected to provide 66 units of affordable housing in 2018-2019. Metro West CD has 4.5 full time equivalents including an Executive Director, Senior Real Estate Project Manager, Affordable Housing Programs Manager, Special Projects Coordinator and an AmeriCorps Member. In addition to housing development Metro West CD provides consulting services to other non-profits, private developers and municipalities in their efforts to build and preserve affordable housing. Current clients include:

- The Towns of Hudson, Bolton, Boxborough, Stow, Littleton
- Developers of projects in Dedham, Westwood and Scituate
- Lexington Housing Assistance Board, Belmont Housing Trust and Newton Community Development Foundation

Metro West CD is also a MassHousing approved 40B compliance monitor and is involved in projects in: Stoughton, Concord, Southborough, Danvers, North Andover, Needham and Watertown. Metro West

CD responds to over 3,000 callers per year and also provides one-on-one housing search assistance to individuals seeking affordable housing.

This merged Board structure, but independent organizations, provides for some economies of scale that will reduce costs, including a reduction in administrative overhead, as well as increased financial strength through a more diversified funding and program base as well as greater staff capacity as more projects in more communities allow the organizations to recruit and keep talented staff and a highly skilled Board of Directors.

Fair Housing training, past complaints & resolution

Metro West CD staff participate regularly in trainings on Fair Housing provided by the Department of Housing and Community Development, the West Metro HOME Consortium and the Mass Housing Partnership. Neither Metro West CD or CAN-DO have had a fair housing complaint filed against them.

Owners' agreement to permanent deed restrictions

Both CAN-DO and the Price Center are fully committed to affordable housing and willing to enter into permanent deed restrictions with the City of Newton.

Facilities Consolidation Fund (FCF)

Preliminary Application Form

1. Date: 1/25/2017

Agency: DMH / DDS (circle)

2. Name of Sponsoring Organization: CAN-DO, 79B Chapel St., Newton, MA 02458 and The Barry L Price Center, 27 Christina Street, Newton Highlands, MA 02161.

3. Contact Person/ Phone: Jennifer Van Campen or Linda Moody, 617-923-3505 and Justin Sallaway 617-244-0065

4. Property Location (street, city/town): 236 Auburn St., Newton, MA.

5. Description of Property and Development Plan (i.e. # Units, # Residents – type of work to be done)

FCF funds are being sought to create a new construction 5-bedroom congregate residence for DDS clients who have intensive medical needs. The residence will be part of a larger affordable housing development that will include the renovation of an existing historic house and up to four units collectively serving up to five low income units.

6. Description of Site/ Location (i.e. environmental, zoning, proximity to goods, services)

MR-1 zoning, 2.3 miles to commuter rail Newtonville Station. Short walk to various buses, 6-minute walk to grocery store/shopping center, ½ mile to library, 1 mile to closest bank.

7. Experience of Sponsoring Organization:

The Price Center has been providing services to individuals with developmental disabilities in Newton and surrounding communities for the past forty years. The Center currently provides services to twenty three individuals in DDS funded community residences with twenty four hour coverage. The Price Center also operates an intensive Day Habilitation Program that provides services to developmentally disabled individuals with intensive medical needs, who are the target population for this community residence. Other programs run by The Price Center include employment, community based day, and family support. CAN-DO is a non-profit developer of affordable housing, founded in 1994, which has created 46 units of housing including units for victims of domestic violence and for individuals with developmental disabilities.

8. Financing Plan:

The project will be funded by a variety of funding sources. The primary funding sources will be a City of Newton Community Development Housing Block Grant and City of Newton Community Preservation Act Funding. Additional funding is being applied for through CEDAC and FCF.

9. Development Team:

CAN-DO non-profit development company; Terrance Heinlein, architect; Barry Price Rehabilitation Center, congregate housing owner and manager; Daniel Violi, housing consultant; Mathew Yarmolinsky cost estimator.

10. Project Schedule:

CAN-DO purchased the property in December, 2016. We anticipate the project will be completed in the next eighteen months. Key next steps include finalizing the site plan, securing City of Newton funding commitments and submission of a LIP application to DHCD.

11. Population to be Served:

Developmentally disabled young adults with intensive medical needs.

12. Services Anticipated:

The providing of a twenty-four-hour community residence for five developmentally disabled turning twenty-two individuals with intensive medical needs.

13. Attach Additional Notes or Documents (if any)

(Complete and return to DMH or DDS Area Housing Coordinator with copy to CEDAC)

Rental Subsidy

The Commonwealth of Massachusetts

Executive Office of Health & Human Services
Department of Developmental Services



Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Metro Region
465 Waverley Oaks Road
Suite 120
Waltham, Massachusetts 02452
Tel 781 314-7500 Fax 781 314-7579

Marylou Sudders
Secretary

Elin M. Howe
Commissioner

Gail Gillespie
Regional Director

Barney Heath
Director of Planning and Development
The City of Newton
1000 Commonwealth Ave.
Newton, MA 02459-1449

January 31, 2017

Dear Mr. Heath:

I would like to lend my support to the application of the Price Center to the City of Newton to develop an accessible group home. The proposed home is intended to serve individuals with developmental disabilities and intense medical needs. The Department of Developmental Services has identified individuals with medical needs who may be prioritized for this type of residential support.

I would be happy to talk with you further at your convenience (781.314.7501).

Sincerely,

A handwritten signature in cursive script, appearing to read "Gail Gillespie".

Gail Gillespie
Regional Director
Metro Region

Cc: Justin Salloway, President, The Price Center ✓

**Bank Mortgage Commitment
to Price Center**



307 Auburn Street • Auburndale, MA 02466 • Phone: (617) 527-6090 • Fax: (617) 965-8945 • E-mail: info@village-bank.com

Your Village. Your Bank.

April 6, 2017

Justin Sallaway
President
The Barry L. Price Rehabilitation Center, Inc.
27 Christina Street
Newton, MA 02461

Re: Loan Request

Dear Justin:

Your organization has been a long-standing and valuable customer of the Village Bank. As your primary lending institution for many years I am very interested in pursuing the financing for your next project located at 236 Auburn Street, Newton. Based on our prior experience with you on these types of projects I am confident that you will be able to obtain the necessary combination of public and private financing to successfully purchase and develop this project.

This letter is not a commitment for the Bank to lend, but is an indication of our strong interest in financing this project.

Thank you again for your business.

Sincerely,

David C. Pennybaker
Vice President

Deed and Appraisal

DB-2



Bk: 68683 Pg: 242 Doc: DEED
Page: 1 of 2 12/29/2016 12:27 PM

Return to:

JOSEPH ROSSI
ATTORNEY AT LAW
2120 COMMONWEALTH AVENUE
NEWTON, MA 02466

QUITCLAIM DEED

I, **Maia R. Perel, Personal Representative of the Estate of Peter I. Parel a/k/a Pyotr Perel, Middlesex Probate and Family Court Docket #M16P1756EA**, of Lawrence, Kansas, holder of a Decree of License to Sell Real Estate from the Probate Court of Middlesex County dated December 2016, by power conferred by said Decree and every other power,

For consideration paid of Nine Hundred Thousand Dollars (900,000.00),

Grant to **Citizens For Affordable Housing In Newton Development Organization, Inc., a Massachusetts corporation** with a principal office at 1075 Washington Street, Newton, MA 02465,

with quitclaim covenants,

The land with the buildings thereon situate on the Southerly side of Auburn Street in that part of Newton, Middlesex County, Massachusetts know as Auburndate and being number 236 Auburn Street, bounded and described as follows:

236 Auburn Street, Newton

- NORTHERLY: by Auburn Street, one hundred seven (107) feet;
- EASTERLY: by land now or formerly of William E. Tyler, one hundred ninety (190) feet;
- SOUTHERLY: by land now or formerly of George Banker, one hundred seven (107) feet, ten (10) inches and
- WESTERLY: by land now or formerly of F. Shumway, one hundred seventy (170) feet.

Excepting, however, from the above described premises, so much of the same as was taken by Massachusetts Turnpike Authority as set forth in instrument recorded with Middlesex South District Registry of Deeds on March 7, 1963 in Book 10228, Page 235.

Grantor states under the pains and penalties of perjury that there are no persons entitled to rights of homestead in the premises.

For Grantor's title, see Deed dated November 4, 2014 and recorded with the Middlesex South County Registry of Deeds at Book 64494, Page 22.

MASSACHUSETTS EXCISE TAX
Southern Middlesex District ROD # 001
Date: 12/29/2016 12:27 PM
Ctrl# 258168 26000 Doc# 00235158
Fee: \$4,104.00 Cons: \$900,000.00

APPRAISAL OF REAL PROPERTY

LOCATED AT

236 Auburn St

Auburndale, MA 02466

South Middlesex County Registry of Deeds Book 64494 Page 22

FOR

The Village Bank

309 Auburn Street

Newton, MA 02466

AS OF

09/29/2016

BY

William J. Lanciloti, Jr., SRA

Suburban Appraisal Services

727 Washington Street

Newton, MA 02460

(617) 969-3006

suburbanappraisal@verizon.net

Borrower	Josephine McNeil	File No.	236aub
Property Address	236 Auburn St		
City	Auburndale	County	Middlesex
		State	MA
Lender/Client	The Village Bank	Zip Code	02466

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Packet forwarded to City Council includes conclusions only. The full appraisal is available on the CPC website's project page.

Suburban Appraisal Services
LAND APPRAISAL REPORT

#221-17

File No. 236aub

Borrower Josephine McNeil **Census Tract** 3748.00 **Map Reference** 15764
Property Address 236 Auburn St
City Auburndale **County** Middlesex **State** MA **Zip Code** 02466
Legal Description South Middlesex County Registry of Deeds Book 64494 Page 22
Sale Price \$ 900,000 **Date of Sale** 09/19/2016 **Loan Term** Unk yrs. **Property Rights Appraised** Fee Leasehold De Minimis PUD
Actual Real Estate Taxes \$ 9,212 (yr) **Loan charges to be paid by seller** \$ 0 **Other sales concessions** None known
Lender/Client The Village Bank **Address** 309 Auburn Street, Newton, MA 02466
Occupant Vacant **Appraiser** William J. Lanciloti, Jr., SRA **Instructions to Appraiser** Provide opinion of land value.

Location Urban Suburban Rural **Good** **Avg.** **Fair** **Poor**
Built Up Over 75% 25% to 75% Under 25% **Employment Stability**
Growth Rate Fully Dev. Rapid Steady Slow **Convenience to Employment**
Property Values Increasing Stable Declining **Convenience to Shopping**
Demand/Supply Shortage In Balance Oversupply **Convenience to Schools**
Marketing Time Under 3 Mos. 4-6 Mos. Over 6 Mos. **Adequacy of Public Transportation**
Present 70 % One-Unit 10 % 2-4 Unit 5 % Apts. 5 % Condo % Commercial **Recreational Facilities**
Land Use % Industrial % Vacant 10 % College, Elementary School **Adequacy of Utilities**
Change in Present Land Use Not Likely Likely (*) Taking Place (*) **Property Compatibility**
Predominant Occupancy Owner Tenant 0-5 % Vacant **Police and Fire Protection**
One-Unit Price Range \$ 400,000 to \$ 7,500,000 **Predominant Value** \$ 900,000 **General Appearance of Properties**
One-Unit Age Range 0 yrs. to 250 yrs. **Predominant Age** 106 yrs. **Appeal to Market**
Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, view, noise) **See Comment Addendum.**

Dimensions Refer to Attached Deed = 18,760 sf Corner Lot
Zoning Classification Multi-Residence 1 **Present Improvements** Do Do Not **Conform to Zoning Regulations**
Highest and Best Use Present Use Other (specify)
Elec. **Gas** **Water** **San. Sewer** Underground Elect. & Tel.
OFF SITE IMPROVEMENTS **Topo** Primarily Level
Street Access Public Private **Size** Above Average
Surface Paved Asphalt **Shape** Rectangular
Maintenance Public Private **View** Residential
 Storm Sewer Curb/Gutter **Drainage** Appears Adequate
 Sidewalk Street Lights **Is the property located in a FEMA Special Flood Hazard Area?** Yes No
Comments (favorable or unfavorable including any apparent adverse easements, encroachments, or other adverse conditions) **See Comment Addendum**

The undersigned has recited the following recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to or more favorable than the subject property, a minus (-) adjustment is made, thus reducing the indicated value of subject; if a significant item in the comparable is inferior to or less favorable than the subject property, a plus (+) adjustment is made thus increasing the indicated value of the subject.

ITEM	SUBJECT PROPERTY	COMPARABLE NO. 1	COMPARABLE NO. 2	COMPARABLE NO. 3			
Address	236 Auburn St Auburndale, MA 02466	Lot 0 Edinboro St Newton, MA 02460	31 Westchester Rd Newton, MA 02458	33 Green St Newton, MA 02458			
Proximity to Subject		1.81 miles NE	2.48 miles E	2.63 miles E			
Sales Price	\$ 900,000	\$ 1,050,000	\$ 1,055,000	\$ 785,000			
Price \$/Sq. Ft.	\$ 47.97	\$ 62.36	\$ 74.56	\$ 78.93			
Data Source(s)	Inspection/Assessor	MLSPIN #71960078	MLSPIN #71830729	MLSPIN #71773640			
ITEM	DESCRIPTION	DESCRIPTION	+(-)\$ Adjust.	DESCRIPTION	+(-)\$ Adjust.	DESCRIPTION	+(-)\$ Adjust.
Date of Sale/Time Adj.	09/19/2016	04/01/2016	+50,000	08/03/2015	+80,000	02/26/2015	+78,500
Location	Average	Average		Good	-200,000	Average	
Site/View	18,760 sf/Resid.	16,837 sf/Resid./Prk	-150,000	14,150 sf/Resid.	+25,000	9,945 sf/Resid.	+78,500
Improved/Vacant	Improved	Vacant		Improved		Improved	
List Price	Unknown	\$1,050,000		\$829,000		\$765,000	
Days on Market	Unknown	0 Days		1 Day		5 Days	
Sales or Financing	Unknown	Closed Sale		Closed Sale		Closed Sale	
Concessions	Unknown	Cash;0		Conv. Financing;0		Conv. Financing;0	
Net Adj. (Total)		<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$ -100,000		<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$ -95,000		<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 157,000	
Indicated Value of Subject		\$ 950,000		\$ 960,000		\$ 942,000	

Comments on Market Data See attached addenda.

Comments and Conditions of Appraisal The appraisal is made "as is". It is assumed a clear and marketable title exists. It is also assumed the subject's subsoil is suitable for construction of two new townhouses.

Final Reconciliation The Sales Comparison Approach is given sole weight in the final analysis. Sale 1 is the best sale due to its similar lot size. The Cost Approach is not a useful method of valuation for land and is not developed. The Income Approach is also not developed as residentially zoned land in Newton typically is not used for rental purposes.

I (WE) ESTIMATE THE MARKET VALUE OF THE SUBJECT PROPERTY AS OF 09/29/2016 **TO BE \$** 950,000

Appraiser William J. Lanciloti, Jr., SRA **Supervisory Appraiser (if applicable)**
Date of Signature and Report 10/04/2016 **Date of Signature**
Title SRA **Title**
State Certification # 636 **ST MA** **State Certification #** **ST**
Or State License # **ST** **Or State License #** **ST**
Expiration Date of State Certification or License 10/28/2017 **Expiration Date of State Certification or License**
Date of Inspection (if applicable) 09/29/2016 Did Did Not Inspect Property **Date of Inspection**

Bk: 64494 Pg: 22

Middlesex South Registry of Deeds
Electronically Recorded Document

This is the first page of the document - Do not remove

Recording Information

Document Number	: 172923
Document Type	: DEED
Recorded Date	: November 12, 2014
Recorded Time	: 10:27:04 AM
Recorded Book and Page	: 64494 / 22
Number of Pages(including cover sheet)	: 4
Receipt Number	: 1753437
Recording Fee (including excise)	: \$125.00

 MASSACHUSETTS EXCISE TAX
 Southern Middlesex District ROD # 001
 Date: 11/12/2014 10:27 AM
 Ctrl# Doc# 00172923
 Fee: \$.00 Cons: \$100.00

Middlesex South Registry of Deeds
 Maria C. Curtatone, Register
 208 Cambridge Street
 Cambridge, MA 02141
 617-679-6300
www.cambridgedeeds.com

Bk: 64494 Pg: 23

Return To & Mail Tax Forms To:
Peter Perel
236 Auburn Street
Newton, MA 02466

QUITCLAIM DEED

I, Peter Perel of 236 Auburn Street, Newton, MA, 02466, for consideration paid, and in full consideration of less than One Hundred and 00/100 Dollars (\$100.00) grant to Peter Perel a/k/a Pyotr Perel, individually, of 236 Auburn Street, Newton, MA, 02466, with quitclaim covenants:

Property Address: 236 Auburn Street, Newton, MA 02466

SEE COMPLETE LEGAL ATTACHED AS EXHIBIT "A"

Being all of the same premises conveyed to Peter Perel, by virtue of a Quitclaim Deed from Ruth Rosenberg and Peter Perel, by deed dated February 23, 1998, and recorded on March 3, 1998, with the Middlesex County Southern District Registry of Deeds in Book 28256, at Page 324.

The consideration being less than \$100.00 no documentary stamps are needed.

Bk: 64494 Pg: 24

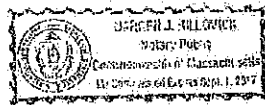
WITNESS our hands and seals this 4th day of November 2014.

X Peter Perel
Peter Perel

COMMONWEALTH OF MASSACHUSETTS

November, SS

On this 4th day of November, 2014, before me, the undersigned notary public, personally appeared Peter Perel, who proved to me through satisfactory evidence of identification, which were driver license, to be the person whose name is signed on the preceding or attached document, and acknowledged the foregoing to be his free act and deed.



[Signature]
Notary Public
My commission expires 9/1/17

Bk: 64494 Pg: 25



EXHIBIT "A"

The land with the buildings thereon situated on the southerly side of Auburn Street in that part of Newton, Middlesex County, Massachusetts, known as Auburndale and being numbered 236 Auburn Street, bounded and described as follows:

NORTHERLY: by Auburn Street, one hundred seven (107) feet;

EASTERLY: by land now or formerly of William E. Tyler, one hundred ninety (190) feet;

SOUTHERLY: by land now or formerly of George Banker, one hundred seven (107) feet, ten (10), inches; and

WESTERLY: by land now or formerly of F. Shumway, one hundred seventy (170) feet.

Excepting, however, from the above-described premises, so much of the same as was taken by Massachusetts Turnpike Authority as set forth in instrument recorded with Middlesex South District Registry of Deeds on March 7, 1963 in Book 10228, Page 235.

Being the same property conveyed to Peter Peral by deed from Ruth Rosenberg and Peter Peral dated February 23, 1998 and recorded March 3, 1998 in Book 28256 at page 324 in the Middlesex South District Registry of Deeds Office.

Commonly known as: 236 Auburn Street, Auburndale, Massachusetts 02466

Tax ID: 43014 0016

**Affirmative Marketing & Resident
Selection Plan**

Regional Ready Renter Program

2015-2018

**A Regional Effort of
Belmont, Lexington, Watertown
And other Metro West Communities**

Modified for 236 Auburn Street, Newton

For more information contact:
Jennifer Van Campen, Metro West Collaborative Development, Inc.
At 617-923-3505 x 4 or jvc@metrowestcd.org

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Attachments omitted in packet forwarded to City Council. Full attachment is available on the CPC's project webpage.

Regional Ready Renter Program Lottery and Tenant Selection Process and Affirmative Fair Housing Marketing Plan

In an effort to most efficiently get affordable rental housing units placed on the Massachusetts Subsidized Housing Inventory (SHI) and insure their compliance with Town Agreements, with the least amount of burden to the developer or owner of a property, the Towns of Watertown, Lexington and Belmont have established a Ready Renter Program that will have one Affirmative Marketing Plan and centralized wait list in which all interested parties could participate. To accomplish this effort the Towns have utilized the services of Metro West Collaborative Development, Inc., a regional community housing development organization.

Ready Renter Program

This program shall provide owners of rental housing with income-eligible tenants and supporting documents that all comply with the Massachusetts Subsidized Housing Inventory Guidelines.

Tenants who are identified through this program shall:

- 1) Have been recruited through Affirmative Marketing strategies consistent with the Massachusetts Fair Housing Goals, and
- 2) Be income-eligible households (earning less than 80% of the area median income) having met income, asset and other eligibility provisions.

Metro West CD will also assist owners and tenants in annual monitoring and compliance that may be required.

Tenant Eligibility

“Eligible” Household

An eligible household is one that:

- has submitted a complete pre-application
- meets all income and asset criteria described above
- has the appropriate household size for the available unit

A “household” shall mean two or more persons who will live regularly in the unit as their principal residence and who are related by blood, marriage, law or who have otherwise evidenced a stable inter-dependent relationship, or an individual.

Income and Asset Eligibility

The total income of the applicant and all other members of the applicant’s household over the age of eighteen (18) may not exceed 80% of the area median income that includes Watertown, Newton and Belmont adjusted for family size. An applicant’s total household income cannot exceed the following limits:

Household size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons
Income limit units (80%)	\$51,150	\$58,450	\$65,750	\$73,050	\$78,900	\$84,750

In addition, income will be imputed from the total value of all of the assets of the applicant and all other members of the applicant's household over the age of eighteen (18), as stipulated in the DHCD guidelines. Household income will be verified based on information contained in pay stubs (or equivalent documents) and IRS documents.

Household Size Eligibility

Household size should be appropriate for the number of bedrooms in the home. It is appropriate to set a minimum. A maximum household size for the units may be established provided that:

- Maximum allowable household size may not be more restrictive than the State Sanitary Code or applicable local bylaws, and may not violate state and federal civil rights laws.

Larger Household Preference

Within an applicant pool **first preference** shall be given to households requiring the total number of bedrooms in the unit based on the following criteria:

- a) There is at least one occupant per bedroom. (Disabled households must not be excluded from a preference for a larger unit based on household size if such larger unit is needed as a reasonable accommodation.)
- b) A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom. Other household members may share but shall not be required to share a bedroom.
- c) A person described in the first sentence of (b) shall not be required to share a bedroom if a consequence of sharing would be a severe adverse impact on his or her mental or physical health and the lottery agent receives reliable medical documentation as to such impact of sharing.
- d) A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
- e) If the applicant is in the process of a divorce or separation, they may enter a rental housing lottery, if their estimated assets and income would allow them to qualify for the unit. However, the applicant must provide proof that the divorce or separation has been finalized and submit updated financial information in accordance with the timelines provided herein before they will be considered for tenancy.

After Initial Lease-Up

Some units are subject to annual review of incomes and income limits. If the household's income increases and exceeds 140% of the above limits then the household will no longer be eligible for the affordable unit.

Application, Lottery Process and Tenant Selection (Generally—Auburn Street, Newton preferences described in Attachment A)

Pre-Applications and the Applicant Pool

- All potential tenants will be given a brief pre-application form that identifies their housing needs, income and desired rent.
- All households who submit a complete pre-application and are deemed to be preliminarily eligible shall be entered into the Applicant Pool.

- Applications that are not complete or households that appear to not meet the eligibility guidelines will be notified and given seven days to rectify their application.
- Applicants have the right to request a reasonable accommodation(s), which may include a change to a rule, policy, procedure or practice to afford a person with a disability an equal opportunity to participate fully in the housing program or to use and enjoy the housing. Applicants may also be entitled to a reasonable modification(s) of the housing, when such modifications are necessary to afford a person with a disability an equal opportunity to use and enjoy the housing.
- Free language assistance is available to households with limited English proficiency.

Available Unit Announcement

- Upon announcement of an available apartment, the potential tenants in the Applicant Pool shall be sent informational materials about the available unit and invited to participate in a lottery.
- Potential tenants will have 14 days to decide whether or not to participate in the lottery.
- Households who choose not to participate in the lottery shall be placed back into the Applicant Pool for future rental opportunities.

The Lottery and Tenant Selection

- All applicants in the Lottery Pool are assigned a Lottery Number.
- The Lottery will be held in a public accessible place at a convenient time for a majority of applicants.
- All applicants will then be drawn and assigned an Available Unit Wait List number in the order they were drawn.
- The list will then be reviewed for re-ordering based on preferences.
- The top three households will then be invited to a) see unit and b) get their application verified for final eligibility determination.
- After the Lottery the three households will have ten (10) days to provide additional information required by Metro West CD to verify their eligibility.
- If the highest ranked household, wants the unit and their application is verified and deemed eligible then they will be forwarded to owner for final selection.
- Final selection may include Criminal Background Checks and/or Credit Checks as may be the standard practice of the owner/developer of the unit.
- An owner may deny tenancy to a finalist based on credit or other background checks so long as the same screening procedures and considerations apply evenly to all of the applicants within a rental property, regardless of the unit they have applied for.
- If the household declines the available unit they will be returned to the Applicant Pool and Metro West CD will offer the unit to the next highest ranked household.
- Failure to provide the requested information will result in the household becoming ineligible for the unit and they will be returned to the Applicant Pool.
- Eligible households that are not selected by the owner will be returned to the Applicant Pool.
- If the owner does not select a tenant from the first five households from the Wait List then Metro West CD will proceed down the Wait List until the unit(s) is filled.

Removal from the Applicant Pool or Lottery Pool

- Households who do not respond to phone or mail inquiries or who do not respond to a request for additional information within the time frame provided shall be removed from the Lottery Pool, but may remain in the Applicant Pool.
- Every 24 months a new marketing plan will be conducted and a new Applicant Pool will be created. Those in the Applicant Pool at the time of the purge will be invited to re-apply.

