

CITY OF NEWTON

IN BOARD OF ALDERMEN

FINANCE COMMITTEE REPORT

WEDNESDAY, APRIL 16, 2014

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

Absent: Ald. Ciccone, 1 vacancy

Also present: Ald. Johnson and Leary

City staff: Joe Mulvey (Information Technology Director), Carol Schien (Open Space Coordinator), Alice Ingerson (Community Preservation Planner), Robert DeRubeis (Commissioner of Parks and Recreation), Bruce Proia (Fire Chief), David Wilkinson (Comptroller) and Maureen Lemieux (Chief of Staff/Chief Finance Officer)

#121-14      HIS HONOR THE MAYOR requesting authorization to transfer the sum of sixty-seven thousand dollars (\$67,000) from Information Technology Full-time Salaries Account to various technology capital projects including upgrading/replacing 45 computers, upgrades to the Aldermanic Chamber and War Memorial audio/visual equipment, and upgrading equipment for the Fire Department. [03/31/14 @ 3:59 PM]

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

**NOTE:**      Director of Information Technology Joe Mulvey presented the request for \$67,000 to fund a number of smaller size projects. The projects include new wireless switches in all of the fire stations to improve software communications, an upgrade to the audio/visual equipment in the Aldermanic Chamber and War Memorial, and an update of the Fire Department's Telestaff software that is used for overtime and detail staffing. The update will allow the software to use Voice over Internet Protocol (VoIP) and run on the City's storage area network. The remaining funds will be used to replace the XP operating systems running on any of the computers at City Hall.

The projects will be funded through salary savings in the Information Technology Department, as a result of vacant positions. There will be enough funds remaining in the salary accounts to cover the rest of the year. Mr. Mulvey provided the attached breakout of the costs for each project. Ald. Rice moved approval, which carried unanimously.

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

#125-14      HIS HONOR THE MAYOR requesting authorization to transfer the sum of seventy five thousand dollars (\$75,000) from the Fire Rescue Full-Time Salaries Account to the Fire Vehicle Equipment Account to purchase a Ford 350 Cutaway Van, which will serve as the replacement of both the 2004 ambulance that was donated to the City and a 1994 Box Truck. 03/31/14 @ 3:59 PM]

**PUBLIC SAFETY & TRANSPORTATION APPROVED 6-0 on 04/09/14**

**ACTION:**      **APPROVED 6-0**

**NOTE:** Fire Chief Bruce Proia presented the request for a transfer of \$75,000 from savings in the Fire Salary Accounts to purchase a new van to replace a donated ambulance that was used as a van and a 1994 box truck. Both the van and box truck have been taken off the road and are not worth repairing.

The new van will be equipped with a generator for pumps in manholes and used in emergencies. The van will also have storage racks, a workbench, fiber equipment, and full warning lights. The new van will be purchased through the Plymouth County Commissioner's Contract and the Fire Chief has received a quote of \$74,461. The new van would not be a fuel-efficient vehicle.

The new van is the #3 priority on the Fire Department's Capital Improvement Program list. The #1 priority is the new fire station followed by a replacement engine estimated to cost \$670,000. The Chief explained that the engine that would be replaced is 15 years old and is heavily used.

Chief Proia provided an update on the purchase of a heavy-duty rescue truck. The rescue truck is part of the Chief's Fiscal Year 2015 budget outcomes. The estimated cost of a rescue truck is \$500,000. The department is currently training 24 firefighters in technical rescue, which requires a rescue truck. The Chief has been setting unused funds aside from different projects and has close to \$300,000 for the new truck.

Ald. Lappin moved approval, which carried unanimously.

#123-14 **HIS HONOR THE MAYOR** requesting authorization to transfer the sum of ten thousand dollars (\$10,000) from the Parks and Recreation Department Full-time Wages Public Grounds Maintenance Account to the Parks and Recreation Department Construction Equipment Account to purchase a scarifier for field maintenance. [03/31/14 @ 3:59 PM]

**ACTION:** **APPROVED 6-0**

**NOTE:** Commissioner of Parks and Recreation Bob DeRubeis presented the request and provided the attached information on a scarifier. A scarifier is used to groom, renovate, and condition ball fields, particularly the infields. The department's current scarifier is at the end of its life. The department would like to purchase a diesel scarifier because the diesel equipment lasts longer. There is not an electric option or fuel-efficient option for the scarifier. The purchase of the scarifier will be funded through salary savings in the department's grounds maintenance account.

