

CITY OF NEWTON  
IN BOARD OF ALDERMEN  
FINANCE COMMITTEE AGENDA

WEDNESDAY, MAY 27, 2015

7 PM  
Room 211

**ITEMS SCHEDULED FOR DISCUSSION:**

#102-15      HIS HONOR THE MAYOR requesting authorization to accept and appropriate the sum of thirty-nine thousand dollars and fifty cents (\$39,000.50) from the inter-agency agreements executed between the City of Newton and agencies of the Brookline-Newton-Waltham-Watertown Homelessness Consortium (Continuum of Care) for services provided by the City of Newton as the lead agency for this program. [04/13/15 @ 3:03 PM]

**REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES**

#115-15      HIS HONOR THE MAYOR requesting acceptance and authorization to expend three hundred forty-eight thousand nine hundred nineteen dollars (\$348,919) in additional Massachusetts Department of Transportation funds from the Winter Recovery Assistance Program. [04/28/15 @ 2:21 PM]  
**PUBLIC FACILITIES APPROVED 5-0 on 05/06/15**

**REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES**

#116-15      HIS HONOR THE MAYOR requesting authorization to appropriate and expend five million four hundred thousand dollars (\$5,400,000) from the Sewer Fund Reserved for Appropriation Account. This funding, along with the three million six hundred sixty-eight thousand dollars (\$3,668,000) previously identified from the MWRA sewer loan grant program, will allow the Department of Public Works to implement Project Area 3 & 4 Construction, Project Area 5 Design, and Project Area 6 Inspection. [04/28/15 @ 2:21 PM]  
**PUBLIC FACILITIES APPROVED 4-0-1 (Lappin abstaining) on 05/06/15**

**REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES**

#117-15      HIS HONOR THE MAYOR requesting authorization to appropriate and expend seven hundred fifty thousand dollars (\$750,000) from FY 2015 Water Capital Reserve and four hundred seventy one thousand three hundred thirty-three dollars (\$471,333) from FY 2015 Water Operating Reserve for the purpose of funding water main improvements in Fiscal Years 2015 and 2016. [04/29/15 @ 12:01PM]  
**PUBLIC FACILITIES APPROVED AS AMENDED 4-0-1 (Gentile abstaining) on 05/06/15**

The location of this meeting is handicap accessible and reasonable accommodations will be provided to persons requiring assistance. If you need a special accommodation, *please contact John Lojek, at least two days in advance of the meeting: [jlujuk@newtonma.gov](mailto:jlujuk@newtonma.gov), or 617-796-1064.* For Telecommunications Relay Service dial 711.

#113-15 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:

	<b>Property Owner</b>	<b>Property Address/ S-B-L</b>	<b>Book / Page</b>	<b>Betterment Amount</b>
1.	Son Martin & Lee Jeessoo	5 Bound Brook Road 83-006-0008	1411/0089	\$2,287.50
2.	Isselbacher Eric M Tr Erste Tochter Realty Tr	259 Country Club 82-015-0020	22979/0320	\$2,122.50
3.	Jones Terrence & Jones Krietta Bowens	185 Fairway Drive 31-027-0021	1389/0023	\$2,122.50
4.	Tocci Matthew & Caruso Nicole JT	22-24 Mague Avenue #24 33-034-0052A	53276/0485	\$2,012.00
5.	Lowney Kathleen & Scanlon Peter w	424 Newtonville Avenue 22-005-0019	47611/0317	\$2,480.00
6.	Slack Shawna	34 Temple Street 32-008-0005	64919/453	\$4,790.00
7.	Notis-Mcconarty Edward & Jean	122 Temple Street 32-020-0007	19981/0160	\$2,040.00
8.	Ring Laurence & Debra Drucker	207 Temple Street 32-024-0012	33993/0134	\$2,150.00
9.	Nadai John & Andrea Gajer	10 Dwhinda Road 55-031-0005	33144/0347	\$3,742.50
10.	Shade Michael E & Elizabeth Adler	114 Temple Street 32-020-0008	34716/0454	\$2,282.50
11.	MacLEAN Todd & Laura	18 Temple Street 32-008-0006	60255/0336	\$5,257.50

**REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES**

#114-15 HIS HONOR THE MAYOR requesting authorization to transfer the sum of one hundred five thousand dollars (\$105,000) from the Public Buildings Salaries Account to the Public Buildings Municipal Building Maintenance Account to contract maintenance to enable additional work to be completed [04/28/15 @ 2:22 PM]  
**PUBLIC FACILITIES APPROVED 5-0 on 05/06/15**

**REFERRED TO PUBLIC SAFETY, PUBLIC FACILITIES & FINANCE COMMITTEES**

#32-15(2) HIS HONOR THE MAYOR requesting authorization to appropriate the sum of three million six hundred forty-five thousand eight hundred twenty-three dollars (\$3,645,823) from bonded indebtedness for the purpose of completing the Fire Station 3/Headquarters Project through the construction of the temporary facility. [04/28/15 @ 2:21 PM]  
**PUBLIC SAFETY & TRANS APPROVED 6-0**  
**PUBLIC FACILITIES APPROVED 5-0**

**REFERRED TO PROG & SERV, PUB FACILITIES, AND FINANCE COMMITTEES**

- #118-15 HIS HONOR THE MAYOR requesting authorization to acquire real property for municipal purposes at 15 Walnut Park, Newton more commonly referred to as Lot 1B, as shown on a subdivision plan dated August 30, 2010 and recorded in Middlesex County Registry of Deeds as Plan No. 746 of 2010, and for authorization to appropriate and expend fifteen million seven hundred fifty thousand dollars (\$15,750,000) from bonded indebtedness for the purpose of purchasing the property. [04/29/15 @ 12:01PM]  
**PROGRAMS & SERVICES APPROVED 6-0 on 05/06/15**  
**PUBLIC FACILITIES APPROVED 7-0 on 05/06/15**

- #112-15 HIS HONOR THE MAYOR requesting authorization to transfer the sum of ten thousand dollars (\$10,000) from the Assessing Salaries Account to the Assessing Office Furniture Account for the purpose of providing funding for purchase of shelving for assessing documents as part of the archival project. [04/28/15 @ 2:22 PM]

- #101-15 HIS HONOR THE MAYOR requesting authorization to transfer the sum of thirty-five thousand dollars (\$35,000) from Veteran Services Salaries Account to Veteran Services Benefits Account. 04/13/15 @ 9:07 PM]

- #87-15 HIS HONOR THE MAYOR requesting authorization to create a gift account for Fiscal Year 2016 for the Newtonville Area Council in accordance with Massachusetts General Laws c. 44 §53A. [04/02/15 @ 3:46 PM]

**REFERRED TO FINANCE AND PROGRAMS & SERVICES COMMITTEE**

- #402-13 ALD. FULLER, GENTILE, RICE and LINSKY requesting a Home Rule Petition to amend Article 9 of the Charter to clarify that Neighborhood Area Councils shall maintain and control their own financial accounts and records, independent of City finances; and to further clarify that such independent financial accounts and records shall remain subject to City audit. [10/28/13 @ 10:18 AM]

**ITEMS NOT SCHEDULED FOR DISCUSSION:**

- #133-15 HIS HONOR THE MAYOR requesting authorization to enter into negotiations for the potential lease on city property for purposes of third-party construction, ownership, and operation of on-site renewable solar energy generation from which the City will purchase electric output and/or net metering credits. [05/11/15 @ 5:00 PM]

**REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES**

- #132-15 HIS HONOR THE MAYOR requesting authorization to transfer the sum of two hundred thousand dollars (\$200,000) from the Public Works Full Time Wages/Street Maintenance Account to the Public Works Electrical Equipment Account for the purpose of funding additional repair work required this year. [05/11/15 @ 4:18 PM]

**REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES**

- #131-15 HIS HONOR THE MAYOR requesting authorization to transfer the sum of eighty thousand dollars (\$80,000) from the Public Works Snow Overtime Account to the Public

Works Vehicle Repairs Account for the purpose of funding additional repair work required due to the historic amount of snow this past winter. [05/11/15 @ 4:18 PM]

**REFERRED TO PUBLIC SAFETY & TRANS. AND FINANCE COMMITTEES**

- #130-15 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of one hundred fifty thousand dollars (\$150,000) from Free Cash for the purpose of improving traffic signalization at several intersections throughout the City.

**REFERRED TO PUBLIC SAFETY & TRANS. AND FINANCE COMMITTEES**

- #129-15 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of two million dollars (\$2,000,000) from bonded indebtedness for the purpose of improving the traffic signals at several intersections in Auburndale and traffic improvements in Nonantum and Oak Hill, as well as other areas of the City. 05/11/15 @ 5:00 PM]
- #128-15 HIS HONOR THE MAYOR requesting authorization to enter into a five-year contract for the curbside collection of solid waste and recyclables. [05/11/15 @ 4:30 PM]

**REFERRED TO ZONING & PLANNING, LAND USE AND FINANCE COMMITTEES**

- #104-15 ALD. JOHNSON, LAREDO, AND GENTILE requesting a report from the Planning Department with the following information: How many of the affordable units developed at Commonwealth Avenue, Pearl Street, and Eddy Street qualify to be included on the State's Subsidized Housing Inventory List. If a property is not currently on the list, what can be done to make it eligible. [04/09/15 @ 12:00PM]

**REFERRED TO ZONING & PLANNING AND FINANCE COMMITTEES**

- #103-15 COMMUNITY PRESERVATION COMMITTEE recommending the appropriation of one million fifty-seven thousand dollars (\$1,057,000) from the Community Preservation Fund to the control of the Director of Planning & Development, to create additional units of permanently affordable housing through the Newton Homebuyer Assistance Program, as described in the proposal submitted in March 2015. 04/13/15 @ 10:18 AM]

**REFERRED TO PS&T, PUBLIC FACILITIES AND FINANCE COMMITTEES**

- #85-15 ALD. SANGIOLO requesting discussion with the Director of Transportation and the Transportation Coordinator to determine whether a fee could be imposed on all residents who own automobiles in the City. Such fee to be placed into a transportation fund to pay for roadway and sidewalk improvements. Residents would get a parking sticker in return for each automobile they have registered with the City that would enable them to bypass parking restrictions in the City except for Tow Zones and Fire Hydrants and any other emergency zones determined by the Police and Fire Departments.
- #84-15 ALD. GENTILE requesting a discussion with the Newton Community Development Foundation (NCDF) regarding their plans for repayment of the deferred rental payments and accrued interest on their ground lease with the City for the former Warren Junior High School site. [03/30/15 @ 2:57 PM]

- #25-15 ALD. GENTILE requesting a discussion regarding the establishment of an Investment Advisory Committee to be comprised of the Treasurer, Chief of Staff/Chief Financial Officer, Comptroller, Chairman of Finance and three residents of the City of Newton. [01/09/15 @ 1:57 PM]

**REFERRED TO PUBLIC SAFETY & TRANS AND FINANCE COMMITTEES**

- #465-14 ALD. SANGIOLO, GENTILE AND HARNEY requesting a discussion regarding reducing the fee charged to residents for permit parking programs. [11/17/14 @ 12:40 PM]

**REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES**

- #464-14 ALD. SANGIOLO requesting discussion with the Department of Veteran's Services and the Executive Department regarding updates on programming at the Newton Senior Center and budgeting for new initiatives. [11/24/14 @ 3:41 PM]
- #461-14 ALD. FULLER AND JOHNSON requesting a report from the Executive Department regarding the current open positions with a report listed by Department of the days open, current month/quarter forecasted to fill, and candidate pipeline/strategy for hiring. [11/17/14 @ 9:22 AM]

**REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES**

- #455-14 HIS HONOR THE MAYOR recommending amendment to Chapter 29, Section 80 **Sewer/Storwater use charge.** of the City of Newton Ordinances to create a storm water rate fee structure based upon square footage of impervious surface area.  
**PUBLIC FACILITIES HELD 7-0 on 04/08/15**

**REFERRED TO LAND USE AND FINANCE COMMITTEES**

- #375-14(5) HIS HONOR THE MAYOR requesting that Sec. 17-3. **Fees for certain licenses and permits.** of the Revised Ordinances of the City of Newton, 2012, relative to Special Permit fees, be amended by striking in (15)a) "\$350.00" and in (15)b) "\$750.00" and by substituting "\$500.00" and "\$1,000.00," respectively, and by deleting (15c) in its entirety and re-lettering d) to c) and e) to d), effective July 1, 2015. [04/15/15 @ 4:57 PM]

**REFERRED TO ZONING & PLANNING AND FINANCE COMMITTEES**

- #315-14 ALD. HESS-MAHAN, ALBRIGHT, CROSSLEY AND DANBERG proposing an amendment to Chapter 2 of the City of Newton Ordinances setting forth requirements for procurement of materials and services by non-governmental recipients of federal, state or local funds administered by the City, such as CDBG and CPA funds. In order to encourage non-profit and other private organizations to participate in affordable housing, cultural and other public-private collaborations, such procurement requirements should accommodate the needs of non-governmental recipients for flexibility given the multiple public and private sources of funds necessary for any project by not placing undue or unreasonable burdens on them. [08/04/14 @ 5:08PM]

**REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES**

- #216-14 ALD. HESS-MAHAN, ALBRIGHT, BAKER, CROSSLEY, NORTON AND SANGIOLO proposing the following amendments to Chapter 12 Health and Human Services of the Revised Ordinances to:
- require owners of dwellings requiring a Certificate of Habitability under Section 12-1 and real estate agents/brokers who receive compensation in connection with the particular real estate transaction to notify the Commissioner of Health and Human Services whenever an apartment, tenement, or room in a lodging house is vacated by the occupant or when an area in an existing building is converted to a condominium prior to being reoccupied by a new tenant, lodger or occupant;
  - require educational institutions to disclose addresses of undergraduates living off-campus in Newton;
  - require a fee for certification; and
  - impose a fine for violation of these provisions. [05/14/14 @ 11:51 AM]

**REFERRED TO LAND USE AND FINANCE COMMITTEES**

- #49-14 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]
- #34-14 ALD. FULLER requesting a discussion with the Executive Office regarding the current status and challenges related to the City of Newton pension and retiree healthcare (OPEB) systems. [01/11/14 @ 5:22 PM]

**REFERRED TO ZAP, PROG & SERV AND FINANCE COMMITTEES**

- #397-13(3) ALD. SANGIOLO AND DANBERG requesting creation of an ordinance to protect trees deemed ~~historie~~ significant by the ~~Historical Commission and the City's Tree Warden~~ with the advice and counsel of the Urban Tree Commission. [05-05-14 @ 4:32 PM]

**REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES**

- #254-12 (3) PROGRAMS & SERVICES COMMITTEE proposing an ordinance to require a fee, charged to consumers, for the use of paper bags at certain retail establishments in the City of Newton. [01/10/14 @ 3:36 pm]

**REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES**

- #41-13 ALD. CROSSLEY, FULLER AND SALVUCCI requesting a discussion with the administration to review how the city inventories, plans for, budgets and accounts for needed smaller capital expenditures (currently set at under \$75,000), which are excluded from the Capital Improvement Plan (CIP); how to make these non-CIP capital

maintenance items visible, and how to integrate them with the overall planning, CIP, and budgeting processes. [01/14/13 @ 5:02 PM]

**REFERRED TO ZONING & PLANNING, LAND USE & FINANCE COMMITTEES**

- #273-12 ALD. CROSSLEY & HESS-MAHAN requesting a restructuring and increase in fees for permits charged by the Inspectional Services Department and fees charged by the Planning Department and City Clerk to assure that fees are both sufficient to fund related services provided and simple to administer.

**REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES**

- #185-12 ALD. BAKER, BLAZAR, SANGIOLO, LINSKY, ALBRIGHT & DANBERG requesting that the Board of Aldermen adopt a RESOLUTION to His Honor the Mayor asking that, when the Mayor seeks future Board approval for bonding the cost of additional capital facilities or equipment for the schools, he include in that funding request, as well as in the city-wide Capital Improvement Plan, the estimated costs needed for funding the capital technology needs of the Newton Schools, including the appropriate portions of the estimated project costs of the School Committee's three-year district-wide technology plan not anticipated to be funded by the Information Technology Department budget; the anticipated technology grants from Boston College for the elementary schools; and/or estimated revenue from the E-rate Technology Reimbursement Program.  
**PROGRAMS & SERVICES APPROVED 6-0 on 07/11/12**

**REFERRED TO ZONING AND PLANNING AND FINANCE COMMITTEES**

- #102-11 ALD. HESS-MAHAN, JOHNSON, COMMISSIONER LOJEK, AND CANDACE HAVENS requesting an amendment to Chapter 17 to establish a fee for filing a notice of condo conversion. [03-29-11 @ 4:55PM]  
**ZONING & PLANNING APPROVED 6-0 on 6/10/13**

**REFERRED TO ZONING AND PLANNING AND FINANCE COMMITTEES**

- #95-11 ALD. HESS-MAHAN proposing an ordinance requiring that a notice of conversion to condominium ownership be filed with the Inspectional Services Department and that the property be inspected to determine compliance with all applicable provisions of the state and local codes, ordinances and the rules and regulations of all appropriate regulatory agencies. [03-24-11 @ 9:30AM]  
**ZONING & PLANNING APPROVED 6-0 on 6/10/13**

**REFERRED TO LAND USE & FINANCE COMMITTEES**

- #276-10 ALD. FULLER, CROSSLEY, DANBERG, LINSKY requesting a review of guidelines for mitigation fund provisions to maximize the use of such funds on behalf of the city together with mechanisms by which the city can better track such funds to ensure they are used in a timely fashion.

**REFERRED TO FINANCE AND APPROPRIATE COMMITTEES**

- #257-12 RECODIFICATION COMMITTEE recommending (1) review of the Fees, Civil Fines/Non-Criminal Disposition contained in Chapter 17 LICENSING AND PERMITS GENERALLY and Chapter 20 CIVIL FINES/NON-CRIMINAL DISPOSITION CIVIL FINES to ensure they are in accordance with what is being charged and (2) review of the acceptance of G.L. c. 40 §22F, accepted on July 9, 2001, which allows certain municipal boards and officers to fix reasonable fees for the issuance of certain licenses, permits, or certificates.
- #248-12 RECODIFICATION COMMITTEE recommending that **ARTICLE IV. PURCHASES AND CONTRACTS, Secs. 2-182 through 2-205**, be amended to make it consistent with state law.
- #247-12 RECODIFICATION COMMITTEE recommending that Chapter 18 MEMORIAL FUNDS AND TRUSTS be reviewed relative to the consequences and practices of special legislation passed by the General Court in 2007, Chapter 75 of the Acts of 2007, in which the City sought and was granted an exemption from G.L. Chapter 44 §54, which intent was to allow the City greater flexibility in terms of investments.

**REFERRED TO PS&T, PUBLIC FACILITIES AND FINANCE COMMITTEES**

- #310-10(2) ALD. DANBERG, BLAZAR, KALIS, SCHWARTZ, ALBRIGHT, HESS-  
(#409-12) MAHAN, RICE, COTE, LEARY, AND NORTON requesting amendments to Sec. 26-8D of the City of Newton Ordinances to modify and make permanent the trial program for removal of snow and ice from sidewalks and to provide for enforcements and fines for violations. [09/10/14 @ 2:12 PM]

Respectfully submitted,

Leonard J. Gentile, Chairman



#102-15



Setti D. Warren  
Mayor

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

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

James Freas  
Interim Director

---

## MEMORANDUM

April 13, 2015

TO: Maureen Lemieux, Chief of Staff/CFO

FROM: James Freas, Interim Director of Planning & Development

SUBJECT: New docket item –COC Fund Acceptance

HIS HONOR THE MAYOR requesting authorization to accept and appropriate the sum of thirty-nine thousand dollars and fifty cents (\$39,000.50) from inter-agency agreements executed between the City of Newton and agencies of the Brookline-Newton-Waltham-Watertown Homelessness Consortium (Continuum of Care) for services provided by the City of Newton as the lead agency for this program.

RECEIVED  
Newton City Clerk  
2015 APR 13 PM 3:03  
David A. Olson, CMC  
Newton, MA 02459



SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

#115-14  
Telephone  
(617) 796-1100  
Facsimile  
(617) 796-1113  
TDD/TTY  
(617) 796-1089  
E-mail  
swarren@newtonma.gov

April 28, 2015

Honorable Board of Aldermen  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to accept and authorize the expenditure of \$348,919 in additional Mass DOT funds from the Winter Recovery Assistance Program. All work must be completed prior to June 30, 2015.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren  
Mayor

RECEIVED  
Newton City Clerk  
2015 APR 28 PM 2:21  
David A. Olson, CMC  
Newton, MA 02459



City of Newton



DEPARTMENT OF PUBLIC WORKS  
OFFICE OF THE COMMISSIONER  
1000 Commonwealth Avenue  
Newton Centre, MA 02459-1449

Setti D. Warren  
Mayor

March 23, 2015

To: Maureen Lemieux, Chief of Staff

From: David F. Turocy, DPW Commissioner

Subject: Request for Authorization of use of Mass DOT Funds  
Winter Recovery Assistance Program

I respectfully request an authorization to use up to \$348,919.00 in Mass DOT funds from their Winter Recovery Assistance Program. See letter attached.

Funds can be used for repair of potholes, roadway cracking, signage, guardrails or other damage caused by the severe winter of 2014-2015. Funds can also be used for repairs to municipal vehicles, municipal garages, fueling stations and other projects identified through written agreement between Mass DOT and the City.

Please docket this item for Board of Aldermen consideration.

Thank you.

A handwritten signature in black ink, appearing to read "D. Turocy", written over the printed name and title.

David F. Turocy  
Commissioner, Public Works

cc: David Wilkinson, Comptroller  
Brian Zaniboni, Deputy Commissioner  
Louis M. Taverna, City Engineer  
Richard Pishkin, DPW Business Manager



Charles D. Baker, Governor  
Karyn E. Polito, Lieutenant Governor  
Stephanie Pollack, MassDOT Secretary & CEO

#115-14

**massDOT**  
Massachusetts Department of Transportation

**Winter Recovery Assistance Program  
Rules and Regulations  
March 20, 2015**

- 1) The amount of the funds allocated for each city and town is based upon the parameters of the Chapter 90 program; Road Miles, Population, and Employment. Although the allocation of funding is consistent with the Chapter 90 program, the Winter Recover Assistance Program and the associated Standard Contract Form are separate and distinct from the Chapter 90 program.
- 2) Eligible activities include (a) patching of potholes, cracking and other surface defects, including paving projects, (b) repair and or replacement of signage, guardrail, storm grates, or road striping or painting.
- 3) Enclosed is a revised MassDOT Standard Contract Form. The highlighted items must be completed, signed and returned to the respective Highway Division District Highway Director as soon as possible but no later than April 20, 2015.
- 4) The District Highway Director is authorized to sign and execute all documents related to this program unless the contract amount is in excess of \$250,000. In which case the Highway Administrator must sign the Standard Contract Form.
- 5) No work may be performed until the Standard Contract Form is fully executed by the municipality and the appropriate Highway Division District Highway Director or Administrator.
- 6) Monies for each specific city or town will be encumbered by MassDOT. This results in the monies being obligated on the Commonwealth's accounting system for the purpose of effecting the reimbursement of bills paid by the cities and towns for projects as delineated above.
- 7) The city or town is not required to notify the District Office of each specific project or activity prior to commencing work. However, it is essential that the work performed is consistent with the eligible activities described in item 2 above.
- 8) All physical work must be completed prior to June 30, 2015.
- 9) Copies of invoices from the city or town, along with evidence of payment to contractors, must be received by the respective Highway Division District State Aid Engineer contact by July 31, 2015. District Offices will then process the reimbursement paperwork through MassDOT Headquarters. These invoices must be clearly marked as Winter Recovery Assistance Program. Invoices received at the District Offices after July 31, 2015, will not be reimbursed.

Ten Park Plaza, Suite 4160, Boston, MA 02116  
Tel: 857-368-4636, TTY: 857-368-0655  
[www.mass.gov/massdot](http://www.mass.gov/massdot)

- 10)** If the total amount of invoices submitted to MassDOT for the Winter Recovery Assistance Program is less than the total funds originally allocated, the remainder of this funding will be de-obligated and as a result, no longer available to the municipality.
- 11)** In the event that a City or Town's contractor claims to be unavailable due to other work, said contractor will be allowed to sub-contract work related to the Winter Recovery Assistance Program.
- 12)** Cities and Towns will be reimbursed by September 30, 2015, for their expenditures pertaining to the Winter Recovery Assistance Program up to the specified allocated amount as per the Secretary's letter of March 19, 2015.

