

CITY OF NEWTON
IN BOARD OF ALDERMEN
FINANCE COMMITTEE AGENDA

MONDAY, MAY 13, 2013

7:00 PM
Room 222

ITEMS SCHEDULED FOR DISCUSSION:

#164-13 HIS HONOR THE MAYOR requesting authorization to expend the sum of thirty thousand dollars (\$30,000) received from the Newton Health Care Center as a donation for the purpose of funding a needs assessment of the senior population in the City of Newton. [04-29-13 @ 6:06 PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

#170-13 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of fifty-five thousand dollars (\$55,000) from B.A.A. Marathon Receipts for the purpose of purchasing \$30,000 of Fibar and playground repair parts equipment to replace worn, defective, or unsafe playground parts and to purchase \$25,000 of playground equipment at the Peirce School Playground and Hyde Playground.. [04/29/13 @ 6:05 PM]

PROGRAMS & SERVICES APPROVED 4-0 on 05/08/13

#169-13 HIS HONOR THE MAYOR requesting authorization to transfer the sum of seventy-eight thousand dollars (\$78,000) from the Information Technologies Full-time Salaries Account to a capital equipment account for the purpose of funding hardware needed to develop a disaster recovery option for the city's financial systems. [04/29/13 @ 6:06 PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

#171-13 ALD. LENNON AND LAPPIN requesting an amendment to Chapter 4, Section 21 of the City of Newton Revised Ordinances 2012 to adjust the salary of the City Clerk/Clerk of the Board of Aldermen to reflect the added responsibilities and duties of overseeing the city's election functions. [04/17/13 @ 12:50 PM]

PROGRAMS & SERVICES APPROVED 5-0 on 05/08/13

The location of this meeting is handicap accessible, and reasonable accommodations will be provided to persons requiring assistance. If you have a special accommodation need, please contact the Newton ADA Coordinator Trisha Guditz, 617-796-1156, via email at TGuditz@newtonma.gov or via TDD/TTY at (617) 796-1089 at least two days in advance of the meeting date.

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #172-13 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of one hundred four thousand dollars (\$104,000) from the Capital Stabilization Fund (Completed Bond Financed Projects) for the purpose of covering the additional funds needed for the Lincoln Eliot Elementary School HVAC project. [04/29/13 @ 6:06 PM]
PUBLIC FACILITIES APPROVED 4-0-1 (Gentile abstaining) on 05/08/13

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #174-13 HIS HONOR THE MAYOR requesting authorization to transfer the sum of one hundred fifty thousand dollars (\$150,000) to fund continued design of Fire Station #10 (Dedham Street) and the Wires Division from the following accounts:
- | | |
|---|----------|
| Capital Stabilization – Unrestricted Capital Purposes | \$54,132 |
| Capital Stabilization – Fire Station Renovations | \$12,880 |
| Overlay Surplus | \$14,490 |
| Budget Reserve | \$6,679 |
| Public Buildings – Unexpended Salaries | \$63,819 |
- [04/29/13 @ 6:05 PM]
PUBLIC FACILITIES APPROVED 5-0 on 05/08/13

- #167-13 HIS HONOR THE MAYOR requesting authorization to transfer the sum of twenty-two thousand dollars (\$22,000) within the Water Enterprise Fund to fund the final Massachusetts Water Resource Authority assessment for water charges for the City of Newton. [04/29/13 @ 6:06 PM]

- #168-13 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of twenty-five thousand dollars (\$25,000) from Storm Water Surplus for the purpose of purchasing catch basin inserts to filter pollution from storm water runoff around Crystal Lake. [04/29/13 @ 6:05 PM]

- #323-12(2) HIS HONOR THE MAYOR requesting amendments to Chapter 27 TAXATION of the City of Newton Revised Ordinances 2012 to create a Veteran's Tax Work-Off Program Ordinance and to Chapter 27 Section 20 of Article II SENIOR CITIZEN VOLUNTEER PROGRAM. (NB The Board of Aldermen accepted Massachusetts General Law Chapter 59, Section 5N to establish a Veteran's Tax Work-Off Program on December 3, 2012) [04/29/13 @ 6:06 PM]

- #165-13 HIS HONOR THE MAYOR requesting the establishment of three new reserve accounts within the Capital Stabilization Fund as follows:

Capital Stabilization Fund – 2013 Override Projects
 Capital Stabilization Fund – Energy Conservation Projects
 Capital Stabilization Fund – Public School Technology
 [04/29/13 @ 6:05 PM]

- #166-13 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of seventy-four thousand eight hundred seventy-six dollars (\$74,876) from Free Cash to fund the April 2013 Bond Issuance Costs. [04/29/13 @ 6:05 PM]
- #175-13 HIS HONOR THE MAYOR requesting authorization to transfer the sum of ten thousand dollars (\$10,000) from the Executive Office's Full-time Salaries Account and the sum of seven thousand eight hundred seventeen dollars (\$7,817) from the Comptroller Department's Full-time Salaries Account to the Purchasing Department's Office Equipment Account for the purpose of purchasing an office machine to handle bulk mail functions. [05-03-13 @ 1:48 PM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #311-10(A) HIS HONOR THE MAYOR requesting an appropriation in the amount of three million three hundred thirty-five thousand dollars (\$3,035,000) from bonded indebtedness for the purpose of funding the FY 2011 Capital Improvement Plan projects as follows: [11/29/ 10 @ 3:23 PM]
Architectural Design and Engineering/ Next Scheduled Fire Station \$400,000
A-2 - HELD 6-0 \$270,000 for final design bidding and construction admin on 12/08/10
PUBLIC FACILITIES VOTED NO ACTION NECESSARY 5-0 on 05/08/13

ITEMS NOT SCHEDULED FOR DISCUSSION:

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #173-13 HIS HONOR THE MAYOR requesting the sum of two hundred eighty-two thousand dollars (\$282,000) be appropriated from bonded indebtedness for the purpose of purchasing a street sweeper and backhoe for the Department of Public Works in accordance with the Fiscal Year 2014 Capital Improvement Plan. [04/29/13 @ 6:05 PM]
PUBLIC FACILITIES on 05/08/13
- #132-13 ALD. HESS-MAHAN & YATES proposing a Resolution to request that the Mayor adopt the provisions of Massachusetts General Laws Chapter 59 Section 5C, which provides for a local property tax exemption of up to 20% of the average assessed value of residential properties which are the principal residences of taxpayers. [03/13/13 2:29 PM]

REFERRED TO PUB. FACIL., PROG. & SERV. AND FINANCE COMMITTEES

- #138-13 HIS HONOR THE MAYOR requesting authorization to appropriate an amount that is yet to be determined from bonded indebtedness for the purpose of funding the Carr School renovation project. [03/25/13 @ 3:58 PM]

REFERRED TO ZONING & PLANNING AND FINANCE COMMITTEES

- #316-12(2) COMMUNITY PRESERVATION COMMITTEE recommending the
(#55-13) appropriation of four hundred seventy-five thousand dollars (\$475,000) to the Planning and Development Department to continue the Newton Homebuyer Assistance Program as described in the proposal amended in December 2012. [01/25/13 @ 12:33 PM]
ZONING & PLANNING APPROVED 6-0 ON 02/11/13

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]
- #40-13(2) FINANCE COMMITTEE requesting an amendment to the City of Newton Ordinances to establish a fine for failure to comply with the sidewalk café ordinance. [02/28/13 @ 4:17PM]
- #15-13 FINANCIAL AUDIT ADVISORY COMMITTEE requesting review and acceptance of the revised City of Newton Investment Policy. [12/18/12 @ 9:31 AM]
- #14-13(2) HIS HONOR THE MAYOR requesting amendment of the Municipal Whistleblower Policy, which was approved by the Board of Aldermen on February 4, 2013, to provide a more consistent policy. [03/11/13 @ 5:43 PM]
- #12-13 ALD. YATES requesting that the City's Treasurer/Collector accept credit cards as a method of payment for municipal bills.