The City maintains all of the city ball fields in-house; therefore, the new scarifier is a necessary purchase. The Commissioner added that the department only contracts out the turf field maintenance. With that, Ald. Lappin moved approval, which carried by a vote of six in favor and none opposed.

**REFERRED TO PROG & SERV, PUBLIC FACIL, AND FINANCE COMMITTEES**

#127-14 COMMUNITY PRESERVATION COMMITTEE recommending the appropriation of \$200,000 from the Community Preservation Fund to the Parks & Recreation Department for a final design and specifications to rehabilitate the Newton Highlands/Joseph Lee Playground between Winchester and Dedham Streets, as described by that department's November 2013 proposal and updated March 2014 funding request. [03/24/14 @ 3:10 PM]

**PUBLIC FACILITIES APPROVED 5-0 on 04/09/14**

**PROGRAMS & SERVICES APPROVED 4-0-3 (Blazar, Hess-Mahan, Sangiolo abstaining) on 04/09/14**

**ACTION: APPROVED 6-0**

**NOTE:** Chair of the Community Preservation Committee (CPC), Joel Fineberg presented the CPC recommendation to use \$200,000 from the Community Preservation Fund to develop final design and specifications for the rehabilitation of the Newton Highlands Playground. The CPC recommended approval as the proposal was well thought out, the community supports the restoration of the park, and large amount private donations are expected to help fund both the design and actual rehabilitation of the park. The project has already received donations from the different leagues for a feasibility study in 2011. The CPC has informed Parks and Recreation that although they are recommending approval of the design funds, that does not guarantee approval of a request for funds for construction.

The park, courts, fields and playground are in terrible shape. Recently, the City had to remove all of the playground equipment in the park because it was unsafe. The plan for the park includes a new drainage system, reclamation of the ball fields, new basketball and tennis courts, additional parking, and a new restroom facility. In addition, the plans include a new turf field for soccer and football and playground equipment, which would not be eligible for Community Preservation funding and would be funded through private donation. The estimated cost for the entire project is \$3.8 million and it is hoped that the rehabilitation of the park would be complete in 2017.

Both the Public Facilities and Programs & Services Committees approved the item. However, three Aldermen abstained from the vote in Programs & Services due to concerns over what material would be used as infill for the turf field. Commissioner DeRubeis explained that he is looking at different alternatives for the infill like encapsulated sand and walnut shells.

The Chairman pointed out that crumb rubber may be the most suitable material for the infill. It should not be ruled out as an infill material for the turf field. There have been problems with alternative infill materials related to leveling the turf field and durability. The Commissioner should look at all options but if there is no alternative that works as well or better than the crumb rubber, the crumb rubber should be used on the turf field. The Commissioner responded that at this point all options are being looked at.

Ald. Lappin moved approval of the item, which carried unanimously.

#120-14 HIS HONOR THE MAYOR appointing WESLEY LAYNE as DIRECTOR OF HUMAN RESOURCES pursuant to Sec. 3-3 of the City Charter (30-days: 05/07/14). [04/03/14 @ 2:10 PM]

**ACTION:** **APPROVED 6-0**

**NOTE:** Wesley Layne joined the Committee for discussion of his appointment as Director of Human Resources. Ald. Johnson and Chief of Staff/Chief Financial Officer Maureen Lemieux also joined the Committee for the discussion. Maureen Lemieux informed the Committee that the City used a recruiter to find Mr. Layne, as the position proved difficult to fill.

Mr. Layne has over thirty years of experience in Human Resources operations in both the private and public sectors. He currently works for the Commonwealth of Massachusetts as the Director of Human Resources. Mr. Layne’s mixture of experience, which includes collective bargaining negotiations, performance management, strategic planning, and development of policies and procedures, will benefit the City. The attached resume highlights his skills and experience. Ald. Fuller moved approval of the appointment, which carried unanimously.

**REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES**

#126-14 HIS HONOR THE MAYOR requesting authorization to transfer the sum of one hundred thirty-four thousand five hundred thirty-five dollars (\$134,535) from the Public Buildings Department Salaries Accounts to the Public Building Department Building Maintenance Accounts as follows:

From:	0111501-511001 .....	\$125,000
	0111502-511002 .....	\$2,889
	0111501-5197 .....	\$6,636

To: 0111502-52407 ..... \$134,525

**PUBLIC FACILITIES APPROVED 5-0 on 04/09/14**

**ACTION:** **APPROVED 6-0**

**NOTE:** Chief of Staff Maureen Lemieux presented the request for \$134,535 from Public Building Department Salary accounts to supplement the Public Buildings Department’s Building Maintenance accounts. There have been number of expenditures this fiscal year because of unanticipated but necessary replacements or repairs. The attached list of items provides the project descriptions and costs of each of replacements or repairs. Ald. Rice moved approval of the item, which carried by a unanimous vote.

