

CITY OF NEWTON
IN BOARD OF ALDERMEN
FINANCE COMMITTEE REPORT

MONDAY, MARCH 9, 2015

Present: Ald. Gentile (Chairman), Norton, Brousal-Glaser, Rice, Blazar, Fuller, and Lappin;

Absent: Ald. Ciccone

Also present: Ald. Baker, Crossley, and Laredo

City staff present: Alice Ingerson (Community Preservation Planner), David Olson (City Clerk/Clerk of the Board), Lieutenant David MacDonald (Executive Officer; Police Department), Maura O'Keefe (Law Department), John Lojek (Commissioner of Inspectional Services), Robert DeRubeis (Commissioner of Parks and Recreation), Carol Schein (Open Space Manager; Parks and Recreation Department), Maureen Lemieux (Chief of Staff/Chief Financial Officer), and David Wilkinson (Comptroller)

Appointment by His Honor the Mayor

#49-15 SARAH ECKER, 68 Prospect Park, Newtonville appointed as a member of the OTHER POST-EMPLOYMENT BENEFITS TRUST FUND for a term to expire March 31, 2018 (60 days 05/02/15) [02/24/15 @ 1:28 PM]

ACTION: **APPROVED 5-0 (Norton and Rice not voting)**

NOTE: Sarah Ecker joined the Committee for the discussion of her appointment as a trustee of the Other Post-Employment Benefits Trust Fund. She is replacing Trustee Malcom Salter, who has moved to Cambridge. Ms. Ecker worked as the interim Chief Financial Officer when Mayor Warren was first elected and transition to the Community Engagement Officer in 2010. She has served on a number of City groups, such as the Newton North High School and the Blue Ribbon Task Force. In addition, she worked to establish the first funding for City's other post-employment benefit liability. Ms. Ecker is delighted to have the opportunity to serve as a trustee. Ald. Fuller moved approval of the appointment, which carried unanimously. The Committee thanked Ms. Ecker for her willingness to serve as a trustee and requested that she submit a resume. Ms. Ecker's resume is attached.

#51-15 HIS HONOR THE MAYOR requesting authorization to transfer the sum of fifteen thousand dollars (\$15,000) to the City Clerk's Advertising/Publication Account from the following City Clerk accounts:

Seasonal Wages\$10,000
Voting Machine Supplies.....\$5,000

ACTION: **APPROVED 7-0**

NOTE: City Clerk/Clerk of the Board David Olson presented the request for a transfer of \$15,000 within his budget. The money to be transferred is from two different accounts (seasonal wages and voting machine supplies) in the Elections Division of the office. The funds are not needed this fiscal year, as there are no elections until next fiscal year. The transfer is needed to replenish the depleted legal advertising account for the Board of Aldermen. The Board of Aldermen has seen a 10% increase

in the number of special permit applications, which require legal advertisement in a paper of record. The additional funds will cover the cost of legal advertisements until the end of the fiscal year.

The Committee members discussed the possibility of raising special permit fees to generate additional funding for the legal advertisements. The average cost of a legal advertisement for one special permit is \$241. The special permit fee for a property in a residential district is \$350 and \$750 for a property in any other district. It was pointed out that there is currently an item before the Zoning & Planning, Land Use, and Finance Committees requesting a restructuring and increase in fees for the City Clerk, Planning Department, and the Inspectional Services Department to ensure that fees are sufficient to fund the services provided. A discussion on what the appropriate fees are for special permits would be part of the discussion of this that docket item. With that, a motion for approval was made and carried unanimously.

#54-15 COMMUNITY PRESERVATION COMMITTEE recommending the appropriation of twenty thousand dollars (\$20,000) from the Community Preservation Fund to the City Clerk, to create a strategic plan for the long-term preservation, storage and use of archival and historic records held by all City departments, as described in the proposal submitted in November 2013. [02/17/15 @ 8:57 AM]

ACTION: **APPROVED 7-0**

NOTE: City Clerk David Olson presented the request for an appropriation of \$20,000 from the Community Preservation Act Fund to create a plan for the preservation and storage of all of the City's archival and historic records. The Community Preservation Committee reviewed the request and voted to recommend approval of the funds.

The \$20,000 will be used to hire a consultant to develop a plan for the City's archives that includes an evaluation and prioritization of the City's options that considers the legal requirements of document preservation and the historical value of City records. It is important that the City have a plan in place as the main Library is looking at realigning its space including the vault spaces, which are currently used to house some of the City's archives. In addition, there is a plan to add an elevator near the War Memorial. The elevator shaft would be located in the Inspectional Services Department's vault, which currently houses the department's archived plans and maps. It is critical to determine how much space is need, where to locate the archives, and what the future needs are for the City archives.

It was pointed out that one of the letters of support received by the Community Preservation Committee states that digitizing records increases rather than decreases the risk to losing archival information. The letter explains that electronic records are short-lived and programs and hardware must be maintained to read the records. When the plan is developed, it would be nice to have further information regarding that statement about digitizing records.

The Committee understood the need for a plan and the Committee unanimously voted to support a motion for approval.

#33-15 HIS HONOR THE MAYOR requesting authorization to expend nine thousand four hundred twenty-three dollars (\$9,423) in additional grant funding received as part of the Massachusetts Municipal Public Safety Staffing Grant. [01/26/15 @ 1:03 PM]

ACTION: **APPROVED 7-0**

NOTE: Lieutenant David MacDonald presented the request for authorization to expend \$9,423 received as grant funding as part of the Massachusetts Municipal Public Safety Staffing Grant Program. The Police Department received a grant of \$64,434 but only \$55,000 of that grant was authorized as part of the Fiscal Year 2015 budget. The additional funds will be used for overtime costs that result from minimum staffing requirements. A motion to approve the expenditure was made and approved unanimously.

#53-15 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of two thousand two hundred thirty dollars (\$2,230) from ISD Fines Receipt Reserved for Appropriation to ISD expenses for the purpose of hiring a land surveyor and the purchase of enforcement tickets. [02/23/15 @ 4:55 PM]

ACTION: **APPROVED 7-0**

NOTE: Inspectional Services Commissioner John Lojek explained that the request for appropriation of \$2,230 for the purchase of ticket booklets for non-criminal enforcement of zoning violations and to hire a land surveyor. The land survey will be hired to verify measurements from a previous land survey for a lot on Langley Road due to an enforcement issue, which has been appealed to the Zoning board of Appeals. The cost of the ticket booklets is estimated at \$1,030 and the cost of the land surveyor at \$1,200. The department provided quotes for the contract for the land surveyor and the ticket booklets, which were attached to the agenda. The requested funds would be appropriated from the department's receipts reserved account for fines, which contains over \$15,000.

Massachusetts State Law allows local code enforcement officers to issue code violations in lieu of filing criminal charges and tickets for ordinance violations. A copy of both laws and the department's current building code violation notices are attached. The department has worked with the Law Department to develop new tickets that clearly define why the ticket is being issued. Ald. Lappin moved approval, which carried unanimously.

#52-15 HIS HONOR THE MAYOR requesting authorization to transfer the sum of ten thousand dollars (\$10,000) from the Liability Self Insurance Fund to the Judgment and Settlements Account to cover the settlement of a claim against the City of Newton regarding an automobile accident involving a city vehicle. 02/23/2015 @ 4:55 PM]

ACTION: **APPROVED 7-0**

NOTE: Assistant City Solicitor Maura O'Keefe presented the request for a transfer of \$10,000 from the Liability Self Insurance Fund to settle a claim against the City as a result of an accident involving a City department. A City plow struck a car on Auburndale Avenue on February 13, 2014. The car was deemed a total loss by the owner's insurance company, Arbella Insurance Group. The owner of the car incurred medical and rental expenses because of the accident.