REFERRED TO PUBLIC SAFETY & TRANS. AND FINANCE COMMITTEES

- #428-12 ALD. CICCONE & FULLER requesting a discussion with the Executive Office and the Police Department regarding police staffing and overtime costs. [12/07/12 @ 1:34 PM]
- #412-12 HIS HONOR THE MAYOR requesting a discussion regarding updating the City's departmental fees and fines. [11/27/12 @ 12:45 PM]

Public hearing assigned for May 6, 2013:

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #322-12(3) HIS HONOR THE MAYOR submitting recommended FY2014 Water and Sewer Rates for implementation on July 1, 2013. [04/08/13 @ 6:03 PM]

REFERRED TO PUBLIC SAFETY/TRANSPORTATION & FINANCE COMMITTEES

- #281-12 HARRY SANDERS requesting creation of an ordinance to allow pawnbrokers in the City of Newton pursuant to G.L. c. 140 section 70 with potential for non-fixed location of business. Secured property storage would not entail retail walk-in; model would entail possible satellite locations enabling the possibility of integrating Newton students. [08-31-12 @ 12:25 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. [09-10-12 @ 1:17 PM]

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.

REFERRED TO PROG & SERV, PUB. FAC., ZAP, AND FINANCE COMMITTEES

- #256-12 ALD. HESS-MAHAN, SANGIOLO & SWISTON proposing and ordinance promoting economic development and the mobile food truck industry in the City of Newton. [08/06/12 @4:46 PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #254-12 ALD. HESS-MAHAN, SANGIOLO, DANBERG, KALIS, CROSSLEY proposing an ordinance relating to plastic bag reduction that would add a fee to single-use plastic and paper bags that are not at least 40% post-consumer recycled content, at certain retail establishments in Newton. [07/18/12 @4:34 PM]
- #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 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. [06/11/12 @ 11:23 PM]
PROG & SERV APPROVED 6-0 on 07/11/12

#102-12 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of five hundred thousand dollars (\$500,000) from cable contract receipts for the purpose of constructing Phase I of III to connect all city facilities with high-speed fiber infrastructure for continued reliance on the IT network. [04-09-12 @ 3:40 PM]

#140-11 ALD. HESS-MAHAN requesting acceptance of MGL Chapter 59 §5c which allows communities to shift the tax burden away from homeowners who live in lower than average valued single and multi-family homes to owners of higher valued homes, second homes, and most apartment buildings. {04-15-11 @ 3:07 PM]

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 PROGRAMS AND SERVICES COMMITTEES

#245-06 ALD. JOHNSON AND HESS-MAHAN requesting an amendment to the City Charter to require the Mayor annually to prepare and submit to the Board of Aldermen a long-term financial forecast of anticipated revenue, expenditures and the general financial condition of the City, including, but not limited to identification of any factors which will affect the financial condition of the City; projected revenue and expenditure trends; potential sources of new or expanded revenues; anticipated municipal needs likely to require major expenditures; and a strategic plan for meeting anticipated municipal needs, to include, but not be limited to, any long or short-term actions that may be taken to enhance the financial condition of the City.

Respectfully submitted,

Leonard J. Gentile, Chairman

#164-13

Telephone
(617) 796-1100

Facsimile
(617) 796-1113

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(617) 796-1089

E-mail
swarren@newtonma.gov



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

April 29, 2013

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 appropriate and expend the sum of \$30,000, currently held in Account # 29B502S2A for the purpose of executing a comprehensive needs assessment of the senior population in the City of Newton.

The \$30,000 was donated to the Department of Senior Services two years ago by The Newton Health Care Center. Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Setti D. Warren".

Setti D. Warren
Mayor

RECEIVED
Newton City Clerk
2013 APR 29 PM 6:06
David A. Olson, CMC
Newton, MA 02459

1000 Commonwealth Avenue Newton, Massachusetts 02459

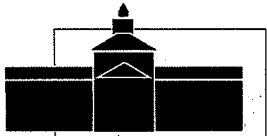
www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

City of Newton
Department of Senior Services

Newton Council on Aging



The Senior Center

Mayor Setti D. Warren
1000 Commonwealth Ave
Newton, MA 02459

April 5, 2013

Dear Mayor Warren,

I am writing on behalf of the Department of Senior Services and the Newton Council on Aging to ask that you docket an item with the Board of Alderman requesting them to authorize the expenditure of \$30,000, currently held in account 29B502S2A for the purpose of executing a comprehensive needs assessment of the senior population in Newton.

The \$30,000 was donated to the Department of Senior Services two years ago by The Newton Health Care Center. I have held it in this account with the knowledge that the Department and the Council on Aging were embarking on a strategic planning process that was likely to reflect the necessity of a needs and interest assessment. Having completed the process, this is the case. The majority of our strategic goals will rely on the valuable data and findings from a needs assessment in order to move forward effectively.

Several communities in Massachusetts have completed needs assessments using the services of the Gerontology Institute's McCormack Graduate School at UMASS Boston. The process will include: compilation of data from the U.S. Census Bureau, the development of a demographic profile of Newton's aging population, the development of a survey to be mailed to a significant sample of residents 50 and over, focus groups and interviews with key informants. It is the Department and COA's intent to utilize the services of UMASS under the direction of Dr. Jan Mutchler, PhD.

The outcomes from this process are intended to be useful planning tools for the Department of Senior Services, other departments, organizations that serve Newton seniors, advocates and community leaders. The findings will allow us to effectively manage the resources that support the articulated needs and interests of the 60 and over residents of Newton and to continue to create an age-friendly livable community for all who choose to age here.

In my twenty two years serving Newton seniors a needs assessment of this caliber has never been administered. Half of our households have at least one resident over the age of 60 (22% of Newton's population). Now is the time. Thank you for your support of this important process.

Jayne Colino

Jayne Colino
Director, Department of Senior Services

Newton Council on Aging/Senior Center ■ 345 Walnut Street ■ Newton, MA 02460

Tel: 617-796-1660 ■ Fax: 617-969-9560

E-mail: info@newtonseniors.org ■ Web Site: www.newtonseniors.org





SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#170-13

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E-mail
swarren@newtonma.gov

April 29, 2013

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

RECEIVED
Newton City Clerk
2013 APR 29 PM 6:05
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 transfer and expenditure of \$55,000 from the BAA Marathon Receipts Acct to fund the following:

<u>Item</u>	<u>Account</u>	<u>Amount</u>
Fibar & Playground Repair Parts	C602055-52409	\$30,000
Peirce School Playground Equipment	C602__-58524	\$12,500
Hyde Playground Equipment	C602__-58524	\$12,500

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



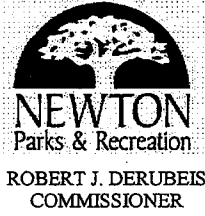
DEDICATED TO COMMUNITY EXCELLENCE



SETTI D. WARREN
MAYOR

NEWTON PARKS AND RECREATION DEPARTMENT

124 Vernon St, Newton, MA 02458
Office: (617) 796-1500 / Fax: (617) 796-1512
TDD/TTY: (617) 796-1089
parks@newtonma.gov



ROBERT J. DERUBEIS
COMMISSIONER

March 14, 2013

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

Dear Mayor Warren:

I am writing to respectfully request that you docket with the Honorable Board of Alderman for consideration a request for funding several items for the Parks and Recreation Department. One request is for \$30,000 to fund the purchase and installation of manufactured wood carpet around play equipment and purchase parts to repair or replace play equipment, account number C602055. The second request is for \$25,000 which will be \$12,500 for play equipment at each of the following two sites Peirce School Playground and Hyde Playground.