#122-14 HIS HONOR THE MAYOR requesting authorization to transfer the sum of forty thousand dollars (\$40,000) from Financial Information Systems Department Full-time Salaries Account to a newly created account in the Financial Information Systems Department for the purpose of funding development of a software bridge between the City’s Finance Plus System and the MUNIS system for water/sewer account reconciliations. [03/31/14 @ 3:59 PM]

**ACTION:** **APPROVED 6-0**

**NOTE:** Comptroller David Wilkinson reviewed the request for funding to develop a software bridge between the City’s two financial software packages, Finance Plus and Munis. The Munis software is used for all tax and utility billings but all other financial programs are run on the Finance Plus software. One of the City’s programmers developed a bridge between Finance Plus and Munis to import all of the tax billing data but not the utility billing data. Therefore, the City needs to create a bridge between the software to import all of the Munis utility billing data to the Finance Plus program to fully reconcile all the utility receivables.

There is a vacant software developer position in the Financial Information Systems Department. The City has not been able to find a person to fill that position. The salary funds for that position will be repurposed to hire a software consultant to develop the utility data bridge. The City will continue to look to fill the position in Financial Information Systems. A motion to approve was made and carried unanimously.

#124-14 HIS HONOR THE MAYOR requesting authorization to transfer the sum of ten thousand dollars (\$10,000) from the Executive Office Full-time Salaries Account as follows:

Purchasing Full-time Salaries (01105-01-511001) .....	\$6,000
History Museum Full-time Salaries (0160301-51101).....	\$4,000

**ACTION:** **APPROVED 6-0**

**NOTE:** Chief of Staff Maureen Lemieux presented the request to transfer money from the Executive Office Salaries account to provide funds for temporary staff services in the History Museum to cover a maternity leave and the reclassification of a person in the Purchasing Department. A motion to approve was made and carried unanimously.

#384-11(5) HIS HONOR THE MAYOR requesting authorization to transfer the sum of five thousand dollars (\$5,000) from Fiscal Year 2015 Budget Reserve to the Planning & Development Department for the purpose of funding an appraisal of the former Parks and Recreation property at 70 Crescent Street. [03/31/14 @ 3:59 PM]

**ACTION:** **APPROVED AS AMENDED 6-0 FROM FY14 BUDGET RESERVE**

**NOTE:** Chief of Staff Maureen Lemieux explained that this is a request for \$5,000 to hire a consultant to do an appraisal of 70 Crescent Street. The appraisal is required as part of the City’s real property reuse process. Ms. Lemieux requested that the item be amended to reflect a transfer from Fiscal Year 2014 Budget Reserve instead of Fiscal Year 2015 Budget Reserve. Ald. Rice moved approval, which carried unanimously.

#7-13(3) HIS HONOR THE MAYOR requesting authorization to transfer the sum of five thousand dollars (\$5,000) from Fiscal Year 2015 Budget Reserve to the Planning & Development Department for the purpose of funding an appraisal of the Manet Road Reservoir area. [03/31/14 @ 3:59 PM]

**ACTION:** **APPROVED AS AMENDED 6-0 FROM FY14 BUDGET RESERVE**

**NOTE:** The docket request is for \$5,000 for an appraisal of the Manet Road Reservoir area in order to move forward with the State to explore purchasing the property. Ms. Lemieux requested that the item be amended to reflect a transfer from Fiscal Year 2014 Budget Reserve instead of Fiscal Year 2015 Budget Reserve. Ald. Rice moved approval, which carried unanimously.

The Committee adjourned at 7:20 PM and all other items before the Committee were held without discussion. Draft Board Orders for the above items that are recommended for Board of Aldermen action are attached.

Respectfully submitted,

Leonard J. Gentile, Chairman

<b>Hardware / Infrastructure</b>		<b>Cost</b>
<u>By July 1st 2014</u>		
3	Wireless for bay areas of all six Fire Stations (enable Firehouse software synch.)	\$ 7,903.64
4	Aldermanic Chambers and War Memorial outfitted with an AV solution	\$ 36,000.00
<b>Software</b>		<b>Cost</b>
<u>By July 1st 2014</u>		
4	Telestaff upgrade on SAN	\$ 17,000.00
<u>By July 1st 2015</u>		
1	Purchase and implement Pet Licensing module in Community Plus (6000 apps, rabies form req.)	
<b>Security Risk and Management</b>		<b>Cost</b>
<u>By July 1st 2014</u>		
2	Windows XP replaced on all PCs in city hall	\$ 6,100.00
		\$ 67,003.64