**FY 2015 Apportionment - Alphabetical  
March 20, 2015**

**APPORTIONMENT:  
\$ 30,000,000**

CITY OR TOWN	DISTRICT	MILES 2013	POP 2010	EMP 2013	WRRRP \$30M Apportionment
MILTON	6	95.24	27,003	5,670	\$ 93,368
MONROE	1	16.72	121	26	\$ 10,110
MONSON	2	100.35	8,560	1,281	\$ 70,317
MONTAGUE	2	103.45	8,437	2,794	\$ 74,970
MONTEREY	1	47.90	961	166	\$ 29,723
MONTGOMERY	1	30.58	838	42	\$ 19,066
MOUNT WASHINGTON	1	17.62	167	12	\$ 10,658
NAHANT	4	16.43	3,410	475	\$ 13,942
NANTUCKET	5	123.76	10,172	6,269	\$ 95,416
NATICK	3	123.19	33,006	23,511	\$ 150,200
NEEDHAM	6	118.68	28,886	20,055	\$ 136,905
NEW ASHFORD	1	10.54	228	40	\$ 6,563
NEW BEDFORD	5	263.52	95,072	36,684	\$ 318,351
NEW BRAintree	2	49.83	999	258	\$ 31,083
NEW MARLBOROUGH	1	83.67	1,509	247	\$ 51,673
NEW SALEM	2	35.64	990	156	\$ 22,438
NEWBURY	4	53.61	6,666	1,500	\$ 41,139
NEWBURYPORT	4	67.29	17,416	10,859	\$ 77,626
NEWTON	6	275.94	85,146	53,580	\$ 348,919
NORFOLK	5	69.97	11,227	3,229	\$ 58,567
NORTH ADAMS	1	71.10	13,708	5,663	\$ 66,312
NORTH ANDOVER	4	117.43	28,352	13,782	\$ 123,530
NORTH ATTLEBOROUGH	5	103.28	28,712	11,399	\$ 110,854
NORTH BROOKFIELD	3	68.59	4,680	867	\$ 46,931
NORTH READING	4	78.45	14,892	7,855	\$ 76,050
NORTHAMPTON	2	148.85	28,549	18,277	\$ 151,086
NORTHBOROUGH	3	75.16	14,155	8,394	\$ 74,431
NORTHBRIDGE	3	77.66	15,707	5,218	\$ 71,257
NORTHFIELD	2	65.71	3,032	894	\$ 43,698
NORTON	5	91.05	19,031	6,284	\$ 84,455
NORWELL	5	68.88	10,506	8,539	\$ 67,489
NORWOOD	5	107.06	28,602	24,482	\$ 138,282
OAK BLUFFS	5	36.11	4,527	1,792	\$ 29,259
OAKHAM	3	43.20	1,902	204	\$ 27,899
ORANGE	2	87.19	7,839	1,913	\$ 63,029
ORLEANS	5	50.27	5,890	4,138	\$ 43,515
OTIS	1	41.73	1,612	335	\$ 26,998
OXFORD	3	91.01	13,709	4,842	\$ 76,565
PALMER	2	87.88	12,140	4,840	\$ 73,197
PAXTON	3	38.88	4,806	877	\$ 29,405
PEABODY	4	159.39	51,251	23,492	\$ 189,104
PELHAM	2	22.82	1,321	131	\$ 15,086
PEMBROKE	5	91.13	17,837	5,851	\$ 82,523
PEPPERELL	3	81.61	11,497	1,487	\$ 62,377
PERU	1	35.43	847	33	\$ 21,940
PETERSHAM	2	62.25	1,234	111	\$ 38,407
PHILLIPSTON	2	44.49	1,682	211	\$ 28,469



SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

#116-15  
Telephone  
(617) 796-1100  
Facsimile  
(617) 796-1113  
TDD/TTY  
(617) 796-1089  
E-mail  
swarren@newtonma.gov

April 28, 2015

Honorable Board of Aldermen  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

RECEIVED  
NEWTON CITY CLERK  
2015 APR 28 PM 2:21  
David A. Olson, CHC  
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to expend up to \$5,400,000 from Sewer Fund Reserved for Appropriation. This funding, along with the \$3,668,000 previously identified from the MWRA sewer loan grant program, will allow DPW to implement Project Area 3 & 4 Construction, Project Area 5 Design, and Project Area 6 Inspection and Assessment.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren  
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

[www.newtonma.gov](http://www.newtonma.gov)



DEDICATED TO COMMUNITY EXCELLENCE

City of Newton



DEPARTMENT OF PUBLIC WORKS  
OFFICE OF THE COMMISSIONER  
1000 Commonwealth Avenue  
Newton Centre, MA 02459-1449

Setti D. Warren  
Mayor

April 17, 2015

To: Honorable Mayor Setti D. Warren

Via: Maureen Lemieux, Chief of Staff and Chief Financial Officer

From: David F. Turocy, DPW Commissioner

Subject: Request for Authorization of Sewer Operating Reserve Funds,  
Sewer CIP Project Areas 3&4 Construction and Construction Services, Project  
Area 5 Design, Project 6 Inspection and Assessment, Flow Monitoring and  
Smoke/Dye Testing

I respectfully request an authorization to use up to \$5,400,000.00 in sewer operating reserve funds. This proposed funding, along with the \$3,668,000 previously identified from the MWRA sewer loan/grant program, will allow Public Works to implement a portion of the sewer improvements as outlined in the Water/Sewer Strategic Improvement Plan. In particular:

- Project areas 3&4 – Construction. This work is currently under design, and will be bid in the summer for a September 2015 start date,
- Project area 5 – Design. Scheduled to begin in November 2015,
- Project area 6 – Inspection and assessment. Scheduled to begin in February 2016, Progress flow monitoring. Scheduled to begin in March 2016, and Smoke/dye testing. Scheduled to begin in June 2016.

Project areas 3&4 will be constructed to reduce sewer infiltration and inflow sources and provide improvement to sewer structures in the Lower Falls, Chestnut Hill, Newton Centre and Newtonville areas. The construction includes sewer main cleaning and lining, manhole rehabilitations and some spot repairs on collapsed sewer pipes. The funds will be used for construction and construction services, investigations, design, flow monitoring and smoke/dye testing.

The attached map is a progress plan showing sewer project areas 3&4 (highlighted in yellow and green respectively) and all other project areas.

Please forward this request with the City Clerk's office for consideration by the Honorable Board of Aldermen.

cc: Louis M. Taverna, P.E., City Engineer  
Keith Nastasia, Director of Utilities  
Richard Pishkin, DPW Budget Director



MWRA CITY SEWER  
 LOAN/GRANT FUNDS DATE

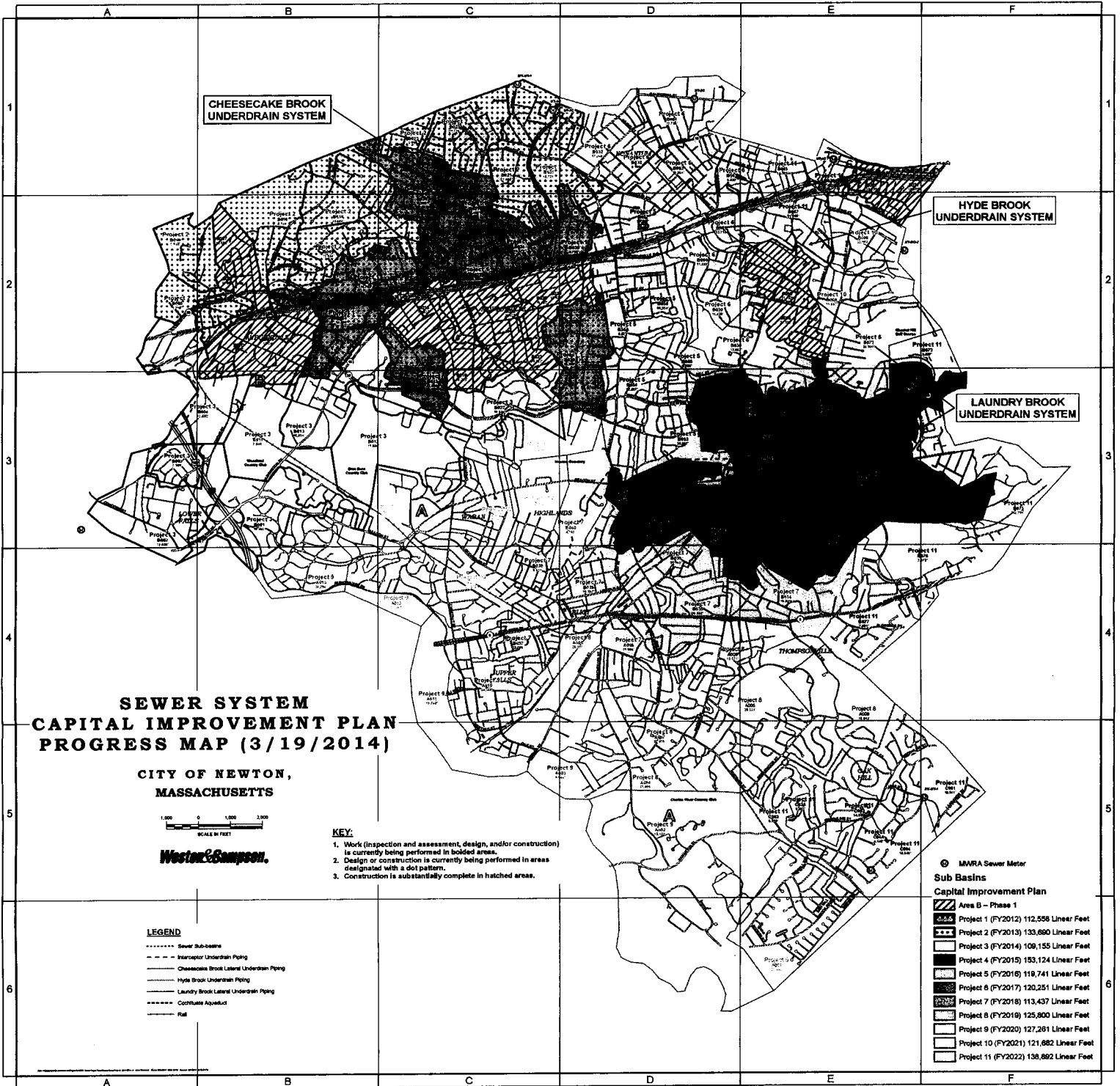
<b>FY 2016 - Centre/Newtonville/Nonantum</b>			
Project 3 Construction/Construction Services	9/21/15 - 1/20/17	\$3,105,000	
Project 4 Construction/Construction Services	9/21/15 - 1/20/17	\$4,657,500	
Progress Flow Monitoring	3/1/16 - 8/15/16	\$155,250	
Project 5 Design	11/9/15 - 4/22/16	\$207,000	
Project 6 Inspection and Assessment		\$517,500	
Project 6 Heavy Cleaning (10% of investigation footage)		\$51,750	
Smoke/Dye Testing (Phase 8-11 Areas)		\$388,137	
	<b>SUBTOTAL</b>	<b>\$9,082,137</b>	

\$3,668,000

AUG 2015

\$5,414,137

May-15



**SEWER SYSTEM  
CAPITAL IMPROVEMENT PLAN  
PROGRESS MAP (3/19/2014)**

**CITY OF NEWTON,  
MASSACHUSETTS**



**Wester & Sampson**

- KEY:**
1. Work (inspection and assessment, design, and/or construction) is currently being performed in bolded areas.
  2. Design or construction is currently being performed in areas designated with a dot pattern.
  3. Construction is substantially complete in hatched areas.

- LEGEND**
- Sewer Sub-basins
  - Interceptor Underdrain Piping
  - Cheesecake Brook Lateral Underdrain Piping
  - Hyde Brook Lateral Underdrain Piping
  - Laundry Brook Lateral Underdrain Piping
  - Confluence Aqueduct
  - Flat

⊙ MWRA Sewer Meter

**Sub Basins  
Capital Improvement Plan**

	Area B - Phase 1
	Project 1 (FY2012) 112,558 Linear Feet
	Project 2 (FY2013) 133,600 Linear Feet
	Project 3 (FY2014) 106,153 Linear Feet
	Project 4 (FY2015) 153,124 Linear Feet
	Project 5 (FY2016) 119,741 Linear Feet
	Project 6 (FY2017) 120,251 Linear Feet
	Project 7 (FY2018) 113,437 Linear Feet
	Project 8 (FY2019) 125,800 Linear Feet
	Project 9 (FY2020) 127,281 Linear Feet
	Project 10 (FY2021) 121,682 Linear Feet
	Project 11 (FY2022) 136,892 Linear Feet



SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

#117-15  
Telephone  
(617) 796-1100  
Facsimile  
(617) 796-1113  
TDD/TTY  
(617) 796-1089  
E-mail  
swarren@newtonma.gov

April 29, 2015

Honorable Board of Aldermen  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to authorize the expenditure of \$1,478,667 from the Water Fund Surplus - Available for Appropriation, \$750,000 from the FY2015 Water Capital Reserve, and \$471,333 from the FY2015 Water Operating Reserve for water main improvements in FY2015 and FY2016 as described in the attachment.

Thank you for your consideration of this exciting opportunity.

Very truly yours,

Setti D. Warren  
Mayor

RECEIVED  
Newton City Clerk  
2015 APR 29 PM 12: 02  
David A. Olson, CMC  
Newton, MA 02459



City of Newton



## DEPARTMENT OF PUBLIC WORKS

OFFICE OF THE COMMISSIONER

1000 Commonwealth Avenue  
Newton Centre, MA 02459-1449Setti D. Warren  
Mayor

April 2, 2015

To: Maureen Lemieux, Chief of Staff and Chief Financial Officer  
 From: David F. Turocy, Commissioner  
 Subject: Request for Water Bond Borrowing Authorization,  
 \$2,700,000 for Water System Improvements FY 2015 - FY 2016

I respectfully request authorization to borrow up to \$2,700,000 for water main improvements in FY 2015 – FY 2016. This proposed borrowing will allow Public Works to implement a portion of the water main improvements as part of the 10 year - \$40 million Capital Improvement Plan. The City is committing to borrow \$4 million annually from City debt and MWRA to upgrade our water system, which will improve fire flows, and ensure the delivery of superior water quality.

Newton has approximately 319 miles of public water supply pipeline. The City has approximately 160 miles of unlined water pipe remaining to be rehabilitated. Through the use of a sophisticated Water Hydraulic Model, our water projects have been and will continue to be prioritized and planned based on age and hydraulic capacity, for the next 10 years and beyond.