Right to Appeal

An applicant has the right to appeal the decisions of Metro West CD and/or of the owner/developer within 7 (seven) business days from the date of the written notification. An applicant may in person, or in writing, or via a designee appear before the Appeals Committee chaired by a member of the Board of Directors of Metro West CD, who is not involved in the day-to-day operation of the housing development. At least one member of the Appeals Committee will be a neutral party. At the hearing, the applicant or his/her designee may present supporting information relevant to the reason for rejection. A final decision will be rendered by the Appeals Committee, in writing, within five business days from the date of the hearing.

An applicant concerned with discrimination against them may also contact the Mass Commission Against Discrimination at 617-727-3990 or the US Department of Housing and Urban Development at 617-994-8300.

Affirmative Marketing Methods

Metro West CD seeks to provide clear, accessible information regarding the lease of affordable units in Watertown, Newton and Belmont. Affirmative marketing efforts are intended to encourage maximum participation from low – moderate income households and members of the region’s traditionally underserved racial and ethnic communities. Metro West CD does not discriminate on the basis of race, color, religion, national origin, disability, familial status, sex, age, marital status, children, sexual orientation, genetic information, gender identify, ancestry, veteran/military status or membership

Ready Renter Program Marketing Period

- Once per 24-month period, Metro West CD will develop an Affirmative Marketing Plan that is based on the most recently available demographic information for the towns. The plan will identify the populations for special outreach efforts and the methods to be undertaken.
- Once per 24-month period, Metro West CD, will advertise in multiple sources and in multiple methods to attract applicants least likely to apply for housing in the participating towns. A list of advertisement methods is attached. This list shall be amended to consider additional or different language groups once per 24 month period.
- Advertising will be general in nature and describe each of the types of housing anticipated to be available in the given year.
- The marketing period will be for 60 days. Pre-applications that are complete and considered eligible received before and after that date will be added to the Applicant Pool.

Marketing Activities

The plan covers a 60-day period. The plan consists of five main components:

- 1) Website Postings: The lottery and relevant information will be listed on the websites listed in the “Affirmative Marketing: Websites” chart.
- 2) Direct Mailings: The agencies listed in the “Affirmative Marketing: Organizations” chart on subsequent pages will receive notification of the unit availability and relevant information.
- 3) Information Session: Metro West CD will also conduct two information sessions for households interested in potential units. One on a weekday evening and one on a weekend.
- 4) E-mail blasts: Metro West CD maintains a data base of program participants, which is a racially, ethnically, and geographically diverse pool of potential applicants.
- 5) Print Advertisements: The publications listed in the “Affirmative Marketing: Advertisements” chart on subsequent pages will advertise the Ready Renter Program guidelines.

Applications and information packets will be available at the Newton, Watertown, Lexington and Belmont Town Halls, the public libraries, and will be available via mail by contacting the office of Metro West CD. The staff of Metro West CD are available to assist individuals in the completion of their application and are able to accommodate households with disabilities that may impede their ability to complete the application. Metro West CD staff can also arrange for assistance for households that have limited English proficiency. Applicants have the right to request a reasonable accommodation, which may include a change to a policy, procedure or practice to afford a person with a disability an equal opportunity to participate fully in the housing program or to use and enjoy the housing. Applicants may also be entitled to a reasonable modification(s) of the housing, when such modifications are necessary to afford a person with a disability an equal opportunity to use and enjoy the housing.

Upon Vacancies or Creation of New Units

Upon vacancies of specific units the following additional marketing will take place:

- website postings with Metro List and Mass Access
- mailings to local community organizations

If an insufficient number of applicants are in the pool then the following marketing will take place:

- e-mails to the entire data base of potentially interested parties
- additional paid advertising, pending availability of funding
- additional website postings

Affirmative Marketing Timeline

Metro West CD already has a list of 200+ individuals and families who are searching for affordable rental housing. These potential applicants were recruited through this Ready Renter Program. In addition to a mailing to this list, Metro West CD

Advertising for Ready Renter Program begins Advertising shall run twice in a 60 day period	Fall 2017
Information sessions	November 2017
Pre-Applications may be received. All COMPLETE pre-applications who are preliminarily eligible will be entered into an Applicant Pool.	Pre-applications may be mailed, faxed, e-mailed or hand delivered. However, the applicant is responsible for insuring its receipt by Metro West CD.
Applicants who submit incomplete pre-applications will be promptly notified in writing of the deficiencies of their application. They may remedy the deficiencies, but will not be placed in the Applicant Pool until the application is complete.	
Applicants deemed ineligible will be notified in writing and given 7 days to appeal the decision. They will remain in the Applicant Pool until the appeal process is complete.	
When a rental unit becomes available all households, of the appropriate household size, in the Applicant Pool will be notified of the specific opportunity and will be invited to participate in a Lottery. If an insufficient number express interest in the available unit(s) then other households in need of the number of units minus one will be invited to participate. Applicants will have 14 days to respond to the Lottery invitation and provide any additional information requested by Metro West CD.	On-going
The Lottery will be held at least 30 days after the unit has been identified and a rent established.	
The Applicant Pool will be purged every 24 months. Households in the Pool at the time of the purge will be invited to submit a new pre-application.	December 2019

Contractor Qualifications

Metro West CD has successfully implemented affirmative marketing plans and lotteries for the following developments:

- Archstone Properties (2004) – 13 rental units / first come first served (no lottery)
- Riverbank Lofts (2006-2007) – 7 ownership units
- Repton Place (2007-2008) – 28 ownership units
- Admiral Cove/Castle Courtyard (2009-2010) – 6 ownership units
- 1060 Belmont (2010) – 18 rental units

Charlesbank Apts. (2012) – 4 rental

Riverbank Apts. (2013) – 17 rental

For each development Metro West CD responded to requests for assistance from individuals with limited English proficiency by having translators available, working with sister organizations to provide translation of information sessions, and providing certain written materials in key languages (Spanish and Chinese).

There have been no findings or determinations against Metro West CD or its staff for violation of any state of federal fair housing laws and the above developments required no intervention on the part of a Subsidizing Agency to address fair housing complaints or concerns.

Affirmative Marketing: Websites

Website	Organization
mbhp.org	Metropolitan Boston Housing Partnership
MassAccessHousingRegistry.org	Citizens Housing and Planning Association (CHAPA)
MetroWestCD.org	Metro West Collab. Dev.

Affirmative Marketing: Organizations

Organizations
Metropolitan Housing Clearing Center/MetroList

Affirmative Marketing: Local Organizations

Organizations
Boston area organizations: List attached
Belmont organizations: List attached
Newton organizations: List attached
Watertown organizations: List attached

Affirmative Marketing: Publications and Media

Media	Area Served	Demographic
Watertown Tab and CNC West Zone	Watertown / Waltham Framingham: Russian language supplement	Mixed
El Mundo	Greater Boston	Hispanic / Latino
Bay State Banner	Greater Boston	African American
Sampan	Greater Boston	Chinese & Other Asian
Boston Haitian Reporter	Greater Boston	Haitian
Bate Papo Magazine	Greater Boston	Brazilian/Portuguese
Local Cable Access	Watertown Newton Belmont	Mixed

This ad was run in 2015.

**Want to Live in Belmont, Newton,
Watertown and other Metro West towns?**

Several Metro West communities are jointly establishing a list of "Ready Renters" who would be interested and income-eligible to rent affordable apartments in these towns.

Income Limits:

1 person \$45,100
2 person \$51,550
3 person \$58,000
4 person \$64,400



Maximum Rents*:

1 bedroom \$1,175
2 bedroom \$1,288
3 bedroom \$1,600



*including utilities or utility allowance.
Actual rents will vary.

Applicants will be notified of available units as they come up for lease. Studio, 1, 2 and 3-bedroom units are expected.

General Info. Sessions: _____ at
7:00 pm and Saturday _____ Call
for details.

For a pre-application and additional information contact Robyn at Metro West CD 617-923-3505 x 5 or visit this website: www.metrowestcd.org

Reasonable Accommodation Policy

Non-discrimination/reasonable accommodation statement: CAN-DO and Metro West Collaborative Development

CAN-DO and Metro West CD does not discriminate in the selection of applicants on the basis of race, color, national origin, religion, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.

The staff of Metro West CD are available to assist individuals in the completion of their application and can accommodate households with disabilities that may impede their ability to complete the application. Metro West CD staff can also arrange for assistance for households that have limited English proficiency. Applicants have the right to request a reasonable accommodation, which may include a change to a policy, procedure, or practice to afford a person with a disability an equal opportunity to participate fully in the housing program or to use and enjoy the housing. Applicants may also be entitled to a reasonable modification(s) of the housing, when such modifications are necessary to afford a person with a disability an equal opportunity to use and enjoy the housing.

Lottery process: Opportunity to rent these units (specify, not the group home) shall be awarded by lottery. After the lottery numbers for this unit have been drawn, the list will be re-ordered to give first preference to applicants who request and have need for an accessible unit, per Affirmative Fair Housing Marketing guidelines, and as approved by DHCD's approval of an Affirmative Fair Housing Marketing Plan.

After the lottery, the Property Manager or Monitoring Agent shall maintain a list of any households that have contacted them to express their interest in renting the Accessible unit(s). Upon vacancy, the Accessible unit shall be marketed according to the approved Affirmative Fair Housing Marketing Plan, and anyone on the Accessible Unit Contact List shall be notified of the opportunity to participate in the Accessible Unit Lottery.

Supportive Services for the Price Center
House, Description and Funding Source

236 Auburn Street Home

The proposed 236 Auburn Street home is being designed to house five residents with significant physical and developmental disabilities. The Price Center's mission statement is: "To empower individuals with intellectual and developmental disabilities to thrive in their living, social, and work communities." The following are key elements that will be taken into account as the program is developed and operated:

- Creating a home in which family and friends are always welcome
- Respecting the dignity of each resident
- Hiring caring staff who demonstrate compassion and respect for the residents
- Promoting personal growth of each resident
- Encouraging full participation in community life
- Exceeding standards for quality and safety
- Adhering to the highest ethical standards

The five individuals who are planning to move to this home are at risk problematic health outcomes, being isolated from their community, and being marginalized by staff and community neighbors. However, through the efforts of the resident's family, friends and Price Center staff we will provide a supportive approach to tap the potential for each resident to participate in a rich community life with a variety of experiences and the cultivation of new friendships. We also hope that as we participate in individualized community activities with each of these residents, we also create communities that are more caring and more inclusive.

Given the medical needs of the residents at the Auburn Street home, there will be on-site nursing to oversee the medical needs of each resident and provide training to the staff on the various medical/nursing needs of each resident. The house will provide staffing coverage for the times the individuals are in the program. It is anticipated the residents will go to The Price Center Day Program during the week days. All staff will be certified to administer medication (certification through the Medication Administration Program-MAP), will be First Aid and CPR trained. Additionally they will be finger printed and CORI checked to ensure they do not have any outstanding criminal offenses.

The home is being designed to accommodate people in wheelchairs. Each bedroom will have double doors leading to the outside that allow for beds to be moved out of the home and onto a patio for emergency evacuation. There will be a generator as a back-up when electricity is out to ensure we have the ability to power respirators and any other medical device in the event of a power outage. The program will be supervised by Ms. Jen Thompson, Director of Residential Services at The Price Center.

The program's operations will primarily be funded by a contract with the Massachusetts Department of Developmental Services (DSS). Other sources of funding include charges for care charges to individual which would be based of 30% of each resident's benefits, and Medicaid billing to cover transportation and day program costs.

Historical:

~~Analysis of Historical Significance~~
~~Description of Historically Significant Features~~
Summary and Justification of Proposed Treatment
Newton Historical Commission:
Confirmation of Historical Significance

Detailed analysis of historic significance available on the CPC's project webpage but omitted from packet forwarded to City Council.



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

Telephone
#221-17 (617) 796-1120
 Telefax
 (617) 796-1142
 TDD/TTY
 (617) 796-1089
 www.newtonma.gov

Barney S. Heath
 Director

Setti D. Warren
 Mayor

RECORD OF ACTION:

DATE: February 28, 2017

SUBJECT: 236 Auburn Street

At a scheduled meeting and public hearing on February 23, 2017, the Newton Historical Commission, by a vote of 4-0:

RESOLVED to find 236 Auburn Street, without its rear additions, preferably preserved for architectural integrity and historic context.

Voting in the Affirmative: _____ Voting in the Negative: _____ Abstained: _____

- Mark Armstrong, Member
- Jean Fulkerson, Member
- Peter Dimond, Member
- Laura Fitzmaurice, Member

At a scheduled meeting and public hearing on February 23, 2017, the Newton Historical Commission, by a vote of 4-0:

RESOLVED to find 236 Auburn Street historically significant for its architectural and historical contributions to the history of Newton.

Voting in the Affirmative: _____ Voting in the Negative: _____ Abstained: _____

- Mark Armstrong, Member
- Jean Fulkerson, Member
- Peter Dimond, Member
- Laura Fitzmaurice, Member

At a scheduled meeting and public hearing on February 23, 2017, the Newton Historical Commission, by a vote of 4-0:

RESOLVED to approve moving the structure at 236 Auburn Street, without its rear additions, closer to Auburn Street on the same lot, with the exact location of the relocated house to be determined at a later date.

Voting in the Affirmative: _____ Voting in the Negative: _____ Abstained: _____

- Mark Armstrong, Member
- Jean Fulkerson, Member
- Peter Dimond, Member
- Laura Fitzmaurice, Member



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

Telephone
#221-117 796-1120
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 (617) 796-1142
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 www.newtonma.gov

Setti D. Warren
 Mayor

Barney S. Heath
 Director

RECORD OF ACTION:

DATE: April 3, 2017
SUBJECT: 236 Auburn Street

At a scheduled meeting and public hearing on March 23, 2017, the Newton Historical Commission, by a vote of 4-0:

RESOLVED to approve the proposed new siting of the historic house on the lot at 236 Auburn Street as well as the proposed site plan for three additional detached one-story housing units, parking, and landscaping as part of the project. The NHC also supports the plan to restore all architectural detail on the house where possible and replicate that which cannot be restored.

<u>Voting in the Affirmative:</u>	<u>Voting in the Negative:</u>	<u>Abstained:</u>
Nancy Grissom, Member		
Mark Armstrong, Member		
Laura Fitzmaurice, Member		
Len Sherman, Alternate		

Title Reference: Owner of Property: CAN-DO

Deed recorded at: Middlesex (South) Registry of Deeds

Book _____, Page _____

Date _____



 Katy Hax Holmes, Staff

#201-17 Statement
included in April
2017 proposal to
the Community
Preservation
Committee for 236
Auburn Street.

National Preservation Standard by Department of Interior Statement:

The Secretary of the Interior's standards for rehabilitation have been reviewed and will be met for the exterior of the 1868 House.

This was confirmed by the project architect Terrence G. Heinlein, AIA

Photos

#221-17





236 Auburn Street
November 2016





236 Auburn Street
November 2016





#224-17

236 Auburn Street
November 2016



Maps

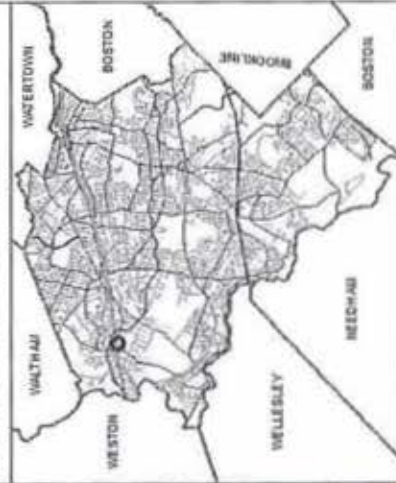
Property ID:
Address:
Owner:

43014 0016
235 ALBURN ST
PEREL PETER

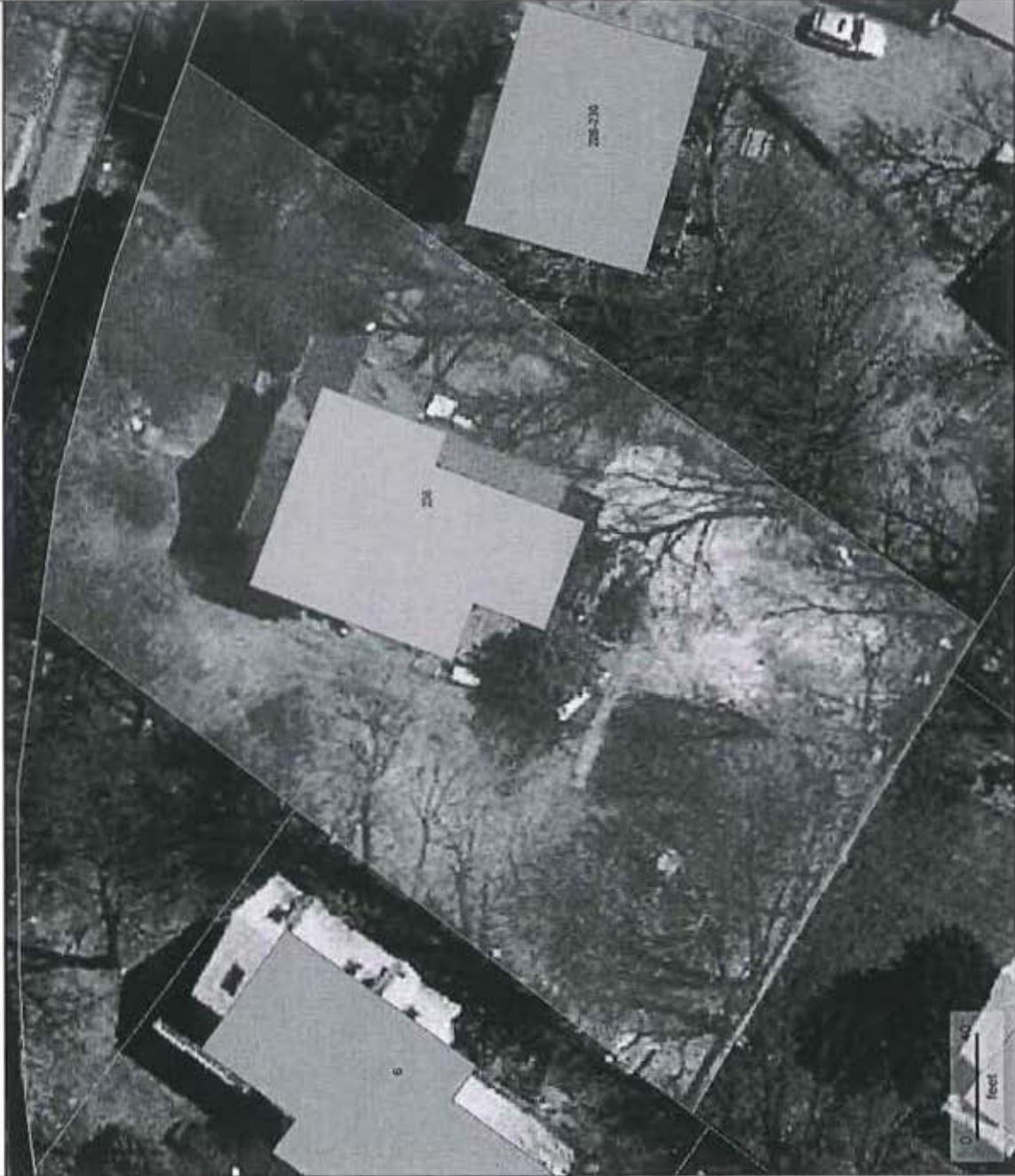


MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

Because of different update schedules, current property assessments may not reflect recent changes to property boundaries. Check with the Assessors' Office to confirm boundaries uses at the time of assessment.



City of Newton



43014 0016

236 AUBURN ST

43014 0016

Property SBL 43014 0016
 Property Address 236 AUBURN ST
 Land Use * 105
 Land Use Descr * THREE FAMILY

Tax Bill Number 2719789
 Zoning ** MR1
 Map ID 039SW
 Neighborhood 5C

Sale Date 11/12/2014
 Sale Price \$100
 Legal Reference 064494/0022
 Current Owner PEREL PETER

Prior Sale Date 2/1/1998
 Prior Sale Price \$75,000
 Prior Legal Reference 028256/0324
 Prior Owner PEREL PETER

236 AUBURN ST
 AUBURNDALE, MA 02466

Residential Information

Style	Colonial	Rooms	12	Finished Attic Area	
Story Height	2.5	Bedrooms	5	Unfinished Attic Area	
Year Built	1861	Baths	4	Basement Area	1,202 sq ft
Exterior Walls	Clapboard	Half Baths		Finished Basement Area	
Masonry/Trim	None	Heat Type	Forced Air-Duc	Recent Field Visit	10/14/2009
Foundation	Brick/Fldstone	Fuel Type	Gas	Prior Field Visit	9/13/2004
Roof Type	Gable	Air Conditioning	None		
Roof Material	Asphalt Shingl	Fireplaces	1		
Attached Garage		Kitchen Quality	Average		
Carport Area		Bath Quality	Average		
Deck Area	354 sq ft	Interior Condition	Good		
Porch Area	185 sq ft	House Size	3,429 sq ft		
Enclosed Porch					
Basement Garage					

Assessment History

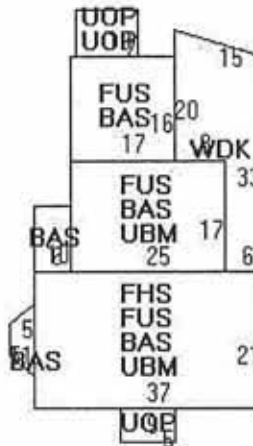
FY 2016	\$809,500
FY 2015	\$756,500
FY 2014	\$717,500
FY 2013	\$717,500
FY 2012	\$717,500
FY 2011	\$717,800
FY 2010	\$732,200
FY 2009	\$770,700
FY 2008	\$770,700
FY 2007	\$756,900
FY 2006	\$734,900
FY 2005	\$713,500
FY 2004	\$618,800
FY 2003	\$542,800
FY 2002	\$542,800
FY 2001	\$408,800
FY 2000	\$373,300
FY 1999	\$339,700

Land Information

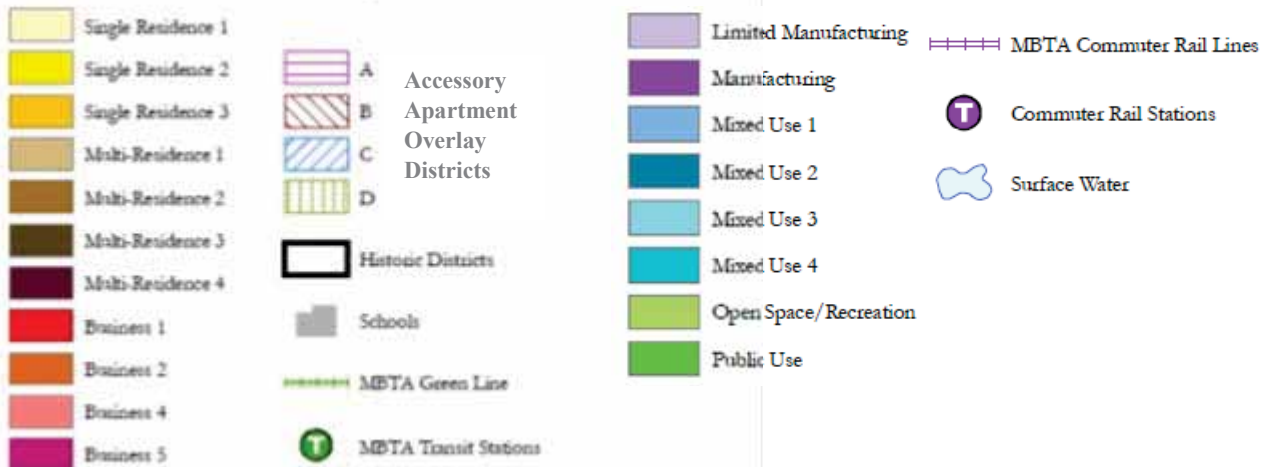
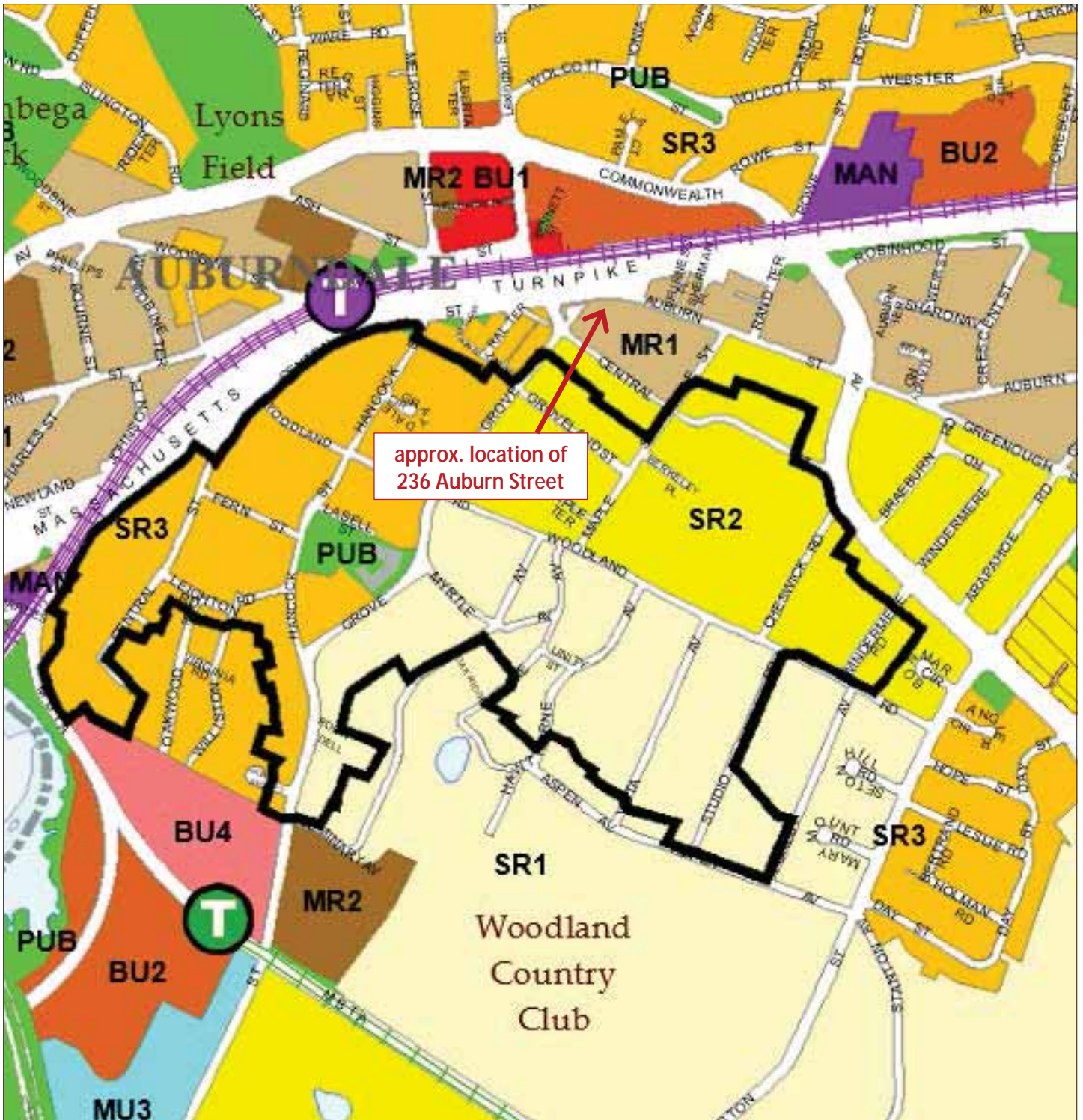
Lot Size	18,760 sq ft
Frontage	111 ft
Zoning	MR1