Good People Make Better  
Products

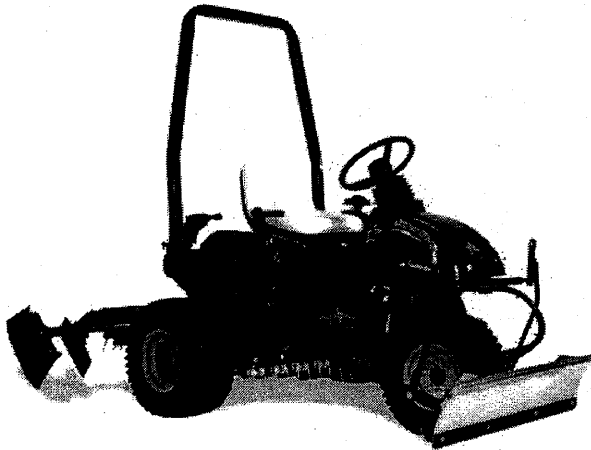
877.833.7648

## Super Star Diesel Ball Field Conditioner

Powerful and reliable liquid-cooled diesel engine outlasts conventional air-cooled gasoline engines and offers reduced maintenance costs.

- 3-wheel drive, powered by 18.8 hp (14 kW) three-cylinder liquid-cooled engine.
- Hydrostatic parallel drive system with electronic 2 to 3 wheel drive selector valve provides "on the fly" operator control of transport speed, traction requirements and maneuverability.
- Hydraulic control of center mounted and rear mounted implements.
- Hydraulic power steering
- Pro-Pedal controls engine RPM for reduced fuel consumption and noise levels.
- Hydraulic oil cooling system.
- Certified ROPS with work lights standard.

Product Documentation



### Diesel Super Star Ball Field Conditioner Specifications

MODEL	43-500 Diesel Super Star
POWER	18.8HP (14 kW) Kubota model D722 three (3) cylinder, liquid cooled diesel engine Tier 4 Emissions Compliant. Full pressure lubrication with replaceable oil filter. Remote mounted cyclonic air intake filtration system.
CONFIGURATION	3-wheel tricycle configuration, rear engine placement, ROPS standard
DRIVE	Belt driven hydraulic pump driving two hydraulic motors on rear wheels and one hydraulic motor on front wheel. Parallel traction hydraulic drive system with electric two (2) – three (3) wheel drive selector valve standard. Hydraulic oil system cooler with engine driven air flow.
SPEED	Infinitely variable from 0 – 12 mph (20 kph) forward; 0 – 5 mph (8 kph) reverse



**Diesel Super Star Ball Field Conditioner Specifications**

<b>BRAKING</b>	Dynamic breaking through the hydrostatic transmission Hand operated, disc type park/emergency brake on rear wheel
<b>LIGHTS</b>	Halogen work lights.
<b>CONSTRUCTION</b>	Heavy gauge steel tubing, hydraulically formed, electrically welded.
<b>TIRES &amp; WHEELS</b>	Purchasers choice of (3)22-1100 x 10 knobby sand tires, -or- (3)23-1050 x 12 turf tires
<b>STEERING</b>	Hydraulic power steering, 15 in (38 cm) diameter automotive type steering wheel, adjustable tilt.
<b>CONTROLS</b>	Foot pedal for forward and rear operation of hydraulic system. "Pro-Pedal" system connects engine throttle to hydraulic demand. (Engine speed increases as hydraulic system demand increase.s) "Speed Boss" preset speed control system on hydrostatic transmission. Hydraulic engage/disengage levers control rear mounted and center mounted implements.
<b>SEAT</b>	Low back adjustable deluxe seat, 1 piece molded, 1/2 back support
<b>ELECTRICAL</b>	12 volt battery; 12 volt electric starter, side mounted Ignition switch, operator presence switch in seat.
<b>SOUND LEVEL</b>	94 dB(A) under normal operating conditions
<b>DIMENSIONS</b>	68 in (170cm)-80 in (150 cm)-50 in (120cm); Wheelbase: 44 in (110 cm)
<b>WEIGHT</b>	1010 lbs (458 kg)
<b>LIQUID CAPACITIES</b>	Hydraulic system oil: 5 gallons (19 liter) in high density polyethylene tank Diesel Fuel – 5 gallons (19 liter) in high density nylon low-perm tank No.1-D or No. 2-D, S500: Low Sulfur Diesel (LSD) less than 500 ppm or 0.05 wt.% No1-D or No.2-D, S15: Ultra Low Sulfur Diesel (ULSD) less than 15 ppm or 0.0015 wt.%
<b>SAFETY</b>	Complies with all applicable ANSI, OSHA, and European Machinery Directive standards
<b>OPTIONS</b>	15-822 Weather Canopy