Arbella Insurance Group filed a claim with the City for \$17,283.53 for the totaled car, and incurred medical and rental car expenses. The Law Department did an investigation into the accident and determined that it was reasonable to assume that a court would find the City liable for the accident. After negotiating with Arbella Insurance Group, the City offered a settlement of \$10,000, which was accepted. Ald. Rice moved approval, which was supported unanimously.

#34-15 HIS HONOR THE MAYOR requesting authorization to accept and expend one million one hundred sixty-three thousand sixty-two dollars (\$1,163,062) received from the Massachusetts Department of Transportation as a result of an increase in Chapter 90 funding. [01/26/15 @ 1:04 PM]

ACTION: **APPROVED 7-0**

NOTE: Chief of Staff/Chief Finance Officer Maureen Lemieux explained that Governor Baker increased Chapter 90 Department of Transportation funding by \$100 million in January 2015. The City's share of that additional money is \$1,163,062. The money will be used to fund additional roadwork this upcoming construction season and to address road issues that are due to the severe winter. Ms. Lemieux added that the State must approve all use of the Chapter 90 funds. Ald. Fuller moved approval and the Committee voted in favor of supporting the motion unanimously.

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

#15-15 COMMUNITY PRESERVATION COMMITTEE recommending the appropriation of nine hundred eighty thousand dollars (\$980,000) from the Community Preservation Fund's general fund balance and reserve to the Parks and Recreation Department for the Waban Hill Reservoir at Manet Road and Reservoir Drive in Chestnut Hill, including: real property acquisition; a grant to the Newton Conservators for monitoring and enforcing a conservation restriction; initial dam safety compliance, public safety and accessibility improvements; and a master plan, as described in the proposal submitted November 13, 2013. [12/22/14 @ 8:57 AM]

PROGRAMS & SERVICES APPROVED 7-0-1 (Hess-Mahan abstaining) on 02/04/15

ACTION: **APPROVED 6-0-1 (Brousal-Glaser abstaining)**

NOTE: Chair of the Community Preservation Committee Joel Feinberg presented the recommendation to appropriate \$980,000 for the acquisition of the Waban Hill Reservoir from the State and associated costs for enforcement of a conservation restriction, public safety improvements, accessibility improvements, dam inspection, and a master plan. The cost of the land is \$404,800, which was determined by the State and is not negotiable. . A full breakdown of project costs and the Community Preservation Committee recommendation were attached to the agenda for the meeting. The Community Preservation Committee recommended approval of the proposal on December 11, 2014. The Programs and Services Committee approved the appropriation of funds on February 4, 2015. Mr. Feinberg stated that the Community Preservation Committee fully supported the acquisition of 5-acres of open-space, as it is great opportunity for the City and an excellent use of Community Preservation Act funds. The one member of the Community Preservation Committee that voted against the proposal preferred a phased funding approach.

The Community Preservation Committee (CPC) tried to determine the appropriate amount to fund above the cost of the acquisition of the land. It determined that it would not fund the entire requested contingency in the proposal or anything that could be considered maintenance like mowing of the grass on the site. The proposal contained a large contingency that the CPC believed reflected uncertainty about costs and priorities. The \$980,000 will support necessary improvements to make the site useable for passive recreation until a master plan is developed. The proposal also included funding for items that the CPC deemed maintenance; therefore, those were not included in the funding recommendation.

Commissioner of Parks and Recreation Bob DeRubeis joined the Committee to answer questions regarding the plans for the reservoir once it is acquired. He stated that the short-term plan for the site is to do enough work to secure the site and make it safe for passive recreational use. There are no plans to drain the reservoir but there does not appear to be any requirement that the reservoir water must remain. Once the site is acquired fencing along the inside perimeter of the reservoir will be added along with fencing at the top of the 22' slope. The pedestrian entrance to the site will be at Manet Road and there will be a small parking area. If additional parking is needed it will be on street in the neighborhood. The gatehouse located on the site will remain but will not be open to the public. The initial plan also includes accessible 15' stone dust pathways around the reservoir and repair of the existing ornamental fence around the site. Once the fencing around the inside of the reservoir is installed, the existing chain link fencing will be removed.

The recommendation also includes funding for the dam safety compliance requirements that require a dam inspection and evaluation report every other year by a civil engineering consultant. The City must also develop an emergency action plan in the first year of ownership and update the plan annually. The Engineering Division of the Department of Public Works will handle the aspects of the dam safety compliance, as the City Engineer has experience with dams.

The submittal for the proposal included a 10-year budget for maintenance of the site including removal of riprap (vegetation) in year one and the annual removal riprap and mowing the grass on the flat surfaces and the embankments. The maintenance costs are not included as part of the CPC recommendation for funding.

The CPC did not feel that any private matching funds were required as part of the project funding, as it is the City that will take ownership of the property. There will be opportunity in the future for donations to programming on the site. It was pointed out that the community has already made donations in the amount of \$5,000 towards future plans for the reservoir site.

The required conservation restriction language is drafted and is awaiting State approval. Assistant City Solicitor Bob Waddick continues to work with State on the acquisition. Commissioner DeRubeis believes that the State is ready to move forward with the transfer of property, which will like be through a release deed. The Commissioner's plan is to open the park in a year as a walking site. The reservoir sit cannot be opened until all of the fencing is in place.

It was suggested that once the reservoir site is acquired, the City consider selling the piece of property where the pump house is located. The property is not part of the main site and is land locked.

The City has no plans for that site and it could generate funds for the City. With that Ald. Fuller moved approval, which carried by a vote of six in favor and one abstention.

NOTE: Community Preservation Planner Alice Ingerson provided the attached summary of the available funds within the Community Preservation Act Fund.

Reappointment by His Honor the Mayor

#56-15 MICHAEL FLYNN, 23 Thelma Road, Dorchester, re-appointed to the BOARD OF ASSESSORS for a term expiring on February 1, 2018. (60 days 05-02-15) [02-27-15 @ 3:06 PM]

ACTION: **APPROVED 7-0**

NOTE: Michael Flynn is being reappointed to the Board of Assessors. Mr. Flynn has served as the City's Commercial Assessor and Board of Assessors member since 2008. He provided a detailed resume to the Committee, which was attached to the agenda. As Mr. Flynn is a reappointment and known to most of the Committee, he was not required to be present for discussion of the reappointment. Ald. Blazar moved approval, which carried unanimously.

#41-11(2) ALD. CICCONE requesting implementation of the fees associated with the Winter Overnight Parking Pilot Program. [09/19/13 @ 3:49 PM]

ACTION: **NO ACTION NECESSARY 7-0**

NOTE: The Public Safety and Transportation Committee voted the related item requesting the establishment of a Winter Overnight Parking Pilot Program no action necessary. Therefore, the above request to implement fees for the program is no longer necessary. Ald. Lappin moved no action necessary, which carried unanimously.

#50-15 HIS HONOR THE MAYOR requesting authorization to appropriate eleven thousand five hundred fifty dollars (\$11,550) from the Energy Stabilization Fund to obtain an Energy solar Consultant to assist the City in developing solar projects on the landfill and several other locations on City properties. [02/23/15 @ 4:55 PM]

ACTION: **HELD 7-0**

NOTE: The above item was held without discussion, as a representative from the Public Buildings Department was unavailable to present the item.