Detached Structures (Data to right of category)

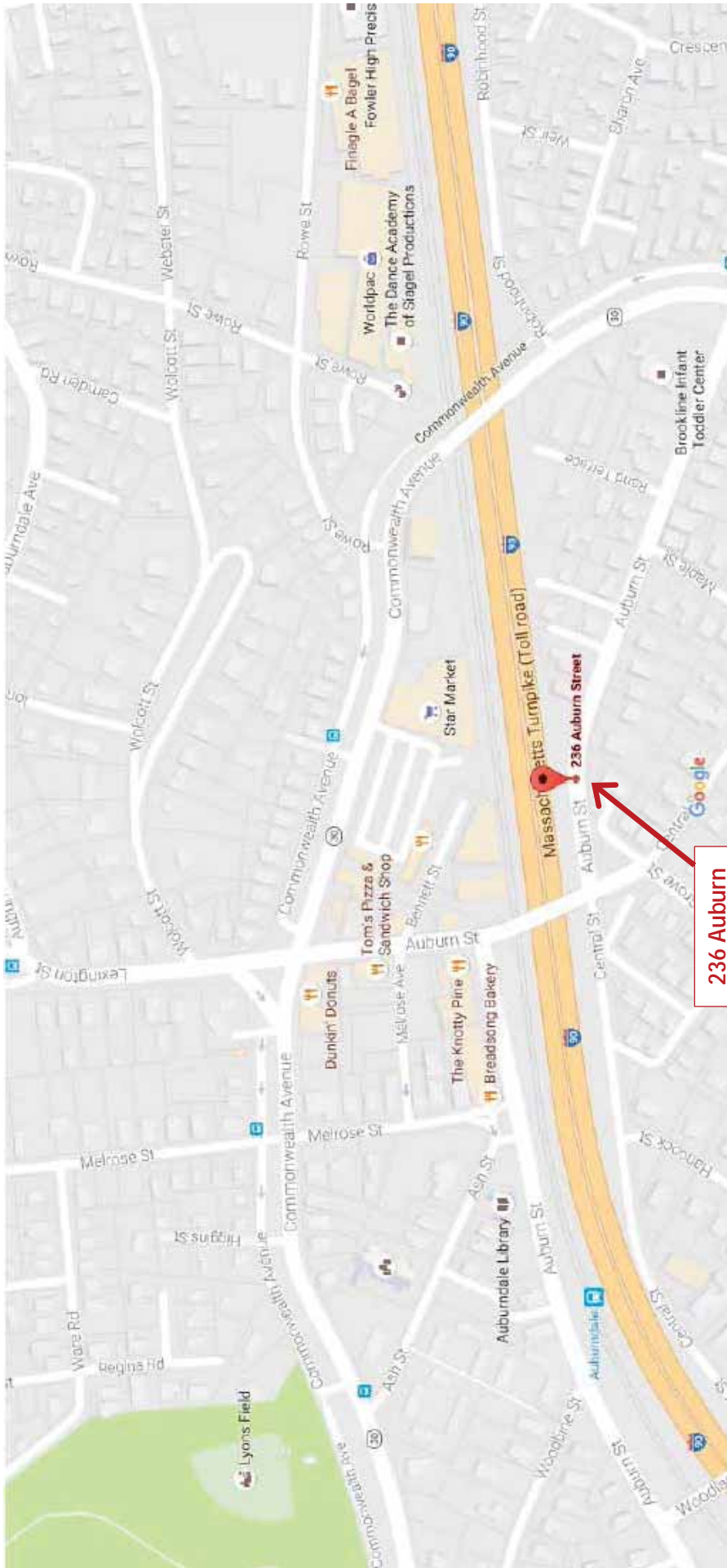
Detached Garage Area	
Living Space in Garage	
Shed Area	
Tennis Courts	
Swimming Pool	
Cabana Area	



* The land use and description listed here are for Assessing Department purposes based on historical records in the Assessing Department.
 For an official ruling on the legal use of the property pursuant to the state building code and/or Newton Zoning Ordinances, contact the Inspectional Services Department.
 ** For reference purposes only. Please check with Engineering Department for official zoning designation.
 Date Printed Thursday, September 29, 2016
 Fiscal Year 2016 Tax Rates: Residential: \$11.38 Commercial: \$21.94
 City of Newton Assessing Department Property Record Card



This & following maps added by CPC staff.



#221-17

236 Auburn Street

Site Plan with Setbacks, Elevations, Floor Plans

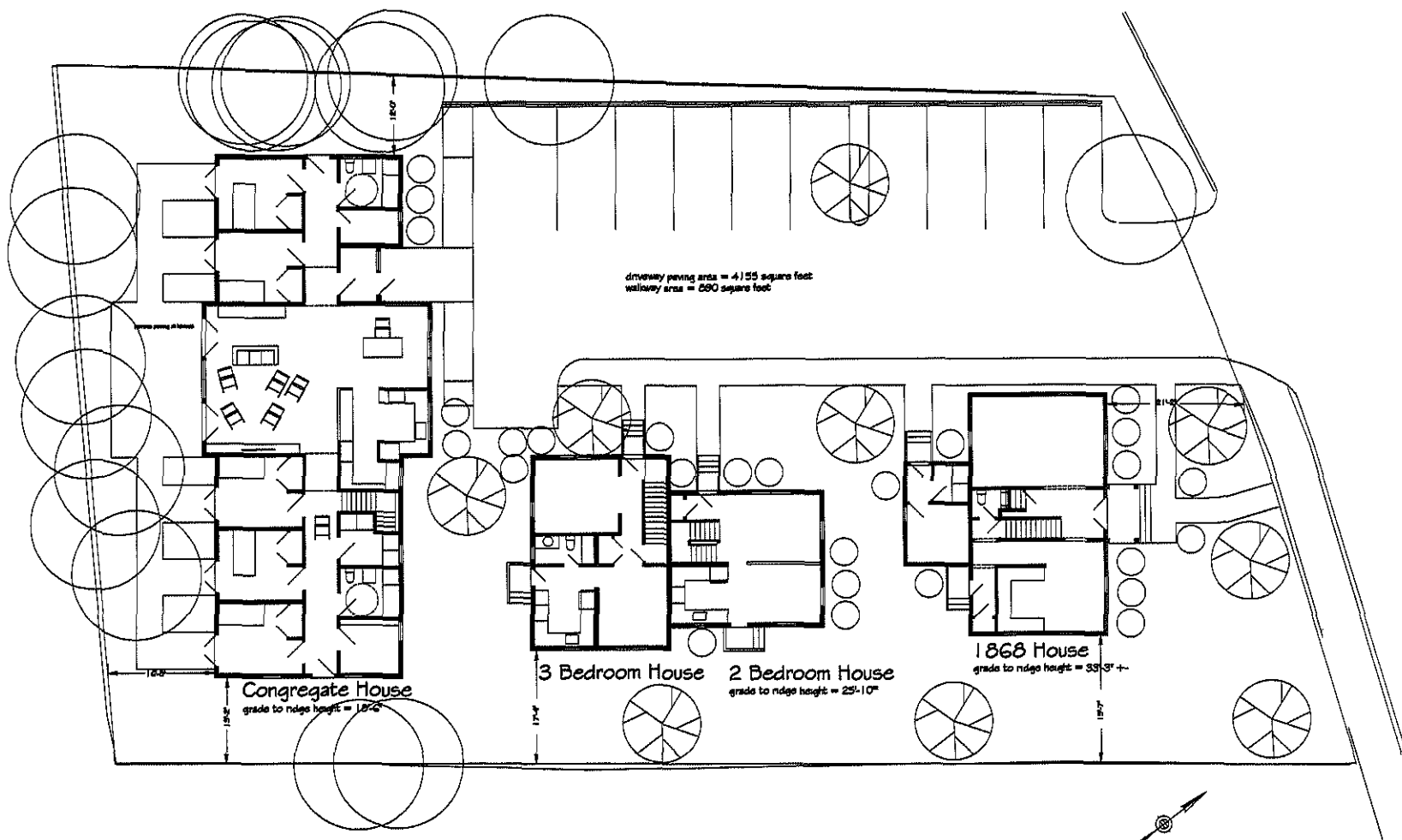
Note:
Building footprints cover 23% of site,
impervious surface covers 45%



PERSPECTIVE SKETCH LOOKING SOUTHEAST

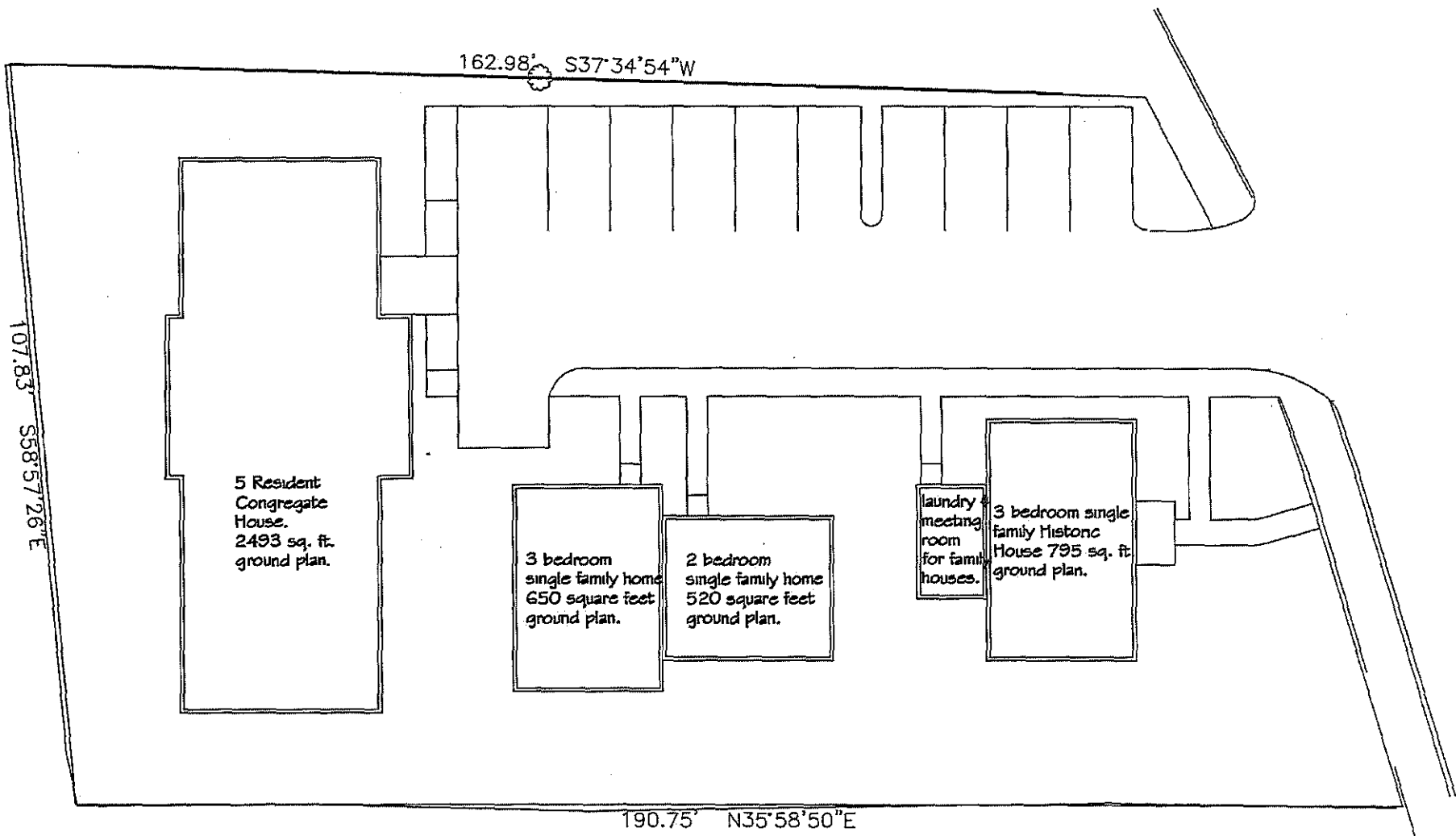


PERSPECTIVE SKETCH LOOKING NORTHWEST

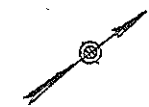
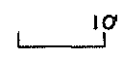


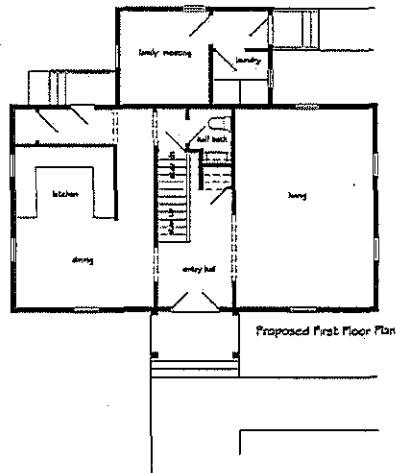
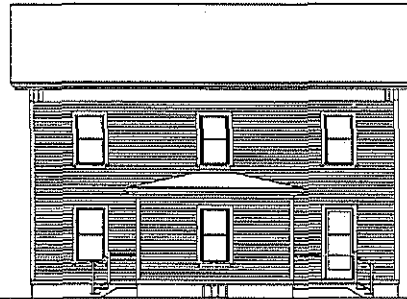
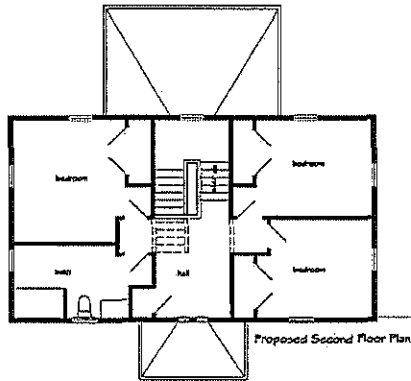
PROPOSED SITE PLAN 236 AUBURN STREET, NEWTON, MA
for CAN-DO

10'

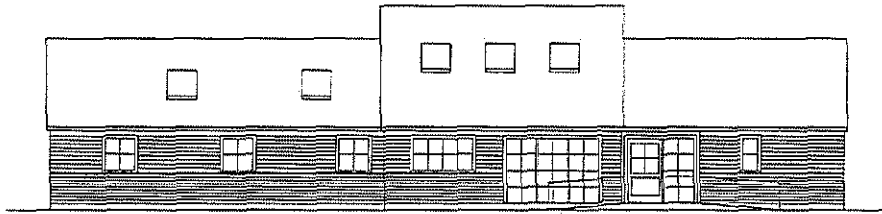


CONCEPTUAL SITE PLAN for 236 AUBURN STREET, NEWTON, MA

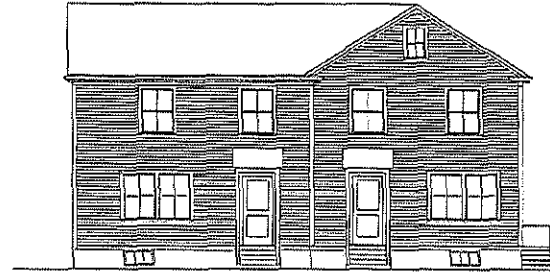




PROPOSED PLANS & ELEVATIONS for HISTORIC HOUSE 236 AUBURN STREET, NEWTON, MA
for CAN-DO



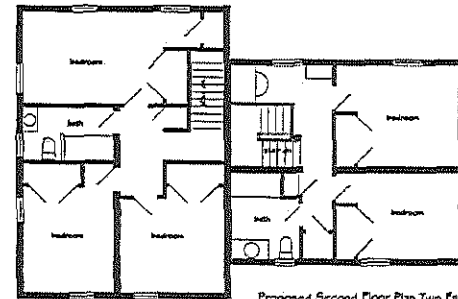
Proposed North Elevation Congregate House



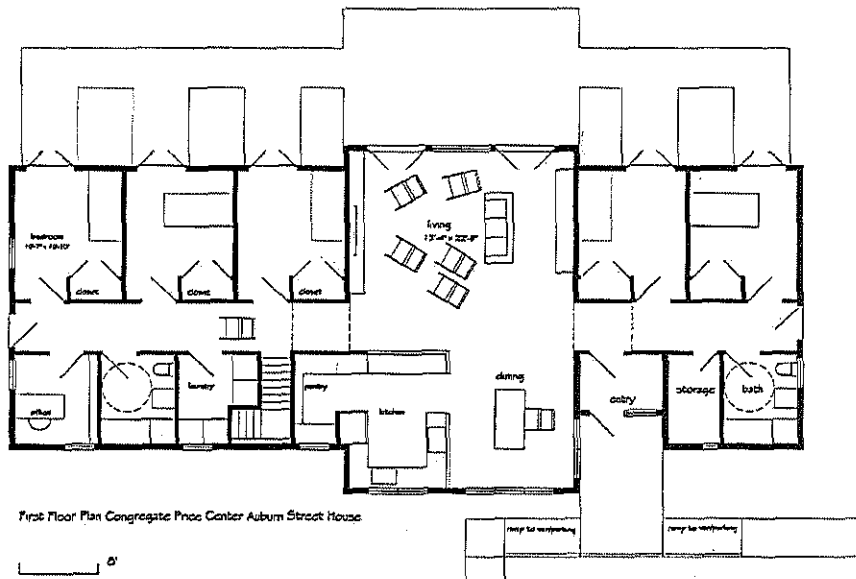
Proposed West Entry Elevation Two Family House



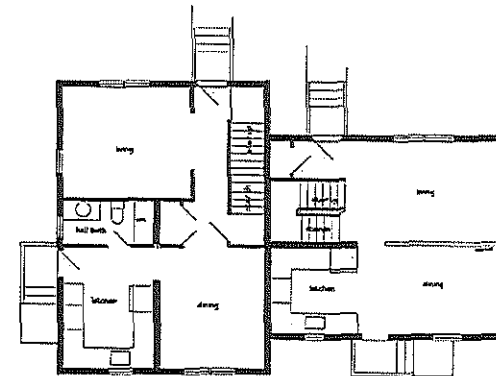
Proposed West Elevation Congregate House



Proposed Second Floor Plan Two Family House



First Floor Plan Congregate Prec Center Auburn Street House



Proposed First Floor Plan Two Family House

PROPOSED PLANS & ELEVATIONS FOR CONGREGATE & TWO FAMILY HOUSES 236 AUBURN ST.
for CAN-DO

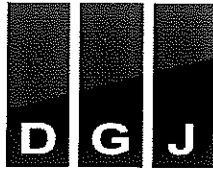
Green and Sustainable Construction Features

Green and Sustainable Features of 236 Auburn Street:

The existing house will be restored using wood clapboard siding and will have a new concrete foundation with energy standard foundation insulation and floor insulation. This makes it much less energy consuming than the existing granite foundation, with its leaks and lack of any insulation. The inside of the historic house will be gutted and all the exterior walls and attic will be insulated to meet the MA Energy Code, making it a much higher standard than the existing.

The new housing will be built to meet MA Energy Code and Stretch Code standards, and will be assembled off site in a factory, minimizing the site labor. This modular principle is the wave of the future to produce tight, factory precision in new construction.

The congregate house will also be modular, and will be built to the MA Energy Code and Stretch Code standards. The house will be completely accessible for its developmentally disabled clientele and will be built of safe and durable materials to provide a high-quality standard for that population.



**236 Auburn Street
Newton MA**

Feasibility Study Cost Estimate

**Prepared for:-
Terry Heinlein**

**Prepared by:-
D G Jones International, Inc.
3 Baldwin Green Common, Suite 202,
Woburn, MA 01801-1868
email : boston@dgjonesboston.com
Tel: 781-932-3131**

April 21, 2017

SUMMARY

Element Name	CONSOLIDATED			Existing House			Congregate House			Two Family House			Sitework/Site Utilities
	10,991			2,569			4,996			3,426			
GROSS FLOOR AREA (in square feet)													
Cost \$	\$/sf	% of Bldg.	Cost \$	\$/sf	% of Bldg.	Cost \$	\$/sf	% of Bldg.	Cost \$	\$/sf	% of Bldg.		
A Substructure	356,682	32.45	22.53%	86,675	33.74	21.52%	171,425	34.31	31.76%	98,582	28.77	24.82%	0
Foundations	159,190	14.48	10.65%	43,074	16.77	10.69%	74,438	14.90	13.79%	41,678	12.17	10.49%	
Basement Construction	197,492	17.97	12.47%	43,601	16.97	10.82%	96,987	19.41	17.97%	56,904	16.61	14.33%	
B Shell	150,468	13.69	9.50%	94,982	36.97	23.58%	22,641	4.53	4.19%	32,866	9.59	8.28%	0
Superstructure	6,218	0.57	0.39%	6,218	2.42	1.54%	0	0.00	0.00%	0	0.00	0.00%	
Exterior Enclosure	126,243	11.49	7.97%	70,737	27.53	17.56%	22,641	4.53	4.19%	32,866	9.59	8.28%	
Roofing	18,027	1.64	1.14%	18,027	7.02	4.47%	0	0.00	0.00%	0	0.00	0.00%	
C Interiors	141,093	12.84	8.91%	90,291	35.15	22.41%	25,322	5.07	4.69%	25,481	7.44	6.42%	0
Interior Construction	59,828	5.44	3.78%	37,078	14.43	9.20%	15,613	3.13	2.89%	7,138	2.08	1.80%	
Stairs	35,121	3.20	2.22%	16,169	6.29	4.01%	3,464	0.69	0.64%	15,488	4.52	3.90%	
Interior Finishes	46,144	4.20	2.91%	37,044	14.42	9.20%	6,245	1.25	1.16%	2,855	0.83	0.72%	
D Services	145,972	13.28	9.22%	77,333	30.10	19.20%	45,901	9.19	8.50%	22,738	6.64	5.73%	0
Conveying Systems	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	
Plumbing	19,720	1.79	1.25%	19,720	7.68	4.90%	0	0.00	0.00%	0	0.00	0.00%	
Heating, Ventilating and Air Conditioning (HVAC)	70,115	6.38	4.43%	35,378	13.77	8.78%	23,419	4.69	4.34%	11,318	3.30	2.85%	
Fire Protection Systems	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	
Electrical Systems	56,136	5.11	3.55%	22,234	8.65	5.52%	22,482	4.50	4.16%	11,420	3.33	2.88%	
E Equipment and Furnishings	17,265	1.57	1.09%	17,205	6.70	4.27%	0	0.00	0.00%	0	0.00	0.00%	0
Equipment	5,505	0.50	0.35%	5,505	2.14	1.37%	0	0.00	0.00%	0	0.00	0.00%	
Furnishings	11,760	1.06	0.74%	11,700	4.55	2.90%	0	0.00	0.00%	0	0.00	0.00%	
F Special Construction and Demolition	528,355	48.07	33.37%	36,355	14.15	9.02%	274,500	54.94	50.85%	217,500	63.49	54.76%	0
Special Construction	508,842	46.30	32.14%	16,842	6.56	4.18%	274,500	54.94	50.85%	217,500	63.49	54.76%	
Selective Demolition	19,513	1.78	1.23%	19,513	7.60	4.84%	0	0.00	0.00%	0	0.00	0.00%	
G Building Sitework	243,601	22.16	15.38%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	243,601
Site Preparation	88,571	8.06	5.59%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	88,571
Site Improvements	71,215	6.48	4.50%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	71,215
Site Civil/Mechanical Utilities	51,865	4.72	3.28%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	51,865
Site Electrical Utilities	31,949	2.91	2.02%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	31,949
Other Site Construction	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	0
Sub-Total Construction	1,583,396	144.06	100.00%	402,840	156.81	100.00%	539,789	108.04	100.00%	397,166	115.93	100.00%	243,601
General Conditions/Requirements	11.00%	174,174	15.85										
Payment & Performance Bond	1.00%	17,576	1.60										
General & Excess Liability Insurance	1.25%	22,189	2.02										
Builders Risk Insurance		By Owner											
Building Permit Fee	0.75%	13,480	1.23										
Escalation to mid-point of construction 3Q2018	6.3125%	114,308	10.40										
Estimating Contingency		Excluded by Architect											
GC's Fee	3.00%	57,754	5.25										
Sales Tax		Excluded											
Construction Contingency		By Owner											
Total Construction Cost		1,982,876	180.41										

Notes

1. Brief project description:-
 - Relocation of existing house and 2# new modular housing units with associated site work.
2. The estimate is based on the following:-
 - Open shop wage rates.
 - Competitive bid.
 - GC type project.
 - Receipt of 5# bona fide bids.
 - Single contract, no phasing.
 - Estimate based on assumed construction start date of 1Q2018.
 - Construction period 10-12 months.
3. The gross floor area is based on the following:-
 - Measurement is taken to the outside face of the exterior wall, measured through all stair wells, elevator shafts and ducts.
4. Story heights:-
 - Varies
5. General Conditions/Requirements for this project are priced as a percentage on the Summary page..
6. Special Conditions for this project are not applicable.
7. Escalation to the mid-point of construction (3Q2018) allowed at: -
 - 5%/annum.
8. Estimating contingency is an allowance for future design modifications/additions, which alter the cost of the building as the design progresses, this percentage reduces as the design develops. It is based on a percentage of the sum of Sub-Total Construction, General Conditions/Requirements and Escalation. For this level of estimate the following has been included:-
 - Excluded by Architect
9. Construction contingency is an allowance for scope/design modifications made by the owner during construction and also for any unforeseen circumstances. It is based on a percentage of the sum of Sub-Total Construction, General Conditions/Requirements, Escalation and Estimating Contingency. The following has been included:-
 - By Owner

Notes (Cont'd)

10. This estimate has been prepared from the following design information:-
 - Architectural floor plans and elevations received 04/10/2017.
 - Narrative received 04/10/2017.
 - Telecons, meeting and E-mails with/from Terry Heinlein.