**IMPLEMENT ATTACHMENTS for grooming, conditioning, renovation & construction**

<b>REAR MOUNTED</b>	28-007Q Professional Infield Finisher 28-008Q Flex Action Infield Finisher-Leveler 43-008 Drag Mat Kit (mat and carrier) 34-181 Box Grader 43-002Q Flex Action Infield finisher-Leveler with brush 43-043 Brush (only) for Flex Action Finisher-Leveler 43-008 Cocoa Mat & Frame 43-170 Rahn Ball Field Groomer
<b>CENTER MOUNTED</b>	42-010 Construction Leveling Blade 42-178 Infield Scarifier (with gauge wheels, vertical blades) 42-179 Infield Scarifier (with gauge wheels, chisel blades) 42-210 Grader Blade Kit (f/ 42-178 & 42-179) 42-285 Enhanced Scarifier (long blades, gauge wheels) 42-287 Edger (with gauge wheel for baseball fields) 42-341 Infield Scarifier (with spring tine teeth, gauge wheels) 42-455 Super Stripe (line marker)



---

## WESLEY M. LAYNE M.B.M., SPHR

---

### Human Resources Professional / Strategic Business Partner

Results oriented human resource business partner accomplished in leading HR operations and developing HR strategies aligned with short and long term organizational goals. Possessing exceptional organizational capabilities focused on determining, delivering and measuring solutions to build, retain and inspire performance. Proficient in delivering day-to-day HR functions, leading and developing teams, and serving as the primary HR business consultant to senior management on organizational/business issues including change management, talent management, culture, team functioning, and leadership effectiveness.

---

### KEY SKILLS

---

*Building Exceptional Talent* - Demonstrated ability leading daily operations driving full lifecycle talent acquisition strategies advancing corporate brands leveraging sourcing tools and technologies

*Driving Organizational Capability* – Partner with all HR functions, including talent review and performance management, organizational capability and design, compensation, benefits, diversity, employee/labor relations, worker's compensation, leadership development and training delivering easy access and quality service. Serves on planning and policy-making committees

*Demonstrated ability in building organization capability and effectiveness* – Participates as a contributing partner in the organizational strategic planning process delivering mission, vision and values delivering HR operations which drive corporate goals, objectives and plans. Recommends and establishes company policies and procedures

*Business Partnership and Acumen* - Uses insight into organizational internal and external business environments to improve people outcomes and business performance; understands the operation of a business; tailors solutions to meet business needs while maintaining an organizations brand. Develops and manages annual budgets for the division and performs periodic cost and productivity analysis. Aids coordinating the administration and negotiation of union, benefits, retirement and workers compensation contracts

*Leadership and Influence* - Anticipates talent / HR needs, providing thought and guidance; is able to persuade line of needs by effective influence; sets service expectations; has a point of view and can articulate it effectively; communicating with business relevance. Develops and coordinates grievances and mediates workplace disputes

*Metric Use and Development* - Uses data driven business information (analytics) extracting insight from analysis translating HR solutions via measurable results resolving roadblocks to achieving established metrics. Evaluates procedures and implements technology solutions to improve human resources data management

---

### CAREER HISTORY

---

**Commonwealth of Massachusetts**  
**Director of Human Resources**

**2011 to Present**

Developed human resources functions for the DPU and Office of State Auditor. Established clearly defined Human Resources goals, policies, and procedures geared towards the development of a work environment which promotes teamwork, innovation, and excellence in performance. Developed and manage Performance Evaluation process including the implementation of an online eAppraisal and eLearning system, developed and implemented full-cycle recruiting and talent management processes, direct all employee relations functions, coordinated the development of a professional development program, provide recommendations on Personnel Policies and Procedures, including the implementation of progressive discipline processes, established short- and long-term team goals, objectives, policies and operating procedures, and oversee the Employee Assistance Program. Provide labor relations and collective bargaining agreement negotiations support collaboratively with labor attorneys.

**Human Resources Consultant**

**2009 to 2011**

Proven results in delivering strategic human resources management which ensures the effective and efficient use of talent to accomplish organizational goals. Responsibilities include providing daily support and leadership in the areas of compensation, performance management, recruiting, employee relations, benefits and retirement plan

administration, organizational training and development and compliance with employment laws in support of business and strategic objectives including audits.