Chairman's Note: The Committee met with Matt Hunt of Clifton, Larson, Allen, LLP (CLA), the City's external auditing firm, to discuss CLA's review of the City's Comprehensive Annual Financial Report (CAFR) and to review the Reports on Internal Control and Federal Awards and the Management Letter related to the Fiscal Year 2014 Audit. The Committee members received copies of all documents related to the audit. The CAFR can be found on the City website under the following link:

<http://www.newtonma.gov/civicax/filebank/documents/63147>.

Mr. Hunt began the discussion by reviewing the City's Comprehensive Annual Financial Report (CAFR), particularly the Management's Discussion and Analysis (MD & A) and the Budget to Actual Statement portions of the CAFR. The budget to actual statements provides a good window into how the City's general fund performed. The CAFR also includes the Pension Trust Fund and the Other Post-Employment Trust Fund Statements.

Planning for the fieldwork for the audit started in April 2014 and the primary fieldwork began in September 2014. All information that was needed was provided by the City in a timely, well-organized manner. The City management and staff involved in the audit were responsive to all inquiries. There were no disagreements with management during the audit process and everything went smoothly.

The discussion continued with a review of the Fiscal Year 2014 CAFR. There is a statistical section in the rear of the CAFR that goes beyond the financial statement numbers and includes assessed values, collection rates on receipt on taxes and items of that nature. There are no major GASB pronouncements this year. The only GASB Statement of any impact whatsoever is GASB 65, which is a presentation change. Previously the offsets to the tax receivables were classified as deferred revenue and listed as liabilities. In this year's CAFR, the deferred revenue has been reclassified as deferred inflows of resources and reported in a separate section in the balance statements. There are no new auditing standards for the Fiscal Year 2014 audit. The auditor's opinion on Fiscal Year 2014 Comprehensive Annual Financial Report is unmodified, which is in keeping with prior years.

The Statement of Net Position reported on Pages 18 and 19 of the CAFR provides the City's assets, liabilities, and net position. Currently, there is an unrestricted *deficit* of a little more than \$138.5 million, which is mostly due to the recognition of the approximately \$198 million in net Other Post-Employment Benefit obligations. The City's total net position is \$139,901,149. The net OPEB obligation is the difference between what the actual required contribution is to fund OPEB liabilities and what the City actually contributes to OPEB. The actuarial accrued liability is \$554 million, which is the overall liability accrued over a multi-year valuation.

The schedule of OPEB Benefits on Page 74 of the CAFR shows a decrease of approximately \$50 million dollars in OPEB liabilities because in previous years some retirees who had both life insurance and health insurance were counted twice in the City's retiree census. The incorrect data was provided to the City's actuary resulting in an inflated actuarial approved OPEB liability. The City realized that there was an error this past year and corrected it, which resulted in a decrease of approximately \$50 million in the actuarial approved liability.

Mr. Hunt reviewed the financial highlights for Fiscal Year 2014. The key information is the fund balance information, particularly for the General Fund. The City had approximately \$36.7 million in total in the General Fund that is comprised of a restricted fund balance of \$2.8 million, a committed fund balance of \$4.88 million, an assigned fund balance of \$2.67 million, and an unassigned fund balance of \$26.26 million that includes \$14 million in the Rainy Day Stabilization Fund. At the end of fiscal year 2014, the percentage ratio of how much the unassigned fund balance is as it relates to the total revenues and other financing sources was 7.1%, which is an increase from the ratio of the previous year of 1.1%. The City has done a good job of increasing its reserves over the past few years.

Mr. Hunt reviewed the financial highlights related to the enterprise funds and internal service funds. The sewer enterprise fund ended the fiscal year with an unrestricted balance of \$16 million. There was an increase of \$4.5 million in net position over the past year. The water enterprise fund ended the fiscal year with an unrestricted balance of \$7 million. There was an increase of \$3.2 million in net position over the past year. The internal service funds total assets is approximately \$32 million at the end of fiscal year 2014 and liabilities totaled \$14.7 million, consisting mainly of incurred but not reported health claims liabilities of \$3.3 million and workers compensation liabilities of \$8.3 million. The net position of the internal service funds was slightly over \$17 million. Overall, the internal service funds increased about \$3.5 million. Mr. Hunt also quickly reviewed the CAFR footnotes, particularly Footnote 20 which relates to the Infrastructure Development Assistance Agreement with the State and the Chestnut Hill Square developers. The state issued \$10 million in debt to the developers for infrastructure improvements in the project area, the payback of which is expected to be funded through sales and income taxes generated by the development. If the developer cannot meet the established annual payments on the debt, the City is responsible for any shortfall. The City does have protections in place, such as a liquidity reserve with 2 years of debt service payments in place from the developer.

The independent auditor provides reports on the internal control over financial reporting and on compliance. The reports include any significant deficiencies and/or material weaknesses in internal controls. There were no material weaknesses identified in either the financial statements or federal awards; however, the auditors found one significant deficiency in the internal control over federal awards related to the Special Education Cluster Grant. The City lacked sufficient educational documentation for the paraprofessionals and teachers working in the program in its personnel files, as required by the grant. Subsequent to the finding, the School Department obtained the correct documentation and included it in the personnel files. The GAO and OMB A-133 Reports can be found by following this link: <http://www.newtonma.gov/civicax/filebank/documents/63439>

Mr. Hunt reviewed the Management Letter with the Committee. Three of the seven comments from the previous year's management letter were resolved. The resolved comments relate to the City's disaster recovery plan, departmental and other accounts receivable, and the student activity funds at the Day Middle School and Angier elementary School. A summary of the resolved comments are included in this year's management letter.

This year's management letter contains four prior year comments that have been partially resolved and four new comments. Mr. Hunt reviewed each of the comments and the Auditor's recommendation. Issues are partially resolved in four areas. First, issues remain in the student activity funds; however, the School Department has documented and performed agreed upon procedures. The second partially resolved issue is related to the Police Department detail accounts receivables, which continues to be an issue in this audit. The City developed and implemented a policy regarding the uncollectible police detail funds and the write-off of those funds in fiscal year 2014 but the City did not provide a new software program designed for billing and collection for the police detail billings. Mr. Hunt understands that the City has developed software but still needs to integrate it with the general ledger software. Third, the auditor also recommends the development, and implementation of a documented risk assessment program to identify, evaluate, and manage the risk of asset misappropriation, formally document the program and become part of the City's financial policies and procedures. The City has made progress in the area but needs to document all financial policies and

procedures and monitor the controls and risks. Fourth, the auditor's comment relates to the continued development of financial policies and procedures. Although a number of formal policies and procedures have been implemented, the auditors recommend that the City continue to work on written formal policies and procedures manual to improve and standardize the City's financial policies and procedures.

There are four new comments this year. The first is related to the Inspectional Services Department's cash receipts collection and reconciliation. The auditor recommends developing and implementing written financial policies and procedures, as well as the development of procedures for accurate cash receipt turnover forms. The second comment is related to the Bigelow Middle School activity funds and standardization of procedures. The auditor's recommendation includes utilization of a standard turnover form and implementation of procedures for the deposit of cash receipts. The third new comment is related to information technology and potential risks associated with information technology. The auditor recommends the city consider utilizing an independent third party to conduct tests of the information technology environment that includes an internal vulnerability assessment and a general controls review. The last new comment relates to the development of an investment policy for certain trust funds. The auditor recommends the City develop and adopt written investment policies for trust funds that are not governed by existing policies or laws.

The Financial Audit Advisory Committee's Accounting and Audit Sub-committee has met with representatives of the Police Department, School Department, and Treasury regarding the comments related to their departments and will be discussing the Information Technology Department and the Inspectional Services Department related comments at the March 24, 2015 meeting. For further detail on the Management Letter, comments and the City's responses please refer to the following link <http://www.newtonma.gov/civicax/filebank/documents/63438>.