In the past these requests have been funded from Marathon money. The \$12,500 for each site is used as seed money and is combined with fundraising from local community groups.

Thank you for your consideration in this matter.

Sincerely,

Robert J. DeRubeis
Parks & Recreation Commissioner

CC: Maureen Lemieux, Chief Financial Officer

COMMISSION
MEMBERS

WARD 1 - BETHEL CHARKOUDIAN
WARD 2 - ARTHUR MAGNI, CHAIRMAN
WARD 3 - PETER JOHNSON

WARD 4 - FRANCIS J. RICE
WARD 5 - WALTER S. BERNHEIMER II
WARD 6 - ANDREW STERN

WARD 7 - RICHARD TUCKER, VICE-CHAIR
WARD 8 - DONALD FISHMAN
SECRETARY-ROBBY MCLAUGHLIN

ALTERNATES: MICHAEL CLARKE, JOE FRASSICA, PETER KASTNER, JACK NEVILLE



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#169-13

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swarren@newtonma.gov

DAVID A. OLSON, CMC
Newton, MA 02459

2013 APR 29 PM 6:06

RECEIVED
Newton City Clerk

April 29, 2013

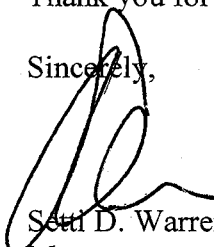
Honorable Board of Aldermen
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to appropriate transfer the sum of \$78,000 from Acct # 01111-01-511001 Full-Time Salaries to a Capital Equipment Account for the purpose of funding hardware needed to develop a disaster recovery option for the City's Financial System.

Thank you for your consideration of this matter.

Sincerely,



Setti D. Warren
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE



CITY OF NEWTON, MASSACHUSETTS

DEPARTMENT OF INFORMATION TECHNOLOGY

Telephone (617) 796-1180
Facsimile (617) 796-1196
TDD/tty # (617) 796-1089

Setti D. Warren, Mayor

Joseph P. Mulvey
Chief Information Officer

To: Maureen Lemieux
From: Joseph Mulvey
Re: SAN Business Continuity Costs
Date: April 22, 2013
cc: Ann Cornaro

The IT Department has been discussing different levels of Business Continuity / Disaster Recovery with TFA International, the consulting vendor we have been working with on our Storage Area Network project.

The solution we feel best addresses the need the has an estimate of \$78,000.

This is what they refer to as a Business Continuity solution for our SAN.

This would include:

- Replication of our SAN equipment currently located in City Hall;
- Licensed VMWare software mirroring the primary site at an off-site location;
- High speed, high quality Cisco switches to guarantee speed between the servers
- Cost for implementation by TFA, as our consultant.

Discussions had covered the possibility of having the two sites run together, balancing the load and either system always ready to take over if one site were to malfunction. The cost of that solution is astronomical.

We had also looked into consolidating backups through the SAN, but we felt that this too, was far more expensive when our current backup solution is paid for and functioning perfectly well.

I am always available at your convenience to discuss further.

Thank you,
Joe

DRAFT, DRAFT, DRAFT

CITY OF NEWTON

IN BOARD OF ALDERMEN

2013

ORDINANCE NO.

BE IT ORDAINED BY THE BOARD OF ALDERMEN
OF THE CITY OF NEWTON AS FOLLOWS:

That the Revised Ordinances of Newton, Massachusetts, 2012, as amended, relative to **ARTICLE II. CLERK OF THE BOARD** are hereby further amended as follows:

In **Sec. 4-21. Salary.**

1. Delete the words "January 1, 2012" and insert in place thereof "July 1, 2013"

and
2. Delete the figure "\$104,260" and insert in place thereof "\$116,021"


**MEMORANDUM OF AGREEMENT
BETWEEN
BOARD OF ELECTION COMMISSIONERS
AND
BOARD OF ALDERMEN**

In order to streamline the administrative operations of the Board of Election Commissioners and to take advantage of the management structure and staff that exists in the City Clerk's office to assist the existing staff of the Board of Election Commissioners in the performance of their duties and responsibilities, the Board of Election Commissioners and the Board of Aldermen agrees as follows:

Upon approval of the reorganization of the City Clerk's office in accordance with the provisions of sections 6-1 and 6-2 of the City Charter, the City Clerk shall serve as the Administrative Director of the Board of Election Commissioners and shall perform the following tasks on behalf of the Board of Election Commissioners:

- (1) Provide administrative and operational support to the board of election commissioners established pursuant to G.L. c. 51, sec. 16A and sec. 8-6 of the City Charter;
- (2) Perform such duties and responsibilities as may be required or requested by the Board of Election Commissioners in the performance of their duties under G.L. c. 51, sec. 16A and 950 CMR 55.02(12), or as otherwise prescribed to said board by any federal, general or special law;
- (3) Coordinate the services of other city departments for the conduct of any election;
- (4) Administer and keep the records of the board of election commissioners; and
- (5) Assign such personnel within the City Clerk's office to work in the preparation and administration of elections as he or she deems necessary or advisable to properly perform the duties and responsibilities described above.

BOARD OF ELECTION COMMISSIONERS

By 
Chairman

Dated 25 APRIL 2013

BOARD OF ALDERMEN

By _____
President

Dated _____

Clerk of the Board

Mission Statement

To provide courteous high-quality customer service, access to public records, disseminate accurate information, preserve official public documents and records, provide administrative support services to the Board of Aldermen, and meet regulatory requirements established by City Ordinance and Massachusetts Law.

Fiscal Year 2013 Accomplishments

Public Access - Digitized two years of historic Aldermanic records and had the material bound and placed in the city archives.

Public Records & Archives - Reviewed and processed a six-year backlog of records

Vital Records - Implemented new Vital Information Program to more quickly and easily process Birth Records.

Licenses & Permits - Made it possible for dog owners renewing their dog's license and off-leash permit to pay online.

Elections - Successfully held and completed a presidential primary and election, and a Proposition 2 ½ override election

Fiscal Year 2014 Desired Outcomes

Public Access - Improved and enhanced access to public records

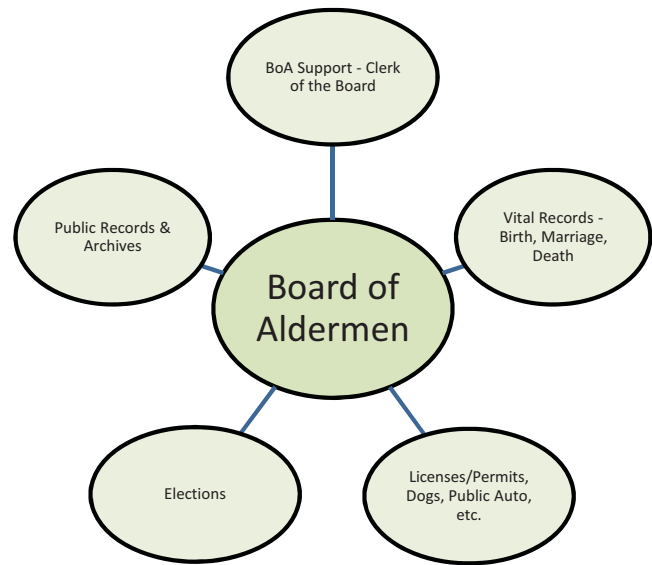
Public Records & Archives - Enhanced care of archival collections

Elections - Fully integrated Department - seamless transition through 2013 Municipal Elections

