

#250-22



RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

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March 28, 2022

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

Councilors:

I respectfully submit a docket item to your Honorable Council requesting authorization to transfer the amount of \$50,000 from Acct # 0110162-513040 Elections – Work by Other Depts, to fund the reconfiguration of some of the office space in the City Clerk's Office.

The Clerk's Office counter will be retrofitted to create a new customer service counter along the main corridor that runs parallel to the Clerk's Office.

Thank you for your consideration of this matter.

Sincerely,

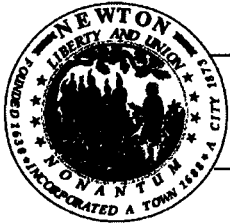
A handwritten signature in cursive script that reads "Ruthanne Fuller".

Ruthanne Fuller
Mayor

CITY CLERK
NEWTON, MA, 02459

2022 MAR 28 PM 5:37

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CITY OF NEWTON, MASSACHUSETTS

PUBLIC BUILDINGS DEPARTMENT

52 ELLIOT STREET, NEWTON HIGHLANDS, MA 02461

Ruthanne Fuller, Mayor
Josh Morse
Building Commissioner

Telephone (617) 796-1600
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March 28, 2022

Ruthanne Fuller, Mayor
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

Re: Funding Request for the Clerk's Office Counter project

Dear Mayor Fuller:

The Public Buildings Department requests funding for the Clerk's Office counter project. The project will retrofit and create a new customer service counter along the main corridor of the Clerk's Office. The Public Buildings Department is requesting \$50,000 to complete this project.

Sincerely,

Josh Morse
Public Buildings Commissioner

cc: Maureen Lemieux, Chief Financial Officer
Alex Valcarce, Deputy Buildings Commissioner
Jonathan Yeo, Chief Operating Officer