11. The estimate includes the following:-
 - Building Permit Fee.
 - Conduit & draw wire only to low voltage systems.
 - See Estimate.

12. The estimate excludes the following:-
 - Utility company backcharges.
 - Sales tax.
 - Design consultant's fees.
 - Rock removal during excavation work.
 - Water removal during excavation work.
 - Loose furniture, fittings and equipment.
 - Telephones.
 - Complete audiovisual.
 - Cameras, monitors, videos etc.

13. Allowances:-
 - Hazmat abatement - no budget number provided by specialist sub consultant.
 - See Estimate.

14. Assumptions:-
 - See Estimate.

15. Estimates by other firms:-
 - None

Notes (Cont'd)

16. Common abbreviations included in this estimate:-
 - cd = construction documents.
 - cf = cubic foot.
 - cy = cubic yard.
 - dd = design development.
 - ea = each.
 - EO = extra over.
 - flr = floor.
 - lb = pound.
 - lf = linear foot.
 - ls = lump sum.
 - ly = linear yard.
 - mg = make good.
 - opg = opening.
 - rsr = riser.
 - sd = schematic design.
 - sf = square foot.
 - sy = square yard.
 - tn = ton.
 - vb = vapor barrier.

17. Builders work in connection (BWIC) with conveying, mechanical and electrical systems includes the following:-
 - Drilling and coring.
 - Chasing.
 - Cutting and patching.

236 Auburn Street, Newton, MA
Feasibility Study Cost Estimate - Estimate Existing House

April 21, 2017

Description	Qty	Unit	Rate	Amount	Total
<u>Foundations</u>					
Complete foundation system including excavation, concrete, formwork, reinforcement, damproofing, insulation, vapor barrier, etc - footprint area	965	sf	44.64	43,074	43,074
<u>Foundations</u>	<u>Total</u>			43,074	43,074
<u>Basement Construction</u>					
Complete foundation system including excavation, concrete, formwork, reinforcement, damproofing, insulation, vapor barrier, etc - footprint area	802	sf	54.37	43,601	43,601
<u>Basement Construction</u>	<u>Total</u>			43,601	43,601
<u>Superstructure</u>					
Structural					
Allowance - Repair existing frame structure	1	ls	2,750.00	2,750	2,750
Structural Decks					
Structural Decks				Not Required	
Miscellaneous Structural Items					
Moisture mitigation system to floor slabs				Not Required	
Structural Fireproofing					
Structural Fireproofing					
Fire protection (allow, gfa)	2,569	sf	0.50	1,285	
Intumescent paint to exposed steel, allow					
Adapt and amend Fire Protection/Firestopping at Existing Building	2,569	sf	0.85	2,184	3,468
<u>Superstructure</u>	<u>Total</u>			6,218	6,218
<u>Exterior Enclosure</u>					
Exterior Wall System					
Exterior Wall Finish System - Existing House					
Cedar clapboard siding w/stain	2,086	sf	8.75	18,253	
Cedar clapboard siding w/stain including back up	110	sf	17.85	1,964	
New exterior wall concrete band (Below existing bldg)	123	sf	Included w/Foundation		
Restore trims, etc at gables/eaves/corners	308	lf	15.00	4,620	
Exterior Wall Finish System - Addition					
Cedar clapboard siding w/back up	279	sf	17.85	4,980	
New exterior wall concrete band (Below addition)	48	sf	Included w/Foundation		
Allowance - Wall trims	1	ls	249.01	249	30,065
Exterior Glazing Systems					
Restore Existing Windows - Existing House					
Existing window - 1' 5" x 5' 5" (Curved on top)	2	ea	423.30	847	
Existing window - 2' 1" x 3' 5" (Curved on top)	1	ea	391.25	391	
Existing window - 2' 6" x 1' 6" (Basement)	4	ea	206.25	825	
Existing window - 2' 5" x 3' 11"	2	ea	521.75	1,044	
Existing window - 2' 10" x 5' 3"	4	ea	820.05	3,280	
Existing window - 2' 10" x 5' 5"	4	ea	846.60	3,386	
Existing window - 3' 0" x 5' 3"	6	ea	866.25	5,198	
Existing window - 3' 0" x 5' 5"	2	ea	894.30	1,789	

236 Auburn Street, Newton, MA
Feasibility Study Cost Estimate - Estimate Existing House

April 21, 2017

Description	Qty	Unit	Rate	Amount	Total
Triple Glazed Windows - Addition					
New window - 2' 6" x 3' 10" (Addition)	1	ea	864.00	864	
New window - 3' 0" x 5' 6" (Addition)	2	ea	1,485.00	2,970	
Window lintel at extg window	80	lf	16.00	1,280	
Trim to exterior window	406	lf	9.00	3,654	25,527
Exterior Doors					
Restore Existing Doors - Existing House					
Existing SL door - 2' 8" x 7' 0"	1	ea	875.00	875	
Existing DL door - 4' 8" x 7' 7"	1	ea	1,250.00	1,250	
New Doors - Addition					
New SL door & transom above - 3' 6" x 8' 0" (Addition)	1	ea	1,985.00	1,985	4,110
General Items					
Staging/Scaffolding	1,770	sf	3.00	5,310	
Flashing	406	lf	9.00	3,654	
Sealant	406	lf	2.25	914	
Wood Blocking	406	lf	2.85	1,157	
Expansion, control & isolation joints				Not Required	11,035
Exterior Enclosure	Total			70,737	70,737
Roofing					
Roofing Systems					
Allowance - Repair/replace extg roof	963	sf	5.00	4,815	
Closed cell foam insulation to extg roof	963	sf	3.85	3,708	
New roof (Addition) including framing, etc	203	sf	16.65	3,380	
New roof (Porch) including framing, etc	67	sf	16.65	1,116	
Trim to eaves	60	lf	25.00	1,500	
Column at porch	4	ea	450.00	1,800	16,318
General Items					
Roof accessories, allow					
Roof Hatch System				Not Required	
Metal access ladder	1	ea	600.00	600	
Fall protection equipment				Not Required	
Miscellaneous flashings	56	lf	9.00	504	
Sealant	56	lf	2.25	126	
Blocking	168	lf	2.85	479	1,709
Roofing	Total			18,027	18,027
Interior Construction					
Partitions					
Interior Partitions	1,800	sf	8.50	15,300	
Sealant to partitions	800	lf	1.25	1,000	
Blocking	400	lf	2.65	1,060	17,360
Interior Doors					
Interior Frame & Doors					
SL wood door, frame, hardware & paint	11	ea	1,094.00	12,034	
DL wood closet doors, frame, hardware & paint	3	ea	1,329.00	3,987	
Allow for					
Access doors	1	ls	1,000.00	1,000	
Wood blocking	247	lf	2.65	655	
Sealant	494	lf	1.25	618	18,293

236 Auburn Street, Newton, MA
 Feasibility Study Cost Estimate - Estimate Existing House

April 21, 2017

Description	Qty	Unit	Rate	Amount	Total
Fittings					
Bathroom Accessories					
Single toilet	1	ea	350.00	350	
Single toilet/bathtub	1	ea	550.00	550	
Lockers				Not Required	
Fire Extinguisher Cabinets:-					
Fire extinguisher & cabinet, recessed type	1	ea	350.00	350	
Allow for mounting brackets, etc	1	ea	125.00	125	1,375
Sealant and Blocking					
Sealant at sanitary appliances & counters	22	lf	2.25	50	50
<u>Interior Construction</u>	<u>Total</u>			37,078	37,078
<u>Stairs</u>					
Exterior Stairs Construction					
Wood Stairs and Landing					
Exterior stair - 3' 6" wide x 3# riser	1	ea	1,815.00	1,815	
Exterior stair - 4' 4" wide x 3# riser	1	ea	1,889.70	1,890	
Front Stair - 9' 2" wide x 3# riser	1	ea	2,325.30	2,325	
Landing to stair	31	sf	15.00	465	
Railing					
Guardrail to landing	11	lf	85.00	935	
Guardrail to stairs	6	lf	90.00	540	
Handrail to stairs	2	lf	30.00	60	8,030
Interior Stairs					
Stair & railing from 1st Floor to 2nd Floor	1	fir	4,675.00	4,675	
Stair & railing from Basement to 1st Floor	1	fir	3,464.00	3,464	8,139
<u>Stairs</u>	<u>Total</u>			16,169	16,169
<u>Interior Finishes</u>					
Floor Finish System					
Allow to 1st/2nd Floors	1,767	sf	7.75	13,694	
Allow to Basement	802	sf	1.00	802	14,496
Base Finish System					
Wall base	688	lf	4.50	3,096	3,096
Walls Finish System					
Allow to 1st/2nd Floors	6,192	sf	2.00	12,384	12,384
Ceilings Finish System					
Allow to 1st/2nd Floors	1,767	sf	4.00	7,068	7,068
<u>Interior Finishes</u>	<u>Total</u>			37,044	37,044

Description	Qty	Unit	Rate	Amount	Total
<u>Conveying Systems</u>					
No Work in this Element					
<u>Conveying Systems</u>					
				0	0
<u>Plumbing</u>					
Sanitary Fixtures, Etc.					
Plumbing Fixtures					
Water closet (Renovation)	2	ea	1,650.00	3,300	
Lavatory (Renovation)	2	ea	1,600.00	3,200	
Bathtub/Shower (Renovation)	1	ea	2,250.00	2,250	
Water closet (Addition)	1	ea	1,650.00	1,650	
Lavatory (Addition)	1	ea	1,600.00	1,600	
Hook-up for laundry (Addition)	1	ea	950.00	950	
Hook-up for dishwasher (Addition)	1	ea	325.00	325	
Plumbing Equipment					
Allowance - Water heater	1	ea	1,000.00	1,000	
Allowance - Pressure reducing valve	1	ea	100.00	100	14,375
Plumbing Fixture Piping					
Plumbing Fixture Piping				Included w/Fixtures	
Underground Piping					
Allowance - Underground Piping	1,767	sf	1.50	2,651	2,651
Natural Gas System					
Allowance - Natural Gas System	1,767	sf	0.75	1,325	1,325
Storm Water System					
Rainwater systems				Not Required	
General Items					
Access panels	1	ls	350.00	350	
Seismic bracing to pipework	1	ls	140.26	140	
Permit fees	1	ls	18.84	19	
Allow for Commissioning by Sub-Contractor	1	ls	94.30	94	
Owner Training, allow				Not Required	
Test & balance	1	ls	379.08	379	982
Sub Bid					
				19,333	19,333
Builders work in connection with Plumbing @ 2%	1	ls	386.66	387	
General Contractor's overhead and profit				GC's Fee Carried in Summary	387
<u>Plumbing</u>					
				19,720	19,720

Heating, Ventilating and Air Conditioning (HVAC)**Equipment**

Heating system - Baseboard hydronic, gas fueled	1,767	sf	7.50	13,253	
Exhaust at Bathroom including ductwork, etc	2	ea	640.00	1,280	
Air conditioning unit & condensor and boiler	1	ls	12,250.00	12,250	26,783

Pipework

Piping System	1,767	sf	3.00	5,301	5,301
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236 Auburn Street, Newton, MA
Feasibility Study Cost Estimate - Estimate Existing House

April 21, 2017

Description	Qty	Unit	Rate	Amount	Total
HVAC Controls					
Automatic Temperature Controls system	1	ls	1,500.00	1,500	1,500
General					
Vibration isolation	1	ls	251.88	252	
Commissioning by Sub-Contractor	1	ls	169.18	169	
Owner Training, allow				Not Required	
Test & balance	1	ls	680.09	680	1,101
Sub Bid	Total			34,685	34,685
Builders work in connection with HVAC @ 2%	1	ls	693.69	694	
General Contractor's overhead and profit				GC's Fee Carried in Summary	694
Heating, Ventilating and Air Conditioning (HVAC)	Total			35,378	35,378
Fire Protection Systems					
No Work in this Element					
Fire Protection Systems	Total			0	0
Electrical Systems					
Electrical Equipment					
Allowance - Panelboards, etc.	1,767	sf	0.70	1,237	1,237
Feeders					
Allowance - Feeders	1,767	sf	0.35	618	618
Small Power					
Allowance - Small power	1,767	sf	2.50	4,418	4,418
Electrical Power to: -					
HVAC Equipment	1	ls	1,500.00	1,500	
Plumbing Equipment	1	ea	325.00	325	1,825
Lighting					
Allowance - Lighting System	1,767	sf	4.50	7,952	
Allowance - Lighting Controls	1,767	sf	1.00	1,767	9,719
Fire Alarm					
Allowance - Fire Alarm System	1,767	sf	1.00	1,767	1,767
Low Voltage Systems (conduit & draw wire only)					
Allowance	1,767	sf	0.35	618	618
General					
Grounding, allow	1,767	sf	0.50	884	
Lightning protection	1,767	sf		Not Required	
Seismic restraint, allow	1	ls	158.14	158	
Permit fees	1	ls	21.24	21	
Allow for Commissioning by Sub-Contractor	1	ls	106.32	106	
Owner Training, allow				Not Required	
Test	1	ls	427.42	427	1,597
Sub Bid	Total			21,798	21,798

236 Auburn Street, Newton, MA
Feasibility Study Cost Estimate - Estimate Existing House

April 21, 2017

Description	Qty	Unit	Rate	Amount	Total
Builders work in connection with electrical @ 2% General Contractor's overhead and profit	1	ls	435.97	436	
				GC's Fee Carried in Summary	436
<u>Electrical Systems</u>	Total			22,234	22,234

Equipment**Commercial Grade Kitchen Equipment**

Commercial kitchen equipment Not Required

Residential Appliances

Allowance - Kitchen Appliances

Range cooker/oven	1	ea	875.00	875	
Dishwasher	1	ea	685.00	685	
Full size refrigerator	1	ea	1,450.00	1,450	
Microwave	1	ea	375.00	375	

Allowance - Laundry Appliances

Washer	1	ea	975.00	975	
Dryer	1	ea	1,145.00	1,145	5,505

Projection Screens

Projection screens, allow Not Required

Equipment

Total 5,505 5,505

Furnishings**Window Treatment**

Window Treatment

Exterior - Roller window shades					Not Required
Interior - Roller window shades					Not Required

Custom Casework

Kitchen

Plam base cabinet	20	lf	275.00	5,500	
Plam wall cabinet	20	lf	175.00	3,500	
Solid surface countertop to base cabinet	20	lf	115.00	2,300	
Backsplash	25	lf	16.00	400	11,700

Furnishings

Total 11,700 11,700

Special Construction

Move existing house to new foundations

1 ls 16,842.00 16,842 16,842

Special Construction

Total 16,842 16,842

Selective Demolition**Demolition**

Remove and Dispose - Exterior

R&D : Exterior wall finishes 2,086 sf 0.45 939

Remove and Dispose - Interior

Gut out demolition (1st/2nd Floors & Attic) 1,767 sf 4.50 7,952

Description	Qty	Unit	Rate	Amount	Total
Allow for: -					
Hazardous material abatement & removal, allow	1	ls	10,000.00	10,000	
Make safe MEP prior to commencement of work				Included w/Site	
Miscellaneous demolition/alteration					
Temporary screen and barriers					
Remove rubbish off site	1	ls	622.31	622	19,513
<u>Selective Demolition</u>	<u>Total</u>			19,513	19,513

236 Auburn Street, Newton, MA
 Feasibility Study Cost Estimate - Estimate Congregate House

April 21, 2017

Description	Qty	Unit	Rate	Amount	Total
<u>Foundations</u>					
Complete foundation system including excavation, concrete, formwork, reinforcement, damproofing, insulation, vapor barrier, etc - footprint area	2,498	sf	29.80	74,438	74,438
<u>Foundations</u>	<u>Total</u>			74,438	74,438
<u>Basement Construction</u>					
Complete foundation system including excavation, concrete, formwork, reinforcement, damproofing, insulation, vapor barrier, etc - footprint area	2,498	sf	38.83	96,987	96,987
<u>Basement Construction</u>	<u>Total</u>			96,987	96,987
<u>Superstructure</u>					
No Work in this Element					
<u>Superstructure</u>	<u>Total</u>			0	0
<u>Exterior Enclosure</u>					
Exterior Wall System					
Exterior Wall Finish System					
Cedar clapboard siding w/stain	1,831	sf	8.75	16,021	
New exterior wall concrete band	160	sf	Included w/Foundation		
Allowance - Wall trims	1	ls	1,602.13	1,602	17,623
Exterior Glazing Systems					
Double Hung Windows					Included w/Modular Bldg
Exterior Doors					
Exterior Doors					Included w/Modular Bldg
General Items					
Staging/Scaffolding	1,200	sf	3.00	3,600	
Flashing	126	lf	9.00	1,134	
Sealant	126	lf	2.25	284	
Wood Blocking				Not Required	
Expansion, control & isolation joints				Not Required	5,018
<u>Exterior Enclosure</u>	<u>Total</u>			22,641	22,641
<u>Roofing</u>					
Roofing Systems					
Sloped Roofing System					Included w/Modular Bldg
<u>Roofing</u>	<u>Total</u>			0	0
<u>Interior Construction</u>					

236 Auburn Street, Newton, MA
 Feasibility Study Cost Estimate - Estimate Congregate House

April 21, 2017

Description	Qty	Unit	Rate	Amount	Total
Interior Construction				Included w/Modular Bldg	
Insulate ceiling of Basement	2,498	sf	2.25	5,621	
Allow for work to Basement	2,498	sf	4.00	9,992	15,613
<u>Interior Construction</u>	<u>Total</u>			15,613	15,613
<u>Stairs</u>					
Stair & railing from Basement to 1st Floor	1	flr	3,464.00	3,464	3,464
<u>Stairs</u>	<u>Total</u>			3,464	3,464
<u>Interior Finishes</u>					
Interior Finishes				Included w/Modular Bldg	
Allow for work to Basement	2,498	sf	2.50	6,245	6,245
<u>Interior Finishes</u>	<u>Total</u>			6,245	6,245
<u>Conveying Systems</u>					
No Work in this Element					
<u>Conveying Systems</u>	<u>Total</u>			0	0
<u>Plumbing</u>					
Plumbing				Included w/Modular Bldg	
<u>Plumbing</u>	<u>Total</u>			0	0
<u>Heating, Ventilating and Air Conditioning (HVAC)</u>					
Heating, Ventilating and Air Conditioning (HVAC)				Included w/Modular Bldg	
Air conditioning unit & condensor and boiler	1	ls	15,925.00	15,925	
Allow for work to Basement	2,498	sf	3.00	7,494	23,419
<u>Heating, Ventilating and Air Conditioning (HVAC)</u>	<u>Total</u>			23,419	23,419
<u>Fire Protection Systems</u>					
No Work in this Element					
<u>Fire Protection Systems</u>	<u>Total</u>			0	0
<u>Electrical Systems</u>					

Description	Qty	Unit	Rate	Amount	Total
Electrical Systems			Included w/Modular Bldg		
Allow for work to Basement	2,498	sf	9.00	22,482	22,482
<u>Electrical Systems</u>	<u>Total</u>			22,482	22,482

Equipment

Equipment			Included w/Modular Bldg		
<u>Equipment</u>	<u>Total</u>			0	0

Furnishings

Furnishings			Included w/Modular Bldg		
<u>Furnishings</u>	<u>Total</u>			0	0

Special Construction

Modular Buildings					
Single story, modular construction	1	ls	258,000.00	258,000	
Connect modular units, allow	1	ls	16,500.00	16,500	274,500
<u>Special Construction</u>	<u>Total</u>			274,500	274,500

Selective Demolition

No Work in this Element					
<u>Selective Demolition</u>	<u>Total</u>			0	0

236 Auburn Street, Newton, MA
 Feasibility Study Cost Estimate - Estimate Two Family House

April 21, 2017

Description	Qty	Unit	Rate	Amount	Total
<u>Foundations</u>					
Complete foundation system including excavation, concrete, formwork, reinforcement, damproofing, insulation, vapor barrier, etc - footprint area	1,142	sf	36.50	41,678	41,678
<u>Foundations</u>	<u>Total</u>			41,678	41,678
<u>Basement Construction</u>					
Complete foundation system including excavation, concrete, formwork, reinforcement, damproofing, insulation, vapor barrier, etc - footprint area	1,142	sf	49.83	56,904	56,904
<u>Basement Construction</u>	<u>Total</u>			56,904	56,904
<u>Superstructure</u>					
No Work in this Element					
<u>Superstructure</u>	<u>Total</u>			0	0
<u>Exterior Enclosure</u>					
Exterior Wall System					
Exterior Wall Finish System					
Cedar clapboard siding w/stain	2,545	sf	8.75	22,269	
New exterior wall concrete band	302	sf	Included w/Foundation		
Allowance - Wall trims	1	ls	2,226.88	2,227	24,496
Exterior Glazing Systems					
Double Hung Windows					Included w/Modular Bldg
Exterior Doors					
Exterior Doors					Included w/Modular Bldg
General Items					
Staging/Scaffolding	2,265	sf	3.00	6,795	
Flashing	140	lf	9.00	1,260	
Sealant	140	lf	2.25	315	
Wood Blocking				Not Required	
Expansion, control & isolation joints				Not Required	8,370
<u>Exterior Enclosure</u>	<u>Total</u>			32,866	32,866
<u>Roofing</u>					
Roofing Systems					
Sloped Roofing System					Included w/Modular Bldg
<u>Roofing</u>	<u>Total</u>			0	0
<u>Interior Construction</u>					

236 Auburn Street, Newton, MA
 Feasibility Study Cost Estimate - Estimate Two Family House

April 21, 2017

Description	Qty	Unit	Rate	Amount	Total
Interior Construction				Included w/Modular Bldg	
Insulate ceiling of Basement	1,142	sf	2.25	2,570	
Allow for work to Basement	1,142	sf	4.00	4,568	7,138
<u>Interior Construction</u>	<u>Total</u>			7,138	7,138
 <u>Stairs</u>					
Exterior Stairs Construction					
Wood Stairs and Landing					
Exterior stair - 3' 4" wide x 3# riser	2	ea	1,799.70	3,599	
Exterior stair - 3' 6" wide x 4# riser	2	ea	1,920.00	3,840	
Landing to stair	55	sf	15.00	825	
Railing					
Guardrail to landing	28	lf	85.00	2,380	
Guardrail to stairs	14	lf	90.00	1,260	
Handrail to stairs	4	lf	30.00	120	12,024
Interior Stairs Construction					
Stair & railing from Basement to 1st Floor	1	flr	3,464.00	3,464	3,464
<u>Stairs</u>	<u>Total</u>			15,488	15,488
 <u>Interior Finishes</u>					
Interior Finishes				Included w/Modular Bldg	
Allow for work to Basement	1,142	sf	2.50	2,855	2,855
<u>Interior Finishes</u>	<u>Total</u>			2,855	2,855
 <u>Conveying Systems</u>					
No Work in this Element					
<u>Conveying Systems</u>	<u>Total</u>			0	0
 <u>Plumbing</u>					
Sanitary Fixtures, Etc.					
Included w/Modular Bldg					
<u>Plumbing</u>	<u>Total</u>			0	0
 <u>Heating, Ventilating and Air Conditioning (HVAC)</u>					
Heating, Ventilating and Air Conditioning (HVAC)					
Boiler	2	ea	3,375.00	6,750	
Allow for work to Basement	1,142	sf	4.00	4,568	11,318
<u>Heating, Ventilating and Air Conditioning (HVAC)</u>	<u>Total</u>			11,318	11,318

