

CITY OF NEWTON

IN BOARD OF ALDERMEN

FINANCE COMMITTEE AGENDA

MONDAY, FEBRUARY 22, 2010

7:45 PM
Room 222

Chairman's Note: Interim City Solicitor Donnalyn Kahn will present a report of all settled claims for damages that do not require Board of Aldermen approval. There will also be opportunity to discuss actions that are being taken by the Law Department to control expenses associated with the use of outside legal counsel.

ITEMS SCHEDULED FOR DISCUSSION:

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

#38-10 HIS HONOR THE MAYOR requesting authorization to appropriate and expend five hundred thousand dollars (\$500,000) in State Capital Bond Bill funds for the purpose of capital repairs to the Lower Falls Community Center. [01/26/10 @ 11:48 AM]

#33-10 HIS HONOR THE MAYOR reappointing JAMES REARDON as TREASURER/COLLECTOR of the City of Newton, effective immediately, pursuant to Sections 3-3(b) of the City Charter (90 days: 4/5/10). [01/05/10 @ 3:36 PM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

#52-10 HIS HONOR THE MAYOR requesting authorization to appropriate and expend sixteen thousand eight hundred forty-five dollars (\$16,845) from Free Cash for the purpose of evaluating the condition and prepare replacement cost estimates for various section of roofing systems at the following seven schools: Bowen, Brown, Cabot, Countryside, Franklin, Lincoln-Eliot, and Ward. [02/09/10 @ 7:20 PM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

#54-10 HIS HONOR THE MAYOR requesting authorization to appropriate and expend six hundred fifty thousand dollars (\$650,000) from bonded indebtedness for the design and replacement of the windows at the Burr Elementary School. [02/09/10 @ 7:20 PM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #55-10 HIS HONOR THE MAYOR requesting authorization to appropriate and expend two hundred two thousand one hundred twenty-five dollars (\$202,125) from bonded indebtedness to replace the generator at the Education Center at 100 Walnut Street. [02/09/10 @ 7:20 PM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #56-10 HIS HONOR THE MAYOR requesting authorization to appropriate and expend fifty five thousand sixty-four dollars (\$55,064) from Free Cash to fund additional costs associated with the removal and replacement of the existing emergency generator at the Peirce Elementary School. [02/09/10 @ 7:20 PM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #57-10 HIS HONOR THE MAYOR requesting authorization to appropriate and expend two hundred thousand dollars (\$200,000) from bonded indebtedness for the design and replacement of one of the boilers at Williams Elementary School. [02/09/10 @ 7:20 PM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #58-10 HIS HONOR THE MAYOR requesting authorization to appropriate and expend one hundred fifty thousand dollars (\$150,000) from bonded indebtedness for the design and installation of an elevator lift at the Countryside Elementary School. [02/09/10 @ 7:20 PM]

- #269-09 COMPTROLLER submitting FY2009 Budgetary Basis Annual Financial Report. [09/01/09 @ 4:45 PM]

- #354-08 ALD. COLETTI requesting monthly report on cash and receivable reconciliations by Treasurer and status of Consultant work in Treasurer's Office. [09-30-08 @ 1:54 PM]

ITEMS NOT SCHEDULED FOR DISCUSSION:

- #368-08 ALD. LINSKY requesting approval of the Board of Aldermen of the design for improvements affecting the area where Walnut Street, Lowell Avenue and Watertown Street intersect including a traffic island, curb extensions and the dead ending of Lowell Avenue. [10/14/08 @ 12:53 PM]
A) Board of Aldermen approved curb extensions and traffic island @ the intersection of Walnut Street & Lowell Avenue on 11/16/09
B) On 11/18/09 the Public Facilities Committee approved a request for trial of one- way on Lowell Avenue from Walnut Street to Watertown Street. On 12/07/09 the Board of Aldermen denied the request for a trial.
B) Public Facilities Committee Approved 5-1 Closure Of Lowell Avenue @ Watertown Street (Lennon opposed) on 02/03/10.
Board of Aldermen referred (B) to Finance Committee on 02/16/10.

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #53-10 ALD. FULLER, SCHNIPPER, CROSSLEY & BAKER requesting a Resolution to His Honor the Mayor requesting the implementation of new parking meter payment methods and/or parking meter systems to eliminate the sole use of coins. [02/09/10 @ 12:43 PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #51-10 ALD. CROSSLEY HESS-MAHAN & LINSKY requesting adoption of a policy to purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable, in order to satisfy the requirements to qualify as a Green Community under MGL Chapter 25A, §10(c). [02/09/10 @ 7:25 PM]