The Committee adjourned at 8:55 PM and all other items before the Committee were held without discussion. Draft Board Orders for the above items that are recommended for Board of Aldermen action are attached.

Respectfully submitted,

Leonard J. Gentile, Chairman

SARAH C. ECKER
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Newton, Massachusetts 02460
sarahecker@comcast.net
(617) 930-0102

PROFESSIONAL EXPERIENCE

MAYOR'S OFFICE – EXECUTIVE STAFF
Newton, Massachusetts

January 2010 – December 2011

Director of Community Engagement: Served as key Mayor's Office liaison to community members, organizations and businesses. Developed strategy to revitalize village centers by engaging residents and businesses and organizing numerous community events. Oversaw creation of new city website. Managed search process for all mayoral appointments to boards and commissions.

Interim Chief Financial Officer: Performed CFO duties for newly elected Mayor, including negotiation and preparation of his administration's first operating budget. Development of budget featured numerous presentations at town hall style meetings.

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
San Francisco, California

December 1995 - July 1997

Budget Manager: Coordinated preparation and negotiation of operating budget for San Francisco's largest City department. Monitored expenditure and revenue performance; made recommendations for reducing and controlling expenses and funding of new initiatives. Analyzed fiscal impact of federal and state legislation on provision of local health care.

MAYOR'S OFFICE OF MANAGEMENT AND BUDGET
San Francisco, California

January 1995 - December 1995

Budget/Policy Analyst: Served as key contact for budget, policy and program matters between the Mayor's Office and several City departments, including the Departments of Public Health and Social Services. Analyzed proposed budgets, made funding recommendations to the Director of Finance and the Mayor, and prepared the Mayor's annual budget. Monitored expenditure and revenue performance; made recommendations for reducing and controlling expenses.

THE HON. ROBERT J. O'NEILL, SAN DIEGO SUPERIOR COURT
San Diego, California

June 1993 - June 1994

Research Attorney: Reviewed and analyzed wide variety of law and motion matters and prepared written recommendations for rulings for independent calendar judge; screened and often resolved ex parte applications and requests.

MAYOR'S OFFICE OF MANAGEMENT AND BUDGET
New York, New York

October 1985 - June 1989

Unit Head: Supervised OMB's Housing Division staff of five professional (MBA/MPA) analysts in the preparation, negotiation and monitoring of the City's housing budget which exceeded \$900 million annually (February 1988 - June 1989).

Budget/Policy Analyst: Conducted analyses and prepared policy and funding recommendations on housing issues (October 1985 - January 1988).

COMMUNITY EXPERIENCE

HISTORIC NEWTON

May 2007 - present

Board Member: Served as Assistant Treasurer during recent \$5 million capital campaign of the Newton Historical Society. Currently chair committee overseeing creation of new exhibits at the Durant-Kenrick House and Grounds, Newton's newest museum.

PRINCETON REUNIONS

July 2007 - May 2010

Co-Chair of 25th Class Reunion: Managed budget of over \$600,000 and all planning associated with four days of on campus events for more than 1,500 guests. Recruited and supervised 35 committees handling website, food, entertainment, alumni faculty forums, and publicity.

MOVE NEWTON FORWARD

December 2007 - May 2008

Co-Chair and Treasurer of Ballot Question Committee: Developed strategy and managed field operation for Prop. 2-1/2 property tax override campaign in the city of Newton. Raised and managed over \$100,000 in campaign donations. Developed educational materials for public, recruited volunteers, ran phone banks.

EDUCATION

NORTHEASTERN UNIVERSITY SCHOOL OF LAW
Boston, Massachusetts

Juris Doctor, May 1992

PRINCETON UNIVERSITY
Princeton, New Jersey

Bachelor of Arts, Politics, June 1985

OTHER COMMUNITY EXPERIENCE

TIGER TOURS, conduct weekly campus tours at Newton North (September 2013 - present).

BLUE RIBBON COMMISSION, member of citizen group of finance and management experts formed to advise City of Newton (September 2006 - February 2007).

NEWTON NORTH HIGH SCHOOL CITIZENS' TASK FORCE, member of team formed to develop options to address high school building needs (January 2003 - May 2003).

CITY OF NEWTON
IN BOARD OF ALDERMEN

2015

ORDERED:

That in accordance with the recommendation of His Honor the Mayor and with the confirmation of the Honorable Board of Aldermen, be it known that SARAH ECKER is hereby appointed as a TRUSTEE of the OTHER POST-EMPLOYMENT BENEFITS TRUST FUND for the City of Newton for a term to expire on March 31, 2018.

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON

City Clerk

CITY OF NEWTON
IN BOARD OF ALDERMEN

2015

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chairman Leonard J. Gentile, the transfers of funds in the amount of ten thousand dollars (\$10,000) from the City Clerk’s Seasonal Wages Account and five thousand dollars (\$5,000) from the City Clerk’s Voting Machine supplies to supplement the City Clerk’s Advertising/Publications Account be and is hereby approved as follows:

FROM:	City Clerk Salaries (0110105-512001).....	\$10,000
	City Clerk Expenses (0110105-5586).....	\$5,000
 TO:	 Cuty Clerk Expenses (0110101-5343).....	 \$15,000

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor
Date: _____

CITY OF NEWTON

IN BOARD OF ALDERMEN

2015

ORDERED:

That, in accordance with the recommendation of the Finance Committees through its Leonard J. Gentile, the sum of twenty thousand dollars (\$20,000) be appropriated from the Community Preservation Act Fund Historic Resources Reserve and expended under the control of the City Clerk, to create a strategic plan for the long-term preservation, storage and use of archival and historic records held by all City departments, as detailed in the proposal submitted to the Community Preservation Committee in November 2013, is hereby approved as follows:

From:	CPA Undesignated Fund Balance	
	21R10498-5790B.....	\$20,000
To:	City Archives Strategic Plan	
	21B10105-5301.....	\$20,000

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

Date: _____

CITY OF NEWTON
IN BOARD OF ALDERMEN

2015

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chairman Leonard J. Gentile, the Chief of Police is hereby authorized to expend the additional funds received as part of the Massachusetts Municipal Public Safety Staffing Grant Program in the amount of nine thousand four hundred twenty-three dollars (\$9,423) to be used to pay overtime costs in the Police Department that result from minimum staffing requirements.

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

Date _____

MASSACHUSETTS NON-CRIMINAL BUILDING CODE VIOLATION NOTICE

(Issued pursuant to MGL c.148A and 780 CMR)

TICKET #
B051-014244

DEPARTMENT ISSUING NOTICE

ISSUED BY: BUILDING COMMISSIONER (OR DESIGNEE)
 STATE BUILDING INSPECTOR (OR DESIGNEE)

BUILDING OFFICIAL (PRINT NAME)

OFFICER I.D. NUMBER

OFFICER (Print)

(First)

(MI)

CITY/TOWN

STATE

ZIP CODE

LOCATION OF VIOLATION (INCLUDE #, ST, CITY, TOWN)

STATE

ZIP CODE

TIME

Building Code, 780 CMR (Code of Massachusetts Regulations) Check One:

Warnings of violation(s) only

Violation(s) 780 CMR (1st offense=\$100. 2nd offense=\$500. 3rd or subsequent=\$1000.)