Description	Qty	Unit	Rate	Amount	Total
<u>Fire Protection Systems</u>					
No Work in this Element					
<u>Fire Protection Systems</u>	<u>Total</u>			0	0
<u>Electrical Systems</u>					
Electrical Systems Allow for work to Basement	1,142	sf	Included w/Modular Bldg 10.00	11,420	11,420
<u>Electrical Systems</u>	<u>Total</u>			11,420	11,420
<u>Equipment</u>					
Equipment	Included w/Modular Bldg				
<u>Equipment</u>	<u>Total</u>			0	0
<u>Furnishings</u>					
Furnishings	Included w/Modular Bldg				
<u>Furnishings</u>	<u>Total</u>			0	0
<u>Special Construction</u>					
Modular construction					
Two story, modular construction	1	ls	203,000.00	203,000	
Connect modular buildings	1	ls	14,500.00	14,500	217,500
<u>Special Construction</u>	<u>Total</u>			217,500	217,500
<u>Selective Demolition</u>					
No Work in this Element					
<u>Selective Demolition</u>	<u>Total</u>			0	0

Description	Qty	Unit	Rate	Amount	Total	
<u>G10 Site Preparation</u>						
Demolition						
Building Demolition						
R&D : Addition building to Existing House, 2 storys	820	sf	16.00	13,120		
Demolish bay window addition to existing house	1	ls	1,650.00	1,650		
Demolish and remove existing concrete slab	1,622	sf	7.50	12,165		
Demolish and remove existing foundation walls	199	lf	28.00	5,572		
Loading & removing off site including dump fees	1	ls	4,876.05	4,876		
Terminating & capping extg utilities	1	ls	2,250.00	2,250		
Hazardous material abatement & removal, allow	1	ls	6,500.00	6,500		
General site clearing/misc. demolition to remaining areas	18,108	sf	0.30	5,432		
Allow for						
Miscellaneous demolition	1	ls	1,500.00	1,500		
Remove rubbish off site	1	ls	500.00	500	53,565	
Temporary work						
Allowance - Inlet protection	5	ea	250.00	1,250		
Allowance - Silt fencing	586	lf	6.00	3,516		
Allowance - Stabilized construction entrances	1	ea	1,500.00	1,500		
Allowance - Dust Control	1	ls	394.60	395		
Allowance - Construction fence w/gates	586	lf	6.00	3,516		
Allowance - Temporary service to existing/disturbed site utilities				Not Required	10,177	
Earth Stripping and Stockpiling						
Strip topsoil & store on site	335	cy	6.00	2,010		
Cut & Fill at Paving and planting/lawn areas	283	cy	8.50	2,406		
Fill areas of site with excavated material to achieve new grade levels	142	cy	6.25	888		
Remove surplus excavated material off site	476	cy	12.00	5,712		
EO for excavating rock	14	cy	45.00	630		
Import fill to achieve proposed grade levels				Not Required		
Grade over entire site to achieve final levels	19,730	sf	0.15	2,960		
Proof Roll/Compact Building Slab-On-Grade area	4,442	sf	0.25	1,111		
Buildings excavation				Included w/Buildings		
Water removal during excavation works	1	ls	314.30	314	16,029	
Excavate and Part Backfill						
Trenching and backfill for utility removal				Not Required		
Trenching and backfill for utility installation						
Trench for - Water Pipe (Underground) - From Auburn Street to Buildings	240	lf	11.92	2,860		
Trench for - Gas Pipe (Underground) - From Auburn Street to Buildings	240	lf	11.92	2,860		
Trench for - Sanitary Pipe (Underground) - From Auburn Street to Buildings	240	lf	12.83	3,080		
Trench for - Surface drainage system (Under paving)					8,800	
<u>G10 Site Preparation</u>				<u>Total</u>	88,571	88,571
<u>G20 Site Improvements</u>						
Asphalt Paving						
Bituminous driveway & parking	4,405	sf	4.25	18,721		
Patch roads after utility installations	1	ls	3,200.00	3,200		
Connect new bituminous driveway to extg	32	lf	6.00	192		
Allowance - Traffic Markings	1	ls	250.00	250	22,363	
Concrete Paving						
Concrete sidewalk	683	sf	8.00	5,464		
Concrete sidewalk at street side	592	sf	8.00	4,736		
Concrete patio at back of Congregate House	797	sf	9.00	7,173		
Concrete ramp	273	sf	11.00	3,003		
Stairs & landing	174	sf		Included w/Buildings		
Connect new side walk to extg at street side	14	lf	10.00	140		

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 Feasibility Study Cost Estimate - Estimate Sitework

April 21, 2017

Description	Qty	Unit	Rate	Amount	Total
Concrete curb	102	lf	17.00	1,734	22,250
Site Improvement					
Stockade wood fence at the perimeter of parking	279	lf	35.00	9,765	
EO - Gate	3	ea	500.00	1,500	
Exterior Signage					
Directional traffic signs, allow	1	ea	350.00	350	
HP parking signs, allow	1	ea	350.00	350	11,965
Landscaping					
Allowance - Landscaping (including following items) & Planting	8,364	sf	1.75	14,637	
3-4 inch caliper trees throughout site				Included	
Foundation planting around entry/side porches and ramps				Included	
Pruning of existing perimeter mature oak and maple trees				Included	
Seeded lawns				Included	14,637
G20 Site Improvements	Total			71,215	71,215

G30 Site Civil/Mechanical Utilities**Water Service and Fire Protection**

Water Pipe (Underground) - From Auburn Street to Existing House (1861)	40	lf	30.00	1,200	
Two Family House (2# Services)	40	lf	30.00	1,200	
Congregate House	160	lf	30.00	4,800	
Allowance - Fire Service					
Fire Service to Hydrant	120	lf	75.00	9,000	
Hydrant	1	ea	2,250.00	2,250	18,450

Gas Service

Gas Pipe (Underground) - From Auburn Street to Existing House (1861)	40	lf		Trenching Only	
Two Family House (2# Services)	40	lf		Trenching Only	
Congregate House	160	lf		Trenching Only	

Sanitary Sewer

Sanitary Pipe (Underground) - From Auburn Street to Existing House (1861)	40	lf	22.00	880	
Two Family House (2# Services)	40	lf	22.00	880	
Congregate House	160	lf	22.00	3,520	
Sewer Manhole	1	ea	4,500.00	4,500	9,780

Stormwater Management

Surface drainage system (Under paving)	6,332	sf	3.48	22,035	22,035
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General Items

Trenching and backfill to utility lines				Included w/Earthwork	
Police detail for utility connections	20	hour	80.00	1,600	1,600

G30 Site Civil/Mechanical Utilities

Total				51,865	51,865
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G40 Site Electrical Utilities**Electrical Service**

Equipment					
Utility transformer				By Utility Company	
Electrical Service (Conduit & trench only) to					
Existing House (1861)	40	lf	42.00	1,680	
Two Family House (2# Services)	40	lf	42.00	1,680	

Description	Qty	Unit	Rate	Amount	Total
Congregate House	160	lf	42.00	6,720	10,080
Site Lighting					
Allowance - Site pole lights	5	ea	2,933.80	14,669	14,669
Site Security				Not Required	
Site Telecommunication					
Tel/Data/Cable Service (Conduit & trench only) to Existing House (1861)	40	lf	30.00	1,200	
Two Family House (2# Services)	40	lf	30.00	1,200	
Congregate House	160	lf	30.00	4,800	7,200
<u>G40 Site Electrical Utilities</u>			<u>Total</u>	31,949	31,949
<u>G90 Other Site Construction</u>					
No Work in this Element					
<u>G90 Other Site Construction</u>			<u>Total</u>	0	0

Gross Floor Areas

Locations	Gross Floor Areas (sf)	Perimeter
<u>Existing House</u>		
Basement	802	118
First Floor Renovation	802	118
Second Floor Renovation	802	118
First Floor Addition	163	52
Total Existing House	2,569	
<u>Congregate House</u>		
Basement	2,498	
First Floor	2,498	240
Total Congregate House	4,996	
<u>Two Family House</u>		
Basement	1,142	
First Floor	1,142	151
Second Floor	1,142	151
Total Two Family House	3,426	
Total Project Area	10,991	

COOPERSTOWN environmental

PHASE I ENVIRONMENTAL SITE ASSESSMENT

236 Auburn Street
Newton, MA 02466

Prepared for:

Citizens for Affordable Housing in Newton Development Organization, Inc.

(CAN-DO)

79-B Chapel Street
Newton, MA 02458

Prepared by:

Cooperstown Environmental LLC
Andover, Massachusetts

Conclusions only included in packet
forwarded to City Council. Full report
available on CPC project webpage.

April 2017

PRIVILEGED AND CONFIDENTIAL

Environmental Site Assessment Report
236 Auburn Street, Newton, MA

19
April 2017

8.0 CONCLUSIONS AND RECOMMENDATIONS

Cooperstown has performed this ESA in conformance with the scope and limitations of the ASTM International "Standard Practice for Phase I Environmental Site Assessment" (E-1527-13), as outlined in the proposal submitted to CAN-DO, dated April 7, 2017. The purpose of the Phase I ESA was to identify "recognized environmental conditions" (RECs) in connection with the Subject Property. The Phase I ESA included a review of regulatory and historical records, site reconnaissance, and interviews with persons having knowledge of the property.

The site reconnaissance, owner interview, and review of regulatory and historical records show a history of the Subject Property back to approximately 1861. Historical aerial photos, City Directories, and local sources contain a record of the past uses of the Subject Property and surrounding properties. The established timeline of the historical record indicates there are no significant data gaps in meeting the standard for Phase I investigations (E-1527-13).

We have performed a Phase I Environmental Site Assessment in conformance with the scope and limitations of ASTM Practice E 1527 of 236 Auburn Street in Newton, Massachusetts (the site or Subject Property). Any exceptions to, or deletions from, this practice are described in Section 9.0 of this report. This assessment has revealed no evidence of recognized environmental conditions (RECs) in connection with the Subject Property.

There was one de-minimus condition associated with household solid waste surrounding the dumpster at the property. Additionally there is a history of lead based paint detected in the interior of the property building. Considering this history, there is the possibility that lead based paint was used on the exterior of the property building which has the potential to leach into site soils. This condition is exempt from reporting to Mass DEP and therefore is not a REC. However, it does affect re-use options for site soil if off-site disposal of soils was required as part of re-development in order to comply with similar soils provisions.

Performed by: Daniel R. Gaulin, subcontractor to FinePoint Associates
May 9, 2017

- WestMetro HOME Consortium \$500,000 subsidy
- 3 HOME units – 1 low HOME 2-BR units and 2 low HOME 3-BR units

I reviewed the proforma and supporting documentation submitted as part of the full proposal from CAN-DO and Metro West Collaborative Development (CAN-DO) to the Community Preservation Committee dated April 28, 2017. This analysis follows the underwriting guidelines of the United States Department of Housing and Urban Development and the WestMetro HOME Consortium.

Project Description

CAN-DO purchased 236 Auburn Street, a historic house containing three units located on 18,760 sf lot in a Multi-family 1 zoning district. It is proposing to rehabilitate the house into a 3-BR rental unit and build two new structures: a duplex containing one 2-BR and one 3-BR unit and a 5-BR group home for individuals with medically intensive disabilities. The project is seeking Facilities Consolidation Funding from the state and HOME, CDBG and Community Preservation funding from the City of Newton.

The proposed HOME amount is within the subsidy limits.

There will be a total of 3 fixed HOME units (the 2-BR and 3-BR units) which the developer has proposed to designate as low HOME units.

The proposed group home will be developed by CAN-DO and sold to The Price Center, a large non-profit that specializes in providing housing and support services for disabled residents.

Market Risk Analyses

There is negligible market risk. The proposed rent for the 2-BR is \$953/month and the 3-BRs are \$1,084/month. These rents are a third of the market rents in Newton.

The proposed group home has a letter of support from the Massachusetts Department of Developmental Services (DDS) which is willing to provide residents to the development as well as a contract for residential services and support. DDS reports it has potential residents identified for the proposed group home.

Developer Risk Analyses

The project has a complicated development plan that involves three development entities: CAN-DO, Metro West Collaborative Development and The Price Center. The success of the project depends on the ability of each entity to execute its part of the development.

CAN-DO, founded in 1994, has focused on increasing the supply of affordable rental housing in Newton. Metro West Collaborative Development, founded in 1991 as Watertown Community Housing, initially focused on the development and preservation of ownership and rental affordable housing in Watertown, but it has recently taken on development and consulting projects in nearby towns (Belmont, Lexington and Weston) as well somewhat further away (Norwell and Medway). CAN-DO owns and operates 39 scattered-site units in Newton. Metro West owns and operates 44 units in two developments in Watertown, and it has two projects in development outside of Watertown that are projected to add 66 units to their portfolio.

Two years ago, the Board of Directors of CAN-DO began to plan for the retirement of Josephine McNeil, its founding Executive Director. The Board decided to retain CAN-DO as an organization but to merge the Board with Metro West and enter into a contract for services for Metro West to operate CAN-DO's rental portfolio and provide development services for 236 Auburn Street.

Ms. McNeil of CAN-DO has lent her expertise to the acquisition of the property and in community outreach to neighbors and City Councilors. She is currently CAN-DO's Executive Director Emeritus. She will be retiring in July and Metro West, which has been working along with CAN-DO from the beginning of the project, will have primary responsibility for the remainder of the development.

CAN-DO now shares an Executive Director with Metro West: Jennifer Van Campen. Ms. Van Campen led Metro West's developments at St. Joseph Hall and Belmont Street which had larger, more complicated, financing than Auburn Street. Metro West also employs Linda Moody, a part-time project manager who is a licensed architect and continues to operate her own architectural firm. The development team is further strengthened by the addition of Daniel J Violi, a consultant in affordable housing financing who has experience in all types of affordable housing, including group homes.

The Price Center is a Newton-based nonprofit provider of services for individuals with intellectual and developmental disabilities and their families, including group homes for the individuals with disabilities. Established in 1977, it has grown into an organization with annual revenue of over \$7,000,000 and currently operates four group homes. Its role in the process is to help obtain \$659,995 in state financing for the group home and to purchase the completed the group home from CAN-DO for \$450,000. The Price Center has a strong track record with the state and it has a strong balance sheet and strong letter of interest from Village Bank to provide mortgage financing for the purchase price. Prior to closing on the HOME/CDBG/CPA funds, Newton should require that The Price Center provide a firm commitment for financing and evidence of sufficient cash to complete the purchase of the group home.

The architect for this project is Terrence Heinlein. Mr. Heinlein specializes in residential construction and has extensive experience with historic preservation and modular construction.

The contractor will be chosen in an open bidding process, managed by the City of Newton Purchasing Dept.

This development team has completed projects of larger size and complexity. Newton should review the final plans and specifications and review the qualifications of the contractor selected in the bid process.

Project Risk Analyses

The project as proposed is not allowed under current zoning. It will need to obtain a comprehensive permit from the City of Newton. There is a chance that the project will not obtain a permit. To mitigate against this risk, the City of Newton should condition its HOME funds on the receipt of a comprehensive permit for the project as proposed.

Sources and Uses

The total development cost is projected to be \$3,555,595 (\$444,449/unit). The project sources are also projected to be \$3,555,595.

CAN-DO purchased the property for \$900,000 on December 29, 2016. The acquisition lender, Village Bank, commissioned an appraisal performed by William J. Lanciloti by Village Bank which indicates an as-is Market Value of \$950,000 as of September 29, 2016. The appraisal assumed that

the building which is currently vacant but was last used as a three-family house could be demolished and replaced with an attached two-family structure. The appraisal considered five comparable sales – four two-family houses and one two-family lot. All sales were within Newton with appropriate adjustments for location, size of the lots and inflation of .5% per month. The adjusted values ranged from \$942,000 to \$975,000, which provides strong support for the value of \$950,000.

The hard costs excluding contingency are projected at \$1,864,275 or \$169.25/sf. The contingency is 8.3% which is a blended rate of 10% for the new group home, 15% for the historic rehabilitation and 5% for the new modular duplex. The estimated hard cost in the proforma is \$105,121 (5%) lower than the cost estimate prepared by D G Jones International.

The soft costs are projected at \$326,594 or 9.2% of the total development costs. This project has higher than permitting and carrying costs since it requires a comprehensive permit and its architectural fees reflect that there are three distinct projects: a historic rehabilitation, a new group home and a modular duplex. The projected soft costs are reasonable for the size and complexity of the project.

The gross developer fee and overhead and consultant fee is projected at \$331,872 or 9.3% of all other project costs. This fee is below the maximum fee allowed under DHCD's Tax Credit Qualified Allocation Plan (\$391,308). It is a reasonable fee for the amount of work it takes to put together a transaction of this size and complexity.

There are 6 sources of funds involved in the project:

1. WestMetro HOME:	\$ 500,000
2. Newton CDBG :	\$1,000,000
3. Newton CPA - Historic:	\$ 472,800
4. Newton CPA - Housing:	\$ 472,800
5. Mass Facilities Consolidation Fund	\$ 659,995
6. The Price Center	\$ 450,000

Income and Expenses

All income and expenses are noted on the 1-Stop application Version 3.

The projections for income and expense inflation are reasonable: 2% for affordable rents and laundry income, 3% for all expenses. The vacancy rate assumption for residential units is a reasonable 5%.

The maintenance and operating budget of the three family units is projected at \$30,408 or \$10,040/unit/year. This is based on the actual costs in CAN-DO's portfolio and includes \$500/unit for supportive services and an estimate of \$1,500/unit for property taxes. The Consortium may want to confirm with the City Assessor that the value of the property as restricted by the HOME/ CDBG/ CPA funds is in line with a tax bill of \$4,500/year. At Newton's current tax rate of \$11.12 per thousand, the development team is estimating an assessed value of \$404,675 for the three family units.

Metro West intends to manage the property and the rest of the CAN-DO portfolio utilizing a maintenance service available 24 hours a day and its office staff to collect rent and pay bills. Metro West will re-evaluate this approach after a trial run of 6-12 months and determine whether to continue or seek a property management company to handle all of the management tasks. Since all of CAN-DO's current properties for which Metro West will be responsible have some amount of financing from the City of Newton, the Consortium should monitor Metro West's management performance prior to final commitment.

Cash Flow - Return on Equity

Since there is no debt service on the three family units, a debt service coverage ratio cannot be calculated. We can note that the projected initial cash flow is \$5,331 per year represents a cushion of 17.5% above all other expenses.

The proforma does not explicitly identify developer equity; however, two sources totaling \$109,436 can be imputed from the proposal. The appraised value of the property is \$50,000 higher than carried on the proforma and the developer is taking a \$59,436 lower fee than would be allowed under the Massachusetts Tax Credit Allocation Plan, a widely used underwriting benchmark in the state. The projected cash flow results in a modest 4.9% return on imputed equity.

HOME Rental Projects – Underwriting and Risk Assessment Checklist

Source: Franke Consulting Group

	Risk Category – Risk Factor	Acceptable Risk	Reducible Risk	Unacceptable
1	Market Risk			
	<u>Market Trends</u> – General market trends (vacancy levels, prices) support the development of the additional units at the proposed pricing	✓		
	<u>Neighborhood market</u> – The immediate project area market conditions are positive and support development of the units at the proposed pricing	✓		
	<u>Community conditions</u> – The physical and social conditions in the immediate environment surrounding the proposed project are suitable for the target audience	✓		
	<u>Target population pool</u> – A sufficient pool of target households exists in the primary geographic market area to support the project; or sufficient primary data (waiting lists or client lists) is presented to support timely occupancy of the development upon completion	✓		
	<u>Affordability</u> – The prices are affordable to a reasonable range of income levels (range = minimum income required to afford: maximum eligibility income)	✓		
	<u>Needs</u> – The project design (unit types, sizes, amenities, services) reflects the apparent needs & desires of the target population	✓		
	<u>Competition</u> – The project’s price, location, condition and amenities are reasonably attractive in comparison to other housing choices available to low-income area HHs	✓		

HOME Rental Projects – Underwriting and Risk Assessment Checklist

Source: Franke Consulting Group

	Risk Category – Risk Factor	Acceptable Risk	Reducible Risk	Unacceptable
	Other market risk factors: <i>None</i>	✓		
2	Borrower Risk			
	<u>Compatibility</u> – The project is compatible with the mission and strategic focus of the applicant	✓		
	<u>Board capacity</u> – The board (if a nonprofit) is stable and has the skills and experience to oversee development	<i>Merger of two boards results in stronger oversight</i>		
	<u>Staff development capacity</u> – The applicant's staff & development team have the required skills to undertake & complete the project		✓ <i>Developer has reduced risk by hiring a consultant</i>	
	<u>Past performance</u> – The applicant has performed adequately on previous projects of a similar nature	✓		
	<u>Backlog/current project</u> – The current workload will not affect the ability of the applicant to complete this project	✓		
	<u>Equity/pre-dev funds availability</u> – The applicant has the cash needed for its equity contributions, pre-development advances & organizational overhead to support the project during planning and implementation (5 – 10% of TDC)	<i>Developer obtained acquisition and pre-development financing from Village Bank</i>		
	<u>Liquidity/financial ability to absorb overruns/delays</u> – The applicant has sufficient financial strength to absorb reasonable project delays and cost overruns (check current ratio and liquidity of current assets)		✓ <i>Budget contains adequate hard and soft contingency</i>	
	<u>Opportunity costs</u> – The applicant will not be prevented from accomplishing its other key activities as a result of undertaking this development	<i>Proposed project is at the heart of developer's mission</i>		

HOME Rental Projects – Underwriting and Risk Assessment Checklist

Source: Franke Consulting Group

	Risk Category – Risk Factor	Acceptable Risk	Reducible Risk	Unacceptable
	project			
	<u>Contingent/portfolio liabilities</u> – The financial obligations of the organization with respect to its portfolio or other programs present no significant risks to the proposed project	✓		
	<u>Ongoing management capacity</u> – The applicant (or its identified management agent) has the capacity to manage the ongoing real estate, and to provide services as proposed		✓ <i>Review Metro West's management performance over the next 6 months.</i>	
	Other Borrower risk factors:		<i>It will be managing the CAW-DO portfolio.</i>	
3	Project Risk			
	Development budget cost reasonableness:			
	<u>Acquisition cost</u> – The acquisition cost is supported by appraisal or other evidence of market value, and is reasonable given site remediation, infrastructure and prep costs	✓		
	<u>Hard costs</u> – Construction/rehab costs: <ul style="list-style-type: none"> ▪ The design incorporates “green principles” for energy-efficiency; ▪ The scope will ensure property standards compliance & economic useful life for at least the compliance period; ▪ Costs are reasonably related to scope; ▪ Costs are final or based on detailed specifications to be considered reliable; and ▪ There is a reasonable contingency provision for construction costs 	✓		

HOME Rental Projects – Underwriting and Risk Assessment Checklist
 Source: Franke Consulting Group

Risk Category – Risk Factor	Acceptable Risk	Reducible Risk	Unacceptable
<p><u>Soft costs</u> – All non-construction line items are reasonable and supported, and reflect all expected project-related costs</p>	✓		
<p><u>Developer/consultant fees</u> – Total fees (including other fees collected by the developer or related parties) are reasonable compared to other projects</p>	✓		
<p><u>Reserves</u> – The project has adequate provisions for operating & replacement reserves:</p> <ul style="list-style-type: none"> ▪ Capitalization of initial operating deficit is sufficient to reflect a reasonable rent-up period ▪ Reserves are capitalized or reasonable annual contributions are in the operating budget <p><u>Operating budget cost reasonableness:</u></p> <ul style="list-style-type: none"> ▪ <u>Rental Revenue</u> – Rents comply with HOME limits and are reasonable compared to market rents; vacancy/collection loss allowance is adequate ▪ <u>Operating Expenses</u> – Total operating expenses (per unit per annum, or month) are reasonable for this type of project; all individual line items are reasonable ▪ <u>Management Expenses</u> – sufficient allowance for management costs for this type of project ▪ <u>Reserve Contributions</u> – Reasonable contributions to operating and replacement reserves (taking into account capitalized contributions to 	<p><i>\$15,000 capitalized reserves for 3 units</i></p> <p><i>Low HOME are well below market</i></p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;"><i>Confirm real estate taxes</i></p>	

HOME Rental Projects – Underwriting and Risk Assessment Checklist

Source: Franke Consulting Group

Risk Category – Risk Factor	Acceptable Risk	Reducible Risk	Unacceptable
<p>reserves – see above)</p> <ul style="list-style-type: none"> ▪ <u>Net Operating Income</u> – NOI and net available for debt service are reasonably calculated to maximum borrowing potential; debt service coverage ratio is reasonable or reflects lender requirements ▪ <u>Cash Flow</u> – Cash flow projections are reasonable and not excessive for equity invested (if any) ▪ <u>Services</u> – Adequate provision for services to reflect the target population’s needs; service revenue sources identified sufficient to cover service expenses (separate from real estate operations) 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;"><i>rents projected to cover service budget of \$1,500/yr.</i></p>		

HOME Rental Projects – Underwriting and Risk Assessment Checklist

Source: Franke Consulting Group

Risk Category – Risk Factor	Acceptable Risk	Reducible Risk	Unacceptable
<p><u>Readiness to Proceed</u> – Project plans are sufficiently advanced to ensure timely commencement of project upon award:</p> <ul style="list-style-type: none"> ▪ <u>Site Control</u> – applicant owns or controls the site ▪ <u>Status of Approvals</u> – local approvals are in place or strong support is in evidence ▪ Funds are committed ▪ Project designs are completed 	<p>✓</p>	<p>condition of obtaining permit condition on FCF + Village Bank commitments condition of completion</p>	
<p><u>Completion Risk</u> – Completion of the project on time and within budgeted resources is likely, taking into account the following risk factors:</p> <ul style="list-style-type: none"> ▪ <u>Site Acquisition</u> – The risk of not being able to complete acquisition of the site or require environmental remediation ▪ <u>Likelihood of Approvals</u> – The risk of obtaining all required approvals to develop the site ▪ <u>Adequacy of Funds</u> – The risk of losing or not being able to finalize all critical funding commitments ▪ <u>Firmness of Budget</u> – The risk that budget estimates are insufficient to cover construction scope or unfunded cost overruns ▪ <u>Realistic Schedule</u> – The risk of failing significantly behind on the proposed implementation schedule 	<p>✓ Site purchased Clean 21-E</p>	<p>condition of obtaining permit condition on FCF + Village Bank Condition on Final construction cost within budget</p>	

HOME Rental Projects – Underwriting and Risk Assessment Checklist

Source: Franke Consulting Group

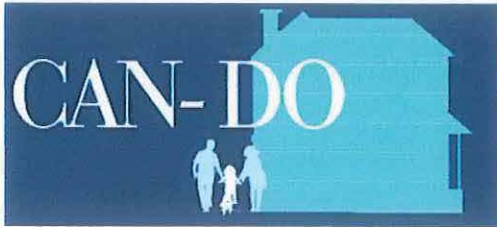
Risk Category – Risk Factor	Acceptable Risk	Reducible Risk	Unacceptable
<p>Viability Risk – The risk that the project, upon completion, will not be able to be maintained as affordable housing for at least the compliance period:</p> <ul style="list-style-type: none"> ▪ Long-term operating projections (based on reasonable year-to-year rent and expense increases) provide adequate reserve contributions and positive cash flow; ▪ Management & maintenance plans are sufficient to protect physical property long-term 	<p>✓</p> <p>✓</p>		

4 Overall Risk Rating & Project Changes

Recommended project changes and conditions for commitment based on risk factors identified:

- Review of final plans and spec
- Review of contractor once selected
- Obtaining comprehensive permit
- Review of MetroWest management capacity of CARDO's portfolio
- Firm commitment of FCF funds

- If real estate tax assumption is faulty, consider allowing High HOME rents on 1 or 2 units
- Final construction budget within projected amount
- Firm commitment of mortgage financing to The Price Center in connection with its purchase of the group home



To: Members of the Newton Planning and Development Board
From: Suneeth John, President CAN-DO and Metro West Collaborative Development
Date: March 29, 2017

On January 1, 2017 CAN-DO and Metro West Collaborative Development became affiliates. The two organizations continue to exist as independent entities, and each maintain their 501(c)3 status, but have interlocked boards of directors.