Recent water hydraulic model studies have identified the existing unlined cast iron water mains as being hydraulically deficient:

Craft St (from Waltham St to Watertown St),  
 Waltham St (from Crafts St to Waltham line)  
 Walnut St (from Crafts St to Washington St)  
 Chestnut St (from Elliot St to Boylston St)  
 Cherry St (from Derby St to Washington St)  
 Church St (from Centre St to Richardson St)  
 California St (from Jasset St to Watertown line)  
 Mill St  
 Los Angeles St  
 Allison St  
 Carleton St

Upgrades are required to meet current ISO fire flow standards. Cleaning and lining this pipeline system will improve fire flows to meet ISO standards, as the new lining will reduce friction and improve water flow. Water quality will be enhanced as well. \$4,060,200 is estimated for design and construction of this project. We have already received a loan of \$1,360,200 from MWRA. The 10-year water /sewer rate projection, limiting annual increases to no higher than 3.9%, includes the debt service payments associated with this proposed borrowing.

Please docket this request with the City Clerk's office for consideration by the Honorable Board of Aldermen.

cc: Louis M. Taverna, P.E., City Engineer  
 Keith Nastasia, Director of Utilities  
 Richard Pishkin, DPW Budget Director



SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

#113-15  
Telephone  
(617) 796-1100  
Facsimile  
(617) 796-1113  
TDD/TTY  
(617) 796-1089  
E-mail  
swarren@newtonma.gov

April 28, 2015

Honorable Board of Aldermen  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

RECEIVED  
Newton City Clerk  
2015 APR 28 PM 2:21  
David A. Olson, CMC  
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration the consideration the assessment of betterments on the properties listed on the attached proposed Board Order.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren  
Mayor





Hon. Setti D. Warren  
Mayor

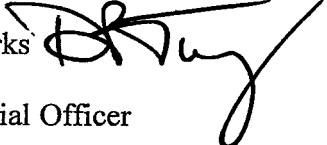
## CITY OF NEWTON, MASSACHUSETTS

Department of Public Works

Office of the Commissioner  
1000 Commonwealth Avenue  
Newton Centre, MA 02459-1449

#113-15

To: Mayor Setti D. Warren

From: David F. Turocy, Commissioner of Public Works 

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

Date: March 31, 2015

Subject: Billing of Betterment Applications

The Department of Public Works hereby requests that the Honorable Mayor docket for consideration the assessment of betterments on the properties listed on the attached proposed Board Order. These betterments have been completed by DPW and have been inspected by the Engineering Division who have confirmed that the work is complete.

All property owners listed on the attached proposed Board Order have requested in writing that said work be performed at their personal expense; and have requested in writing that the City bill them in accordance with the procedure allowed by law for assessment of betterments.

Therefore, the Commissioner of Public Works requests approval of the curb betterments; said betterments graded and constructed and assessments to be levied under the provisions of MGL Ch. 83, Sec. 26, authorizing the assessment of betterments for sidewalk construction.

Thank you.

cc: Dori Zaleznik, Chief Administrative Officer  
David Wilkinson, City Comptroller  
David Olsen, City Clerk  
Richard Pishkin, DPW Business Manager  
Louis M. Taverna, City Engineer

CITY OF NEWTON  
IN BOARD OF ALDERMEN

April , 2015

ORDERED,

That, in accordance with the recommendation of the Commissioner of Public Works and the Finance Committee through its Chairman, Leonard J. Gentile, the following mentioned Curb Betterments to be graded and constructed and assessments to be levied under the provisions of MGL Chapter 83, Sec. 26, be and are hereby authorized:

	Property Owner(s)	Property Address/ S-B-L	Book / Page	Betterment Amount
1.	SON MARTIN & LEE JEESOO	5 Bound Brook Road / 83-006-0008	01411/0089	\$2,287.50
2.	ISSELBACHER ERIC M TR ERSTE TOCHTER REALTY TR	259 Country Club Road / 82-015-0020	22979/0320	\$2,122.50
3.	JONES TERRENCE & JONES KRIETTA BOWENS	185 Fairway Drive / 31-027-0021	01389/0023	\$2,122.50
4.	TOCCI MATTHEW & CARUSO NICOLE JT	22-24 Mague Avenue / 33-034-0052A	53276/0485	\$2,012.00
5.	LOWNEY KATHLEEN & SCANLON PETER W	424 Newtonville Avenue / 22-005-0019	47611/0317	\$2,480.00
6.	WATKINS MICHAEL D & SLACK SHAWNA	34 Temple Street / 32-008-0005	56120/0290	\$4,790.00
7.	NOTIS-McCONARTY EDWARD & JEAN	122 Temple Street / 32-020-0007	19981/0160	\$2,040.00
8.	RING LAURENCE & DEBRA DRUCKER	207 Temple Street / 32-024-0012	33993/0134	\$2,150.00
9.	NADAI JOHN & ANDREA GAJER	10 Dwhinda Road / 55-031-0005	33144/0347	\$3,742.50
10.	SHADE MICHAEL E & ELIZABETH ADLER	114 Temple Street/ 32-020-0008	34716/0454	\$2,282.50
11.	MacLEAN TODD & LAURA	18 Temple Street/ 32-008-0006	60255/0336	\$5,257.50



CITY OF NEWTON  
DEPARTMENT OF PUBLIC WORKS

APPLICATION NO.: \_\_\_\_\_

# BETTERMENT APPLICATION

I hereby request that a proposal be provided to me for the cost of installing a sidewalk, driveway apron and/or curb to better the property I own at:

5 Bound Brook Rd.  
(Property Address)

Bound Brook Rd.  
(If a corner lot please specify which street frontage)

(Please check the appropriate box(es) below, indicating the type of work requested)

### ASPHALT

Sidewalk   
Driveway Apron

### CEMENT CONCRETE

Sidewalk   
Driveway Apron

### CURB

Granite Curb (w/corners when req'd)   
Curb Removal for Drive opening

Name: Martin Son

Address: 5 Bound Brook Rd.

Zip Code: 02461

Tel. No.: Home: 617-308-6766 Work: 617-636-3605

Signature: [Signature] Date: 4/28/14  
(Please read the reverse side of this form before signing)

FOR OFFICIAL USE ONLY					
SEC	<input type="checkbox"/>	BLK	<input type="checkbox"/>	LOT	<input type="checkbox"/>
BK	<input type="checkbox"/>	PG	<input type="checkbox"/>		

## COST PROPOSAL

ITEMIZED COSTS (Note: Applied values are property owner's 50% share of the total cost)

75' LF. of ST. GR. CURB - \$2062.50

2- 2' Rad. GR. COR. BLKS - 225.00

Property owner's share of the total cost is: \$2,287.50

Please read carefully the terms and conditions of this proposal found on the reverse side of this form. If you decide to have the work done you must select your payment plan option below. Please note that all cost proposals of less than \$2000.00 must be pre-paid under option A.

### A) PRE-PAYMENT

Return this form to the Department of Public Works, together with a check in the full amount of the proposal made payable to the City of Newton. (Retain copy #2 for your files).

Enclosed is a check in the amount of \_\_\_\_\_, in full payment of the cost proposal specified above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### B) BETTERMENT ASSESSMENT SUBJECT TO APPROVAL BY THE BOARD OF ALDERMEN

The undersigned property owner petitions that a betterment in the amount of \_\_\_\_\_ be assessed against the property for the installation of curb and/or sidewalk under M.G.L. c. 83, S26. The above betterment assessment shall bear interest at the statutory rate per annum. (M.G.L. c.80, S13.)

Signature: [Signature] Date: 5/5/14  
(Name of the property owner must be exactly as it appears on the Assessors records) (Retain copy #2 for your files.)





CITY OF NEWTON  
DEPARTMENT OF PUBLIC WORKS

APPLICATION NO.: \_\_\_\_\_

# BETTERMENT APPLICATION

I hereby request that a proposal be provided to me for the cost of installing a sidewalk, driveway apron and/or curb to better the property I own at:

259 Country Club

(Property Address)

(If a corner lot please specify which street frontage)

(Please check the appropriate box(es) below, indicating the type of work requested)

### ASPHALT

### CEMENT CONCRETE

### CURB

Sidewalk   
Driveway Apron

Sidewalk   
Driveway Apron

Granite Curb (w/corners when req'd)   
Curb Removal for Drive opening

Name: Juan C Ramirez

Address: 259 Country Club Rd

Zip Code: 02459

Tel. No.: Home: 617 965 9393 Work: \_\_\_\_\_

Signature: [Signature] Date: 05-01-2014

(Please read the reverse side of this form before signing)

FOR OFFICIAL USE ONLY					
SEC	<input type="checkbox"/>	BLK	<input type="checkbox"/>	LOT	<input type="checkbox"/>
BK	<input type="checkbox"/>	PG	<input type="checkbox"/>		

## COST PROPOSAL

ITEMIZED COSTS (Note: Applied values are property owner's 50% share of the total cost)

69' L.F. of ST. GR. CURB - \$1,897.50  
2-2' Rad. GR. COR. BLKS - 225.00

Property owner's share of the total cost is:

\$2,122.50

Please read carefully the terms and conditions of this proposal found on the reverse side of this form. If you decide to have the work done you must select your payment plan option below. Please note that all cost proposals of less than (\$2000.00) must be pre-paid under option A.

### A) PRE-PAYMENT

Return this form to the Department of Public Works, together with a check in the full amount of the proposal made payable to the City of Newton. (Retain copy #2 for your files).

Enclosed is a check in the amount of \_\_\_\_\_ in full payment of the cost proposal specified above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### B) BETTERMENT ASSESSMENT SUBJECT TO APPROVAL BY THE BOARD OF ALDERMEN

The undersigned property owner petitions that a betterment in the amount of \_\_\_\_\_ be assessed against the property for the installation of curb and/or sidewalk under M.G.L. c. 83, S26. The above betterment assessment shall bear interest at the statutory rate per annum. (M.G.L. c.80, S13.)

Signature: [Signature] (Retain copy #2 for your files).  
Date: 05-2014  
(Name of the property owner must be exactly as it appears on the Assessors records)



CITY OF NEWTON  
DEPARTMENT OF PUBLIC WORKS  
**BETTERMENT APPLICATION**

APPLICATION NO.: \_\_\_\_\_

I hereby request that a proposal be provided to me for the cost of installing a sidewalk, driveway apron and/or curb to better the property I own at:

185 Fairway Drive

(Property Address)

Fairway & Waltham

(If a corner lot please specify which street frontage)

(Please check the appropriate box(es) below, indicating the type of work requested)

**ASPHALT**

**CEMENT CONCRETE**

**CURB**

Sidewalk   
Driveway Apron

Sidewalk   
Driveway Apron

Granite Curb (w/corners when req'd)   
Curb Removal for Drive opening

Name: Terrence Jones

Address: 185 Fairway Drive

Zip Code: 02465

Tel. No.: Home: 617 969 2158 Mobile: 617 233 5279

Signature: [Signature] Date: August 2012  
(Please read the reverse side of this form before signing)

FOR OFFICIAL USE ONLY		
SEG	BLK	LOT
BK	PG	

**COST PROPOSAL**

ITEMIZED COSTS (Note: Applied values are property owner's 50% share of the total cost)

69' LF. of ST. GR. CURB - \$1,897.50  
2-2' Rad. GR. COR. BLKS - 225.00

Property owner's share of the total cost is:

\$2,122.50

Please read carefully the terms and conditions of this proposal found on the reverse side of this form. If you decide to have the work done you must select your payment plan option below. Please note that all cost proposals of less than \$2000.00 must be pre-paid under option A.

**A) PRE-PAYMENT**

Return this form to the Department of Public Works, together with a check in the full amount of the proposal made payable to the City of Newton. (Retain copy #2 for your files).

Enclosed is a check in the amount of \_\_\_\_\_  
in full payment of the cost proposal specified above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B) BETTERMENT ASSESSMENT SUBJECT TO APPROVAL BY THE BOARD OF ALDERMEN**

The undersigned property owner petitions that a betterment in the amount of \$2,122.50 be assessed against the property for the installation of curb and/or sidewalk under M.G.L. c. 83, S26. The above betterment assessment shall bear interest at the statutory rate per annum. (M.G.L. c.80, S13.)

Signature: [Signature] Date: 05/02/2014  
(Name of the property owner must be exactly as it appears on the Assessors records)  
(Retain copy #2 for your files.)



CITY OF NEWTON  
DEPARTMENT OF PUBLIC WORKS

*paid \$11245 TR on betterment*

APPLICATION NO.: \_\_\_\_\_

# BETTERMENT APPLICATION

I hereby request that a proposal be provided to me for the cost of installing a sidewalk, driveway apron and/or curb to better the property I own at:

24 Mague Ave

(Property Address)

(If a corner lot please specify which street frontage)

(Please check the appropriate box(es) below, indicating the type of work requested)

### ASPHALT

### CEMENT CONCRETE

### CURB

Sidewalk   
Driveway Apron

Sidewalk   
Driveway Apron

Granite Curb (w/corners when req'd)   
Curb Removal for Drive opening

Name: Matthew C. Tucci

Address: 24 Mague ave

Zip Code: 02465

Tel. No.: Home: 617-293-7993 Work: 617-796-2100

Signature: [Signature] Date: 4/18/14

(Please read the reverse side of this form before signing)

FOR OFFICIAL USE ONLY			
SEC	<input type="checkbox"/>	BLK	<input type="checkbox"/>
LOT	<input type="checkbox"/>	PG	<input type="checkbox"/>

## COST PROPOSAL

ITEMIZED COSTS (Note: Applied values are property owner's 50% share of the total cost)

65' LF of ST. GR. CURB - \$1,787.00  
2-2' RAD. GR. CUR. BLTS - 225.00

Property owner's share of the total cost is: \$2,012.00

Please read carefully the terms and conditions of this proposal found on the reverse side of this form. If you decide to have the work done you must select your payment plan option below. Please note that all cost proposals of less than \$2000.00 must be pre-paid under option A.