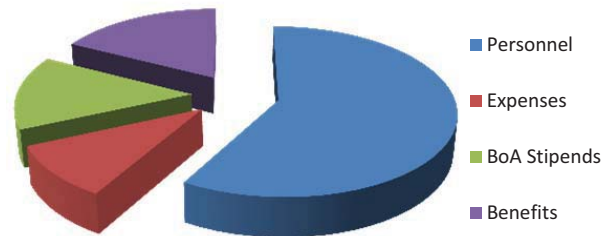
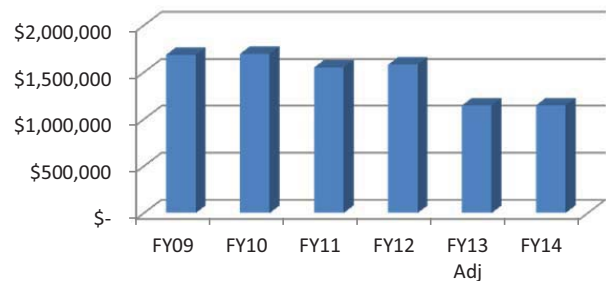
Records Management & Practices - A fully implemented Statewide Death Registration System

Licenses & Permits - Improved and streamlined license and permit application process

Legislative Support - Improved support for Board of Aldermen



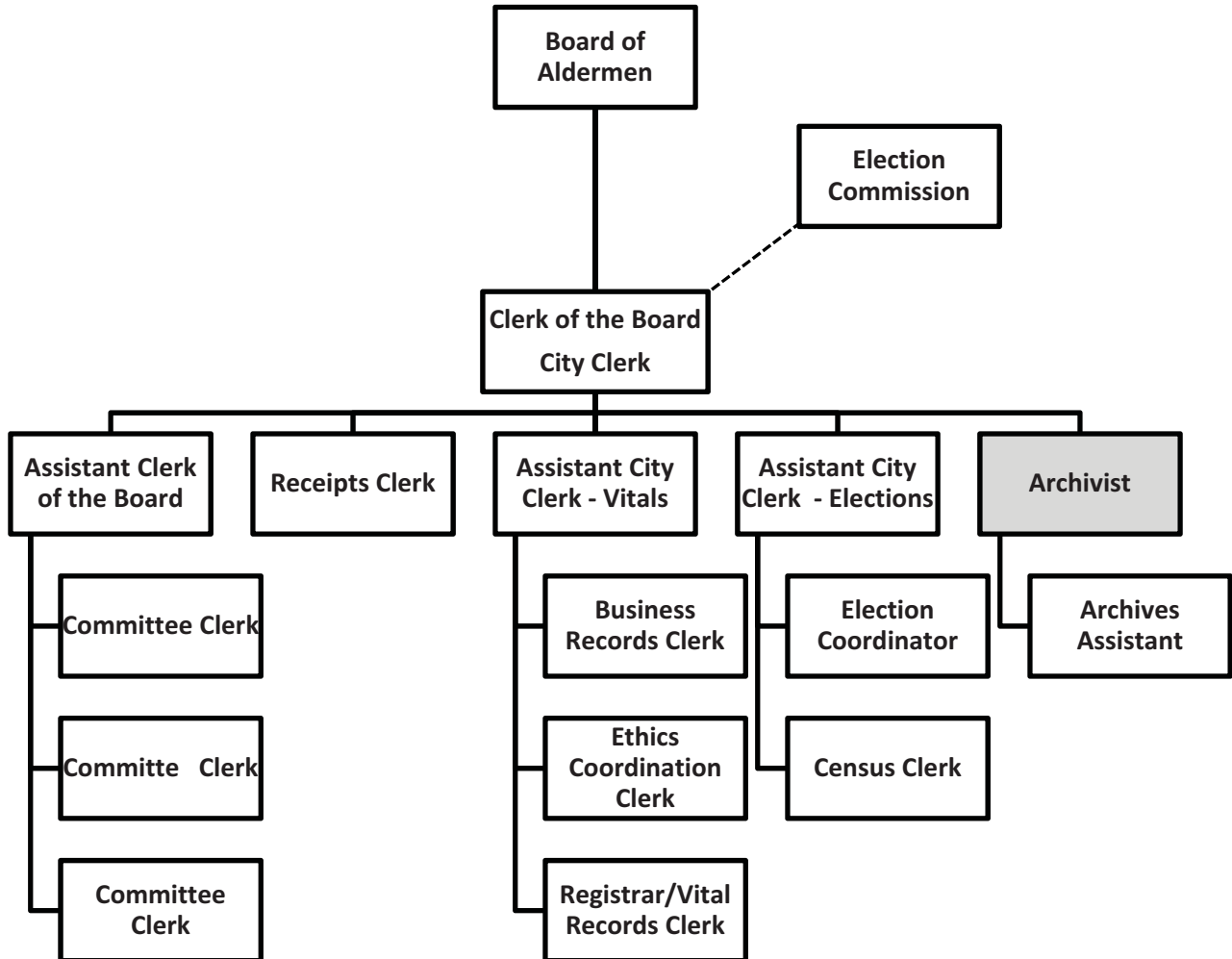
Clerk of the Board



Department Detail

	<-----Actual----->				<-Adj Budget->	<-Proposed->
	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014
Expenditure by Core Function						
Personnel	\$ 1,045,112	\$ 1,046,744	\$ 949,726	\$ 924,193	\$ 961,258	\$ 958,420
Expenses	\$ 112,515	\$ 126,252	\$ 93,133	\$ 137,545	\$ 115,371	\$ 163,937
BoA Stipends	\$ 234,000	\$ 234,000	\$ 234,000	\$ 234,000	\$ 234,000	\$ 234,000
Benefits	\$ 294,935	\$ 290,657	\$ 274,675	\$ 284,699	\$ 279,794	\$ 286,577
Total	\$ 1,686,562	\$ 1,697,653	\$ 1,551,534	\$ 1,580,437	\$ 1,590,423	\$ 1,642,934
% Incr		0.66%	-8.61%	1.86%	0.63%	3.30%
Personnel						
Full-Time	16	16	14	14	13	13
Part-Time	5	5	5	5	5	5
Total	21	21	19	19	18	18

CITY CLERK / CLERK OF THE BOARD



FUND: 01 - GENERAL FUND
DEPARTMENT: 101 - CLERK/CLERK OF THE BOARD

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014	
101 - CLERK/CLERK OF THE BOARD							
0110101 - ALDERMEN							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	330,805	336,454	356,816	250,388	368,297	11,480
511103	OFFICIALS W/BENEFITS	234,000	234,000	234,000	169,000	234,000	0
514001	LONGEVITY	2,025	2,625	2,625	1,750	2,725	100
515006	VACATION BUY BACK	0	0	483	483	0	-483
5197	CURRENT YEAR WAGE RE	0	0	0	0	11,776	11,776
TOTAL PERSONAL SERVICES		566,830	573,079	593,924	421,620	616,798	22,874
EXPENSES							
52401	OFFICE EQUIPMENT R-M	589	1,261	1,520	0	1,520	0
52409	PUBLIC PROPERTY R-M	600	7,569	6,000	1,775	6,000	0
5301	CONSULTANTS	0	11,500	11,500	0	0	-11,500
53401	TELEPHONE	866	619	730	405	730	0
5341	POSTAGE	4,028	3,932	3,647	3,415	3,727	80
5342	PRINTING	1,532	1,777	2,372	1,764	2,372	0
5343	ADVERTISING/PUBLICATIO	15,413	15,186	15,400	14,580	15,554	154
5420	OFFICE SUPPLIES	6,116	5,470	7,129	4,173	7,129	0
5593	AWARDS & TROPHIES	0	0	200	0	2,082	1,882
5712	REFRESHMENTS/MEALS	563	4,020	700	283	4,200	3,500
5730	DUES & SUBSCRIPTIONS	0	150	0	0	0	0
575401	ELECTED OFFICIAL EXPE	2,096	1,901	3,120	297	3,120	0
57543	INAUGURAL EXPENSES	0	1,299	0	0	4,000	4,000
TOTAL EXPENSES		31,804	54,683	52,318	26,691	50,434	-1,884
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	4,041	5,420	4,646	3,799	5,475	829
57HLTH	HEALTH INSURANCE	173,675	187,407	174,435	131,484	192,339	17,904
57LIFE	BASIC LIFE INSURANCE	529	529	681	274	397	-284
57MEDA	MEDICARE PAYROLL TAX	7,348	7,488	7,619	5,467	8,771	1,152
57OPEB	OPEB CONTRIBUTION	0	0	0	676	1,431	1,431
TOTAL FRINGE BENEFITS		185,592	200,843	187,381	141,700	208,414	21,033
DEBT AND CAPITAL							
58513	AUDIO-VISUAL EQUIPMEN	0	0	0	0	3,498	3,498
TOTAL DEBT AND CAPITAL		0	0	0	0	3,498	3,498
TOTAL ALDERMEN		784,226	828,604	833,623	590,012	879,144	45,521