No specific conditions to be corrected
 Continuing conditions to be corrected within 24 hour
 Conditions to be corrected by: (date) _____

Description of Condition:

Description

Blocked or Impeded Egress

Emergency Lighting and/or Signage

Occupant Load Exceeded

Interior Finish

Occupant Notification Devices

Fire Detection Devices

Sprinkler System

Assessment

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Total Amount Due: \$ _____

Is this a 1st or subsequent offense Date(s) of prior Offense(s) _____

NOTATION: I certify that I am authorized to issue this Massachusetts Building Code Violation Notice in accordance with the provisions of Chapter 148A of the Massachusetts General Laws. I further certify that (check one):

I have delivered a copy of this violation to the offender, or the offender's agent at the time and place of the violation and the offender or agent of the offender upon receipt.

Date: _____

Check here if offender refused to accept delivery (Note: Whoever upon the request of any local or state code enforcement officer refuses to state his/her name and address shall be punished by a fine of not more than \$200.00 (M.G.L. C.148A.)

I have mailed a copy of this violation notice to the offender at the offender's last known address.

I have delivered a copy of this violation at the offender's last known address.

Address of mailing or delivery: _____
Officer Signature: _____

MAKE PAYMENT OR REQUEST AN APPEAL TO:

(PLACE LABEL HERE)

SEE REVERSE SIDE FOR IMPORTANT INSTRUCTIONS

**PART I ADMINISTRATION OF THE GOVERNMENT****TITLE VII CITIES, TOWNS AND DISTRICTS****CHAPTER 40 POWERS AND DUTIES OF CITIES AND TOWNS****Section 21D** Noncriminal disposition of ordinance, by-law, rule or regulation violations

Section 21D. Any city or town may by ordinance or by-law not inconsistent with this section provide for non-criminal disposition of violations of any ordinance or by-law or any rule or regulation of any municipal officer, board or department the violation of which is subject to a specific penalty.

Any such ordinance or by-law shall provide that any person taking cognizance of a violation of a specific ordinance, by-law, rule or regulation which he is empowered to enforce, hereinafter referred to as the enforcing person, as an alternative to initiating criminal proceedings shall, or, if so provided in such ordinance or by-law, may, give to the offender a written notice to appear before the clerk of the district court having jurisdiction thereof at any time during office hours, not later than twenty-one days after the date of such notice. Such notice shall be in triplicate and shall contain the name and address, if known, of the offender, the specific offense charged, and the time and place for his required appearance. Such notice shall be signed by the enforcing person, and shall be signed by the offender whenever practicable in acknowledgment that such notice has been received.

The enforcing person shall, if possible, deliver to the offender a copy of said notice at the time and place of the violation. If it is not possible to deliver a copy of said notice to the offender at the time and place of the violation, said copy shall be mailed or delivered by the enforcing person, or by his commanding officer or the head of his department or by any person authorized by such commanding officer, department or head to the offender's last known address, within fifteen days after said violation. Such notice as so mailed shall be deemed a sufficient notice, and a certificate of the person so mailing such notice that it has been mailed in accordance with this section shall be prima facie evidence thereof.

At or before the completion of each tour of duty, or at the beginning of the first subsequent tour of duty, the enforcing person shall give to his commanding officer or department head those copies of each notice of such a violation he has taken cognizance of during such tour which have not already been delivered or mailed by him as aforesaid. Said commanding officer or department head shall retain and safely preserve one copy and shall, at a time not later than the next court day after such delivery or mailing, deliver the other copy to the clerk of the court before which the offender has been notified to appear. The clerk of each district

court and of the Boston municipal court shall maintain a separate docket of such notices to appear.

Any person notified to appear before the clerk of a district court as hereinbefore provided may so appear and confess the offense charged, either personally or through a duly authorized agent or by mailing to the city or town clerk of the municipality within which the violation occurred together with the notice such specific sum of money not exceeding three hundred dollars as the town shall fix as penalty for violation of the ordinance, by-law, rule or regulation. Such payment shall if mailed be made only by postal note, money order or check. Upon receipt of such notice, the city or town clerk shall forthwith notify the district court clerk of such payment and the receipt by the district court clerk of such notification shall operate as a final disposition of the case. An appearance under this paragraph shall not be deemed to be a criminal proceeding. No person so notified to appear before the clerk of a district court shall be required to report to any probation officer, and no record of the case shall be entered in any probation records.

If any person so notified to appear desires to contest the violation alleged in the notice to appear and also to avail himself of the procedure established pursuant to this section, he may, within twenty-one days after the date of the notice, request a hearing in writing. Such hearing shall be held before a district court judge, clerk, or assistant clerk, as the court shall direct, and if the judge, clerk, or assistant clerk shall, after hearing, find that the violation occurred and that it was committed by the person so notified to appear, the person so notified shall be permitted to dispose of the case by paying the specific sum of money fixed as a penalty as aforesaid, or such lesser amount as the judge, clerk or assistant clerk shall order, which payment shall operate as a final disposition of the case. If the judge, clerk, or assistant clerk shall, after hearing, find that violation alleged did not occur or was not committed by the person notified to appear, that finding shall be entered in the docket, which shall operate as a final disposition of the case. Proceedings held pursuant to this paragraph shall not be deemed to be criminal proceedings. No person disposing of a case by payment of such a penalty shall be required to report to any probation office as a result of such violation, nor shall any record of the case be entered in the probation records.

If any person so notified to appear before the clerk of a district court fails to pay the fine provided hereunder within the time specified or, having appeared, does not confess the offense before the clerk or pay the sum of money fixed as a penalty after a hearing and finding as provided in the preceding paragraph, the clerk shall notify the enforcing person who issued the original notice, who shall determine whether to apply for the issuance of a complaint for the violation of the appropriate ordinance, by-law, rule or regulation.

As used in this section the term "district court" shall include, within the limits of their jurisdiction, the municipal court of the city of Boston and the divisions of the housing court department of the trial court.

The notice to appear provided for herein shall be printed in such form as the chief justice of the municipal court of the city of Boston shall prescribe for said court, and as the chief justice of the district courts shall prescribe for the district courts. Said notice may also include notice of violations pursuant to section eleven C of chapter eighty-five, section eighteen A of chapter ninety, section one hundred and seventy-three A of chapter one hundred and forty and section sixteen A of chapter two hundred and seventy. Any fines imposed under the provisions of this section shall enure to the city or town for such use as said city or town may direct. This procedure shall not be used for the enforcement of municipal traffic rules and regulations. Chapter ninety C shall be the exclusive method of enforcement of municipal traffic rules and regulations.

**PART I ADMINISTRATION OF THE GOVERNMENT****TITLE XX PUBLIC SAFETY AND GOOD ORDER****CHAPTER 148A CODE ENFORCEMENT OFFICER****Section 2** Local code enforcement officers; written notice of code violation; fine; hearing; appeal

Section 2. (a) Notwithstanding any general or special law to the contrary, any local code enforcement officer, empowered to enforce violations of the state building code or the state fire code may, as an alternative to initiating criminal proceedings, give to the offender a written notice of a code violation. Such notice shall contain the name and address, if known, of the offender, the specific offense charged and the time and place of the violation. The notice shall be signed by the local code enforcement officer and shall be signed by the offender whenever practicable in acknowledgement that such notice has been received. The local code enforcement officer shall, if possible, deliver to the offender a copy of the notice at the time and place of the violation. If it is not possible to deliver a copy of the notice to the offender at the time and place of the violation, the copy shall be mailed or delivered by the local code enforcement officer, or by the head of his department or by any person authorized by such department head, to the offender's last known address, within 15 days after the violation or discovery thereof. Such notice as so mailed shall be deemed a sufficient notice. A certificate of the person so mailing such notice that it has been mailed in accordance with this section shall be *prima facie* evidence thereof. The notice shall be executed in triplicate.