### A) PRE-PAYMENT

Return this form to the Department of Public Works, together with a check in the full amount of the proposal made payable to the City of Newton. (Retain copy #2 for your files).

Enclosed is a check in the amount of \_\_\_\_\_ in full payment of the cost proposal specified above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### B) BETTERMENT ASSESSMENT SUBJECT TO APPROVAL BY THE BOARD OF ALDERMEN

The undersigned property owner petitions that a betterment in the amount of \_\_\_\_\_ be assessed against the property for the installation of curb and/or sidewalk under M.G.L. c. 83, S26. The above betterment assessment shall bear interest at the statutory rate per annum. (M.G.L. c.80, S13.)

Signature: [Signature] (Retain copy #2 for your files).  
Date: 4/18/14  
(Name of the property owner must be exactly as it appears on the Assessors records)



CITY OF NEWTON  
DEPARTMENT OF PUBLIC WORKS  
**BETTERMENT APPLICATION**

APPLICATION NO.: \_\_\_\_\_

I hereby request that a proposal be provided to me for the cost of installing a sidewalk, driveway apron and/or curb to better the property I own at:

424 Newtonville Ave.  
(Property Address)

2  
(If a corner lot please specify which street frontage)

(Please check the appropriate box(es) below, indicating the type of work requested)

**ASPHALT**

**CEMENT CONCRETE**

**CURB**

Sidewalk   
Driveway Apron

Sidewalk   
Driveway Apron

Granite Curb (w/corners when req'd)   
Curb Removal for Drive opening

Name: Kathleen Lowney / Peter Scanton(\*)

Address: 424 Newtonville Ave.

Zip Code: 02460

Tel. No.: Home: 617-916-9898 Work: 617-610-2732

Signature: Kathleen Lowney Date: 9-6-13  
(Please read the reverse side of this form before signing)

FOR OFFICIAL USE ONLY					
SEG	<input type="checkbox"/>	BLK	<input type="checkbox"/>	LOT	<input type="checkbox"/>
BK	<input type="checkbox"/>	PG	<input type="checkbox"/>		

**COST PROPOSAL**

ITEMIZED COSTS (Note: Applied values are property owner's 50% share of the total cost)

82' LF. of ST. GR. CURB - \$2,255.00  
2 - 2' Rad. GR. COR. BLKS - 225.00

Property owner's share of the total cost is:

\$2,480.00

Please read carefully the terms and conditions of this proposal found on the reverse side of this form. If you decide to have the work done you must select your payment plan option below. Please note that all cost proposals of less than \$2000.00 must be pre-paid under option A.

**A) PRE-PAYMENT**

Return this form to the Department of Public Works, together with a check in the full amount of the proposal made payable to the City of Newton. (Retain copy #2 for your files).

Enclosed is a check in the amount of \_\_\_\_\_ in full payment of the cost proposal specified above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B) BETTERMENT ASSESSMENT** SUBJECT TO APPROVAL BY THE BOARD OF ALDERMEN

The undersigned property owner petitions that a betterment in the amount of \_\_\_\_\_ be assessed against the property for the installation of curb and/or sidewalk under M.G.L. c. 83, S26. The above betterment assessment shall bear interest at the statutory rate per annum. (M.G.L. c.80, S13.)

Signature: Kathleen Lowney Date: 9-16-13  
(Name of the property owner must be exactly as it appears on the Assessors records)

(Retain copy #2 for your files).

Rick Bennis

#113-15



CITY OF NEWTON  
DEPARTMENT OF PUBLIC WORKS

APPLICATION NO.: \_\_\_\_\_

# BETTERMENT APPLICATION

I hereby request that a proposal be provided to me for the cost of installing a sidewalk, driveway apron and/or curb to better the property I own at:

34 Temple St.

(Property Address)

Temple (Prince if poss.)

(If a corner lot please specify which street frontage)

(Please check the appropriate box(es) below, indicating the type of work requested)

### ASPHALT

Sidewalk   
Driveway Apron

### CEMENT CONCRETE

Sidewalk   
Driveway Apron

### CURB

Granite Curb (w/corners when req'd)   
Curb Removal for Drive opening

Name: Shawna Sack

Address: 34 Temple St.

Zip Code: 02465

Tel. No.: Home: 617-244-3817 Work: 617-230-4016

Signature: Shawna Sack Date: 5/12/14

(Please read the reverse side of this form before signing)

FOR OFFICIAL USE ONLY			
SEC	<input type="checkbox"/>	BLK	<input type="checkbox"/>
LOT	<input type="checkbox"/>	BK	<input type="checkbox"/>
PG	<input type="checkbox"/>		

## COST PROPOSAL

ITEMIZED COSTS (Note: Applied values are property owner's 50% share of the total cost)

166' LF of st. GR. CURB - \$4,565.00  
2-2' Rad. GR. COA. BLKS - 225.00

209.8  
193  
26' x 27.50  
112.50

Property owner's share of the total cost is:

\$4,790.00

Please read carefully the terms and conditions of this proposal found on the reverse side of this form. If you decide to have the work done you must select your payment plan option below. Please note that all cost proposals of less than \$2000.00 must be pre-paid under option A.

### A) PRE-PAYMENT

Return this form to the Department of Public Works, together with a check in the full amount of the proposal made payable to the City of Newton. (Retain copy #2 for your files).

Enclosed is a check in the amount of \_\_\_\_\_,  
in full payment of the cost proposal specified above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### B) BETTERMENT ASSESSMENT SUBJECT TO APPROVAL BY THE BOARD OF ALDERMEN

The undersigned property owner petitions that a betterment in the amount of 4,790.00 be assessed against the property for the installation of curb and/or sidewalk under M.G.L. c. 83, S26.

The above betterment assessment shall bear interest at the statutory rate per annum. (M.G.L. c.80, S13.)

Signature: Shawna Sack Date: 5/21/2014  
(Name of the property owner must be exactly as it appears on the Assessors records)

(Retain copy #2 for your files).



CITY OF NEWTON  
DEPARTMENT OF PUBLIC WORKS

APPLICATION NO.: \_\_\_\_\_

# BETTERMENT APPLICATION

I hereby request that a proposal be provided to me for the cost of installing a sidewalk, driveway apron and/or curb to better the property I own at:

122 Temple St, West Newton  
(Property Address) (If a corner lot please specify which street frontage)

(Please check the appropriate box(es) below, indicating the type of work requested)

### ASPHALT

### CEMENT CONCRETE

### CURB <sup>only</sup>

Sidewalk   
Driveway Apron

Sidewalk   
Driveway Apron

Granite Curb (w/corners when req'd)   
Curb Removal for Drive opening

Name: JEAN NOTIS-McCONARDY  
Address: 122 Temple St., West Newton Zip Code: 02465  
Tel. No.: Home: 617-964-7259 Work: \_\_\_\_\_

Signature: Jean Notis-McConardy Date: 3/20/14  
(Please read the reverse side of this form before signing)

FOR OFFICIAL USE ONLY					
SEC	<input type="checkbox"/>	BLK	<input type="checkbox"/>	LOT	<input type="checkbox"/>
BK	<input type="checkbox"/>	PG	<input type="checkbox"/>		

## COST PROPOSAL

ITEMIZED COSTS (Note: Applied values are property owner's 50% share of the total cost)

66' LP of ST. GR. CURB - \$1,815.00  
2 - 2' Rad. GR. COR. BLTS - 225.00

Property owner's share of the total cost is: \$2,040.00

Please read carefully the terms and conditions of this proposal found on the reverse side of this form. If you decide to have the work done you must select your payment plan option below. Please note that all cost proposals of less than \$2000.00 must be pre-paid under option A.

### A) PRE-PAYMENT

Return this form to the Department of Public Works, together with a check in the full amount of the proposal made payable to the City of Newton. (Retain copy #2 for your files).

Enclosed is a check in the amount of \_\_\_\_\_,  
in full payment of the cost proposal specified above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### B) BETTERMENT ASSESSMENT SUBJECT TO APPROVAL BY THE BOARD OF ALDERMEN

The undersigned property owner petitions that a betterment in the amount of \$2,040.00 be assessed against the property for the installation of curb and/or sidewalk under M.G.L. c. 83, S26. The above betterment assessment shall bear interest at the statutory rate per annum. (M.G.L. c.80, S13.)

Signature: Jean Notis-McConardy Date: 8/15/14  
(Name of the property owner must be exactly as it appears on the Assessors records) (Retain copy #2 for your files).



CITY OF NEWTON  
DEPARTMENT OF PUBLIC WORKS

APPLICATION NO.: \_\_\_\_\_

# BETTERMENT APPLICATION

I hereby request that a proposal be provided to me for the cost of installing a sidewalk, driveway apron and/or curb to better the property I own at:

207 Temple Street  
(Property Address)

(If a corner lot please specify which street frontage)

(Please check the appropriate box(es) below, indicating the type of work requested)

**ASPHALT**

**CEMENT CONCRETE**

**CURB**

Sidewalk   
Driveway Apron

Sidewalk   
Driveway Apron

Granite Curb (w/corners when req'd)   
Curb Removal for Drive opening

Name: Debbie Drucker

Address: 207 Temple St

Zip Code: 02465

Tel. No.: Home: 617/480 56<sup>96</sup> Work: \_\_\_\_\_

Signature: [Signature] Date: 4/3/14  
(Please read the reverse side of this form before signing)

FOR OFFICIAL USE ONLY			
SEC	<input type="checkbox"/>	BLK	<input type="checkbox"/>
LOT	<input type="checkbox"/>	PG	<input type="checkbox"/>
BR	<input type="checkbox"/>		

## COST PROPOSAL

ITEMIZED COSTS (Note: Applied values are property owner's 50% share of the total cost)

70' LF of ST. GR. CURB — \$1,925.00  
2 - 2' Rad. GR. COR. BLKS — 225.00

Property owner's share of the total cost is: \$2,150.00

Please read carefully the terms and conditions of this proposal found on the reverse side of this form. If you decide to have the work done you must select your payment plan option below. Please note that all cost proposals of less than \$2000.00 must be pre-paid under option A.

### A) PRE-PAYMENT

Return this form to the Department of Public Works, together with a check in the full amount of the proposal made payable to the City of Newton. (Retain copy #2 for your files).

Enclosed is a check in the amount of \_\_\_\_\_ in full payment of the cost proposal specified above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### B) BETTERMENT ASSESSMENT SUBJECT TO APPROVAL BY THE BOARD OF ALDERMEN

The undersigned property owner petitions that a betterment in the amount of 2150 be assessed against the property for the installation of curb and/or sidewalk under M.G.L. c. 83, S26. The above betterment assessment shall bear interest at the statutory rate per annum. (M.G.L. c.80, S13.)

Signature: [Signature] Date: 5/3/14  
(Name of the property owner must be exactly as it appears on the Assessors records)

HISTORIC

#113-15



CITY OF NEWTON  
DEPARTMENT OF PUBLIC WORKS

APPLICATION NO.:

# BETTERMENT APPLICATION

I hereby request that a proposal be provided to me for the cost of installing a sidewalk, driveway apron and/or curb to better the property I own at:

10 Dwhinda  
(Property Address)

Dwhinda AND VARICT  
(If a corner lot please specify which street frontage)

(Please check the appropriate box(es) below, indicating the type of work requested)

### ASPHALT

### CEMENT CONCRETE

### CURB

*(not done)*

Sidewalk <input type="checkbox"/>	Sidewalk <input type="checkbox"/>	Granite Curb (w/corners when req'd) <input checked="" type="checkbox"/>
Driveway Apron <input type="checkbox"/>	Driveway Apron <input type="checkbox"/>	Curb Removal for Drive opening <input type="checkbox"/>

Name: John Nadai + Andrea Gajer Nadai

Address: 10 Dwhinda Rd Zip Code: 02468

Tel. No.: Home: 617 969 2915 Work: 617 335 7533

Signature: [Signature] Date: 9/18/13  
(Please read the reverse side of this form before signing)

(FOR OFFICIAL USE ONLY)			
SEC	<input type="checkbox"/>	BLK	<input type="checkbox"/>
LOT	<input type="checkbox"/>	PG	<input type="checkbox"/>
BK	<input type="checkbox"/>		

## COST PROPOSAL

ITEMIZED COSTS (Note: Applied values are property owner's 50% share of the total cost)

132' L.F. of ST. GR. CURB - <sup>31</sup>3,630.00  
1 - 2' RAD. GR. COR. BLK. 112.50

Property owner's share of the total cost is:

3,742.50

Please read carefully the terms and conditions of this proposal found on the reverse side of this form. If you decide to have the work done you must select your payment plan option below. Please note that all cost proposals of less than \$2000.00 must be pre-paid under option A.

### A) PRE-PAYMENT

Return this form to the Department of Public Works, together with a check in the full amount of the proposal made payable to the City of Newton. (Retain copy #2 for your files).

Enclosed is a check in the amount of 3742.50 <sup>JN</sup>  
in full payment of the cost proposal specified above.