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
0110102 - CITY CLERK						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	226,050	221,773	238,828	174,525	247,776	8,948
511101 PART TIME < 20 HRS/WK	10,710	12,376	12,749	9,044	0	-12,749
514001 LONGEVITY	3,725	4,675	5,350	3,500	5,125	-225
514309 OTHER STIPENDS	1,566	1,536	1,560	1,110	1,560	0
515102 CLEANING ALLOWANCE	2,000	2,000	2,000	2,000	2,000	0
5197 CURRENT YEAR WAGE RE	0	0	0	0	6,000	6,000
TOTAL PERSONAL SERVICES	244,051	242,360	260,487	190,179	262,461	1,974
EXPENSES						
52401 OFFICE EQUIPMENT R-M	1,255	1,263	2,359	872	2,359	0
52409 PUBLIC PROPERTY R-M	0	900	1,000	0	1,000	0
53401 TELEPHONE	477	688	811	450	811	0
5341 POSTAGE	8,841	6,817	5,898	4,335	6,028	130
5342 PRINTING	3,004	2,897	3,055	1,942	3,100	45
5420 OFFICE SUPPLIES	4,518	4,646	4,728	2,982	4,728	0
5730 DUES & SUBSCRIPTIONS	200	175	470	0	470	0
575005 EMPLOYEE HONESTY BO	100	100	100	100	100	0
TOTAL EXPENSES	18,396	17,486	18,421	10,681	18,596	175
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	443	539	528	386	549	21
57HLTH HEALTH INSURANCE	30,487	31,137	31,455	22,985	33,028	1,573
57LIFE BASIC LIFE INSURANCE	208	245	227	151	227	0
57MEDA MEDICARE PAYROLL TAX	2,788	2,809	2,925	2,151	2,964	39
TOTAL FRINGE BENEFITS	33,926	34,731	35,135	25,674	36,768	1,633
DEBT AND CAPITAL						
58514 OFFICE EQUIPMENT	0	0	0	0	10,000	10,000
TOTAL DEBT AND CAPITAL	0	0	0	0	10,000	10,000
TOTAL CITY CLERK	296,373	294,576	314,043	226,534	327,825	13,783
0110103 - ARCHIVES MANAGEMENT						
PERSONAL SERVICES						
511101 PART TIME < 20 HRS/WK	0	0	0	0	13,117	13,117
TOTAL PERSONAL SERVICES	0	0	0	0	13,117	13,117
EXPENSES						
5245 DOCUMENT SHREDDING	0	0	0	0	3,500	3,500
5420 OFFICE SUPPLIES	0	0	0	0	5,000	5,000
5585 COMPUTER SUPPLIES	0	0	0	0	900	900
TOTAL EXPENSES	0	0	0	0	9,400	9,400
TOTAL ARCHIVES MANAGEMENT	0	0	0	0	22,517	22,517

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014	
0110104 - CENSUS RECORDS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	235,296	215,266	187,206	142,067	166,417	-20,790
511103	OFFICIALS W/BENEFITS	2,960	4,188	3,952	2,223	3,952	0
513001	REGULAR OVERTIME	4,256	2,555	5,364	6,471	4,000	-1,364
513004	WORK BY OTHER DEPTS.	6,674	1,259	1,500	1,500	1,500	0
514001	LONGEVITY	1,700	2,150	975	975	1,175	200
515003	SPECIAL LEAVE BUY BAC	0	6,000	1,874	1,873	0	-1,874
515005	BONUSES	1,500	3,000	0	0	0	0
515006	VACATION BUY BACK	0	5,282	5,620	5,620	0	-5,620
515102	CLEANING ALLOWANCE	1,500	2,000	1,000	1,000	1,000	0
5197	CURRENT YEAR WAGE RE	0	0	0	0	2,000	2,000
	TOTAL PERSONAL SERVICES	253,886	241,700	207,491	161,728	180,044	-27,447
EXPENSES							
52401	OFFICE EQUIPMENT R-M	167	427	128	11	500	372
53401	TELEPHONE	487	418	500	294	500	0
5341	POSTAGE	10,000	10,071	7,999	7,942	10,220	2,221
5342	PRINTING	7,078	10,561	15,800	15,787	11,000	-4,800
5420	OFFICE SUPPLIES	837	864	1,072	1,072	700	-372
5585	COMPUTER SUPPLIES	1,138	0	545	267	1,000	455
5711	IN-STATE CONFERENCES	457	30	0	0	200	200
5730	DUES & SUBSCRIPTIONS	150	0	75	0	75	0
	TOTAL EXPENSES	20,314	22,371	26,119	25,374	24,195	-1,924
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	1,243	1,137	1,490	564	912	-578
57HLTH	HEALTH INSURANCE	50,878	44,977	50,732	23,488	35,309	-15,423
57LIFE	BASIC LIFE INSURANCE	217	217	227	104	114	-114
57MEDA	MEDICARE PAYROLL TAX	2,703	2,706	3,698	2,217	2,499	-1,199
57OPEB	OPEB CONTRIBUTION	0	0	0	0	1,691	1,691
	TOTAL FRINGE BENEFITS	55,041	49,037	56,147	26,373	40,525	-15,622
	TOTAL CENSUS RECORDS	329,241	313,107	289,757	213,475	244,764	-44,994

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
0110105 - ELECTIONS						
PERSONAL SERVICES						
512001 SEASONAL WAGES	60,867	43,481	70,920	68,474	60,000	-10,920
513004 WORK BY OTHER DEPTS.	58,091	57,574	62,436	62,436	60,000	-2,436
TOTAL PERSONAL SERVICES	118,958	101,055	133,356	130,909	120,000	-13,356
EXPENSES						
5290 CLEANING/CUSTODIAL SV	471	578	485	455	500	15
5319 TRAINING EXPENSES	970	1,530	1,030	1,030	1,000	-30
53401 TELEPHONE	211	412	438	295	450	12
5341 POSTAGE	10,611	8,177	10,152	10,152	12,264	2,112
5342 PRINTING	678	22,711	101	101	24,000	23,899
5420 OFFICE SUPPLIES	679	654	600	597	600	0
5586 VOTING MACHINE SUPPLI	9,000	8,942	5,707	5,707	9,000	3,293
TOTAL EXPENSES	22,619	43,006	18,513	18,337	47,814	29,301
FRINGE BENEFITS						
57MEDA MEDICARE PAYROLL TAX	117	89	1,131	164	870	-261
TOTAL FRINGE BENEFITS	117	89	1,131	164	870	-261
TOTAL ELECTIONS	141,694	144,150	153,000	149,410	168,684	15,684
TOTAL CLERK/CLERK OF THE BOARD	1,551,534	1,580,438	1,590,423	1,179,430	1,642,934	52,511