Because the organizations remain independent the ownership structure of CAN-DO properties remains unchanged. Similarly, donors and supporters of CAN-DO efforts may continue to contribute to CAN-DO knowing that their contributions remain in Newton promoting affordable housing in Newton.

CAN-DO will cease to have employees effective April 1, 2017. All executive, financial and programmatic staffing will be provided by Metro West CD under a management agreement.

Short term goals for the organizations:

- 1) With support from the West Metro HOME Consortium the Board of Directors is participating in a 4-month training process with third party consultants to collectively understand the roles and responsibilities of a non-profit that undertakes and manages real estate.
- 2) A full analysis of the existing CAN-DO portfolio including assessing any capital needs, tenancy issues, and current methods of operations. This analysis will include meeting with funders and non-profit partners.
- 3) Facilitating a project at 236 Auburn Street that can be fully supported, funded and permitted by the City of Newton.

The leadership of both organizations feel that this affiliation is in the best interest of both organizations for their long-term sustainability. We look forward to working with you in the coming months and years.

Management Contract

Between CAN-DO and Metro West Collaborative Development

The below services begin January 1, 2017 and may be altered or terminated upon 30-day notice by either party. The Transition Period for the purposes of this contract is January 1, 2017 through August 1, 2017.

Property Management

Metro West CD with assistance from Josephine McNeil through the Transition Period will provide staff on behalf of CAN-DO and shall be responsible for the day to day operations of CAN-DO rental properties. This shall include:

- Collection of rent effective 2/1/17
- Responding to tenant questions and complaints
- Conducting annual income certifications
- Coordinating inspections with funders as necessary
- Coordination with Fitzimmons Contracting for property maintenance activities within the budget established by the CAN-DO Board of Directors
- Communication with other partners, including The Second Step, Newton Wellesley Weston, and third party vendors as necessary
- Preparation of required reports from third parties such as CEDAC and DHCD

Project Management

Metro West CD shall provide staff on behalf of CAN-DO to do project management in collaboration with Josephine McNeil through the Transition Period for:

- The Auburn Street project
- The completion of Cambria Rd. and
- Pre-development efforts on new projects

Administration

Metro West CD shall provide staff on behalf of CAN-DO as are necessary to ensure CAN-DO's compliance with federal, state and local accounting guidelines, affordable housing covenants and other regulations as may be required to maintain its 501(c)3 non-profit corporate status. Functions will include: bookkeeping, accounting, Executive and Administrative, fundraising, etc. Jennifer Van Campen, Executive Director of Metro West shall, from the date of execution through April 1, 2017 shall provide services as Executive Director – Elect of CAN-DO, and from April 1, 2017 forward shall be Executive Director of CAN-DO. Josephine McNeil shall remain as Executive Director of CAN-DO through April 1, 2017, and shall thereafter through the end of the Transition Period shall be Executive Director Emeritus.

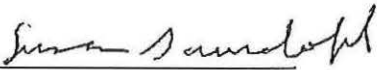
During the period between the date of execution and through April 1, 2017, the Executive Director-Elect and the Executive Director shall both have authority, individually, to represent CAN-DO in accordance with the following:

- 1) As Executive Director-Elect through April 1, 2017 Jennifer Van Campen shall be made aware of and kept apprised of administrative and executive decisions and actions that affect the budget, programs or real estate activities of CAN-DO. As Executive Director after April 1, 2017 Jennifer Van Campen shall have signing authority for all documents relating to CAN-DO as to which an Executive Director is authorized to sign. The CAN-DO Board shall confirm such authority in a duly adopted resolution.

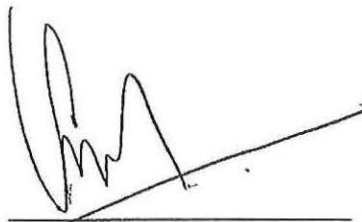
- 2) As Executive Director through April 1, 2017, Josephine McNeil shall have authority as to which an Executive Director is authorized to sign to execute all documents on behalf of CAN-DO relating to Taft Ave., Cambria Rd., the Gala, and all normal operations functions relating to CAN-DO's operations.

All services will be provided as needed and Metro West CD will be reimbursed for time and materials and an overhead charge of 20%. Metro West CD will maintain a class in QuickBooks called "CAN-DO" so that all activity is easily reported.

Accepted by:



President
CAN-DO



President
Metro West CD



Setti D. Warren
Mayor

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

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Barney S. Heath
Director

MEMORANDUM

To: Planning and Development Board
From: Nathan Robinson, Housing Planner
Date: March 31, 2017
Re: CAN-DO and Metro West Collaborative Development Affiliation

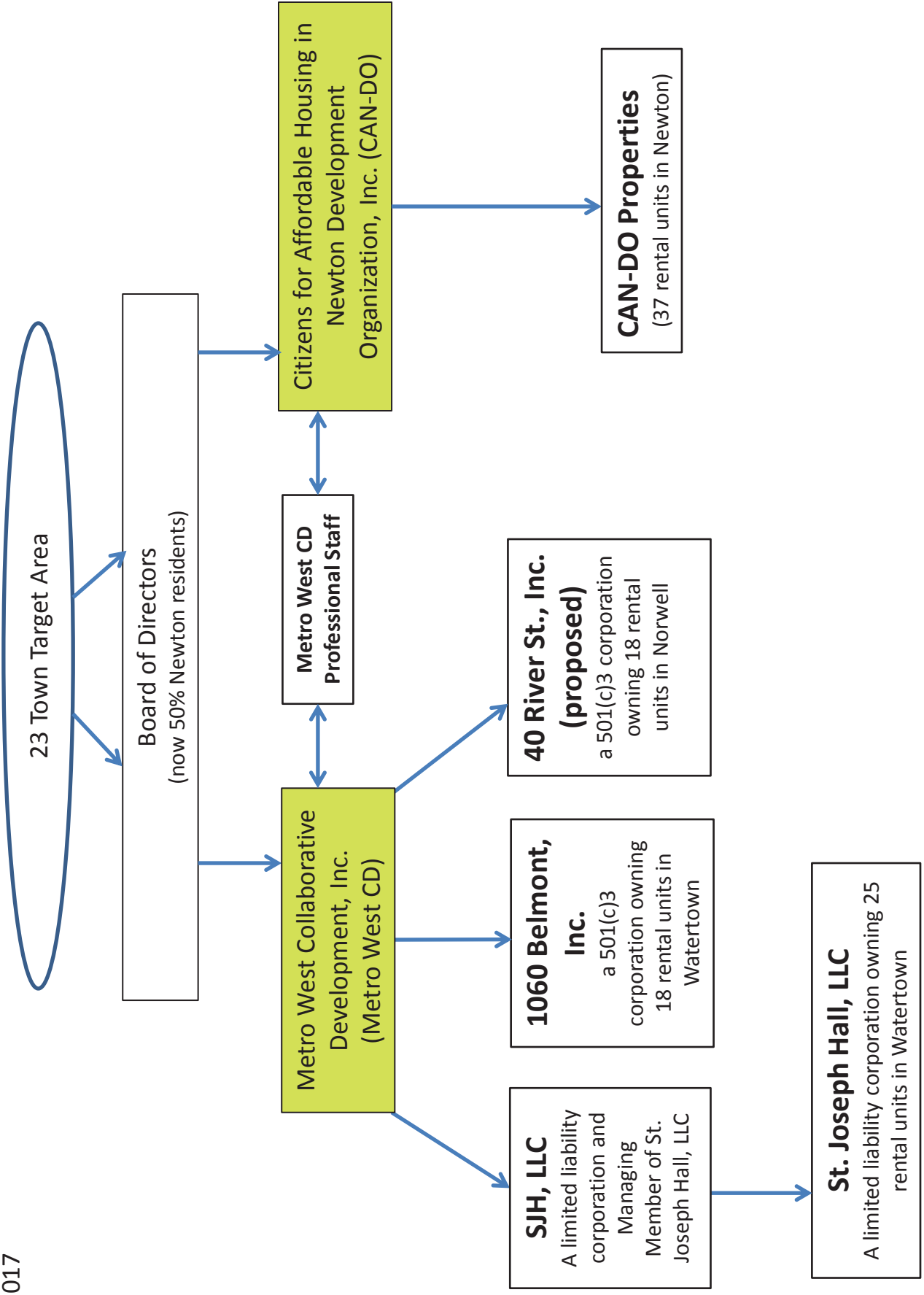
Background

Since 1994, CAN-DO (Citizens for Affordable Housing in Newton Development Organization) has operated as nonprofit, Community Housing Development Organization (CHDO), creating affordable housing opportunities for low-income families in Newton. CAN-DO is one of three CHDOs in the West Metro HOME Consortium along with Metro West Collaborative Development and South Middlesex Opportunity Council (SMOC).

In anticipation of the retirement of CAN-DO's long-time executive director, Josephine McNeil, in 2017 CAN-DO and Metro West Collaborative Development formalized an organizational affiliation that will allow CAN-DO to remain an independent nonprofit in Newton. Through the affiliation, both organizations remain separate legal entities, with their missions unchanged, but they are now directed by a single board of directors. Under the affiliation, staffing for both organizations is now provided by Metro West Collaborative Development under a management contract between the two organizations.

Suneeth John and Bart Lloyd will be discussing the affiliation with Planning Development and Board. Mr. John is now the president of the board of directors for the organizations and was the president of Metro West Collaborative Development prior to the affiliation. Mr. Lloyd is a board member for both organizations and was on the board of directors of CAN-DO prior to the affiliation.

Enclosures: Memorandum from Suneeth John, President, CAN-DO and Metro West Collaborative Development; Management Contract, CAN-DO and Metro West Collaborative Development; CAN-DO and Metro West Collaborative Development



WORKING SESSION on Proposal for 236 Auburn Street



As background, attached are the documents submitted to the Planning & Development Board for their June 5th discussion of **organizational finances and the affiliation between CAN-DO and Metro West Collaborative Development:**

- ♦ ~~draft 2016 audited statements for both organizations, not yet voted on/approved by their now joint Board of Directors~~
- ♦ schedule of real estate owned/operated
- ♦ ~~organizational chart~~, staffing and budget projections for 2017-2021

Final financial statements for 2015 and drafts for 2016 are available on the CPC's project webpage but have been omitted from packet forwarded to City Council.

Schedule of Real Estate Owned								
CAN-DO rental properties								
Property Address	Number of Units	Vacancy Rate*	Amortizing Debt Balance	Deferred Debt	Monthly Debt Service Payments	Annual Debt Service	Other Operating Costs ^	Other Operating Costs / unit
Property Address								
236 Auburn St.	8	in pre-dev.						
10-12 Cambria	2	in final phase construction		\$ 761,778				
54 Taft Ave	2			\$ 996,742				
14 Nonantum	3	20%	\$ 108,018	\$ 279,000	\$ 784	\$ 9,408	\$ 66,966	\$ 22,322
90 Christina	5	7%	\$ 289,289	\$ 361,320	\$ 2,099	\$ 25,188	\$ 107,049	\$ 21,410
228 Webster St	6	0%	\$ 216,294	\$ 877,768	\$ 1,526	\$ 18,312	\$ 101,048	\$ 16,841
18-20 Cambria	2	0%	\$ 383,125	\$ 439,360	\$ 1,545	\$ 18,540	\$ 50,205	\$ 25,103
163 Jackson	2	0%	\$ 247,291	\$ 537,500	\$ 1,749	\$ 20,988	\$ 45,895	\$ 22,948
20-22 Falmouth	2	0%	\$ 245,439	\$ 537,500	\$ 1,634	\$ 19,608	\$ 46,606	\$ 23,303
11-13 Cambria	2	5.5%	\$ 216,371	\$ 550,000	\$ 1,350	\$ 16,200	\$ 53,898	\$ 26,949
Comm Ave./Veterans	2	20%	\$ 177,267	\$ 725,000	\$ 1,911	\$ 22,932	\$ 49,751	\$ 24,876
61 Pearl St.	3	3%	\$ 201,567	\$ 1,145,000	\$ 902	\$ 10,824	\$ 80,241	\$ 26,747
54 Eddy St.	2	0%	\$ 114,236	\$ 933,822	\$ 612	\$ 7,344	\$ 56,754	\$ 28,377
other								
TOTAL	29		\$ 2,198,897	\$ 6,386,270	\$ 14,112	\$ 169,344	\$ 658,413	\$ 238,875
AVERAGE across CAN-DO portfolio		5.5%	219,890	638,627	1,411	16,934	65,841	23,887
	CAN-DO	Metro West						
rental completed prior to 2017	29	53						
nearing completion or in pipe.	12	66						
ownership units sold	15	4						
total (in) development	56	123						
Metro West CD rental properties								
St. Joseph Hall, Watertown	25	2%	\$ 1,079,079	\$ 3,047,403	\$ 5,486	\$ 65,836	\$ 311,051	\$ 12,442.04
1060 Belmont, Watertown	18	5.5%	\$ 989,288	\$ 3,067,683	\$ 5,905	\$ 70,860	\$ 199,667	\$ 11,092.61
TOTAL	43		\$ 2,068,367	\$ 6,115,086	\$ 11,391	\$ 136,696	\$ 510,718	\$ 23,535

Schedule of Real Estate Owned								
CAN-DO rental properties								
Property Address	Number of Units	Depreciation	Potential Rental Income (Annual)	Net Cash Flow BEFORE Dep.(Annual)	Annual Tax Bill	Per unit tax bill	Operating Reserves	Rep. Reserves
Property Address								
236 Auburn St.	8							
10-12 Cambria	2							
54 Taft Ave	2							
14 Nonantum	3	\$ 26,091	\$ 69,072	\$ 18,789	\$ -			\$ -
90 Christina	5	\$ 47,750	\$ 97,481	\$ 12,994	\$ 9,402	\$ 1,880.40		\$ 6,177
228 Webster St	6	\$ 48,048	\$ 70,200	\$ (1,112)	\$ 6,796	\$ 1,132.67		\$ 23,111
18-20 Cambria	2	\$ 15,954	\$ 50,000	\$ (2,791)	\$ 5,872	\$ 2,936.00		\$ -
163 Jackson	2	\$ 19,271	\$ 41,675	\$ (5,937)	\$ 5,486	\$ 2,743.00		\$ -
20-22 Falmouth	2	\$ 19,569	\$ 37,586	\$ (9,059)	\$ 6,004	\$ 3,002.00		\$ -
11-13 Cambria	2	\$ 19,603	\$ 38,385	\$ (12,110)	\$ 6,122	\$ 3,061.00		\$ -
Comm Ave./Veterans	2	\$ 19,468	\$ 41,256	\$ (11,959)	\$ 7,692	\$ 3,846.00		\$ -
61 Pearl St.	3	\$ 37,675	\$ 45,736	\$ (7,654)	\$ 9,334	\$ 3,111.33		\$ -
54 Eddy St.	2	\$ 27,579	\$ 37,144	\$ 625	\$ 7,766	\$ 3,883.00		\$ -
other								\$ 2,761
TOTAL	29	\$ 281,008	\$ 528,535	\$ (18,214)	\$ 64,474	\$ 25,595	\$ -	\$ 32,049
AVERAGE across CAN-DO portfolio		28,101	52,854	(1,821)	6,447	2,844	-	2,914
	CAN-DO							
rental completed prior to 2017	29							
nearing completion or in pipe.	12							
ownership units sold	15							
total (in) development	56							
Metro West CD rental properties								
St. Joseph Hall, Watertown	25	\$ 353,382	\$ 379,154	\$ 2,267	\$ 39,158	\$ 1,566	\$ 300,238	\$ 43,920
1060 Belmont, Watertown	18	\$ 249,958	\$ 251,202	\$ (19,325)	\$ 14,481	\$ 805	\$ 186,346	\$ 56,720
TOTAL	43	\$ 603,340	\$ 630,356	\$ (17,058)	\$ 53,639	\$ 2,371	\$ 486,584	\$ 100,640

Metro West Collaborative Development, Inc.
Staff
2017

Executive Director, Jennifer Van Campen, 25+ years in community development field. Primary responsibilities:

- Financial oversight (with third party bookkeeping service), fundraising, marketing
- Staff management and organizational plan implementation
- Asset management and regulatory compliance oversight
- Zoning and financing applications for 18-unit project in Norwell and 48-unit project in Medway

Senior Real Estate Project Manager, Linda Moody, 25+ years as architect and construction supervision. Primary responsibilities:

- Zoning and financing applications for 236 Auburn St., Newton
- Zoning application support to 6-unit project for the Lexington Housing Assistance Board
- Pre-development analyses for sites in Wayland, Hudson, Wellesley and Medfield

Affordable Housing Programs Manager, Amie Lindenboim, 25+ years in environmental policy and regulatory compliance. Primary responsibilities:

- Affirmative Marketing Plans and Lottery and Wait List administration for municipal and private developers in: Concord, Newton, Medford, Scituate, Dedham, Stoughton, Watertown and Weston
- Affordable Housing Compliance Consulting to consortium of towns: Bolton, Boxborough, Hudson, Littleton and Stow
- MassHousing 40B compliance monitoring of projects in: Danvers, Needham, North Andover and Reading.

Ready Renter Program Coordinator, Holly Josephs, AmeriCorps Member. Primary responsibilities:

- Review and data entry of Ready Renter applications. Communicate to applicants of any file deficiencies. Currently 500+ people in program
- One-on-one housing search support to Ready Renter applicants. Approximately 5 people served per week.
- Research and data analysis. Currently providing support to the Belmont Housing Trust in the completion of a Housing Production Plan.
- Supported housing forums and events in Dedham, Lexington and Watertown

Special Projects Coordinator, Robyn Rufo, 15+ years in affordable housing and community development. Primary Responsibilities:

- CAN-DO portfolio integration into Metro West CD asset management systems
- Interface with CAN-DO property maintenance contractors
- Interface with CAN-DO tenants and their supportive services providers

2017 Combined Organization Budget

EXPENSES	2017 projection			2018 projection	2019	2020	2021
	CAN-DO	Metro West CD	Total	Combined	Combined	Combined	Combined
Salaries							
Executive	43,000	68,000	111,000	70,000			
Real Estate	26,000	88,000	114,000	90,500			
Housing Programs	-	60,000	60,000	61,500			
Gala/Special Projects	12,000	35,000	47,000	36,000			
AmeriCorps	-	15,000	15,000	15,000			
Property Management	29,553	-	29,553	30,000			
Benefits	13,640	48,000	61,640	64,500			
Audit & Accounting	29,500	60,000	89,500	85,000			
Rent & Office	21,270	53,550	74,820	55,000			
Insurance	4,950	10,000	14,950	12,500			
Auto Lease	1,890	-	1,890	-			
Consultant	1,500	35,000	36,500	35,000			
Supplies/Equip	2,100	7,500	9,600	8,500			
Postage & Printing	3,900	8,500	12,400	10,000			
Program Expenses/other	4,600	5,000	9,600	9,000			
REO*	505,163	64,000	569,163	586,238			
	699,066	557,550	1,256,616	1,168,738	1,203,800	1,239,914	1,277,111
			change	(87,878)			
INCOME							
CHDO	20,000	20,000	40,000	40,000	40,000	40,000	40,000
Grants/Foundations	21,000	40,000	61,000	61,000	61,000	61,000	61,000
Fundraising/Gala	110,000	-	110,000	110,000	110,000	110,000	110,000
Developer Fee	90,000	50,000	140,000	150,000	906,000	785,000	785,000
CITC	-	150,000	150,000	150,000	150,000	150,000	150,000
Aff. Marketing/Compliance	-	75,000	75,000	75,000	75,000	75,000	75,000
Asset Man./REO*	505,163	126,174	631,337	637,650	637,650	644,027	650,467
	746,163	461,174	1,207,337	1,223,650	1,979,650	1,865,027	1,871,467
			-				
	47,097	(96,376)	(49,279)	54,912	775,850	625,113	594,356

*assumes CAN-DO REO breaks even



City of Newton, Massachusetts
Office of the Mayor

SETTI D. WARREN
MAYOR

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(617) 796-1100
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August 7, 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 City Administration to enter into a contract for up to 5 years' duration for Ambulance Services. Our current ambulance service contract will expire on December 31, 2017. Per the attached, we believe a contract for up to 5 years is in the best interest of the citizens of Newton.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

RECEIVED
Newton City Clerk
2017 AUG - 7 PM 2:23
David A. Oison, CMC
Newton, MA 02459

Contract No. L-5901

CONTRACT TO PROVIDE
EMERGENCY AMBULANCE SERVICE

Contract ("Contract") dated as of January 1, 2013, by and between Cataldo Ambulance Service, Inc. ("Cataldo"), a corporation organized and existing under the laws of the Commonwealth of Massachusetts and having a usual place of business at 137 Washington Street, Somerville, MA 02143, and the City of Newton ("City"), a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, acting by and through its Mayor, but without personal liability to either of them:

Whereas, the City requires a highly effective comprehensive system of Basic Life Support and Advanced Life Support emergency services for its citizens; and

Whereas, Cataldo is capable of providing such services;

Now, therefore, in consideration of the mutual promises contained herein, the parties agree as follows:

1. Equipment

1.10 Scope of this Contract

Cataldo shall provide emergency ambulance service to the City in accordance with this Contract.

1.20 Advanced Life Support

Cataldo shall provide two (2) fully equipped Class I Modular Type III ambulances that meet the requirements of G.L. c. 111C and the regulations thereunder pertaining to Class I ambulances and Advanced Life Support Services. The Advanced Life Support ("ALS") units shall provide primary and dedicated service. Each dedicated vehicle shall contain all the equipment required for a Class I vehicle under General Laws c. 111C and the accompanying regulations for a vehicle that provides Advanced Life Support Services and is staffed by Paramedics, as well as any equipment the City deems essential for providing Advanced Life Support Services. Each dedicated vehicle shall be staffed by two paramedics. Each dedicated vehicle shall have two (2) portable hand held radios and a two-way radio capable of transmitting and receiving messages over the Newton Police BAPERN radio system as well as the Newton Fire Department radio system, all assigned radios to be programmed with unit identification. Each dedicated vehicle shall also have a Metro-Boston Coordinated

Medical Emergency Dispatch ("CMED") radio capable of receiving medical information from and transmitting medical information to the Emergency Department of Newton-Wellesley Hospital or any other medical receiving facility. In addition, each dedicated vehicle (and/or the paramedics on such vehicle) shall be equipped with a cellular phone. Each dedicated vehicle shall be equipped with an AVL/GPS system, such system to be compatible with the Newton Police Dispatch Center. The Fire Chief shall enter into mutual aid agreements to provide back up for each dedicated vehicle. Cataldo shall operate the two ALS units on a twenty-four (24) hour day, seven (7) days a week, fifty-two (52) weeks a year basis.