Signature: [Signature] <sup>JN</sup> Date: 9/18/13 <sup>JN</sup>

### B) BETTERMENT ASSESSMENT SUBJECT TO APPROVAL BY THE BOARD OF ALDERMEN

The undersigned property owner petitions that a betterment in the amount of 3742.50 be assessed against the property for the installation of curb and/or sidewalk under M.G.L. c. 83, S26. The above betterment assessment shall bear interest at the statutory rate per annum. (M.G.L. c.80, S13.)

Signature: [Signature] (Retain copy #2 for your files).  
Date: 9/18/13  
(Name of the property owner must be exactly as it appears on the Assessors records)





we  
Never did

#113-15  
617-796-1020  
Rick Benes

CITY OF NEWTON  
DEPARTMENT OF PUBLIC WORKS  
**BETTERMENT APPLICATION**

APPLICATION NO.: \_\_\_\_\_

I hereby request that a proposal be provided to me for the cost of installing a sidewalk, driveway apron and/or curb to better the property I own at:

114 Temple  
(Property Address)

Temple Street  
(If a corner lot please specify which street frontage)

(Please check the appropriate box(es) below, indicating the type of work requested)

**ASPHALT**

Sidewalk   
Driveway Apron

**CEMENT CONCRETE**

Sidewalk   
Driveway Apron

**CURB**

Granite Curb (w/corners when req'd)   
Curb Removal for Drive opening

Name: Elizabeth + Michael Shade

Address: 114 Temple Street

Tel. No.: Home: 617-244-6284 Work: \_\_\_\_\_

Zip Code: 02465

Signature: [Signature] Date: 8/5/14  
(Please read the reverse side of this form before signing)

(FOR OFFICIAL USE ONLY)			
SEC	<input type="checkbox"/>	BK	<input type="checkbox"/>
BK	<input type="checkbox"/>	PG	<input type="checkbox"/>
LOT	<input type="checkbox"/>		

**COST PROPOSAL**

ITEMIZED COSTS (Note: Applied values are property owner's 50% share of the total cost)

83' LF of ST. GR. CURB - \$2282.50

Property owner's share of the total cost is: \$2282.50

Please read carefully the terms and conditions of this proposal found on the reverse side of this form. If you decide to have the work done you must select your payment plan option below. Please note that all cost proposals of less than \$2000.00 must be pre-paid under option A.

**A) PRE-PAYMENT**

Return this form to the Department of Public Works, together with a check in the full amount of the proposal made payable to the City of Newton. (Retain copy #2 for your files).

Enclosed is a check in the amount of \_\_\_\_\_ in full payment of the cost proposal specified above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B) BETTERMENT ASSESSMENT** SUBJECT TO APPROVAL BY THE BOARD OF ALDERMEN

The undersigned property owner petitions that a betterment in the amount of 2282.50 be assessed against the property for the installation of curb and/or sidewalk under M.G.L. c. 83, S26. The above betterment assessment shall bear interest at the statutory rate per annum. (M.G.L. c.80, S13.)

Signature: [Signature] (Retain copy #2 for your files).  
(Name of the property owner must be exactly as it appears on the Assessors records)  
Date: 8/5/14

Return this form to: Department of Public Works, 1000 Commonwealth Avenue



CITY OF NEWTON  
DEPARTMENT OF PUBLIC WORKS

APPLICATION NO. \_\_\_\_\_

# BETTERMENT APPLICATION

I hereby request that a proposal be provided to me for the cost of installing a sidewalk, driveway apron and/or curb to better the property I own at:

18 Temple ST.

(Property Address)

(If a corner lot please specify which street frontage)

(Please check the appropriate box(es) below, indicating the type of work requested).

**ASPHALT**

**CEMENT CONCRETE**

**CURB**

Sidewalk   
Driveway Apron

Sidewalk   
Driveway Apron

Granite Curb (w/corners when req'd)   
Curb Removal for Drive opening

Name: Todd & Laura Maulean

Address: 18 Temple Street Newton

Zip Code: 02465

Tel. No.: Home: 617-969-0436 Work: 617-571-9379

Signature: [Signature] Date: 8-4-14  
(Please read the reverse side of this form before signing)

FOR OFFICIAL USE ONLY					
SEC	<input type="checkbox"/>	BLK	<input type="checkbox"/>	LOT	<input type="checkbox"/>
BK	<input type="checkbox"/>	PG	<input type="checkbox"/>		

## COST PROPOSAL

ITEMIZED COSTS (Note: Applied values are property owner's 50% share of the total cost)

183' LF. of ST. GR. CURB - 5,032.50  
2-2' Rad. GR. COR. BLKS. - 225.00

Property owner's share of the total cost is:

5,257.50

Please read carefully the terms and conditions of this proposal found on the reverse side of this form. If you decide to have the work done you must select your payment plan option below. Please note that all cost proposals of less than \$2000.00 must be pre-paid under option A.

### A) PRE-PAYMENT

Return this form to the Department of Public Works, together with a check in the full amount of the proposal made payable to the City of Newton. (Retain copy #2 for your files).

Enclosed is a check in the amount of \_\_\_\_\_  
in full payment of the cost proposal specified above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### B) BETTERMENT ASSESSMENT SUBJECT TO APPROVAL BY THE BOARD OF ALDERMEN

The undersigned property owner petitions that a betterment in the amount of 5,257.00 be assessed against the property for the installation of curb and/or sidewalk under M.G.L. c. 83, S26. The above betterment assessment shall bear interest at the statutory rate per annum. (M.G.L. c.80, S13.)

Signature: [Signature] Date: 8/4/14  
(Name of the property owner must be exactly as it appears on the Assessors records)



SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

#114-15  
Telephone  
(617) 796-1100  
Facsimile  
(617) 796-1113  
TDD/TTY  
(617) 796-1089  
E-mail  
swarren@newtonma.gov

April 28, 2015

Honorable Board of Aldermen  
Newton City Hall  
1000 Commonwealth Avenue  
Newton Centre, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to transfer the sum \$105,000 from Acct # 0111501-511-001 Public Buildings Salaries to Acct # 0111502-52407 Municipal Building Maintenance. As has been done in past years, I am requesting the transfer of savings from unanticipated attrition to contract maintenance to enable additional work to be completed.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren  
Mayor

RECEIVED  
NEWTON CITY CLERK  
2015 APR 28 PM 2:21  
DAVID A. OLSON, CMC  
Newton, MA 02459





**Setti D. Warren**  
Mayor

## PUBLIC BUILDINGS DEPARTMENT

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

April 23, 2015

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

RE: Public Buildings Department FY15 Contractual Services Additional Funding Request

Dear Mayor Warren:

The Public Buildings Department respectfully requests the sum of \$105,000 be transferred from several salary accounts to both the City Hall and Public Buildings contractual maintenance accounts within the FY15 Operating Budget. Funds in these salary accounts have become available due to the retirement of three department employees as well as the early departure from employment with the City by another employee. While we are actively seeking replacements for these employees, we do not anticipate these positions to be filled until sometime in May.

This fiscal year contractual account funds have been or are anticipated to be spent on the required demolition of the collapsed Recreation Department Fabric Building and one of the garages at the Kennard Estate due to the extreme winter weather. HVAC repairs are required for the condensate pump return system at City Hall. This year the department has installed new lighting within the Crafts Street Salt Sheds as well as made major repairs to the exterior vehicle electrical outlets at the Crafts Street yard.

As part of Phase I of the Energy Efficiency Project funding, we have converted the heating plants at the Public Buildings Department and the Elliot Street DPW Operations Facility from burning #2 Fuel Oil to burning Natural Gas. The Underground Storage Tanks at these two facilities must now be removed.

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

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

Sincerely,

Josh Morse  
Commissioner of Public Buildings

JRM:st  
Enclosure

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

4/23/2015

**PUBLIC BUILDINGS DEPARTMENT FY 15 MAINTENANCE SUPPLEMENTAL FUNDING REQUEST COST BREAKDOWN**

ITEM #	PROJECT DESCRIPTION	COST
1	Crafts Street Salt Shed Electrical Service	\$ 22,300
2	Crafts Street Yard Vehicle Receptacle Repairs/Replacement	\$ 11,200
3	City Hall Condensate Pump Replacement	\$ 18,000
4	Public Buildings Department UST Removal - Converted to Natural Gas	\$ 11,250
5	Elliot Street DPW Operations UST Removal - Converted to Natural Gas	\$ 11,250
6	Demo Collapsed Garage at the Kennard Estate	\$ 25,000
7	Demo Collapsed Recreation Fabric Building on Elliot Street	\$ 6,000
	<b>Total Request</b>	<b>\$ 105,000</b>

**Transfer of Funds:**

\$ 59,000	from	01-115-01-511001	to	01-115-02-52407
\$ 3,000	from	01-115-02-511002	to	01-115-02-52407
\$ 4,700	from	01-115-02-511002	to	01-115-06-52407
\$ 13,300	from	01-115-02-511002	to	01-115-06-52407
\$ 1,780	from	01-115-02-511002	to	01-115-03-52407
\$ 23,220	from	01-115-07-511001	to	01-115-03-52407

\$ 105,000



SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

#32-15(2)  
Telephone  
(617) 796-1100  
Facsimile  
(617) 796-1113  
TDD/TTY  
(617) 796-1089  
E-mail  
swarren@newtonma.gov

May 11, 2015

Honorable Board of Aldermen  
Newton City Hall  
1000 Commonwealth Avenue  
Newton Centre, MA 02459

RECEIVED  
Newton City Clerk  
2015 MAY 11 PM 4: 18  
David A. Olson, CMC  
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board amend *Docket #32-15(2) HIS HONOR THE MAYOR requesting authorization to appropriate the sum of three million six hundred forty-five thousand eight hundred twenty-three dollars (\$3,645,823) from bonded indebtedness for the purpose of completing the Fire Station 3/Headquarters Project through the construction of the temporary facility as follows:*

HIS HONOR THE MAYOR requesting authorization to appropriate the sum of three hundred thousand dollars from the Capital Stabilization Fund and authorizing the appropriation of the sum of three million three hundred forty-five thousand eight hundred twenty-three dollars (\$3,345,823) from bonded indebtedness for the purpose of completing the Fire Station 3/Headquarters Project through the construction of the temporary facility

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren  
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

[www.newtonma.gov](http://www.newtonma.gov)



DEDICATED TO COMMUNITY EXCELLENCE



SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

#32-15(2)  
Telephone  
(617) 796-1100  
Facsimile  
(617) 796-1113  
TDD/TTY  
(617) 796-1089  
E-mail  
swarren@newtonma.gov

April 28, 2015

Honorable Board of Aldermen  
Newton City Hall  
1000 Commonwealth Avenue  
Newton Centre, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to authorize the appropriation of \$3,645,823 and authorize a general obligation borrowing of an equal amount for the purpose of completing the Fire Station 3/HQ project through the construction of the temporary facility. A breakdown of the costs is attached.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren  
Mayor

RECEIVED  
Newton City Clerk  
2015 APR 28 PM 2: 21  
David A. Oison, CIMC  
Newton, MA 02459





**PUBLIC BUILDINGS DEPARTMENT**

Josh Morse, Interim Building Commissioner

Telephone (617) 796-1600

FAX (617) 796-1601

TTY: (617) 796-1608

52 ELLIOT STREET

NEWTON HIGHLANDS, MA 02461-1605

Setti D. Warren  
Mayor

March 10, 2015

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

RE: Fire Station #3/Headquarters Repairs and Upgrades

Dear Mayor Warren:

The Public Buildings Department respectfully requests \$3,645,823.00 to complete the Fire Station 3/HQ project through the construction of the temporary facility. A breakdown of the costs are included.

Sincerely,

Josh Morse  
Public Buildings Commissioner

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



**NEW FIRE STATION #3 AND HQ DESIGN & CONSTRUCTION PROJECT BUDGET**

**BUDGET CATEGORIES**

- 530220 OPM (includes Pre-Construction & Construction Services)
- 530202 Architect & Consultants (includes Pre-Construction Services)
- 530225 CM-At-Risk (Pre-Construction)
- 530225 CM-At-Risk (Construction)
- 530225 Communications Tower
- 530219 Building Commissioning
- 5301 Consultants
- 585FFE Furniture, Fixtures & Equipment
- 585ITE Telephone, Computer & Related Equipment
- 5850SITE Traffic
- 5240701 Temp Operations and Facilities
- 5727 Moving
- 5342 Plans and Specification Printing Services
- 5793 Project Contingency
- 5825 Other Construction Related Costs (not part of CM)

	<u>Estimated Project Cost</u>	<u>Current Request</u>
	\$ 920,213	\$ 920,213
	\$ 1,750,000	\$ 1,750,000
	\$ 100,000	\$ 100,000
	\$ 13,500,000	
	\$ 100,000	\$ 100,000
	\$ 50,000	
	\$ 70,000	\$ 70,000
	\$ 450,000	
	\$ 100,000	
	\$ 100,000	
	\$ 375,000	\$ 375,000
	\$ 30,000	\$ 30,000
	\$ 15,000	\$ 15,000
	\$ 827,787	\$ 173,610 *
	\$ 112,000	\$ 112,000
	<b>\$ 18,500,000</b>	<b>\$ 3,645,823</b>

**PROJECT BUDGET**

Less Previously Approved

Current Request (thru Temp Facility Construction)

Balance of Budget Required

\$	(275,000)
\$	3,645,823
\$	14,579,177

\* 5%



SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

#118-15  
Telephone  
(617) 796-1100  
Facsimile  
(617) 796-1113  
TDD/TTY  
(617) 796-1089  
E-mail  
swarren@newtonma.gov

April 29, 2015

Honorable Board of Aldermen  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

RECEIVED  
NEWTON CITY CLERK  
2015 APR 29 PM 12:01  
DAVID A. OLSON, CMC  
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to authorize the acquisition of the real property for municipal purposes located at 15 Walnut Park, Newton, MA, more commonly referred to as Lot 1B as shown on a subdivision plan dated August 30, 2010 and recorded in Middlesex County Registry of Deeds as plan no. 746 of 2010. Further, I respectfully request that your Honorable Board authorize the appropriation of \$15,750,000 and authorize a general obligation borrowing of an equal amount as compensation for the purchase of this property.