Adept at developing and implementing full cycle strategic talent management processes including; job specific skills assessment recruiting, retention, leadership development, performance management, workforce/succession planning and culture development.

**Masspro, Waltham, MA** *(Sr. Mgt Team laid-off for sale of organization)*

**2007 to 2009**

**Director of Human Resources**

Grew and repositioned a 20-year-old, non-profit government health care contractor into a for-profit corporation focused on health care quality, process improvement, and health information technology (HIT) adoption and implementation.

- Directed all aspects of recruitment and selection; I.S.,HIT, nursing, biostatistics, SAS, executive, management
- Directed the performance management process aligning measurable department and individual goals with corporate goals
- Directed all employee relations, benefits, compensation, retirement and talent management practices
- Developed and implemented policies according to regulatory and cultural requirements

**Kindred Healthcare, Newburyport/Andover MA** *(returned to school/travel)*

**2004 to 2006**

**District Director of Human Resources**

Responsible for human resource operations, including employee relations, recruitment, labor relations, training and development. Provided advice, coaching, and counselling to staff, managers and executives to solve complex business problems. Member of the Corporate HR team responsible for development and implementation of human resource strategy, policy, and programs. Reported to VP of Human Resources.

- Recruited exempt, non-exempt level and contract positions of more than 150 annually
- Departmental direction in Employee Relations and Leadership Development
- Provided Performance Management, Compensation, Organizational Design & Training support
- Led acquisition activities for the District acquiring Commonwealth Healthcare union and non union staff

**Sears/CitiCards, Financial Services Division, Salem MA** *(Division consolidated following sale)*

**2001 to 2004**

**Human Resource Manager**

Directed staff of five in all aspects of human resources. Advised senior management team on policy interpretation, performance standards implementation, compensation guidelines, attendance and incentive targets. Implemented e-recruiting and talent management system for 400-person division.

- Managed daily recruitment, employee relations and payroll functions for 400+ associate retail credit center
- Strategic Business Partner to senior asset management team advising on policy interpretation, performance standards, compensation guidelines, attendance, and incentive target standardization
- National project team lead or participant on Brass Ring E-Recruiting and Talent Management System implementation, Execuserv Exit Interview project, Sourcing Strategies and Retention Teams Project, Realistic Jobs Preview project, Female and Minority Vendor Relations Project
- Conducted national mergers and acquisitions as part of national consolidation team
- Six Sigma Training, Leadership and Business Results Training and completed Change Immersion and Project Management training
- Multi-site direct support for logistics, sales and customer service facilities regionally
- Led merger activities for the District through purchase by Citicards

**PRIOR EXPERIENCE**

**Winchester Hospital**

**Manager of Employment and Employee Relations**

Supervised a staff of 9 managing daily all aspects of the Hospital's recruitment activities. Developed and implemented an on-line recruitment strategy and outcome reporting. Heavy employee relations' management utilizing progressive discipline policies. Provide departmental policy interpretation and guidance on extremely sensitive and confidential issues. Worked closely with the Vice President of Human Resources and Senior Management on policy development and regulatory agency compliance issues.

**Franciscan Children's Hospital and Rehabilitation Center  
Human Resource Manager**

Supervised and coordinated all daily H.R. operations, including ADP database management, recruitment services, employee relations, wage and salary guideline and policy recommendations. Oversaw workers compensation management, benefits and pension administration. Provided direct recruitment services for professional, technical, nursing, mental health, management and supervisory positions.

**Community Work Services/Community Employment Agency  
Employment Training Specialist**

Performed a variety of employment training, employee relations and case management tasks for economically disadvantaged and physically/mentally challenged persons. Coordinated assessments and evaluations, paid-training program assignments, counseling, job placement, job coaching and post employment follow-up as needed. Worked closely with H.U.D., M.R.C., M.C.B., D.M.R. and others.

**Massachusetts General Hospital  
H.R. Generalist Asst./Affirmative Action Officer**

Provided employee relations, recruitment, wage and salary, benefits and records support for 1500 employees of research facility and three satellite health centers. Appointed Hospitals Affirmative Action Officer responsible for all Affirmative Action, EEO-1 and Vet's – 100 reporting.