1.30 Basic Life Support

Cataldo shall provide and maintain two (2) fully equipped Class I Type II Basic Life Support ("BLS") units to provide primary and dedicated service. The BLS vehicle will have defibrillation equipment. Cataldo shall provide back-up units as available in the event of simultaneous calls exceeding the number of dedicated units or mass casualty incidents. Any back-up unit shall meet, at a minimum, all the requirements for a BLS vehicle. To enhance the system's back-up capabilities, Cataldo will provide any resources at its disposal that may assist the City in developing Mutual Aid response plans with neighboring communities. The location of the BLS units shall be determined by the parties.

Cataldo shall operate the BLS units fifty-two (52) weeks a year, at least 168 hours per week, with the daily schedule as agreed upon by the parties. The parties may agree to operate multiple BLS units provided that the total hours of operation of the BLS units shall be at least one-hundred-sixty-eight (168) hours per week.

1.40 Maintenance

All vehicles provided to the City under this Contract shall be maintained in good working order and shall be fully equipped at all times. Cataldo shall provide a comparable Class I vehicle as a substitute for any dedicated vehicle being maintained or undergoing repair. All vehicles must be registered, display valid inspection stickers at all times and must be certified as Class I ambulances.

1.50 Age of Vehicles

At the start of this Contract, Cataldo shall provide four (4) dedicated vehicles in accordance with the provisions of Sections 1.20 and 1.30. No vehicle may be used to provide emergency service on a regular or substitute basis which has been in service for more than three (3) years or on a back-up basis which has been in service for more than five (5) years. Vehicles used on a substitute basis shall be of the same Type as the dedicated vehicle being replaced. Upon request, the Fire Chief or his designee may approve the use of a substitute or back-up vehicle of a different Type or age than specified in this section.

1.60 Logo

All dedicated vehicles provided to the City under this Contract shall bear a distinctive logo and lettering to indicate that the vehicle is providing emergency ambulance service to the City. Prior to use, this logo must be approved by the Fire Chief, which approval must not be unreasonably withheld.

1.70 Use of Vehicles

The two (2) dedicated BLS vehicles and the two (2) dedicated ALS vehicles provided to the City under this Contract shall be used exclusively to provide emergency services for the City. Upon the request of the Fire Chief or his designee, Cataldo shall station some or both of said vehicles at public gatherings whenever the Chief determines that said vehicles are necessary for public safety. These dedicated vehicles may not be used to perform private non-emergency work for Cataldo inside or outside the City.

1.80 Inspection

The City shall have the right to inspect all equipment and vehicles used to perform emergency services for the City. All vehicles and equipment must conform to all applicable State, Federal and local laws, statutes, ordinances, rules and regulations now in effect or enacted at any time during the term of this Contract. In the event that Cataldo incurs additional costs to comply with such laws, statutes, ordinances, rules and regulations, Cataldo shall be responsible for the full amount of such costs.

1.90 Specialty Units Available to City

At the request of the City, Cataldo shall deploy its Incident Support Unit ("ISU"), its Larger Incident Support Unit ("ISU") housed in Somerville, or its Victim Assistance Unit ("VAU") as appropriate.

2. Garaging

2.10 The City shall provide garaging with adequate crew quarter provisions for the two (2) ALS dedicated vehicles. The location of the garaging facility or facilities shall be at the direction of the Fire Chief with consultation from Cataldo, provided, however, that the City shall give Cataldo not less than thirty (30) days advance notice before changing the location of the garaging facility or facilities. Cataldo shall, at its option, provide its own insurance covering property located at a garage facility owned by the City. The dedicated BLS vehicle(s) shall be housed during non-operating hours at the direction of the Fire Chief, provided that such location is located within the City of Newton.

2.20 Cataldo agrees to pay to the City an annual fee of ten-thousand, eight hundred dollars (\$10,800) which shall be due and payable to the City of on the first day of January for each year of the contract. Said fee shall cover the cost of Cataldo's use of the City's garaging facility. The parties agree to review this provision annually and to make adjustments as necessary.

2.30 Cataldo shall continue to maintain its facility on Watertown St. for the staging of back-up units and the ISU, and VAU within the City of Newton.

3. Mutual Aid Agreements

3.10 The Fire Chief shall enter into appropriate mutual aid agreements to provide a back-up response. These mutual aid agreements should provide the City with the ability to respond to a mass casualty or a disaster.

4. Personnel

4.10 All Emergency Medical Technicians and Paramedics performing services for the City under this Contract shall have the initial and supplemental training required by G.L. c. 111C and the regulations thereunder and must be certified by the Massachusetts Department of Health. Paramedics and Emergency Medical Technicians assigned to these units shall be approved by the Fire Chief or his designee. All back up Emergency Medical Technicians and Paramedics who may be called into service shall also be approved by the Fire Chief or his designee and put on a separate standby list. All Emergency Medical Technicians and Paramedics providing regular services for the City under this Contract shall participate in the in-service training programs run by Newton-Wellesley Hospital and participate in emergency and disaster drills conducted by the City Police

and Fire Departments. All Cataldo personnel who may be performing services for the City under this Contract, including Cataldo dispatchers and Police clerk/dispatchers, shall be trained in proper radio procedures, using call receiving and dispatch protocols and guidelines as determined by the City.

- 4.20 Before an Emergency Medical Technician or Paramedic may be assigned to provide emergency services for the City on a regular or substitute basis, the Fire Chief, or his designee, must give his written approval to the assignment of that Emergency Medical Technician or Paramedic. A primary selection committee will be formed by the Chief to review each candidate. The committee will include the Fire Chief, or his designee, and the EMS Director for Medical Control.
- 4.30 Cataldo shall assign sufficient Emergency Medical Technicians and Paramedics to provide the emergency services required under this Contract.
- 4.40 Cataldo shall run Criminal Offender Record Information ("CORI"), and Sex Offender Registry Information ("SORI") checks on all of its personnel operating under this Contract on an annual basis. All new employees are subject to passing a CORI and SORI check. Cataldo shall be responsible for removing any employee currently providing emergency services to the City who has been convicted of a criminal offense.
- 4.50 At any time the Fire Chief may at his discretion request in writing that Cataldo reassign or remove an employee currently providing emergency services to the City. Upon receipt of such request, Cataldo shall immediately reassign or remove that employee.

5. Training

- 5.10 Cataldo agrees to provide at no cost to the City or the individuals receiving training:
 - (1) EMS Training for Fire, Police, and 911 Dispatchers, including EMT classes, First Responder Training, and CPR/AED certification and recertification, as requested.
 - (2) A minimum of twelve (12) seats per calendar year for the EMT training class, which shall be made available to the Newton Fire and Police Departments, and which shall be held at a facility in Newton to be determined as agreed upon by the Fire Chief and approved by the Office of Emergency Management Services ("OEMS"). However, if the classes are not filled to capacity by City personnel, Cataldo may fill the remaining available seats up to the capacity of 25.

Cataldo shall also offer to each shift four (4) onsite basic Life Support EMT refresher classes per year and twenty-eight (28) hours of onsite EMT continuing education per year. Active members of the Newton Police and Fire Departments shall be able to attend any continuing education offerings at Cataldo's training facility free of charge. In addition, in an effort to expand community awareness of CPR and training, Cataldo will hold "Train the Trainer" classes within the City to enable additional City personnel to become CPR instructors, thereby increasing the City's ability to instruct and train existing and expanding personnel.

Cataldo agrees to bring its mobile simulator lab to a facility or location designated by the City once per month.

6. Response Time

6.10 All Emergency Medical Technicians and Paramedics providing emergency services for the City under this Contract shall be familiar with Newton streets. It is the intention of the parties to improve the response times. It is the parties' intention that the goal for the dedicated service shall be 5 min. 59 sec. 85 % of the time and shall not exceed 8 min. 59 sec. The goal for response time for the back-up service shall be 6 min. 59 sec. 85% of the time and shall not exceed 9 min. 59 sec. For any response time over 8 min. 59 sec., Cataldo shall submit a report to the Fire Chief within 24 hours of the incident. For any response times of between 5 min. 59 sec. and 8 min. 59 sec. for dedicated units and 6 min. 59 sec and 9 min. 59 sec. for back up units, a report shall be submitted monthly to the Chief and Medical Director. Every month a report of the preceding months' response times shall be submitted to the Fire Chief and Medical Director. Response time shall be the period from the time of City dispatch to the time of arrival on the scene, and shall be based upon City records. The parties agree to review the appropriateness of the response times and their applicability to ALS and BLS units from time to time and make adjustments as necessary throughout the term of this Contract.

7. System Operation

7.10 Cataldo shall follow all City EMS response protocols.

7.20 The BLS vehicle or the ALS vehicle, if the same is needed, shall provide safe transportation of the patient to the designated hospital as that term is defined in Section 15.10. In the event a City Police or Fire employee is requested by Cataldo to drive the vehicle to the hospital, Cataldo agrees to indemnify and hold harmless the employee and City from any liability arising from such undertaking by said City employee.

- 7.30 Cataldo shall provide replacement of medical supplies, including, but not limited to, used or expired EpiPens®, medical gloves, oxygen, and defibrillator pads used by City fire or police personnel at medical calls.
- 7.40 During the term of this Contract, Cataldo shall cooperate with the City in the introduction of new technologies and programs, which will improve the delivery of services and/or communications, or other such additions or modernization as may be required by the Commonwealth of Massachusetts, the City, or Cataldo. Prior to implementation of any such new technologies, they shall be presented to the City EMS Committee.
- 7.50 Cataldo agrees to cooperate with, and assist, the City in exploring and implementing an in-house BLS service, to be operated by the City's Fire Department. Cataldo further agrees to work cooperatively with the City in its desire to consider, explore, develop and implement an in-house ALS service to be operated by the City's Fire Department with Cataldo at all times providing back-up support. Cataldo also agrees to assist in training Fire Department staff in transitioning to in-house BLS and ALS service. In the event the City ultimately determines to implement either BLS or ALS service during the term of this Contract, it shall notify Cataldo with thirty (30) days written notice prior to implementing BLS service, and with ninety (90) days written notice prior to implementing ALS service. In the event the City notifies Cataldo that it is implementing in-house BLS service, Cataldo shall continue to provide ALS service to the City. If the City implements any in-house service, the City agrees to negotiate an intercept agreement with Cataldo.
- 7.60 Cataldo shall provide emergency medical services free of any charge or cost to any City employee while that employee is fulfilling his or her duties as a City employee.

8. Reports

- 8.10 Cataldo shall provide all information concerning the operation of emergency ambulance service in the City of Newton that the Fire Chief requests. Said requests shall not be unreasonable, but may include the following: personnel records; documentation of attendants' current valid training and certification; preventive maintenance records; vehicle registration; FCC license; OEMS certification and inspection reports; and any notices of violations in regard to any of these requirements.
- 8.20 Cataldo shall provide to the Fire Chief, or his designee, a daily run report consisting of all responses during the previous twenty-four (24) hour period. Cataldo shall also provide to the City EMS Committee a monthly run report as well as a defibrillator report for all calls in which a defibrillator was used.

- 8.30 Cataldo shall immediately report to the Fire Chief or his designee all incidents of fire or theft that affect a vehicle. In addition, Cataldo shall immediately report to Newton Dispatch all motor vehicle crashes involving a vehicle providing services under this Contract. Cataldo employees shall fully cooperate with any Police investigation of the crash. The operator of any vehicle involved in a crash shall prepare and submit a report of the crash using the approved Registry of Motor Vehicles Operator's Report of a Motor Vehicle Accident. Copies of the completed report shall be forwarded by Cataldo to the Newton Police Traffic Bureau and the Fire Chief.
- 8.40 Cataldo Ambulance will perform ongoing CQI/QA reviews and provide those reports on a regular basis to the EMS Director at Newton Wellesley Hospital. The details of this reporting schedule are outlined in the Cataldo-NWH Affiliation Agreement. Cataldo agrees to participate in ongoing reviews of difficult cases, poor outcomes, complaints and other situations as requested by the Medical Director and/or EMS Director for Medical Control. Cataldo paramedics and Emergency Medical Technicians shall attend rounds at Newton-Wellesley Hospital regularly, but no less than quarterly (four times a year).
- 8.50 Cataldo shall furnish the City with a copy of its current written policies and procedures. Such policies shall address the following:
- Certification and recertification of attendants.
 - Duties of transportation including policies relating to delivery of patients to nearest appropriate medical facilities.
 - Non-discrimination.
 - Back-up services.
 - Communications.
 - Stocking of supplies.
 - Sanitary policies.
 - Use of lights and warning signals.
 - Staffing.
 - Conduct.
 - Mechanical failure.
 - Inspection authorities.
 - Dress code.
 - HIPAA compliance.
 - Cellphone use.
 - Calldown list.

Cataldo shall furnish the City with an updated copy of these written policies and procedures whenever these policies and procedures are changed.

8.60 Monthly meetings shall be held between the City, Cataldo and the EMS Committee to review emergency ambulance service and performance under this Contract. A representative of Cataldo shall attend such monthly meetings.

8.70 Cataldo further agrees that the City Comptroller, employees in the City Comptroller's office and the City's auditors shall have the right to enter Cataldo's garages and offices and have reasonable access to files during business hours to inspect, monitor and otherwise evaluate the work being provided under this Contract, to verify the accuracy of the reports submitted pursuant to this Section and to monitor Cataldo's compliance with the rates required under Section 9 and the provisions of Section 13 of this Contract. At the request of the City of Newton, Cataldo agrees to make available to the City Comptroller, employees in the City Comptroller's office and the City's auditors copies of the run sheets filled out by the Emergency Medical Technicians and Paramedics on each vehicle. Before entering Cataldo's garages and offices, the City Comptroller, employees of the City Comptroller's office and the City's auditors shall sign a Confidentiality Agreement agreeable to both parties.

8.80 A copy of Cataldo's credit collection policies are attached to this Contract as Exhibit A. Cataldo shall provide the City with any changes or new policies.

9. Rates

9.10 Except as otherwise provided in this Contract, Cataldo may bill a patient for any charge not covered by a third party payor. However, Cataldo may not receive in return for any emergency service provided under this Contract, a total payment from a patient and any third party payor in excess of the private rate allowed under the Schedule of Charges attached to and made part of this Contract as Exhibit A. Cataldo may, at its option, revise this Schedule of Charges provided Cataldo submits notice of such revision to the City. Upon notification to the City of a revision of the Schedule of Charges, this Contract shall be amended by replacing the attached Exhibit A with the revised Schedule of Charges. Cataldo shall also provide the City with its policy on balance billing and any billing protocols, as well as any changes thereto.

9.20 Cataldo recognizes that an obligation to pay Cataldo for emergency services provided under this Contract could represent a true financial hardship for some patients. When Cataldo becomes aware of such a patient, Cataldo shall review the circumstances of said hardship on a case-by-case basis and consider forgiving part of or all of its charges to the patient. All such reviews shall be reported to the City EMS Committee.

9.30 Notwithstanding anything to the contrary in this Section 9 herein, in the event that Cataldo transports a patient covered by Medicare, Cataldo shall receive and accept in return for any emergency services provided under this Contract, a total payment from Medicare, the patient and any third party payors equal to the maximum allowable charge under Medicare.

10. Performance Bond

10.10 On or before the execution of this Contract and every January 1st thereafter in which Cataldo provides services under the term of this Contract or any extension thereof, Cataldo shall submit to the City a performance bond in the amount of three-hundred thousand dollars (\$300,000.00). The form and content of all performance bonds required under this Contract shall be subject to review by the City and shall be with a surety acceptable to the City. For purposes of said bond, performance shall be construed to include the provision of all emergency services, the preparation and submission of all reports as required by Section VII herein, the provision of access to auditors as provided in Section 8.70 herein, and the preparation of billings for services in accordance with the requirements of this Contract.

10.20 Cataldo's failure to furnish said bond shall constitute grounds for the immediate termination of this Contract.

11. Indemnification

11.10 Cataldo acknowledges and agrees that it is responsible as an independent contractor for all operations under this Contract and for all the acts of its agents and employees, and agrees that it will indemnify and hold harmless the City, its officers, boards, committees and employees from any and all loss, damage, costs, charges, expenses and claims which may be made against it or them or to which it or they may be subject by reason of any alleged act, action, neglect, omission or default on the part of Cataldo or any of its agents or employees and will pay promptly on demand all reasonable costs and expenses of the investigation and defense thereof including attorneys' fees and expenses. Cataldo further agrees to release the City from any property damage suffered by Cataldo which occurs on property owned by the City and to indemnify and hold harmless the City, its officers, boards, committees and employees from any and all loss, damage, costs, charges, expenses and claims which may be made against it or them arising out of physical or personal injury or property damage suffered by its employees which occur on property owned by the City. These indemnifications are not limited by a limitation on the amount or type of damages, compensation or benefits payable by or for Cataldo

under the Worker's Compensation Act, Disability Benefits Act or other employee benefits acts.

11.20 Cataldo acknowledges and agrees that it is responsible as an independent contractor for all operations under this Contract and agrees that it will indemnify and hold harmless the City, its officers, boards, committees and employees from any and all loss, damage, cost charge, expense and claim which may be made against it or them or to which it or they may be subject by reason of any alleged act, action, neglect, omission or default on the part of the City's policy by either dispatching or requesting Cataldo to perform emergency ambulance service in hazardous situations and will promptly pay on demand all reasonable costs and expenses of the investigation and defense thereof including attorney's fees and expenses. This indemnification is not limited by a limitation on the type of damages, compensation or benefits payable by or for Cataldo under the Worker's Compensation Act, Disability Benefits Act or other employee benefits acts.

12. Insurance

12.10 Cataldo shall maintain the following types and amounts of insurance:

Worker's Compensation:

Cataldo shall secure and maintain, for the duration of this Contract, including any supplements thereto, Worker's Compensation Insurance in amounts required by law at no cost to the City.

Comprehensive Liability Insurance:

Cataldo shall secure and maintain, for the duration of this Contract, including any supplements thereto, at no cost to the City, Comprehensive Liability Insurance providing for a combined single limit of one-million dollars (\$1,000,000.00) for bodily injury, death and property damage.

Automobile Liability Insurance:

Cataldo shall secure and maintain, for the duration of this Contract, including any supplements thereto, Automobile Liability insurance covering the operation of all motor vehicles, including those hired, borrowed, or used by Cataldo or City personnel in connection with this Contract in the following amounts: Bodily injury: One-million dollars (\$1,000,000.00) each person, one-million dollars (\$1,000,000.00) each accident; Property damage: five-hundred thousand (\$500,000.00) each accident.

Ambulance Drivers and Attendants Malpractice Insurance:

Cataldo shall secure and maintain, for the duration of this Contract, including any supplements thereto, Ambulance Drivers and Attendants Malpractice Insurance in the following amounts: one-million dollars (\$1,000,000.00) for all accidents and incidents resulting in personal injury, death, or property damage to one or more persons; plus additional coverage in the amount of two-hundred and fifty thousand dollars (\$250,000.00) at a minimum, which applies exclusively to operations provided under this Contract, provided, however, Cataldo agrees to maintain a coverage amount in the highest amounts that are commercially reasonable in cost to a maximum of six-million dollars (\$6,000,000.00).

Excess Liability Insurance:

In addition to the above-mentioned coverage, Cataldo shall secure and maintain for the duration of this Contract, Excess Liability Insurance at no cost to the City, providing for a limit of \$5,000,000 per occurrence.

12.20 Prior to January 1st of every year in which Cataldo provides services under the term of this Contract or any extension thereof, Cataldo shall provide the City with a Certificate of Insurance evidencing the above stated insurance coverages. The City shall be named as an additional insured on all of the above-listed policies with the exception of the Worker's Compensation Policy. In addition, the City shall be notified no less than ten (10) days prior to the date of cancellation or expiration of any such policy(ies). No vehicle may be used to provide emergency ambulance services under this Contract on a regular, substitute or back-up basis unless the insurance certificate evidences that said vehicle is covered by the motor vehicle liability insurance required under Section 12.10 herein.

13. Term

13.10 The term of this Contract shall be three years, from 12:00 a.m. on January 1, 2013 to 11:59 p.m. on December 31, 2015. The Contract term may be extended by mutual agreement of the parties for two (2) additional one (1) year terms.

13.20 During the period which is between sixty and one hundred and twenty days before the end of each year of this Contract, which period shall commence on September 1 of such year, the parties shall meet to determine whether the Contract can be continued at no subsidy for the subsequent year. In the event that the City and Cataldo are unable to agree upon the amount of or need for a subsidy, then either party may at its option terminate this Contract by giving the other party written notice on or before November 1 of such year of its intention to terminate this

Contract on December 31st of such year. Such notice period may be waived by mutual written agreement of the parties.

14. No Subsidy

14.10 Cataldo shall provide services and equipment as required under this Contract without cost to the City during the term hereof, unless otherwise mutually agreed by the parties pursuant to Section 13.10.

14.20 Cataldo shall submit quarterly financial reports to the City showing payment rates and the impact of said rates on revenue.

14.30 In the event that there is an increase in the rates that may be charged for patients covered by Medicaid, Medicare, Worker's Compensation, or private insurance above the rates set out in Exhibit A, Cataldo shall notify the Fire Chief in writing of any increase in the rates that may be charged such patients within thirty (30) days of the date Cataldo first becomes aware of said increase. Said notice shall state the effective date of said increase.

15. Designated Hospital

15.10 For purposes of this Contract, the designated hospital shall be Newton-Wellesley Hospital or such other hospital as may be designated by the City, the patient, the patient's immediate family, or based upon medical necessity, a hospital designated by the Emergency Medical Technicians or Paramedics on the scene or Medical Control at Newton-Wellesley Hospital.

16. Warranties

16.10 Cataldo warrants and represents that it shall remain ready and able to provide the emergency services required under this Contract throughout the term of this Contract. Cataldo warrants and represents that throughout the term of this Contract it shall maintain its license to provide the Basic Life Support and Advanced Life Support Services required under this Contract.

16.20 Cataldo understands and agrees that the City must have the emergency services required under this Contract without interruption throughout the term of this Contract. Cataldo therefore represents and warrants that it will maintain its financial stability throughout the term of this Contract.

17. Default

17.10 If the City at any time during the term of this Contract determines that Cataldo is not in compliance with any of the provisions of this Contract,

the City may notify Cataldo of this determination in writing. Said written notice shall state the reasons for this determination and shall identify the particular provisions of this Contract that are at issue. Within seven (7) business days of said written notice, Cataldo shall come into compliance with the provisions identified in the written notice.

17.20 If at the end of said seven (7) day period, the City determines that Cataldo is still not in compliance, the City may assess Cataldo liquidated damages in the amount of two hundred and fifty (\$250) dollars per provision for each day thereafter that Cataldo fails to comply with each such provision.

17.30 Notwithstanding anything to the contrary in this Contract, the procedures and liquidated damages set out in Sections 17.10 and 17.20 herein shall not apply to a failure to comply with Section 8.

18. Termination

18.10 In the event that the City determines at any time during the term of this Contract that Cataldo has breached a material provision of this Contract, that Cataldo's license to provide Advanced Life Support Services has been or is about to be suspended or revoked or that Cataldo's financial stability is so precarious as to make imminent a failure to comply with a material provision of this Contract, the City may at its option declare Cataldo in default and terminate this Contract by giving Cataldo at least thirty (30) days prior written notice. Said written notice shall specify the reasons for said termination and the effective date of this termination.

18.20 In the event that the City exercises its right to terminate this Contract as provided in Section 18.10, or at the expiration of the term of this Contract set out in Section 13.10, the City may purchase some or all of the vehicles and defibrillation units provided to the City under this Contract at their fair market value provided the City gives Cataldo written notice that it wants to purchase said vehicles and defibrillation units at least thirty (30) days prior to the effective date of the termination of this Contract or the expiration of the original term of this Contract as the case may be. Said written notice shall identify the vehicle(s) and defibrillation units that the City intends to purchase. Within fifteen (15) days of receipt of said written notice, Cataldo and the City shall each choose a dealer/appraiser to determine the market value of each vehicle and defibrillation units. Each of these dealers/appraisers shall assign a market value to each vehicle and defibrillation unit within fifteen (15) days of his/her selection. Within fifteen (15) days after the date that the two dealers/appraisers assign a market value to said vehicle(s) and defibrillation units, the City shall purchase each vehicle and/or defibrillation units at a price per piece of equipment equal to the average of the two market values assigned by the dealers/appraisers for said piece of equipment. Until the City completes

the purchase of these vehicle(s) and/or defibrillation units, as provided herein, Cataldo shall continue to provide emergency ambulance services to the City in accordance with the terms of this Contract. In the event that the City exercises the option to purchase some or all of the vehicles and/or defibrillation units as provided herein, this Contract shall terminate on the date the purchase is completed and title to the vehicles passes to the City. Upon termination Cataldo shall have no further obligations under this Contract except its obligations under Section 8.70 and Section 11 of this Contract.

19. Work Stoppage

19.10 In the event that Cataldo suffers a work stoppage as a result of a strike, job action or other industrial relations dispute or stops performance due to insolvency, Cataldo shall lease at no cost to the City the vehicles provided to the City under this Contract, until the work stoppage ends, until the original term of this Contract expires, or until the City exercises the option to terminate this Contract provided in Section 18.10 herein, whichever first occurs.

20. Communications

20.10 Cataldo shall have and maintain telephone service at each of its garage locations. Said telephone service shall be part of the City's system. Cataldo shall bear the full cost of such telephone service. Cataldo shall also provide at its sole expense a ring-down line connecting police dispatch with Cataldo's dispatch.

21. Assignment

21.10 This Contract shall be binding on Cataldo, its heirs, successors and assigns. Notwithstanding the foregoing, Cataldo may not assign any of its rights or obligations under this Contract without the prior written consent of the City.

22. Entire Contract

22.10 This Contract represents the entire contract between the parties and except as otherwise provided this Contract may not be amended, modified, or terminated except by a written instrument signed by each party to this Contract.