I have attached copies of my announcement of this agreement, the signed Letter of Intent dated April 16, 2015, a map of the property, and a resolution passed by the School Committee. Thank you for your consideration of this exciting opportunity.

Very truly yours,

Setti D. Warren  
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

[www.newtonma.gov](http://www.newtonma.gov)



DEDICATED TO COMMUNITY EXCELLENCE



SETTI D. WARREN  
MAYOR

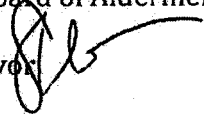
City of Newton, Massachusetts  
Office of the Mayor

Telephone  
(617) 796-1100

Facsimile  
(617) 796-1113

TDD/TTY  
(617) 796-1089

E-mail  
swarren@newtonma.gov

To: The Honorable Board of Aldermen, City of Newton, Massachusetts  
From: Setti Warren, Mayor   
Date: April 17, 2015  
Subject: Letter of Intent

---

In the past few weeks the owners of the former Aquinas College site, the Sisters of Saint Joseph, notified us that they were unable to fully execute the sale of their property with the organization they were negotiating with, and consequently that the property was once again going to be on the market. Following a short negotiation process, I am pleased to share that we have reached an agreement to purchase the property for \$15,750,000, and I have, therefore, signed a Letter of Intent with the Sisters for the City of Newton to purchase the site, contingent upon approval of the School Committee and an affirmative vote of two-thirds of the members of the Honorable Board of Aldermen.

This acquisition will allow our city to accomplish many initiatives. We will now be able to consolidate our growing preschool program into one site at Aquinas and provide a renovated, new site for the Lincoln Eliot School at Aquinas. The current Lincoln Eliot School would become swing space after completion of the Cabot School in 2019. This move will allow us to move the Horace Mann School into the newly renovated Carr School and use the current Horace Mann for a needed inter-generational community center and space for Parks and Recreation year round programming.

We will be docketing this Letter of Intent for School Committee and Board of Alderman approval in the coming weeks. This is a very exciting opportunity that has presented itself to the Administration within the past few weeks, one that is cost effective and efficient. If approved by both bodies, we believe this will dramatically alter our opportunity to address the needs of preschoolers, students, educators and parents in Newton for the next 20 to 30 years.

1000 Commonwealth Avenue Newton, Massachusetts 02459

[www.newtonma.gov](http://www.newtonma.gov)



DEDICATED TO COMMUNITY EXCELLENCE

The proposed purchase price includes the transfer, lease, or license to use the city-owned parcel at the corner of Walnut Park and Washington Street for passive recreation for the Jackson School.

Not only does this opportunity make operational and educational sense, but it also makes financial sense. We had included a consolidated Pre-K Solution in the C.I.P. last fall, anticipated doing a mid-range expansion project at the Peirce School, and a major renovation to the Lincoln Eliot School. With the purchase of this property we no longer will need the expansion at Peirce and will spend considerably less on a renovation of the Aquinas property than we would have spent at the Lincoln Eliot building.

I look forward to working with your Honorable Board as you deliberate this very exciting opportunity.



Sisters of Saint Joseph of Boston

637 Cambridge Street ♦ Brighton, Massachusetts 02135-2800 ♦ www.csjboston.org

Office of the President

April 16, 2015

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

Re: 15 Walnut Park

Dear Mayor Warren:

This document should be considered a Letter of Intent by the Congregation of The Sisters of Saint Joseph of Boston or offer to sell to the City of Newton, 15 Walnut Park. The purpose of this Letter of Intent (LOI) is to lay out some of the basic terms and conditions of a potential sale/purchase focusing on price.

**THE CONGREGATION RECOGNIZES THAT ANY ACCEPTANCE BY THE CITY OF THIS LOI IS SUBJECT TO BOARD OF ALDERMAN AUTHORIZING THE MAYOR TO ACQUIRE 15 WALNUT PARK AND THE APPROPRIATION OF FUNDING FOR SUCH ACQUISITION.**

**1. Parties:**

- a. **Seller:** Congregation of the Sisters of Saint Joseph of Boston ("CSJ" hereinafter)
- b. **Buyer:** City of Newton, Massachusetts ("Newton" hereinafter)

- 2. Property:** 15 Walnut Park, Newton, MA, more commonly referred to as Lot 1B as shown on a subdivision plan dated August 30, 2010 and recorded in Middlesex County Registry of Deeds as plan no. 746 of 2010. The Property consists of the former Rashi School/Aquinas College and Convent including open space totaling approximately 5.70 acres.

**3. Price:**

1. \$15,750,000.00
2. Abatement of real estate taxes for 4<sup>th</sup> quarter FY2015 and for fiscal 2016 until title to the Property is transferred to Newton.
3. With regard to real estate owned by Newton and located at the corner of Walnut Park and Washington Street (City Assessor SBL No. 12003 0001):-
  - a. Disposition of such property through sale or lease for ninety-nine (99) years to CSJ with a deed restriction that it be used solely for open space/playing fields ; or

- b. If unable to dispose of such property for legal reasons, then license of such property to CSJ or the Jackson Walnut Education Collaborative, Inc. with a restriction that it be used solely for open space/playing fields; or
  - c. If unable to dispose or to license such property for legal reasons, then CSJ and Newton agree to use good faith efforts to negotiate an equitable resolution for the loss to CSJ of this aspect of the purchase/sale.
4. **Due Diligence/Inspection Calendar:**
- a. Complete within forty-five calendar days of execution of the LOI. CSJ agrees to provide Newton with a copy of the 21E report in its possession upon execution of the LOI.
5. **Closing Date:** Four (4) months (120 calendar days) after execution of Purchase and Sale Agreement or sooner if possible, it being the intent of Newton to be able to use the Property by September, 2015.
6. **Purchase and Sale Agreement:** A Purchase and Sale Agreement (hereinafter "P&S") incorporating, among other things, the business terms set forth in this letter, and such other terms as are otherwise agreed to by Buyer and the Seller after the date hereof, shall be prepared by the Seller's counsel. Buyer and Seller shall endeavor to complete negotiations in good faith on the P&S as soon as practicable, but in any event no later than ninety (90) days after executing this LOI.
7. **Contingencies and Dates For Satisfaction:** The sale shall be subject to the following contingencies being satisfied.
- a. Completion of due diligence as provided in paragraph 4 within forty-five(45) calendar days of LOI.
  - b. Authorization by the Board of Aldermen to acquire the Property and Appropriation of funding;
  - c. School Committee recommendation to the Board of Aldermen pursuant to sec. 4-4 of the City Charter;
  - d. Completion of all legal requirements for acquisition of unique real property as required by G.L. c. 30B; and
  - e. With regard to the parcel of land at the corner of Walnut Park and Washington Street, completion of all legal requirements for the disposition or licensing of such property, including but not limited to approval by the Parks and Recreation Commission.
8. **Broker:** CSJ will be responsible for any Broker fees due.
9. **Title:** CSJ shall deliver good and marketable title, insurable title at closing, free and clear of all liens, encumbrances and easements that interfere with the use of the project as an educational facility.
10. **Miscellaneous:** This letter is intended to serve as a non-binding outline of the material business terms which will be used as a basis for the preparation of the P&S, as aforesaid, and shall not constitute a binding agreement. Unless the P&S, in form, scope and substance acceptable to both City and CSJ, in the sole discretion of each is executed and delivered after the date hereof (regardless of the reason for its not having been so executed and delivered), neither City nor CSJ shall have any liability or obligation to the other. Prior to the execution and delivery of P&S,

however, City and CSJ reserve the right to terminate discussions and negotiations with the other at any time and for any reason (or no reason). The P&S will supersede this Letter of Intent unless otherwise Indicated.

**11. "If during the negotiations of the P&S Agreement but before the parties have executed a P&S Agreement, if CSJ should believe that it is not realistic to reach agreement with Newton or Newton will not be able to close by the closing date listed herein, all within the sole discretion of CSJ, then CSJ has the right to terminate this LOI and there will be no liability or obligations to either party."**

Please indicate agreement with the terms and conditions of this letter by executing the enclosed counterpart of this letter and returning it. This Letter of Intent/Offer shall expire at 5:00 PM EDT on Tuesday, April 28, 2015, after which, if acceptance is not so received, this letter shall automatically be void and of no further force and effect. Electronic signatures shall be regarded as sufficient and valid. The parties' attorneys are authorized, but not obligated, to agree to extensions of the deadlines called for herein.


All Notices and communications should be done through our attorney

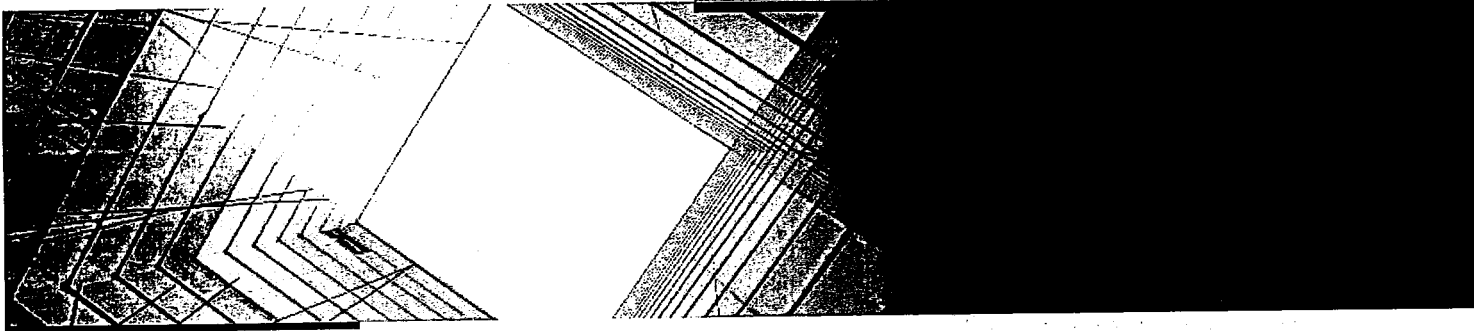
William H. Shaevel  
Shaevel & Krems, LLP  
141 Tremont Street, 3<sup>rd</sup> Fl.  
Boston, MA 02111  
(P) 617-556-0244  
(F) 617-556-0284  
[bshaevel@shaevelkrem.com](mailto:bshaevel@shaevelkrem.com)

Sincerely yours,  
CONGREGATION OF THE SISTERS OF SAINT JOSEPH OF BOSTON

BY: Rosemary Brennan, C.S.J.  
Rosemary Brennan, CSJ  
President

AGREED AND ACCEPTED this 17th day of April, 2015  
CITY OF NEWTON

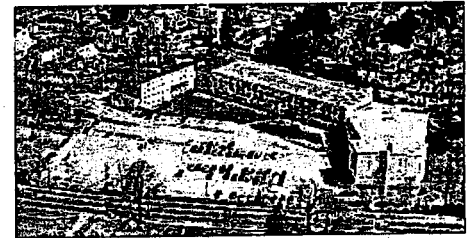
By:   
Name (print): Setti D. Warren  
Title: Mayor



For Sale **15 Walnut Park, Newton, MA**

For Lease **Type: For Lease - Institutional**

- 74,443 sf school building
- 20,720 sf convent (34 dormitory units)
- 23 classrooms
- library/administrative offices
- 6-acre campus
- 850-seat auditorium
- 250-seat cafeteria
- Constructed in 1965



15 Walnut Park, the former site of Aquinas College, presents the opportunity to acquire an educational facility within Route 128 at significantly below replacement cost. The facility is located less than a 15-minute drive from downtown Boston, and is nearby a substantial number of public and private educational institutions.