FUND: 01 - GENERAL FUND
DEPARTMENT: 101 - CLERK/CLERK OF THE BOARD

CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	2013			2014		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ARV/ELECTIONS COORDINAT	S05	1.0	47,155	S05	1.00	48,518
	ASST CLERK OF BOARD ALD	H09	1.0	83,928	H09	1.00	86,358
	CITY CLERK/CLERK BOARD	XXX	1.0	104,269	XXX	1.00	104,670
	COMMITTEE CLERK	H05	3.0	172,283	H05	3.00	177,269
	DEPUTY OF ELECTIONS	H11	1.0	97,409	H08	1.00	67,653
	ELECTION SPEC BOOKKEEPE	S06	1.0	48,832	S06	1.00	50,245
	ASST CITY CLERK	H07	1.0	63,118	H07	1.00	64,945
	BUSINESS RECORDS CLERK	S05	1.0	47,155	S05	1.00	48,518
	CUSTOMER SERVICE CLERK	S04	1.0	38,193	S05	1.00	41,339
	RECEIPTS CLERK	S04	1.0	43,207	S04	1.00	44,456
	REGISTRAR/VITAL STATS C	S05	1.0	47,155	S05	1.00	48,518
	Account Totals:		13.0	792,705		13.00	782,489
511101	ARCHIVIST CLERK PT	H03	0.2	12,749	H03	0.20	13,117
	Account Totals:		0.2	12,749		0.20	13,117
511103	ELECTION COMMISSIONER	QQQ	0.4	3,952	QQQ	0.40	3,952
	ALDERMAN	XXX	2.4	234,000	XXX	2.40	234,000
	Account Totals:		2.8	237,952		2.80	237,952
512001	POLL WORKERS		1.0	75,000	QQQ	1.00	60,000
	Account Totals:		1.0	75,000		1.00	60,000
	Report Totals:		17.0	1,118,406		17.00	1,093,559



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#172-13

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swarren@newtonma.gov

April 29, 2013

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 \$104,000 from Capital Stabilization Fund - Prior Bonded Projects savings that have been realized for the purpose of covering the additional funds needed for the Lincoln-Eliot School HVAC project.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

RECEIVED
Newton City Clerk
2013 APR 29 PM 6:06
David A. Olson, CMC
Newton, MA 02459





Setti D. Warren
Mayor

PUBLIC BUILDINGS DEPARTMENT

Joshua R. Morse, Interim Commissioner

Telephone (617) 796-1600

FAX (617) 796-1601

TTY: (617) 796-1089

52 ELLIOT STREET

NEWTON HIGHLANDS, MA 02461-1605

March 25, 2013

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

Re: Funding request to cover the additional funds needed for the Lincoln-Eliot School HVAC project.

Dear Mayor Warren:

The Public Buildings Department requests \$103,849.85 to cover the costs associated with the replacement of all of the unit heaters in the Lincoln-Eliot School. The project was scaled back to minimize cost, but even with this effort we still need the above funds to award the contract and complete the project. The original project budget was \$250,000.00. Design costs were \$26,400.00, leaving the balance of \$223,600.00 for construction. The low bid was \$311,857.00. We are requesting the difference of \$88,257.00, plus a 5% construction contingency of \$15,592.85, for a total additional appropriation of \$103,849.85.

Sincerely,

Joshua R. Morse
Interim Public Building Commissioner

CC: Robert Rooney, Chief Operations Officer
Maureen Lemieux, Chief Financial Officer



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#174-13

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swarren@newtonma.gov

DAVID A. OLSON, CMC
Newton, MA 02459

2013 APR 29 PM 6:05

RECEIVED
Newton City Clerk

April 29, 2013

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 transfer and expenditure of \$150,000 from the following accounts to fund continued design of Fire Station 10 and the Wires Division.

<u>Account</u>	<u>Amount</u>
Capital Stabilization – Unrestricted Capital Purposes	\$54,132
Capital Stabilization – Fire Station Renovations	\$12,880
Overlay Surplus	\$14,490
Budget Reserve	\$ 4,679
Public Buildings Dept – Unexpended Salaries	\$63,819

This action will close out several small reserve accounts and enable design of this project to continue through June 30, 2013. A request to bond the remaining \$413,000 of design costs will be forthcoming.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

City of Newton



Setti D. Warren
Mayor

PUBLIC BUILDINGS DEPARTMENT

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

April 29, 2013

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

Re: Funding Request for the Fire Station 10 & Wires Building Project

Dear Mayor Warren:

The Public Buildings Department requests design funds in the amount of \$200,000 to continue design work for the above referenced project. The Public Buildings Department will request the balance of the design funds at a later date for the completion of professional services for construction documents and construction phase services for Fire Station 10, Wires Building, and Temporary Facilities.

Sincerely,

Joshua R. Morse
Interim Public Building Commissioner

CC: Robert Rooney, Chief Operations Officer
Maureen Lemieux, Chief Financial Officer



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#167-13

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swarren@newtonma.gov

RECEIVED
NEWTON CITY CLERK
2013 APR 29 PM 6:06
DAVID A. OLSON, CMC
NEWTON, MA 02459

April 29, 2013

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 \$22,000, within the Water Enterprise Account from Account # 28A401Z5-R586011 to Acct # 28A10781-563001 to cover the final MWRA Assessment for Water charges for the City of Newton. The budgeted appropriation was initially based on a preliminary estimate provided by the MWRA, and has subsequently been increased after the FY13 budget was approved.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE



CITY OF NEWTON, MASSACHUSETTS

#167-13

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

Hon. Setti D. Warren
Mayor

April 22, 2013

To: Mayor Setti D. Warren

From: David F. Turocy, Commissioner of Public Works

Via: Robert R. Rooney, Chief Operating Officer
Maureen Lemieux, Chief Financial Officer

RE: Request to Transfer funds within Water Enterprise Fund

I write to request you docket with the Honorable Board of Aldermen to transfer funds in the amount of \$22,000.00 within the Water Enterprise fund from Line Item 28A401Z5, Account No. R586011 into Line Item 28A10781, Account No. 563001.

The reason for this transfer is to provide a sufficient appropriation to cover the payment of assessments from the Mass. Water Resources Authority through the end of the current fiscal year. The budgeted appropriation for this line item was initially based on a preliminary budget provided by the MWRA, and had been subsequently increased after the budget for fiscal year 2013 was approved.

Please forward this request to the Board of Aldermen for their consideration.

cc: D. Wilkinson, Comptroller
R. Mendes, DPW Business Manager
F. Russell, Utilities Director



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#168-13

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swarren@newtonma.gov

April 29, 2013

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 transfer and expenditure of \$25,000 from the Stormwater Reserve to procure catch basin inserts to filter pollution from stormwater runoff around Crystal Lake.

Although further measures may be necessary, this technology will greatly improve the quality of the stormwater runoff entering the Lake

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

RECEIVED
Newton City Clerk
2013 APR 29 PM 6:05
David A. Olson, CMC
Newton, MA 02459

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

City of Newton



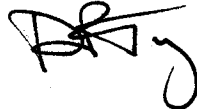
DEPARTMENT OF PUBLIC WORKS

OFFICE OF THE COMMISSIONER

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

April 12, 2012

To: Mayor Setti D. Warren

From: David F. Turocy, Commissioner of Public Works 

Via: Robert R. Rooney, Chief Operating Officer
Maureen Lemieux, Chief Financial Officer

Re: Request to Appropriate Funds from the Stormwater Reserve Account
for Catch Basin Water Quality Inserts for Crystal Lake Watershed
FY 2013 Capital Improvement Plan

Public Works requests authorization to use \$25,000 from the stormwater reserve account to procure 32 Fabco Industries catch basin inserts. These inserts are designed to filter pollution from stormwater runoff prior to discharging into a water body. The catch basin inserts will be installed around Crystal Lake by our Public Works Department personnel after a training day with the manufacturer's representative. A product information sheet is attached.