Whoever, upon request of any local code enforcement officer, refuses to state his name and address, or if he states a false name and address or a name and address which is not his name and address in ordinary use, shall be punished by a fine of not more than \$200.

(b) The local code enforcement officer shall indicate on the notice of violation that the violation is either: (1) a written warning; or (2) a code violation. If the notice is for 1 or more code violations, the code enforcement officer shall indicate on the notice the scheduled assessment for each violation alleged. If the notice of violation is for a continuing condition, the code enforcement officer shall indicate that the condition must be corrected within 24 hours of receipt of such notice. Failure to correct the condition within 24 hours may serve as grounds for criminal prosecution pursuant to section 34C of chapter 148.

(c) If the notice is for 1 or more code violations, the alleged violator shall return the notice of violation by mail, personally or by authorized person to the municipal hearing officer and shall, within 21 days, either: (1) pay in full the scheduled assessment; or (2) request a hearing before the municipal hearing officer. Any amounts paid shall be payable to the city or town, as the case may be. If the alleged violator requests, in a timely manner, a hearing

before the municipal hearing officer, the municipal hearing officer shall schedule a hearing not later than 45 days after receiving such hearing request. The municipal hearing officer shall duly notify the alleged violator of the date, time and location of the hearing. In no case shall the hearing officer, so designated, be an employee or officer of the fire department or building department associated with the code enforcement officer who issued the notice of violation. The hearing by the municipal hearing officer shall be informal and the formal rules of evidence shall not apply.

(d) Any person aggrieved by a decision of the municipal hearing officer, after a hearing, may appeal to the housing court within the county in which the violation occurred and shall be entitled to a hearing before a clerk magistrate of the court. The appeal shall be filed by the aggrieved person within 10 days after receiving notice of the decision from the municipal hearing officer who conducted the hearing.

(e) Any person who has received a notice of violation issued in accordance with this section who, within the prescribed time, fails to pay the scheduled assessment or fails to exercise his right to request a hearing before the municipal hearing officer or who fails to appear at the time and place of the hearing, shall be deemed responsible for the code violations as stated in the notice of violation and such finding of responsibility shall be considered *prima facie* evidence of a finding of responsibility for the code violation in any civil proceeding regarding said violation and shall be admissible as evidence in a subsequent criminal proceeding. If the condition which caused the notice of violation to issue continues to exist, the finding of responsibility may also be used by the city or town as *prima facie* evidence of the existence of a code violation in any proceeding to suspend or revoke any license, permit or certificate issued by such municipality, the state fire marshal or commissioner of public safety relative to said building, structure or premises pending the correction of the condition.

CITY OF NEWTON
IN BOARD OF ALDERMEN

2015

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chairman Leonard J. Gentile, the sum of two thousand two hundred thirty dollars (\$2,230) be and is hereby appropriated from Inspectional Services Fines Receipts Reserved for Appropriation for the purpose of hiring a land surveyor and the purchasing of enforcement ticket booklets for the Inspectional Services Department.

FROM:	ISD Fines Receipts Reserved for Appropriation (14M220-5901).....\$2,230
TO:	ISD Expenses (0122001-5301).....\$2,230

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

Date: _____

CITY OF NEWTON
IN BOARD OF ALDERMEN

2015

ORDERED:

That in accordance with the recommendation of the Finance Committee through its Chairman Leonard J. Gentile, authorization to settle a claim and the transfer of funds in the amount of ten thousand dollars (\$10,000) from the Liability Self Insurance fund to the Law Department's Judgments and Settlements Account for the purpose of settling a claim that arose as an automobile accident involving a City vehicle, be and is hereby approved as follows:

FROM:	Liability Self Insurance Fund (43-5901).....\$10,000
TO:	Legal Claims/Settlements (0110893-5725).....\$10,000

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

Date _____

CITY OF NEWTON
IN BOARD OF ALDERMEN

2015

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chairman Leonard J. Gentile, His Honor the Mayor is authorized to accept and expend up to one million one hundred sixty-three thousand sixty-two dollars (\$1,163,062) received from the Massachusetts Department of Transportation as a result of an increase in Chapter 90 funding.

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

Date: _____

DRAFT updated 25 February 2015, A. Ingerson

City of Newton, Massachusetts Community Preservation Fund - AVAILABLE FUNDS		Fiscal 2013	Fiscal 2014	Fiscal 2015
AVAILABLE FUNDS		from summer 2012 CP-2, summer 2013 CP-1	from summer 2013 CP-2, summer 2014 CP-1	from revised budget approved Sept 2014, summer 2014 CP-2
REVENUE				
local CPA surcharge (1% of Newton's total property tax levy)		\$2,510,552	\$2,707,415	\$2,774,541
state matching funds (fy13 - 26.8%; fy 14 - budgeted 26%, final 52.2%; fy15 - budgeted 23%, final 31.5%)		\$652,294	\$652,743	\$622,706
additional revenue:				
fund balance (unspent funds forwarded from prior years)		\$6,335,670	\$8,140,573	\$8,389,611
interest		\$19,091	\$18,635	
other (incl. state funds confirmed so late they must be budgeted the following year)		\$5,812	\$5,952	\$830,824
TOTAL REVENUE		\$9,523,419	\$11,525,319	\$12,617,682
EXPENDITURES				
PROGRAM ADMINISTRATION & DEBT SERVICE				
program administration (max 5% of current-yr new funds)		-\$112,767	-\$107,779	-\$152,559
debt service for 20 Rogers St. (final payment in fy17, allocated 100% to recreation / general reserve)		-\$306,000	-\$293,250	-\$280,500
TOTAL Program Administration & Debt Service		-\$943,892	-\$909,529	-\$433,059
AVAILABLE FUNDS after program administration & debt service		\$8,579,527	\$10,615,790	\$12,184,623
PROJECT APPROPRIATIONS by Board of Aldermen				
in FISCAL 2013				
Angino Farm Barn - Supplemental		-\$180,000		
54 Eddy Street		-\$255,000		
in FISCAL 2014				
Newton Homebuyer Assistance Program			-\$475,000	
Museum Archives - Construction			-\$641,000	
Myrtle Village (housing)			-\$910,179	
Newton Highlands Playground - Design			-\$200,000	
in FISCAL 2015				
Historic Burying Grounds, Phase 3				-\$208,007
Farlow Park Pond & Bridge (historic resources)				-\$476,780
Allen House, Partial Occupancy (historic resources)				-\$300,000
TOTAL Appropriations		-\$435,000	-\$2,226,179	-\$984,787
AVAILABLE FUNDS after new appropriations		\$8,144,527	\$8,389,611	\$11,199,836
CPC RECOMMENDATIONS SUBMITTED to Board of Aldermen				
Waban Hill Reservoir				-\$980,000
City Archives - Strategic Plan				-\$20,000
Taft Avenue (housing)				-\$584,029
TOTAL Recommendations				-\$1,584,029
AVAILABLE FUNDS if all current recommendations were funded in full		\$8,144,527	\$8,389,611	\$9,615,807

On page 2, submitted pre-& full proposals. →

← On page 1, revenue, funded projects & recommended funding.