[Click here for brochure \(2.5MB\).](#)

Contact:  
 Charles E. Batchelder  
 cb@wsarealty.com  
 (781) 684-1200 ext. 22

[About Us](#)  
[Approach](#)  
[Clients](#)  
[Testimonials](#)  
[Professionals](#)

[Resources](#)  
[News](#)  
[FAQ's](#)

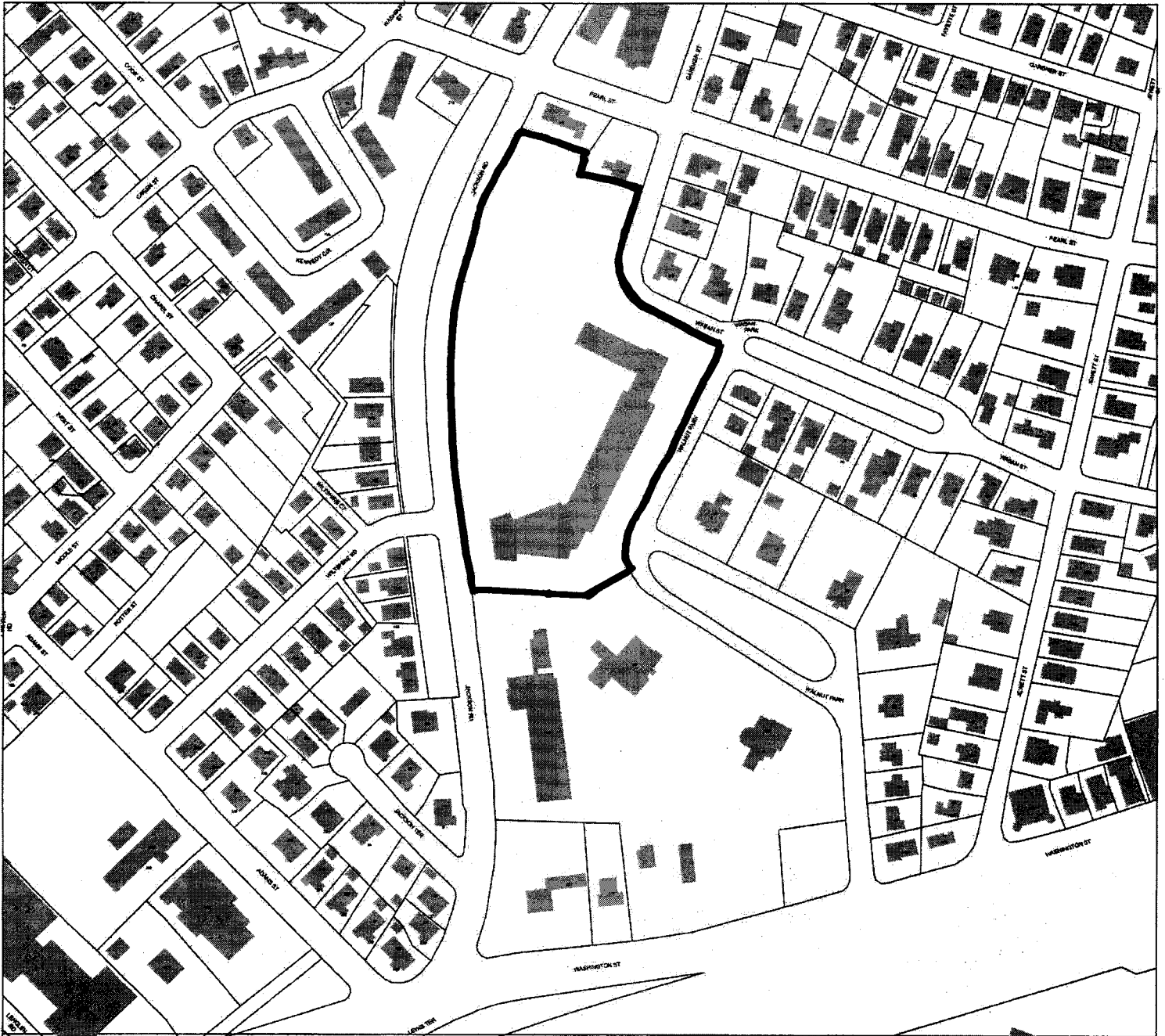
[Contact](#)  
 Wyman Street Advisors  
 404 Wyman Street  
 Waltham, Ma 02451  
 p. 781-684-1200  
 f. 781-684-1203  
[Email Us](#)

  
 Connect with Us 

[Home](#) [Contact Us](#)  
 powered by [getLead](#)

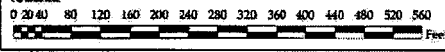






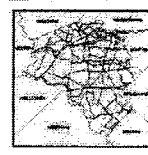
# City of Newton - Custom Map

The information on this map is based on the best available information. The City of Newton does not warrant the accuracy of the information. The City of Newton is not responsible for any errors or omissions. The City of Newton is not responsible for any damages or losses resulting from the use of this information. The City of Newton is not responsible for any actions taken based on this information. The City of Newton is not responsible for any actions taken based on this information.



**Legend**

- Building Outlines
- Property Boundaries



© 2015 Newton City of Newton  
 Newton City of Newton  
 Newton City of Newton  
 Newton City of Newton  
 Newton City of Newton

- Ward  
I Ellen Gibson  
II Margaret Albright  
III Angela Pitter-Wright  
IV Diana Fisher Gomberg  
V Steven Siegel  
VI Ruth Goldman  
VII Matthew Hills, Chairperson  
VIII Margie Ross Decter, Vice-Chairperson

**Newton School Committee**  
100 Walnut Street  
Newtonville, MA 02460  
Tel (617) 559-6110  
Fax (617) 559-6101  
www.newton.k12.ma.us  
schoolcommittee@newton.k12.ma.us

#118-15 Mayor Setti Warren  
Ex officio



April 29, 2015

At their April 28, 2015 School Committee meeting, the Committee unanimously approved the following vote:

The School Committee advises the Board of Aldermen that it would like to look at use of the former Aquinas College, which building has been used in the past by Newton Public Schools, and considers the acquisition of this property by the City to present an opportunity to address some of the facility needs of Newton Public Schools going forward, including the possible use this fall for Pre-K classrooms.

Sincerely yours,

Matt Hills, Chair

RECEIVED  
Newton City Clerk

2015 MAY -6 PM 5: 39

David A. Olson, CMC  
Newton, MA 02459



SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

#112-15  
Telephone  
(617) 796-1100  
Facsimile  
(617) 796-1113  
TDD/TTY  
(617) 796-1089  
E-mail  
swarren@newtonma.gov

April 28, 2015

Honorable Board of Aldermen  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to transfer the sum of \$10,000 from Acct # 0110601-511001 Assessing Salaries to Acct # 0110601-58515 Office Furniture to cover the costs of shelving for assessing documents as part of the archival project.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren  
Mayor

RECEIVED  
Newton City Clerk  
2015 APR 28 PM 2:22  
David A. Olson, OMC  
Newton, MA 02459



City of Newton



Setti D. Warren  
Mayor

## ASSESSMENT ADMINISTRATION

Elizabeth Dromey, Director

**#112-15**

Telephone

(617) 796-1160

Telefax

(617) 796-1179

tdd-tty

(617) 796-1089

Email

[assessing@newtonma.gov](mailto:assessing@newtonma.gov)

[dromey@newtonma.gov](mailto:dromey@newtonma.gov)

March 25, 2015

Maureen Lemieux, Chief of Staff and Chief Financial Officer  
City of Newton  
1000 Commonwealth Avenue  
Newton, MA 02459

Dear Ms. Lemieux:

I ask that you request a transfer of \$10,000 from the Assessing Department salary account to cover the costs of shelving for the archival project.

If you have any questions, please let me know.

Thank you.

Sincerely,

Elizabeth Dromey

Director of Assessment Administration



SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

#101-15  
Telephone  
(617) 796-1100  
Facsimile  
(617) 796-1113  
TDD/TTY  
(617) 796-1089  
E-mail  
swarren@newtonma.gov

April 13, 2015

Honorable Board of Aldermen  
Newton City Hall  
1000 Commonwealth Avenue  
Newton Centre, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to transfer the sum of \$35,000 from Acct # 0150301-511001 to Acct # 0150301-5709 Veterans' Benefits.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren  
Mayor

RECEIVED  
Newton City Clerk  
2015 APR 13 PM 9:07  
David A. Oison, CMC  
Newton, MA 02459





SETH D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

#87-15  
Telephone  
(617) 796-1100  
Facsimile  
(617) 796-1113  
TDD TTY  
(617) 796-1089

E-mail  
swarren@newtonma.gov

Honorable Board of Aldermen  
Newton City Hall  
1000 Commonwealth Avenue  
Newton MA 02459

2015 APR -2 PM 3:46  
RECEIVED  
CITY OF NEWTON  
MAYOR'S OFFICE

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to authorize the creation of a gift account for the Newtonville Area Council in accordance with M.G.L. c. 44 § 53A for fiscal year 2016.

As indicated in the request by Helene Sroat, Treasurer, Newtonville Area Council, this account will be used for the deposit of donations to be utilized to offset the costs associated with operation, programming and services in connection with the Newtonville Area Council.

Thank you for your consideration of this matter.

Very truly yours,

Seth D. Warren  
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

[www.newtonma.gov](http://www.newtonma.gov)



DEDICATED TO COMMUNITY EXCELLENCE

## CITY OF NEWTON, MASSACHUSETTS

### GUIDELINES FOR NEIGHBORHOOD AREA COUNCIL SPECIAL REVENUE FUNDS

#### Relevant Charter Sections

Article 9 of the City's Charter provides for the establishment of neighborhood area councils in order to encourage citizen involvement in government at the neighborhood level.

Section 9{c} of the Charter authorizes the neighborhood area councils to accept "... funds from public, but **not** including the City of Newton, and private sources, including public subscriptions; and expenditure of monies to meet overhead cost of council administration and support for neighborhood service area projects. "

Section 9-10 of the Charter mandates that each area council make an annual report of its activities to the Board of Aldermen.

Section 9-11 states that "Each neighborhood area council shall keep complete financial records which shall be subject to City audit.

#### Compliance with State Statutes

The Massachusetts Department of Revenue's Division of Local Services has recently advised the City that Newton neighborhood area councils should be treated as City agencies for purposes of the municipal finance laws of the Commonwealth. The most significant consequences of this directive is that all assets of the area councils need to be transferred to the custody of the City treasurer, and all assets, liabilities, fund equity, and operating activity need to be recorded on the City's general ledger, be subject to oversight and reporting by the City comptroller and audit by the City's independent external auditors.

The objective of this policy is to bring the financial activities of the City's neighborhood area councils into compliance with the municipal finance laws, while at the same time providing the area councils with a heightened level of check writing flexibility that is appropriate for the unique structure of the area councils attributable to their creation under the Charter.

#### Establishing a Revolving Account

Given the Charter prohibition against neighborhood area councils receiving City funding, a special revenue fund (departmental revolving fund or gift account), with an accompanying "petty cash" account, is the most appropriate mechanism for each neighborhood area council's financial activities. Both require advance approval by the Mayor and Board for an annual spending limit for the fund and the size of the accompanying "petty cash" account. These



amounts may be amended, as needed. The fiscal year of each such fund will be the City's July 1 – June 30 fiscal year.

The authorized size of the "petty cash" account in the initial year of approval will be limited to the amount of funds on hand in the neighborhood area council treasury on the date that these funds are turned over to the City treasurer for custody. As the initial funds are expended, the petty cash account balance can be replenished with subsequent collections through the City's normal accounts payable warrant process.

Upon approval of the special revenue fund and accompanying "petty cash" account by the Mayor and Board of Aldermen, the treasurer of each neighborhood area council will be instructed to close any existing bank accounts and to turn over all liquid assets to the City treasurer. The City treasurer will use these resources, up to the limit pre-approved by the Mayor and Board, to open a new checking account in the name of the City and neighborhood area council, with check writing authorization for the neighborhood area council treasurer. This account will serve as the neighborhood area council's "petty cash" account and be available for day to day disbursement activities of the neighborhood area council. Prior to the release of the "petty cash account" to the treasurer of each neighborhood area council, the City comptroller will conduct a conference to acquaint each treasurer with the requirements of this policy.

#### Use and Maintenance of the Account

Neighborhood area council funds may only be used for governmental purposes and may not be used for the purchase of alcoholic beverages; tobacco products; personal loans or advances; state sales taxes; or the payment of fines or penalties resulting from the violation of any state, federal, or local law.

In order to comply with state and federal tax reporting and withholding requirements, no salaries and/or wages; legal; medical; or consultant disbursements may be made directly from the "petty cash" account. To the extent that obligations are anticipated for these purposes, the neighborhood area council treasurer should contact the City comptroller to make arrangements for such disbursements to be made, with neighborhood area council funds, from the City's accounts payable system. The City will then be in a position to make any required withholdings and informational reports to state and federal tax authorities.

Once the "petty cash" account is opened and turned over to the treasurer of the neighborhood area council, all subsequent monies collected by the neighborhood area council must be deposited with the City treasurer for deposit to that neighborhood area council's special revenue fund. Subsequent cash collections can only be added to the "petty cash" account after submission of supporting paid invoices or receipts that document the expenditure of funds

originally deposited to the “petty cash” account. All cash collections should be deposited with the City within 48 hours of receipt.

A copy of the monthly bank statement for each “petty cash” account will to be sent to both the treasurer of the neighborhood area council for reconciliation to their supporting check register, and to the City treasurer. Within (30) days after the end of each calendar quarter (September 30; December 31; March 31; and June 30) the treasurer of each neighborhood area council, with an authorized “petty cash” account, shall furnish the City comptroller with a signed copy of the reconciled bank statement and a schedule itemizing all monies collected and turned over to the City treasurer and all disbursements made from the “petty cash” account during the previous fiscal quarter. A summary of the operating activity and fiscal year- end balance of each neighborhood area council is to be reported in the comptroller’s Annual Budgetary Basis Annual Financial Report.