This technology was selected due to the ease of installation, low-cost and effectiveness on both bacteria and phosphorus removal. This technology in combination with other efforts (e.g. rain gardens and public education) will greatly improve the quality of the stormwater runoff entering Crystal Lake. Note: the water in the lake is already nutrient-rich and additional measures are likely necessary in order to establish stable lake ecology where algae blooms are not so easily triggered.

Our Department is actively involved in the Crystal Lake Working Group, whose members are diligently working on developing measures to improve the overall health of the lake.

cc: D. Wilkinson, Comptroller
R. Mendes, DPW Business Manager
B. DeRubeis, Commissioner of Parks & Recreation
F. Russell, Director of Utilities
M. Rose, Environmental Engineer



SETTI D. WARREN
MAYOR

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Office of the Mayor

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April 29, 2013

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

RECEIVED
Newton City Clerk
2013 APR 29 PM 6:06
David A. Olson, CMC
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to accept and approve a Veteran's Tax Work-Off Program Ordinance and an amendment to the Senior Tax Work-Off Program.

As you know, these actions were approved by the Honorable Board on December 3, 2012 and now the ordinance changes must be accepted.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor



DRAFT FOR DISCUSSION PURPOSES:

CITY OF NEWTON

IN BOARD OF ALDERMEN

ORDINANCE NO.

January , 2013

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF NEWTON AS FOLLOWS:

That the Revised Ordinances of Newton, Massachusetts, 2012, as amended, be and are hereby further amended with respect to Chapter 27 TAXATION by inserting a new Article III Veterans Volunteer Program as follows:

ARTICLE III. VETERANS VOLUNTEER PROGRAM

Sec. 27-31. Establishment; rate; maximum annual reduction.

A person who qualifies pursuant to the provisions of this article may volunteer to provide services to the city in accordance with the standards and requirements set forth herein. In exchange for such volunteer services, the city shall reduce the real property tax obligation of such person on tax bills for his principal residence and any reduction so provided shall be in addition to any exemption or abatement for which such person shall be otherwise qualified. Each such volunteer shall receive a rate of or be credited with the current minimum wage of the commonwealth. The maximum reduction of the real property tax bill shall be based on one hundred twenty-five (125) volunteer service hours.

Sec. 27-32. Eligibility

- (a) A veteran, as defined in clause Forty-third of section 7 of chapter 4 of the General Laws, whose principal place of residence is in Newton and whose annual gross income, as defined in the Internal Revenue code of the United States, is less than \$40,000, if such person is single and not head of household, less than \$50,000 if such person is head of household, or less than \$60,000 if such person files a joint tax return with spouse, may be eligible to receive the reduction set forth in section 27-31. The date of determination as to veteran status, residence, ownership and income shall be July first of each year.

- (b) Eligibility as a veteran shall be determined by the city veterans' agent. In order to ascertain an applicant's veteran status, said agent may request verification by any means including the submission of certified military records. Financial eligibility shall be determined by the assessors. In order to ascertain an applicant's financial eligibility, the assessors may request verification by any means including the submission of income tax returns.

Sec. 27-33. Volunteer positions.

The head of each city department shall and the chair of each city board or commission may, on or before the 45th day following the passage of this article and from time to time thereafter, furnish to the veterans' agent, on a form provided by said agent, a list of volunteer positions available in each department, board or commission respectively. Said list shall include a description of the nature of each position, a list of skills such position requires, when the position will be available, the total hours for the position and such other information as the veterans' agent may require. Persons may volunteer pursuant to section 27-31 by filling out the application form furnished by said agent.

Sec. 27-34. Non-financial eligibility.

The veterans' agent shall establish non-financial employment-eligibility criteria and may require reviews of criminal offender record information as he deems necessary. If a veteran is deemed financially eligible by the assessors, his acceptance into this program shall be further subject to the approval of both the veterans' agent or his designee, and that of the appropriate department head or board or commission chair.

Sec. 27-35. Certification of services; abatements.

- (a) The department, board or commission supervising the volunteer's services shall certify to the assessors the amount of services performed by the volunteer as of the time the actual tax for the fiscal year is committed. Services performed after that date and before the next commitment date shall be credited toward the next fiscal year's tax bill. The department, board or commission shall provide a copy of such certification to the volunteer.
- (b) The assessors shall process all reductions as abatements and charge them against the overlay account. The director shall not approve a number of volunteers whose total possible reductions would exceed \$50,000 in any fiscal year.

Sec. 27-36. Employment benefits prohibited.

Volunteers approved pursuant to this article shall not receive any health insurance, retirement benefits or any other employment-related benefits as a result of performing such volunteer services. Nothing herein shall create any rights to said volunteers other than those already created by state law.

Sec. 27-37. Approved representative

A qualifying veteran who is physically unable to provide volunteer services to the city may appoint a representative to provide such services to the city on his behalf. Such representative shall be subject to approval by the veterans' agent and shall be subject to all non-financial employment eligibility criteria of sec. 27-34 and to the limitations of sec. 27-36 as well as to such other criteria as may be deemed necessary by the veterans' agent or the assessors.

Approved as to legal form and character:

DONNALYN B. LYNCH KAHN
City Solicitor

Under Suspension of Rules
Readings Waived and Adopted

EXECUTIVE DEPARTMENT
Approved:

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

DRAFT FOR DISCUSSION PURPOSES:

CITY OF NEWTON

IN BOARD OF ALDERMEN

ORDINANCE NO.

January , 2013

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF NEWTON
AS FOLLOWS:

That the Revised Ordinances of Newton, Massachusetts, 2012, as amended, be and are hereby further amended with respect to Section 27-20 of Article II SENIOR CITIZEN VOLUNTEER PROGRAM of Chapter 27 TAXATION as follows:

1. Delete the last sentence of **Section 27-20 Establishment; rate; maximum annual reduction.**, and insert in its place the following language:

“The maximum reduction of the real property tax bill shall be based on one hundred twenty-five volunteer service hours in any given tax year.”

2. Add the following new section after Sec. 27-25:

“Sec. 27-26.

An approved representative may provide such volunteer services to the city on behalf of a qualifying person who is physically unable to provide such services. Such approved representative shall be subject to all non-financial employment eligibility criteria and limitations as provided in Sec. 27-23 and Sec. 27-25 and to such other criteria as may be deemed necessary by the director of senior services.

Approved as to legal form and character:

DONNALYN B. LYNCH KAHN

City Solicitor

Under Suspension of Rules

Readings Waived and Adopted

EXECUTIVE DEPARTMENT

Approved:

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

#165-13

Telephone
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Facsimile
(617) 796-1113

TDD/TTY
(617) 796-1089

E-mail
swarren@newtonma.gov



City of Newton, Massachusetts
Office of the Mayor

SETTI D. WARREN
MAYOR

April 29, 2013

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

Ladies and Gentlemen:

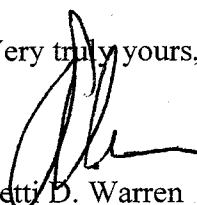
I write to request that your Honorable Board docket for consideration a request to establish three new reserve accounts within the Capital Stabilization Fund:

1. **“Capital Stabilization Fund – 2013 Override Projects”** for the purpose of dedicating a reserve fund to set aside money for the Capital Projects (Zervas Elementary, Fire Dept Wires Division, Headquarters and Station 3) approved on March 12, 2013 as part of the Operating Override Package. Establishment of this fund will provide a mechanism for the City to set aside property tax revenue that will be collected as a result of this vote in order to equalize the effect of the debt service payments for these projects.
2. **“Capital Stabilization Fund – Energy Conservation Projects”** – The energy conservation reserve was established in fiscal year 2011 and is being funded with energy conservation vendor rebates; however, no board order ever formally authorized this action.
3. **“Capital Stabilization Fund – Public School Technology”** – The public school technology reserve is intended to be funded principally with federal e-rate rebates that are currently accounted for in the City’s Receipts Reserved for Appropriation Fund.