REFERRED TO CMTE ON COMM PRES, PUB. FAC, AND FIN COMMITTEES

- #41-10 THE COMMUNITY PRESERVATION COMMITTEE recommending that the sum of \$569,000, including \$1,000 for City of Newton legal costs, be appropriated from the FY10 historic resources, open space, and general reserves of the Community Preservation Fund to be expended under the direction and control of the Public Buildings Department for the purpose of rehabilitating the interior of the barn at Angino Farm. [01/25/10 @ 2:22 PM]
CCP APPROVED AS AMENDED @ \$568,000 7-0 on 2-18-10

REFERRED TO CMTE ON COMMUNITY PRES AND FINANCE COMMITTEES

- #40-10 THE COMMUNITY PRESERVATION COMMITTEE recommending that the sum of \$37,045, including \$500 for City of Newton legal costs, be appropriated from the FY10 historic resources and general reserves of the Community Preservation Fund to be expended under the direction and control of the Newton Free Library, for the purpose of preserving and providing improved public access to certain archival materials held by the Library, City Clerk, and Jackson Homestead/Newton History Museum. [01/25/10 @ 2:22 PM]
CCP APPROVED AS AMENDED SUBJECT TO SECOND CALL @ \$36,545 5-0-2 Harney & Yates abstaining on 2-18-10

REFERRED TO COMM. ON COMM. PRES. AND FINANCE COMMITTEES

- #28-10 COMMUNITY PRESERVATION COMMITTEE recommending that the sum of \$362,500, including \$2,500 for City of Newton legal costs, be appropriated from the fiscal 2010 community housing and general reserves of the Community Preservation Fund and expended under the direction and control of the Planning and Development Department, to create two units of perpetually affordable rental housing at 2148-2150 Commonwealth Avenue. [01/11/10 @ 4:23 pm]
- #207-07(5) ALD. FREEDMAN AND JOHNSON proposing that the city's Financial Management Guidelines adopted under Board Order #207-07 be amended to require that any proposed capital expenditure above a certain amount have a cost-benefit or a return-on-investment analysis performed prior to approval by the Board of Aldermen. [12/21/09 @5:55 PM]

REFERRED TO ZONING & PLANNING AND FINANCE COMMITTEES

- #391-09(2) ALD. DANBERG, MANSFIELD, VANCE & HESS-MAHAN requesting the establishment of a municipal parking mitigation fund whose proceeds, derived from payments-in-lieu of providing off-street parking spaces associated with special permits, will be used solely for expenses related to adding to the supply of municipal parking spaces, improving existing municipal parking spaces, or reducing the demand for parking spaces.

REFERRED TO FINANCE AND APPROPRIATE COMMITTEES

- #376-09 HIS HONOR THE MAYOR submitting the FY11-15 Capital Improvement Program, totaling \$140,377,285 and the FY10 Supplemental Capital budget, which require Board of Aldermen approval to finance new capital projects over the next five years.

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #363-09 ALD. SANGIOLO requesting a discussion to increase the tobacco seller license fee. [09/13/09 @ 1:07 PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #360-09(2) PROGRAM & SERVICES COMMITTEE requesting a discussion to explore possible sources of revenue to fund an off leash dog park system in the City. [11/06/09 @ 10:44 AM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #358-09 HIS HONOR THE MAYOR requesting authorization to appropriate and expend fifty five thousand dollars (\$55,000) from tax revenue from the local option meals tax to restore funding to the Senior Transportation Program. [10/09/09 @ 5:25 PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #130-09 HIS HONOR THE MAYOR requesting authorization to appropriate and expend from Cable Receipts the sum of twenty-four thousand nine hundred eighteen dollars (\$24,918) for the purpose of purchasing equipment to provide for archived web casting of the Board of Aldermen and School Committee meetings. [4/28/09 @ 6:02 PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #87-09 ALD. SANGIOLO, BRANDEL, FREEDMAN AND HESS-MAHAN requesting a Home Rule Petition to allow the City of Newton to require elected officials to contribute a higher percentage rate for health insurance benefits than is required for other employee groups. [03-10-09 @ 9:17 AM]
PROGRAM & SERVICES APPROVED 5-1-1 (Baker opposed; Merrill abstaining; Parker not voting) on 4/15/09

REFERRED TO PS&T, PUBLIC FACILITIES & FINANCE COMMITTEES

- #60-09 ALD. SANGIOLO, GENTILE AND HARNEY requesting the installation of traffic islands on CONCORD STREET to be funded with the Cabot, Cabot and Forbes Traffic Mitigation Fund for Lower Falls (Ward 4). [02/03/09 @ 1:01 PM]

ITEM RECOMMITTED TO PUB. FAC. AND FINANCE COMM. ON 02-17-09**REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES**

- #13-09 HIS HONOR THE MAYOR requesting authorization to appropriate and expend three hundred eighty-five thousand dollars (\$385,000) from bonded indebtedness to the Public Works Department for the purpose of replacing both the salt shed and the Quonset hut at Crafts Street. [12-30-08 @ 5:04 PM]
- #352-08 ALD. COLETTI requesting discussion monthly reports from the Chief Budget Officer and Comptroller on the status of the Health Insurance Trust Fund. [09-30-08 @ 1:54 PM]
- #348-08 ALD. COLETTI requesting discussion on the Executive Department submission of a new 5-year forecast for FY2010 budget preparation. [09-30-08 @ 1:54 PM]