**EDUCATION**

Professional Education SPHR program, Merrimack College  
Masters Degree in Business Management, Cambridge College - Lawrence, MA  
Bachelors Degree Courses, Psychology, Northeastern University  
Associates Degree, Business Management, N.H.V.T.C., Berlin NH

**CONTINUED PROFESSIONAL DEVELOPMENT**

UMASS Collins Center - Implementing Organizational Strategic Management 2012, 2013  
MCAD: Introduction to Training Delivery Skills: Needs Assessment, Facilitation, and Follow-Up, Mar 2012  
MCAD: Applying Instructional Design Skills to Discrimination Prevention Training, Mar 2012  
MCAD: Preventing Harassment in the Workplace, Mar 2012  
Payroll Law 2012, Mar. 2012  
Essentials of State Procurement – Nov, 2011

**REFERENCES FURNISHED UPON REQUEST**

3/19/2014

PUBLIC BUILDINGS DEPARTMENT FY 14 EXTRAORDINARY MAINTENANCE ITEMS, ACCOUNT #01-115-02-52407, SUPPLEMENTAL REQUEST

ITEM #	PROJECT DESCRIPTION	COST
1	Elliot Street Garage Overhead Door Replacement	\$ 11,400
2	Hawthorn Field House Condensate Return Line Replacement	\$ 15,300
3	Hawthorn Field House Additional Boiler Replacement Work	\$ 12,535
4	Crafts Street Salt Shed Fence Replacement on Prescott Street	\$ 8,500
5	Fire Station #3 & Fire Headquarters UST Repairs/Temp Tank	\$ 14,657
6	Fire Station #1 Boiler Repairs	\$ 7,723
7	Police Garage Overhead Ceiling Heater Replacement	\$ 11,500
8	Police Headquarters HVAC issues	\$ 13,700
9	Albmarle Road Electrical Repairs due to car accident	\$ 19,220
10	Upper Falls Community Center Steamleak in crawl space	\$ 10,000
11	Police Firing Range HVAC Additional Repairs	\$ 10,000

Total Request \$ 134,535

Transfer of Funds:

\$ 125,000	from	01-115-01-511001, Administrative	to	-115-02-52407
\$ 2,899	from	01-115-02-511002, Craftsmen Salaries	to	-115-02-52407
\$ 6,636	from	1-115-01-5197, Current Year Salary Reserve	to	-115-02-52407

\$ 134,535

CITY OF NEWTON  
IN BOARD OF ALDERMEN

2014

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chairman Leonard J. Gentile, the transfer of the sum of sixty-seven thousand dollars (\$67,000) from the Information Technology Salaries Account to the 2014 Technology Improvements Account for the purpose of funding various technology capital projects including upgrading/replacement of 45 computers, upgrade of the Aldermanic Chamber and War Memorial audio/visual equipment, and upgrading equipment for the Fire Department is hereby approved as follows:

FROM:	IT Salaries (0111102-511001).....\$67,000
TO:	2014 Technology Improvements (C11110A-5795).....\$67,000

Under Suspension of Rules  
Readings Waived and Approved

(SGD) DAVID A. OLSON  
City Clerk

(SGD) SETTI D. WARREN  
Mayor

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

CITY OF NEWTON

IN BOARD OF ALDERMEN

2014

ORDERED:

That, in accordance with the recommendation of the Public Safety & Transportation and Finance Committees through their respective Chairmen Allan Ciccone, Jr. and Leonard J. Gentile, the transfer of the sum of seventy-five thousand dollars (\$75,000) for the purpose of purchasing a van for the Fire Department is hereby approved as follows:

FROM:	Fire Salaries (0121002-511001).....	\$75,000
TO:	Fire Equipment Replacement (C210052-58505).....	\$75,000

Under Suspension of Rules  
Readings Waived and Approved

(SGD) DAVID A. OLSON  
City Clerk

(SGD) SETTI D. WARREN  
Mayor

Date \_\_\_\_\_



CITY OF NEWTON  
IN BOARD OF ALDERMEN

2014

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chairman Leonard J. Gentile, the transfer of the sum of ten thousand dollars (\$10,000) from the Parks and Recreation Salary Account to the Parks and Recreation Equipment Account to purchase a scarifier for field maintenance is hereby approved as follows:

FROM:	Parks Salaries (01602010-511002).....	\$10,000
TO:	Parks Equipment (01602010-59502).....	\$10,000

Under Suspension of Rules  
Readings Waived and Approved

(SGD) DAVID A. OLSON  
City Clerk

(SGD) SETTI D. WARREN  
Mayor

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

CITY OF NEWTON  
IN BOARD OF ALDERMEN

2014

ORDERED:

That, in accordance with the recommendation of the Programs & Services, Public Facilities and the Finance Committees through their respective Chairmen Amy Mah Sangiolo, Deborah J. Crossley and Leonard J. Gentile, the sum of two hundred thousand dollars (\$200,000) be appropriated from the Community Preservation Act General Fund and expended under the direction and control of the Commissioner of Parks and Recreation to create a final design and biddable specifications for the rehabilitation of the Newton Highlands/Joseph Lee Playground at Winchester and Dedham Streets, as detailed in the Community Preservation Committee’s March 2014 funding recommendation to the Board of Aldermen and the November 2013 – March 2014 proposal submitted to the Community Preservation Committee is hereby approved as follows:

From:	CPA Fund Balance	
	21-3497 .....	\$200,000
To:	Newton Highlands Playground Design	
	21D30215-530202 .....	\$200,000

Under Suspension of Rules  
Readings Waived and Approved

(SGD) DAVID A. OLSON  
City Clerk

(SGD) SETTI D. WARREN  
Mayor

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

CITY OF NEWTON  
IN BOARD OF ALDERMEN

2014

ORDERED:

That, in accordance with the recommendation of the Public Facilities and the Finance Committees through their respective Chairmen Deborah J. Crossley and Leonard J. Gentile, the transfer of the sum of one hundred thirty-four thousand five hundred thirty-five dollars (\$134,535) from Public Building Salaries Accounts to the Public Buildings Maintenance Account to provide funding to complete a number of building maintenance projects is hereby approved as follows:

From:	Public Building Salaries	
	0111501-511001 .....	\$125,000
	0111502-511002 .....	\$2,889
	0111501-5197 .....	\$6,636
To:	Public Building Expenses	
	0111502-52407 .....	\$134,525

Under Suspension of Rules  
Readings Waived and Approved

(SGD) DAVID A. OLSON  
City Clerk

(SGD) SETTI D. WARREN  
Mayor

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

CITY OF NEWTON  
IN BOARD OF ALDERMEN

2014

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chairman Leonard J. Gentile, the transfer of the sum of forty thousand dollars (\$40,000) from the Financial Information Systems Salaries Account to the Financial Information Systems Munis/Finance Plus System Programming Account to develop a software bridge between the Finance Plus system and the Munis System for Water/Sewer account reconciliations is hereby approved as follows:

FROM:	FIT Salaries (0111801-511001).....	\$40,000
TO:	FIT – Munis/Finance Plus System Programming (C11802-5301).....	\$40,000

Under Suspension of Rules  
Readings Waived and Approved

(SGD) DAVID A. OLSON  
City Clerk

(SGD) SETTI D. WARREN  
Mayor

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

CITY OF NEWTON  
IN BOARD OF ALDERMEN

2014

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chairman Leonard J. Gentile, the transfer of the sum of ten thousand dollars (\$10,000) from the Executive Department Salaries Account to the below department accounts to provide funding to cover temporary staff services and a reclassification of a position is hereby approved as follows:

FROM:	Executive Salaries (0110301-511001).....\$10,000
TO:	Purchasing Full-time Salaries (01105-01-511001) ..... \$6,000 History Museum Full-time Salaries (0160301-51101)..... \$4,000

Under Suspension of Rules  
Readings Waived and Approved

(SGD) DAVID A. OLSON  
City Clerk

(SGD) SETTI D. WARREN  
Mayor

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

CITY OF NEWTON

IN BOARD OF ALDERMEN

2014

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chairman Leonard J. Gentile, the transfer of the sum of five thousand dollars (\$5,000) from FY 15 Budget Reserve to the Planning Expenses Account for the purpose of funding an appraisal of the former Parks and Recreation property on Crescent Street is hereby approved as follows:

FROM:	Budget Reserve (011498-5790).....	\$5,000
TO:	Planning Expenses (0111401-5301).....	\$5,000

Under Suspension of Rules  
Readings Waived and Approved

(SGD) DAVID A. OLSON  
City Clerk

(SGD) SETTI D. WARREN  
Mayor

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

CITY OF NEWTON  
IN BOARD OF ALDERMEN

2014

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chairman Leonard J. Gentile, the transfer of the sum of five thousand dollars (\$5,000) from FY 15 Budget Reserve to the Planning Expenses Account for the purpose of funding an appraisal of the Manet Road Reservoir area is hereby approved as follows:

FROM:	Budget Reserve (011498-5790).....	\$5,000
TO:	Planning Expenses (0111401-5301).....	\$5,000

Under Suspension of Rules  
Readings Waived and Approved

(SGD) DAVID A. OLSON  
City Clerk

(SGD) SETTI D. WARREN  
Mayor

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