A monthly accounting of the Capital Stabilization Fund and all reserves within it is posted on the Comptroller’s page of the City web site under both the “What’s New” and “Interim Financial Reports” links.

Thank you for your consideration of this matter.

Very truly yours,


Setti D. Warren
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

RECEIVED
Newton City Clerk
2013 APR 29 PM 6:05
DAVID A. OLSON, CMC
Newton, MA 02459

COMPTROLLER'S OFFICE



CITY OF NEWTON, MASSACHUSETTS

CITY HALL

1000 COMMONWEALTH AVENUE

NEWTON CENTRE, MA 02459


TELEPHONE (617) 796-1305

dwilkinson@newtonma.gov

David Wilkinson, Comptroller

January 29, 2013

TO: Mayor Warren & Members of the Board of Aldermen

FROM: David Wilkinson, Comptroller 

SUBJECT: Capital Stabilization Fund

During fiscal year 1993 the Mayor and Board of Aldermen authorized the creation of a Capital Stabilization Fund for purposes of accumulating resources for future capital improvements and outlay. No expenditures are made directly from the fund as it serves exclusively as a funding source for capital outlay and improvement appropriations recommended by the Mayor and approved by the Board of Aldermen.

In addition to the original reserves for general and water and sewer project appropriations, the Mayor and Board of Aldermen have also authorized reserves for North High School project debt service, and for fire station renovations.

The purpose of this communication is to request formal approval for the establishment of two new reserves within the Capital Stabilization Fund, one for energy conservation projects and one for public school technology purposes. Mayor and Board approval is necessary in order for us to report the reserved resources as "committed" in the City's audited external financial statements.

The energy conservation reserve was established in fiscal year 2011 and is being funded with energy conservation vendor rebates; however, no board order ever formally authorized this action. Resources accumulated in this reserve are intended to fund future energy conservation related capital appropriations.

The public school technology reservation is intended to be funded principally with federal e-rate rebates that are currently accounted for in the City's Receipts Reserved for Appropriation Fund. Resources accumulated in this reserve are intended to fund future public school technology appropriations.

A monthly accounting of the Capital Stabilization Fund and all reserves within it is posted on the Comptroller's page of the City web site under both the "What's New" and "Interim Financial Report" links.



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

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swarren@newtonma.gov

April 29, 2013

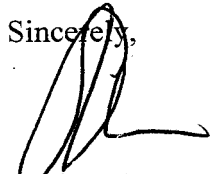
Honorable Board of Aldermen
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to appropriate transfer the sum of \$74,876 from June 30, 2012 Free Cash to Treasury Acct # 0110701-5316 Bond/Note Sale Costs for the purpose of funding the April 2013 Bond Issuance Costs. Total projected costs amount to \$121,177 with \$46,301 to be charged to the Water Enterprise Fund, while \$74,876 will be charged to the General Fund.

Thank you for your consideration of this matter.

Sincerely,


Setti D. Warren
Mayor

RECEIVED
Newton City Clerk
2013 APR 29 PM 6:05
David A. Olson, CMC
Newton, MA 02459





Setti D. Warren
Mayor

James G. Reardon, Treasurer and Collector

1000 Commonwealth Avenue

Newton Centre, MA 02459

Telephone (617) 796-1338

Facsimile (617) 796-1343

E-Mail jgreardon@newtonma.gov

April 29, 2012

Maureen Lemieux, Chief Financial Officer
City of Newton

I herein request that for the purpose of paying costs associated with the bond issuance of April, 2013 that the Board of Alderman authorize the appropriation of \$121,176.65, the breakdown of which is as follows:

First Southwest	\$48,990.00	Advisory services, document preparation
Edwards Wildman LLP	39,800.00	Bond Counsel
Moody's	17,000.00	Rating services
US Bank	3,750.00	Printing
US Bank	3,500.00	Verification Agents
US Bank	2,000.00	Paying Agent – 25 yrs.
US Bank	1,000.00	Escrow Agent
US Bank	915.00	Document preparation
US Bank	500.00	Escrow Counsel
US Bank	500.00	Redemption fee
US Bank	175.00	Financial Summary preparation
US Bank	572.50	Misc.
Murphy & Company	<u>2,474.15</u>	Printing of official statements
Total	\$121,176.65	

Thank you.

Very truly yours,

James Reardon
Treasurer & Collector

City of Newton, Massachusetts
Cost of Issuance

\$22,660,000 Bond Issue dated April 24, 2013

FSC Fee:	\$48,990.00	(\$1.50 per 1,000 + \$15,000)
Bond Counsel:	39,800.00	Confirmed w/ Rick 4/2/13
Moody's	17,000.00	Confirmed w/ Carmine 4/2/13
US Bank Paying Agent	2,000.00	25 years
US Bank Escrow Agent	1,000.00	
US Bank Escrow Counsel	500.00	
Redemption Fee	500.00	
Verification Agent	3,500.00	
Printing	3,750.00	
Document Preparation	915.00	
FinSum Preparation	175.00	
Misc.	572.50	
TOTAL:	<u>\$118,702.50</u>	

Prepared by First Southwest Company



SETTI D. WARREN
MAYOR

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Office of the Mayor

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swarren@newtonma.gov

May 3, 2013

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

RECEIVED
Newton City Clerk
2013 MAY -3 PM 1:48
David A. Olson, Clerk
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 0110301-511001 Executive Office Full Time Salaries and the sum of \$7,817 from Acct 0110401-511001 Comptroller Full Time Salaries to Acct 0110501-58514 Purchasing-Office Equipment.

This transfer will enable the City to purchase a new office machine that handles many of the bulk-mail functions of the City. Currently, staff time is diverted from the Treasury counter and other Treasury-related tasks while Treasury personnel process bulk mail (primarily payroll and vendor checks) through an antiquated machine designed to "fold and stuff" the checks.

We believe moving the operation of this machine to the Print Shop/Mailroom personnel will free up valuable staff hours in the Treasury Office. Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE



SETTI D. WARREN
MAYOR

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swarren@newtonma.gov

April 17, 2013

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

Re: Funding Request for office equipment within the Purchasing Department

Dear Mayor Warren:

On behalf of the Purchasing Department, I would like to request the sum of \$17,817 be transferred to 0110501-58514 (*Purchasing – Office Equipment*), for the purchase of a new office machine that handles many of the bulk-mail functions of the City.

Currently, this operation resides in the Treasury Department. Upon review of the operations in the Treasurer's Office, it was determined that Treasury staff spend approximately eight hours per week overseeing the operation of the current bulk mailing machine. This diverts valuable human resources from the Treasury counter and other Treasury-related tasks. To free up these resources for more appropriate purposes, a group comprised of several affected department heads determined we should:

- 1) Purchase a newer, more efficient machine, as the current one is approaching the end of its useful life, and
- 2) Move the operation of this machine to the Print Shop personnel within the Purchasing Department.

It is anticipated that these moves will generate approximately \$9,000 in annual savings and efficiencies, yielding a payback in a little over two years.

Sincerely,

A handwritten signature in black ink that reads "Michael Herbert".

Michael Herbert
Director of Performance Management

CC: Maureen Lemieux, Chief Financial Officer
Nick Read, Chief Procurement Officer
Jim Reardon, City Treasurer
Rosemarie Woods, Assistant Collector
Rob Symanski, Financial Analyst
Ann Cornaro, Director, Financial Information Systems
Steve Vezeau, Senior Press Operator
Paula Hudak, Purchasing Agent