City of Newton, Massachusetts		DRAFT updated 25 February 2015, A. Ingerson		
Community Preservation Fund - AVAILABLE FUNDS		Fiscal 2013	Fiscal 2014	Fiscal 2015
AVAILABLE FUNDS		from summer 2012 CP-2, summer 2013 CP-1	from summer 2013 CP-2, summer 2014 CP-1	from revised budget approved Sept 2014, summer 2014 CP-2
EXPENDITURES				
AVAILABLE FUNDS after program administration & debt service		\$8,579,527	\$10,615,790	\$12,184,623
AVAILABLE FUNDS if all current recommendations were funded in full		\$8,144,527	\$8,389,611	\$9,615,807
FULL PROPOSALS SUBMITTED to CPC				
Allen House, (historic resources) <i>remaining phases of full proposal</i>				-\$1,700,000
City Hall Acoustics & Accessibility <i>on hold at sponsor's request</i>				-\$1,331,604
TOTAL Proposals				-\$3,031,604
AVAILABLE FUNDS if all submitted proposals were funded in full		\$8,144,527	\$8,389,611	\$6,584,203
Pre-PROPOSALS SUBMITTED to CPC * = estimates by CPC staff				
full proposal expected in FISCAL 2015				
City Hall - Historic Windows - <i>per Fy16-20 CIP</i>				-\$1,100,000
Newton Highlands Playground (construction) - <i>per Fy16-20 CIP</i>				-\$2,500,000
Newton Homebuyer Assistance Program				-\$992,000
full proposal expected in FISCAL 2016 or later				
Affordable Housing Trust				-\$1,500,000
New Art Center <i>*only partial pre-proposal rec'd to date</i>				-\$1,500,000
WPA Mural (Newton North High School) *				-\$75,000
TOTAL Pre-Proposals				-\$7,667,000
AVAILABLE FUNDS if all pre-proposals were funded in full		\$8,144,527	\$8,389,611	-\$1,082,797



Setti D. Warren
Mayor

Newton, Massachusetts
Community Preservation Committee
COMMUNITY PRESERVATION PLAN

Adopted 12 February 2015

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

James Freas
Acting Director

Massachusetts' Community Preservation Act (CPA) provides local and state funds for community housing (affordable housing), historic resources, open space, and recreation land, within certain constraints:

ALLOWABLE SPENDING PURPOSES under the Community Preservation Act				
RESOURCES → ↓ ACTIVITIES	COMMUNITY HOUSING	HISTORIC RESOURCES	OPEN SPACE	LAND for RECREATIONAL USE
ACQUIRE	YES	YES	YES	YES
CREATE	YES	NO	YES	YES
PRESERVE	YES	YES	YES	YES
SUPPORT	YES	NO	NO	NO
REHABILITATE / RESTORE	YES, IF acquired or created with CPA funds	YES	YES, IF acquired or created with CPA funds	YES

Newton's detailed allowable uses of funds chart includes the CPA statute's full definitions of these eligible resources and activities. The chart is online from Guidelines & Forms at www.newtonma.gov/cpa.

Each CPA community must narrow the long list of projects that *could* be funded down to a shorter list of projects that *should* be supported with the funds available at any given time. Newton's Community Preservation Committee (CPC) bases its funding recommendations to the Board of Aldermen on the following principles.

1. Use Newton's regularly updated community-wide plans to guide funding decisions.

The CPC relies on Newton's *Comprehensive Plan* and other regularly updated community-wide plans to evaluate and prioritize Newton's CPA-eligible needs. Each proposal must cite at least two of these plans, most of which are linked to Guidelines & Forms at www.newtonma.gov/cpa.

2. Balance funding across eligible resources and activities.

Newton's CPC also uses some broad principles to consider whether projects are appropriate for CPA funding,

CPA Appropriateness
core public services & assets: appropriate for funding from core public revenue (not CPA)
special public or community projects: appropriate for full CPA funding
public-private partnerships: appropriate for partial CPA funding that will leverage other funds
philanthropy: appropriate for entirely private funding (not CPA)

as well as the share of total costs for that each project should seek from non-CPA sources:

Expected Share of Non-CPA Funding	
projects on public property, with broad or City-wide public benefits	less
projects on public property, with narrower or mostly single-neighborhood benefits	more
projects on private property, with broad public benefits (including affordable housing)	
projects on private property, with narrower but still significant public benefits	most

The CPC's expectations for non-CPA funding also vary by the phase of the project. For example, CPA-only funding of initial acquisition or design may be critical for raising non-CPA construction funds.

website www.newtonma.gov/cpa
contact Alice E. Ingerson, Community Preservation Program Manager
email aingerson@newtonma.gov phone 617.796.1144

The CPA statute requires communities to spend at least 10% of each year’s new funds on each of three resources – housing, historic resources, and the combination of open space and recreation land. Unspent CPA funds are also carried forward from year to year. At the end of each year, Newton’s CPC aims to maintain a fund balance equal to about one year’s worth of funds (currently about \$3 million), which can then be applied either to especially large, anticipated projects or to unanticipated opportunities. Some projects, such as land acquisition or major capital improvements to public buildings or parks, may also be paid for through debt financing (bonds).

Over the long term, Newton’s CPC tries to balance funding relatively evenly across all resources:

Allocation Targets: Balancing Funds Among CPA-Eligible Resources	± 5%
affordable housing: development	30
historic resources: all purposes	25
open space & recreation land: acquisition	20
open space & recreation land: rehabilitation / capital improvements	20
total, min. - max.	75-115%

These targets are flexible guidelines, not rigid quotas. They reflect Newton’s past funding patterns, available information about possible future proposals, and an extensive community survey and multiple public hearings in 2011-12. These targets also reflect cost differences among different types of projects. For example, in Newton projects that must acquire land — such as to create housing or for a new conservation area — tend to cost more than projects that preserve or rehabilitate buildings and land already in public ownership.

Applying the targets above to Newton’s CPA funding forecast for fiscal 2015 through 2020, including both the current fund balance and a fairly conservative forecast for annual new funds, suggests these round estimates:

Last updated: 25 November 2014

Estimated Available CPA Funds, Fy15-20	Housing	Historic	Open Space or Recreation		TOTALS
			Acquisition	Rehabilitation	
Scenario A. no debt financing	\$9,500,000	\$7,800,000	\$5,800,000	\$6,600,000	\$30,000,000
%	32%	26%	20%	22%	100%
Scenario B. all public land acquisition debt-financed, max. \$750,000 in annual debt service	\$10,500,000	\$8,000,000	\$4,500,000	\$7,000,000	\$30,000,000
%	35%	27%	15%	23%	100%

3. Support proposals with a high probability of success, based on their sponsors’ proven capacity for project management and long-term maintenance.

Newton’s CPA proposal review process and requirements aim to confirm that each proposed project has both a reliable source of non-CPA funding for future maintenance and a qualified, available project manager. Requirements were added for these purposes in response to the state statute’s prohibition on using CPA funds for maintenance, and to past funded projects that experienced long delays or requested supplemental funding. Each proposal sponsor must submit a relatively short “pre-proposal” for discussion with the CPC at a regular public meeting. The CPC uses these discussions to suggest ways of strengthening the project and to decide whether or when to encourage submission of a full proposal. For each full proposal, the CPC solicits comments at a public hearing and holds one or more working sessions, before voting on whether to recommend the project to the Board of Aldermen for funding.

Full current requirements, including a diagram of the funding process, sample proposal forms and upcoming deadlines, are online from [Guidelines & Forms](http://www.newtonma.gov/cpa) at www.newtonma.gov/cpa.

4. Evaluate Projects to Ensure Accountability & Improve Future Projects

Once a project is funded, the CPC requires the manager to make regular progress reports. The final release of CPA funds is contingent on the manager’s presentation of a final in-person and written report to the CPC.

The CPC monitors completed projects indefinitely, to evaluate the community’s long-term returns on its CPA investments, and to learn how well – and why – different projects are maintained with non-CPA funds. The CPC also considers each sponsor’s past project management record when reviewing that sponsor’s new proposals.