22.20 Cataldo and the City recognize that there may be modifications to the requirements in this Contract pertaining to the provision of emergency ambulance service to the City, which modifications may be beneficial to both Cataldo and the City. Notwithstanding anything to the contrary in this

Contract, Cataldo and the City agree that if at any time during the term of this Contract Cataldo and the City both determine that it is to their mutual benefit to make any such modifications, Cataldo and the City may agree in writing, signed by both parties, to implement said modifications for a trial period or for the remainder of the term of this Contract or any extension thereof.

23. Waiver

23.10 No failure on the part of either party to notify the other party of any default and no failure on the part of either party to exercise its rights hereunder because of any such default shall prejudice any remedy for any subsequent default; and any waiver by either party of any default shall be limited to the particular instance and shall not operate or be deemed to waive any further default.

24. Severability

24.10 The provisions of this Contract shall be severable, and, if any provision shall be held unenforceable by a judicial decision directly binding upon either party, the remaining provisions shall, nevertheless, remain in full force and effect.

25. Notice

25.10 Any notice that is required to be given or made pursuant to this Contract or any notice that is given or made shall be deemed given or made when delivered by hand or deposited in the United States mail, first class postage prepaid; or by certified or registered mail and addressed as follows:

If to Cataldo:

Cataldo Ambulance Service, Inc.
137 Washington Street
P.O. Box 435
Somerville, MA 02143
Attention: Newton Contract Administrator

If to the City:

City of Newton
City Hall
1000 Commonwealth Avenue
Newton, MA 02459
Attention: The Mayor

26. Governing Law
- 26.10 This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.
27. Minority/Women Business Enterprise Plan
- 27.10 This Contract is subject to the City's Minority/Women Business Enterprise Plan, a copy of which is attached to and made part of this Contract as Exhibit B.
28. Non-Discrimination
- 28.10 Cataldo shall not discriminate on the grounds of race, color, religious creed, national origin, sex, age, handicap, ancestry, sexual preference or financial status in any aspect in the provision of ambulance service or in employment.
29. Financing of Vehicles
- 29.10 In the event that Cataldo finances the purchase of any or all of the vehicles used to provide emergency ambulance service under this Contract, the creditor's rights in said vehicles shall be made subject to the City's rights to purchase and/or lease said vehicles as provided in this Contract.
30. Arbitration
- 30.10 In the event that at any time during the term of this Contract disputes arise between Cataldo and the City, either party may request resolution of such dispute through any alternative dispute resolution procedure that the parties can agree upon, including arbitration.
31. AED Program
- 31.10 On an as needed basis, Cataldo shall consult with, be responsive to, and meet all reasonable needs of the City in connection with its public access defibrillation ("AED") program, including but not limited to issues regarding transfer of patient care and other internal procedures, quality improvement and incident review. Cataldo shall provide ambulance services whenever the AED is utilized and shall provide the City with reasonable follow-up information on patient condition. Cataldo shall provide an AED for installation at the Newton City Hall. Throughout the term of this Contract, Cataldo shall maintain all existing defibrillator equipment owned or operated by the City and replace all used or expired electrode pads and batteries. Maintenance shall include bi-annual

inspections of all AEDs in the City. Cataldo agrees to purchase and assist with the installation of one new defibrillator on a yearly basis as requested by the City. Cataldo shall provide training to designated City personnel in the proper care and use of AEDs and provide all training and retraining that is required to maintain certification for all Newton Fire, Police and Health and Human Services personnel as the City designates.

32. Special Events

32.10 During the term of this Contract, at the request of the City, Cataldo shall station back-up unit(s) for special events occurring within the City, such as the Boston Marathon, Nonantum Carnival, and Fourth of July events. Cataldo also agrees to provide an on duty ambulance for all City high school football games, which unit shall be the last unit to be dispatched on an emergency run with the City. Where appropriate, or upon request of the City, Cataldo shall provide a "Gem Car" in substitution of, or in addition to, the ambulance required to be provided hereunder at City events. When appropriate, or upon request of the City, Cataldo shall deploy its ISU to such special City events.

33. City Liaisons

- 33.10 Cataldo shall designate one individual of significant operational experience, decision-making and supervisory capacity in the firm, who will be available and responsible on a daily basis as the "primary representative" assigned to the City of Newton during the term of this Contract. This individual will be responsible for general operational oversight of the provision of services to the City, liaison with City administration, public safety agencies and emergency management personnel, review of billing matters, general problem resolution and other matters relating to daily performance under this Contract. As of the execution date, the designated Cataldo official shall be its Director of Operations.
- 33.20 Cataldo shall designate a member of its staff to be assigned to the Newton School Department to work closely with principals, teachers, school nurses and the school liaison officer to set up education components with the school system that will benefit the students. Examples of such educational programs would include, but not be limited to, Destructive Decisions Program (Mock DUI Accident), Street Drugs and other programs.
- 33.30 Cataldo shall designate an appropriate member of its staff to attend all relevant meetings (e.g. emergency preparedness training sessions, tabletop exercises, drills, etc.) as requested by the City.

In witness whereof the parties hereto have signed and sealed this Contract as of the date first written above.

Cataldo Ambulance Service, Inc.

City of Newton

By: [Signature]

By: [Signature]
Chief Operating Officer

Title: Line President

Date: 12-7-12

Date: 12/4/12

By: [Signature]
Fire Chief

Date: 12/6/12

Approved as to legal form and character:

[Signature]
Assistant City Solicitor

Date: 12/5/12

Contract Approved

[Signature]
Setti D. Warren, Mayor

Date: 12-7-12

Cataldo Ambulance Service Rate Structures and Billing and Collection Procedures

Cataldo Ambulance Service documentation process begins the time that the call is received and entered into our Computer Aided Dispatch System (CAD). Once the request is assigned to an ambulance the EMT's and or Paramedics begin a patient care report is auto populated on the Tough Book electronically

Once the call has been run through – completed it is then synched back to our servers and integrated to our billing software.

The trip is then audited through our pre-billing compliance department and checked for accurate/completeness of information and patient care documentation. Once verified and complete the trip is then submitted to our billing office for billing. Based on the documentation received i.e. billing information we will then process the claim to the respective insurer and await approval of claim.

If approved and covered by insurer the claim will be considered processed. Billing will then awaits payment and if necessary balance bill patient if indicated from the insurer. If the claim is denied then we will do an automatic appeal with the insurer on behalf of the patient. If the appeal is denied, the patient will have an opportunity to do their own appeal. If the second appeal is denied the patient is then issued the invoice to be paid at their expense.

If the patient is experiencing financial hardship and it is confirmed by our billing department then the patient could be offered a payment plan that would fit their financial means.

BLS Non-Emergency Base Rate	\$900.00
BLS Emergency Base Rate	\$950.00
BLS Mileage	\$40.00
ALS 1 Non-Emergency Base Rate	\$1300.00
ALS 1 Emergency Base Rate	\$1475.00
ALS 2	\$1675.00
SCT	\$1675.00
ALS Mileage	\$40.00
Oxygen	\$60.00
Cardiac Monitor	\$180.00
Airway	\$145.00
IV Therapy	\$150.00
Defibrillator	\$115.00

EXHIBIT B

**CITY OF NEWTON
MINORITY/WOMEN BUSINESS ENTERPRISE PLAN
DECEMBER 1, 1999
JANUARY 21, 2010 revised**

STATEMENT OF POLICY:

Whereas it is the policy of the government of the United States of America, the Commonwealth of Massachusetts and the City of Newton that no person shall be discriminated against in any manner whatsoever on the grounds of race, religion, color, sex, handicap or national origin; and

Whereas, it is the policy of the government of the United States of America that no person shall, on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of activity funded entirely or in part by the City, the State or Federal government; and

Whereas, it is the policy of the government of the United States of America to encourage that Minority/Women Business Enterprises shall have the maximum practicable opportunity to participate in Federal and State assisted projects; and all City funded contracts; and

Whereas, it is the policy of the City of Newton to encourage that minority/women business enterprises shall have the maximum practicable opportunity to participate in all City funded contracts; and

Whereas, the City of Newton, as a recipient of Federal and State funds subscribes to the above policies and will fully comply with Federal, State and local laws and directives governing non-discrimination, equal opportunity and affirmative action in all municipal activities; and

Whereas, to further enunciate the equal opportunity policy of the City of Newton's Minority/Women Business Program, the following responsibilities are specified

This MINORITY/ WOMEN Business Enterprise Plan sets forth the administrative standards for the further implementation of the City of Newton's policy of the utilization of minority contractors and subcontractors.

The City of Newton strongly affirms that it will not discriminate in any contractual procedures against any persons because of race, color, religion, age, disability, sex or national origin. This policy shall be administered with a positive supportive attitude.

It is the responsibility of the City of Newton to take affirmative steps to implement this policy to insure equality of opportunity in conducting the Program including notifying those persons and businesses doing business with the City, that contracts for goods, services and construction, shall be made without reference or regard to race, color, sex, age, handicap, religion or national origin.

Setti D. Warren Mayor

CITY OF NEWTON
MINORITY/ WOMEN BUSINESS ENTERPRISE PLAN
JANUARY 21, 2010

I. DEFINITIONS:

A. Minority Person- the term includes a person who is of Black Hispanic, Asian, American Indian or Cape Verdean origin.

B. Minority Business Enterprise (MBE) -- the term shall mean a business a) that is certified by SOMWBA; or b) I provides evidence satisfactory to the City's Affirmative Action Officer that it is a business owned or controlled by one or more of the following:

- an individual who is a minority person,
- a partnership or joint venture controlled by minority persons in which at least 51 % of the ownership interest is held by minority persons or,
- a corporation or other entity controlled by minority persons and in which at least 51 % of the stock is owned by one or more minority persons.

C. Contract Compliance Officer - the Chief Procurement Officer or his/her designee responsible for the implementation of Newton's Minority/Women Enterprise Plan ("MWBE Plan") and activities.

D. MCAD - Massachusetts Commission Against Discrimination.

E. SOMWBA -- State Office of Minority/Women Business Assistance,

F. City - The City of Newton.

G. Women Business Enterprise (WBE) - the term shall mean a business a) that is certified by SOMWBA; or b) provides evidence satisfactory to the City's Affirmative Action Officer that it is a business owned or controlled by one or more of the following:

- an individual who is a woman.
- a partnership or joint venture controlled by women in which at least 51% of the ownership interest is held by women, or
- a corporation or other entity controlled by women and in which at least 51% of the stock is owned by one or more women.

H. MWBE -- Minority or Women Business Enterprise

II. GOALS:

Newton's Minority/Women Enterprise Plan ("MWBE Plan") shall be guided by the goals presented below to promote minority/women opportunities within the City.

EXHIBIT B

These goals comprise the framework for those activities to be implemented as part of the MWBE Plan:

To take affirmative action in expanding opportunities for minority and women owned firms in obtaining contracts within the City of Newton.

To assure that all contractors, regardless of race color, religion, creed, national origin, sex, age, ancestry or handicap, shall have equal opportunity to City contracting activities.

To award, of the total annual City contract dollars expended, 10 percent to MBE and 5 percent to WBE for construction; for goods and services, 5 percent WBE and 5 percent MBE.

III. SOLICITATION ACTIVITIES:

To notify MWBEs of upcoming contracts for construction, professional services and supplies, funded in whole or in part with Federal, State, and City funds, the following activities will be undertaken. In addition on a regular basis, the City of Newton will distribute to its listing of MWBEs and SOMWBA, a summary of upcoming contract opportunities which are subject to the City's MWBE Plan.

A. Construction Contracts

All construction contracts with an estimated value over \$50,000 will be formally advertised within local, regional, minority and special interest publications at least 14 days prior to the bid opening date.

For all such construction contracts a "Notice of Solicitation" of a project going out to bid will be distributed to appropriate SOMWBA or City certified firms at least 14 days prior to the bid opening date.

B. Contracts for Professional Services

The City of Newton will send notification of its advertised Request for Proposals to appropriate SOMWBA or City certified firms. Responding MWBE firms will be considered for contract award within the bounds of generally accepted management practice or with the applicable procurement law relating to securing the lowest cost and best services available.

C. Procurement of Supplies

The City of Newton will (where feasible) utilize MWBEs for the procurement of supplies in accordance with City purchasing procedures. These efforts will be documented and reported to MCAD, and the Mayor's office on a quarterly basis.

IV. CONSTRUCTION ACTIVITIES:

A. Goals

The City of Newton bid documents and contracts with an estimated value over \$50,000 will contain the City's goal of 10% for MBE and 5% for WBE utilization for subcontracts,

B. Pre-Bid Conference

To affirmatively further the opportunities available to prospective bidders, the City will hold a pre-bid conference 5-7 days prior to the bid opening date for all City construction contracts and subcontracts with an estimated value over \$50,000.

The pre-bid conference will provide an opportunity for contractors to: review and clarify the technical requirements of the projects, review the City's MWBE Plan; and review Equal Opportunity requirements. The City will advertise this conference and extend invitations to interested contractors as part of the notice of solicitation.

C. Bid Submission

All bids for City of Newton contracts with an estimated value over \$50,000 shall include a certification of intent to be completed by the bidder showing his/her intent to comply with the City's MWBE Plan. Failure to include this certification shall be an informality which may be waived if such certification is received prior to the award of the contract.

D. Contract Execution

Upon notification of award of the contract, the bidder shall provide a written plan detailing how it will comply with the MWBE Plan

E. Monitoring

Throughout the duration of the contract, the City of Newton through its Contract Compliance Officer, will monitor the progress and activities of all contractors and subcontractors as they attempt to comply with the MWBE Plan.

F. Enforcement

In the case of clear neglect to make a good faith effort to comply with this MWBE Plan, the City of Newton reserves the right to designate contractor, after a hearing, as ineligible for future City bid awards.

V. CONTRACT COMPLIANCE OFFICER/DUTIES AND RESPONSIBILITIES:

The Contract Compliance Officer, as liaison between minority firms and the City of Newton will have the overall responsibility for the implementation of Newton's MWBE Plan. This responsibility includes the development, management, dissemination of information; the provision of technical assistance to minority firms including clarification of procedures to be implemented; maintenance of relevant documentation; completion of reporting requirements; and performance of monitoring and evaluation activities; and maintenance and updating of listings of minority/women business.

The Contract Compliance Officer has oversight of all City procurements for construction, professional services and supplies and shall coordinate the implementation of the MWBE Plan with other City departments.

CERTIFICATE OF AUTHORITY - CORPORATE

1. I hereby certify that I am the Clerk/Secretary of:

Cataldo Ambulance Service corporation; and that
(insert name of corporation)

2. Dennis R. Cataldo is the duly elected
(insert name of officer who signed contract)

VICE PRESIDENT of said corporation; and that
(insert title of officer)

3. on 12/1/12 at a duly authorized meeting of the Board of
(insert date of meeting)**

Directors of said corporation, at which all the Directors were present or waived notice, it was voted that

Dennis R. Cataldo of this corporation
(insert name and title of officer) (NOTE: Should be same as No. 2 above)

be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that

4. the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

ATTEST:

Diana M. Cataldo, Clerk
(Signature of Clerk or Secretary)

Name:

DIANA M. CATALDO
(Please print or type name of Clerk/Secretary)

DATE:

12-4-12
(insert date Certificate signed by Clerk or Secretary)***

*This date must be *on or before* the date that the corporate officer signs the contract.

**This date must be *on or after* the date that the corporate officer signs the contract.

ATTESTATION

Pursuant to M.G.L. c. 62C, § 49A, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersigned's knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.*

Cataldo Ambulance Service, Inc
**Signature of Individual
or Corporate Contractor (Mandatory)

04-2621862
*** Contractor's Social Security Number
(Voluntary) or Federal Identification Number

By: Mark Cataldo
Corporate Officer
(Mandatory, if applicable)

Date: 12-4-12

* The provision in the Attestation relating to child support applies only when the Contractor is an individual.

** Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

*** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of GL c. 62C, § 49A.



SETTI D. WARREN
MAYOR

RECEIVED
City of Newton, Massachusetts
Newton City Clerk
Office of the Mayor

2017 JUL 28 AM 10:54

David A. Olson, CMC
Newton, MA 02459

#255-17

Telephone
(617) 796-1100

Facsimile
(617) 796-1113

TDD/TTY
(617) 796-1089

E-mail
swarren@newtonma.gov

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

Ladies and Gentlemen:

I am pleased to reappoint Rosemary Larking of 1600 Washington Street, Newton as a member of the Newton Taxation Aid Committee. Her term of office shall expire on April 30, 2018 and her appointment is subject to your confirmation.

Thank you for your attention to this matter.

Very truly yours,

Setti D. Warren

Mayor

cc: Elizabeth Dromey, Director, Assessment Administration
James G. Reardon, Treasurer/Collector

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

Rosemary Larking

WORK EXPERIENCE

Consultant, self-employed. Provide information and referral on issues of independent living of disabled persons; conduct workshops in job placement techniques, recreation, legal rights, and adaptive equipment for disabled. June 1, 1982 – present.

Computer Information Specialist, Newton-Wellesley Hospital. Set up database and spreadsheets; input data. August 17, 1992 – Sept.1,2003

Community Advocacy Coordinator, Boston Center for Independent Living, Inc. Developed an active recreation program that was utilized to organize consumers and raise consciousness concerning issues of access, civil rights, and programmatic supports; worked with commissions on disability to organize consumers around state and local issues; represented the agency at numerous meetings; prepared written reports. August 17, 1988 – July 13, 1990.

Project Director, “Access to the Best Music” program of the ProArte Chamber Orchestra of Boston. Administered program of outreach designed to make ProArte’s concerts available to elderly and disabled; served as liaison for the Orchestra and agencies whose constituencies are elderly and disabled; coordinated ticket requests and transportation to concerts; supervised volunteers; performed research and writing to meet publicity and fundraising needs of Program. October 3, 1984 – June 30, 1985.

Assistant Staff Psychologist, Belchertown State School, Belchertown, MA. Counseled adolescent retarded and physically disabled residents; prepared written reports; acted as resource person to program coordinator. September 13, 1976 – June 25, 1977.

Consultant, Regional Advisory Council, Title Iv, E.S.E.A. Advocated for disabled in Massachusetts. June 1975 – July 1979.

EDUCATION

American International College, Springfield, MA. Bachelor of Arts degree;
Major: sociology, psychology, political science; Minor: English

OTHER TRAINING

SBI training in Microsoft WORD,OUTLOOK,EXCEL and
POWERPOINT,Dragon Naturally Speaking,Toolbox,and Web Site Design

Lotus Corporation – sponsored training in basic functions of LOTUS 1,2,3,
November 1986 – July 1987.

Fourth annual conference on adaptive environments, Adaptive Environment
Center, Boston, MA. March 30 and 31, 1982.

American Coalition of Citizens with Disabilities educational workshop,
“Public Transportation for Disabled Persons” in Danvers, MA. December 12
and 3, 1981.

Philosophy Foundation, Boston, MA. Completed course in principles of
philosophy, September – December, 1981.

Family Service Association, Boston, MA. Completed course in assertiveness
training in April, 1981.

AWARDS

1991 – 1992 Pilot International Club Northeast-Potomac District “Disabled
Professional Woman of the Year” Award in May, 1992

Certificate of Appreciation from Partners for Disabled Youth, on August 20,
1990.

1988-1989 Pilot International Club’s “Professional Disabled Woman of the
Year” Award in May 1989.

Certificate of Appreciation from Massachusetts Department of Mental Health, May 1987.

Governor's Citation for outstanding contribution to bringing Music to citizens with special needs. April 3, 1985.

Nominee for National Hall of Fame for Persons with Disabilities, July 1981.

Certificate of Appreciation from Mass. Association of Paraplegics in 1972.

WRITING EXPERIENCE

Winner, Governor's Litter Olympics Award for winning essay, "Don't Give Litter a Sporting Chance!" June 1977.

Winner, Bicentennial Essay Contest, July 1976; Winner, National Arbor Day Essay Contest, April 1974.

"Equal Rights for the Handicapped", article in WOMAN'S DAY MAGAZINE, February, 1974.

Author of bills passed by Mass. Legislature:

-S.1416: a bill calling on the governor each year to issue a proclamation naming the first Sunday in October as "Independent Living Center Day". Signed into law in 1989.

-H.3423: a bill calling for investigation into the needs of physically handicapped. Signed into law on July 9, 1972.

-H.5716: a bill prohibiting discrimination in admission of blind students to state colleges and universities. Signed into law on June 1, 1972.

-H.5050: a bill eliminating medical verification of disability each time a permanently disabled person votes by absentee ballot; verify disability only once. Signed into law on June 2, 1971.

PUBLIC SPEAKING EXPERIENCE

Guest Speaker, Ward School, Newton, MA. Nov. 5, 2009

Guest Speaker, Cabot School, Newton, MA. Nov. 8, 2007

Guest Speaker, "Understanding Handicaps" Program, Newton Public Schools, Newton, MA. 1985 – 1989.

Conducted sensitivity training for Stavis Company chaircar drivers. December 16, 1987.

Speaker, Horace Mann School, March 26, 1987; Speaker, Bowen School, February 10 and 13, 1987; Speaker, Burr School, February 6, 1987; Speaker, SAR Seminar, University Hospital Boston, MA. April 27, 1986; Speaker Horace Mann School, March 27, 1986; Speaker, Burr School, February 14, 1986; Speaker 7th and 8th grade, Noble and Greenough School, Dedham, MA. November 18 and 19, 1985
 Speaker, Heath School, Brookline, A. October 23, 1985.

LEADERSHIP EXPERIENCE

Vice-chairperson, MAYOR'S COMMITTEE ON ENVIRONMENT OF THE HANDICAPPED, Newton, MA. 1989 – 1993
 President, NEWTON-WELLELEY AREA BOARD FOR MENTAL HEALTH AND MENTAL HEALTH AND MENTAL RETARDATION, 1986 to 1987.
 Vice-President, NEWTON-WELLESLEY AREA BOARD FOR MENTAL HEALTH AND MENTAL RETARDATION, 1985 TO 1986.
 Legislative chairperson, NEWTON-WELLESLEY AREA BOARD FOR MENTAL HEALTH AND MENTAL RETARDATION, 1984 TO 1985.
 Vice-chairperson, LUDLOW COUCIL ON THE HANDICAPPED, 1978 TO 1980
 Founder and president, WHEELS AGAINST RESTRICTIONS, now known as DISABLED OF WESTERN MASS. INC. 1972 TO 1973.

VOLUNTEER EXPERIENCE

NEWTON ELDERLY AND DISABLED TAXATION AID COMMITTEE- 2008-present
 GOVERNOR'S COUNCIL ON DISABILITY POLICY-1999-Present
 MAYOR'S COMMITTEE ON ENVIRONMENT OF THE HANDICAPPED, Newton, MA. 1988- Present.
 WEST-NEWTON NEIGHBORHOOD ADVISORY COMMITTEE- 1993 – 2004
 MASSACHUSETTS DEVELOPMENTAL DISABILITIES COUNCIL, 1991 –1995
 NEWTON-WELLESLEY-NEEDHAM-SOUTH NORFOLK AREA BOARD FOR MENTAL RETARDATION, 1989 – 1992
 REGIONAL ADVISORY BOARD, VERY SPECIAL ARTS, 1988 – 1990.

NEWTON-WELLESLEY AREA BOARD FOR MENTAL HEALTH AND
MENTL RETARDATION, 1983 – 1989.

BOARD OF TRUSTEES, BOSTON CENTER FOR INDEPENDENT
LIVING, INC., 1982 – 1988.

LUDLOW COUNCIL ON THE HANDICAPPED, 1978 – 1980.

MENTAL HEALTH ASSOCIATION OF GREATER SPRINGFIELD,
1975 – 1981.

REGIONL ADVISORY COUNCIL, SPECIAL EDUCATION, associate
member, 1975 – 1978

MASS COMMISSION TO INVESTIGATE THE NEEDS OF
PHYSICALLY HANDICAPPED, 1972 – 1976.



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#256-17

Telephone
(617) 796-1100

Facsimile
(617) 796-1113

TDD/TTY
(617) 796-1089

DAVID A. OLSON, ONO
Newton, MA 02459

2017 JUL 12 PM 2:25

RECEIVED
Newton City Clerk
Email
swarren@newtonma.gov

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

Ladies and Gentlemen:

I am pleased to reappoint Doris F. Breay of 19 Blake Street, Newton as a trustee of The Horace Cousins Industrial Fund. Her term of office shall expire June 1, 2020 and her appointment is subject to your confirmation.

Thank you for your attention to this matter.

Very truly yours,

Setti D. Warren
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

Doris F. Breay

EXPERIENCE

2008 – 2017

Senior Assistant Dean, Student and Academic Affairs
The Heller School for Social Policy and Management
Brandeis University

1995 – 2007

Program Coordinator, Graduate Programs in Sustainable International Development
The Heller School for Social Policy and Management
Brandeis University

1992 – 1995

Special Education Teaching Assistant
Brookline and Weston, Massachusetts Public Schools

1990 – 1991

Teacher
The Walker School
Needham, MA

1983 – 1989

Reading and Math Elementary School Tutor, Chapter I
Newton, Massachusetts Public Schools

1970 – 1976

Elementary School Teacher
Boston, Massachusetts Public Schools

1980 – 2012

Political Campaign Treasurer and Bookkeeper

EDUCATION

University of Massachusetts, Bachelor of Arts
Leslie University, Masters of Education (certified K-8)

Notes

I have been a resident of Massachusetts since 1969 and a resident of Newton since 1979. My children attended Cabot, Day and Newton North High School, and I was an active member of the PTA at each of these schools. I continue to be active in Newton activities and have been a trustee of the Horace Cousens Fund for several years.