Current & Possible Proposals Compared to Available Funds						
Source	Title & Location	Summary	Affordable Housing	Historic Resources	Open Space or Recreation Land Acquisition	Rehabilitation
Recently Funded Projects						
Reports	Funded projects, FY12-Fy15 to date, from Available Funds & All Projects reports, total \$3,810,966		\$1,640,179	\$1,786,787	\$2,000	\$382,000
		% Allocation by Resource	43%	47%	0%	10%
		% ALLOCATION by RESOURCE - CPC TARGETS	25-35%	20-30%	15-25%	15-25%
Current Pre- and Full Proposals						
Proposal	Waban Hill Reservoir	Acquisition, conservation restriction enforcement, basic site improvements.			\$404,800	\$575,200
Proposal	Allen House	Complete rehabilitation of historic building as cultural center.		\$1,700,000		
Proposal	City Archives - Strategic Plan	Prioritize facilities improvements & scanning.		\$20,000		
Proposal	City Hall Acoustics & Accessibility	Additional elevator & accessible entrance, restrooms.		\$1,331,604		
Pre-proposal & CIP (28)	City Hall - Historic Windows	Rehabilitate or install historically appropriate replacements.		\$1,000,000		
Proposal & CIP (66)	Newton Highlands Playground	Final design and construction of improvements.				\$2,149,384
Pre-Proposal	Taft Avenue	2 permanently affordable rental units.	\$584,029			
Pre-Proposal	Affordable Housing Trust	Support affordable housing development.	\$1,500,000			
Pre-Proposal	New Art Center	Rehabilitate and improve accessibility.		\$1,500,000		
Pre-Proposal	WPA Mural	Restore for permanent display at Newton North High School.		\$7,500,000		
Pre-Proposal	Newton Homebuyer Assistance Program	Raise maximum assistance per household, based on household size, and increase number households served by the current round from 3 to 6.	\$992,000			
		Current Pre- and Full Proposals, total \$19,257,017	\$3,076,029	\$13,051,604	\$404,800	\$2,724,584
		% Allocation by Resource	16%	68%	2%	14%
Possible Future Proposals: Site Totals by [Priority] in Capital Improvement Plan (CIP)						
CIP [94]	City Hall Board of Alderman Chamber	Furniture; electrical service, lighting, sound system; repair and repaint ceiling and walls; install air		\$250,000		
CIP [97] + [189]	City Hall War Memorial	Exterior stairs; new heating, ventilation & air		\$335,000		
CIP [72]	Crystal Lake Bathhouse	Design and build new 3-season building to meet community needs.				\$5,000,000
CIP [110]	Burr Park Fieldhouse	Exterior; landing, stairs and railings, sidewalk and retaining wall; new, historically appropriate windows.				\$313,500
CIP [130]	Police Annex (former West Newton branch library)	New slate and rubber roof, gutters and downspouts.		\$250,500		

Current & Possible Proposals Compared to Available Funds						
Source	Title & Location	Summary	Affordable Housing	Historic Resources	Acquisition	Open Space or Recreation Land Rehabilitation
CIP [133]	Former Newton Centre Branch Library (Health Dept. Building)	Repair/restore envelope. Health Dept. has moved to City Hall; building is in re-use process.		\$1,500,000		
CIP [141] & [199]	City Archives City Clerk Storage	City Clerk & Engineering: Storage facilities & scanning.		\$1,000,000		
CIP [142] & [177]	Auburndale Library	Doors and window frames; slate roof, accessible ramp, foundation walls, stairs, exterior trim and door		\$255,000		
CIP [143] + [227]	Waban Library	Doors & windows, entry walk & patio, foundation & parapet walls, stairs.		\$318,500		
CIP [167] + [169] + [205]	Senior Center	Windows & walls, stairs, stonework, canopy, roofs, gutters, downspouts.		\$519,000		
CIP [174] + [215]	Parks & Rec Headquarters (former Newton Corner branch library)	Doors and windows, accessibility, bathrooms & plumbing, lighting, electrical service, telecommunications, add air conditioning.		\$292,500		
CIP [175] + [217]	Crafts Street Stable	Plumbing & bathrooms, lighting, electrical service, telecommunications, heating, accessibility; add air conditioning; exterior masonry, ramps, doors and windows, roof & cupola.		\$1,443,000		
CIP [209] + [248] + [254]	Historic Burying Grounds	Complete repair of historic tombs at West & East Parish, replace fences at all 3 sites.		\$700,735		
CIP [213]	Nonantum Library	Roofs, gutters and downspouts; exterior woodwork, exterior stairs and ramps; fence.		\$200,000		
CIP [216] + [236]	Jackson Homestead	New off-site storage for object collections; rehabilitate or install new, historically appropriate doors & windows.		\$292,000		
CIP [229]	Jeanette Curtis West Rec. Center at Newton Centre Playground	Repair structural failures, replace heating system.		\$1,500,000		
CIP [246]	City Hall & War Memorial Historic Landscape	Restore plantings and views.		\$1,500,000		
Possible Future Proposals from CIP, total \$15,669,735			\$0	\$10,356,235	\$0	\$5,313,500
% Allocation by Resource			0%	66%	0%	34%
Current Pre- & Full Proposals + Possible Future Proposals, total \$34,759,752			\$3,076,029	\$23,407,839	\$404,800	\$8,038,084
% Allocation by Resource			9%	67%	1%	23%
Total Available Funds for FY15-20: ≈ \$30,000,000			≈ \$10,500,000	≈ \$8,000,000	≈ \$4,500,000	≈ \$7,000,000
% ALLOCATION by RESOURCE - CPC TARGETS			25-35%	20-30%	15-25%	15-25%

CITY OF NEWTON

IN BOARD OF ALDERMEN

2015

ORDERED:

That, in accordance with the recommendation of the Programs & Services and the Finance Committees through their respective Chairmen Amy Mah Sangiolo and Leonard J. Gentile, that the City of Newton acquire the property known as the Waban Hill Reservoir in Chestnut Hill pursuant to the provisions of Chapter 154 of the Acts of 2013 and that the sum of nine hundred eighty thousand dollars (\$980,000) be appropriated from the fund balance and reserves of Community Preservation Act Fund and expended under the control of the Parks and Recreation Commissioner for acquisition and initial improvement, as detailed in the Community Preservation Committee’s December 2015 funding recommendation to the Board of Aldermen, is hereby approved as follows:

From:	Fund Balance – Open Space	
	21-3321A	\$349,234.99
	2015 Opens Space Reserve	
	21R10498-5790A.....	\$422,807.00
	2015 CPA Reserve	
	21R10498-5790.....	\$207,958.01
To:	Waban Hill Reservoir Land Acq	
	21D60216-5810	\$980,000.00

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

Date: _____

CITY OF NEWTON
IN BOARD OF ALDERMEN

2015

ORDERED:

That in accordance with the recommendation of His Honor the Mayor be it known that MICHAEL FLYNN, 23 Thelma Road, Dorchester is hereby re-appointed as a member of the Board of Assessors for a term of office to expire on February 1, 2018.

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

CITY OF NEWTON
IN BOARD OF ALDERMEN

, 2015

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chairman Leonard J. Gentile, the following item be and is hereby voted NO ACTION NECESSARY:

#41-11(2) ALD. CICCONE requesting implementation of the fees associated with the Winter Overnight Parking Pilot Program. [09/19/13 @ 3:49 PM]

Under Suspension of Rules
Readings Waived and Item Voted NO ACTION NECESSARY

(SGD) DAVID A. OLSON, City Clerk