REFERRED TO POST AUDIT & OVERSIGHT AND FINANCE COMMITTEES

- #300-08 ALD. JOHNSON AND SWISTON requesting discussion with Mayor David Cohen and Superintendent Jeffrey Young as to the procedures that are in place to ensure accountability of their staff in respect to adherence to the authorization of purchasing and expenditures policy and procedures. [07-21-08 @ 9:03 AM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #274-08 ALD. JOHNSON AND SANGIOLO proposing a RESOLUTION to His Honor the Mayor requesting that he create a plan to move the Child Care Commission to a self-sustaining model for FY2010. [07-17-08 @ 9:53 AM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #273-08 ALD. JOHNSON proposing a RESOLUTION to His Honor the Mayor requesting that the Executive and Human Resources Departments develop a comprehensive human capital strategy for the city to include: performance management, talent development, succession planning, and compensation. [07-17-08 @ 9:53 AM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #272-08 ALD. JOHNSON proposing a RESOLUTION to His Honor the Mayor that he work with the Board of Aldermen, School Department, and School Committee in order to determine the most effective and efficient way to organize the Human Resources Departments. [07-17-08 @ 9:53 AM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #270-08 ALD. JOHNSON proposing a RESOLUTION to His Honor the Mayor requesting that he work with the Board of Aldermen, School Department, and School Committee in order to determine the most effective and efficient way to organize the Information Technology Departments. [07-17-08 @ 9:53 AM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #258-08 ALD. SANGIOLO requesting discussion with the Executive Department regarding reorganization of senior transportation services and establishment of intra-village transportation systems. [07-08-08 @ 1:29 PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #207-08 ALD. BRANDEL AND SANGIOLO proposing that the following question be put before the Newton voters:
“Shall the City of Newton be allowed to exempt from the provisions of Proposition 2 ½ the amounts required to pay for the bond issuance in order to fund Newton North High School?” [05-21-08 @ 12:58 PM]

REFERRED TO COMM. PRES., PUB FAC & FINANCE COMMITTEES

- #147-08 COMMUNITY PRESERVATION COMMITTEE recommending that the sum of \$359,400, including \$2,000 for legal costs, be appropriated from the FY'08 Community Preservation Fund's historic resources and general reserves, for a project to rehabilitate and expand storage space for the research library and archives at the Newton History Museum, to preserve the existing collections, and enhance public access to the collections. [04-01-08 @ 4:10 PM]
COMMUNITY PRESERVATION APPROVED 6-0 on 4-29-08
(A) DESIGN FUNDS ESTIMATE \$37,500.00 – BOA APPROVED ON 07/21/08
(B) BALANCE OF PROJECT ESTIMATE \$321,900.00 – HELD

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

- #89-08 ALD. PARKER requesting the following:
A) review of the maintenance practices for buildings, parks and other properties owned by the City (including School Department facilities and grounds)
B) development of a comprehensive maintenance plan that includes regular schedules for preventive maintenance for each specific site or facility
C) a RESOLUTION requesting that implementation of said maintenance plan be funded using operating budget funds.
[02-13-08 @ 12:07 PM]
- #207-07(4) ALD. COLETTI proposing that the city's Financial Management Guidelines adopted under board order #207-07 be amended to allow the adjustment of self-funded health insurance plan rates in the event that rates and any accumulated excess resources not meet actual resource requirements. [7-2-08 @ 12:12 PM]

#207-07(2) ALD. COLETTI proposing that the city's Financial Management Guidelines adopted under board order #207-07 be amended, effective FY10, as follows:

- (A) total resources devoted to all forms of employee compensation shall not exceed the estimated growth in total general fund revenue for the following fiscal year;
- (B) funds for salary and wage adjustments shall not exceed the difference between total estimated revenue growth and resources needed to fund growth in health/dental and life insurance benefits and growth in the actuarial required contribution for the city's retirement system for each fiscal year;
- (C) if collective bargaining contracts are not resolved at the time of budget submission, funds budgeted for such contracts shall be held in "municipal and compensation" reserve. [7-2-08 @ 12:12 PM]

REFERRED TO PROGRAMS AND SERVICES AND FINANCE COMMITTEES

#83-07 ALD. YATES requesting that the City of Newton take all possible steps to persuade the General Court to adopt the proportion of Governors Municipal Partnership that would allow the City to reduce employee health insurance costs by joining the Group Insurance Commission. [02-27-07 @ 10:21 PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE 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.

REFERRED TO ZONING & PLANNING AND FINANCE COMMITTEES

#48-06 ALD. HESS-MAHAN, BURG, JOHNSON, DANBERG, PARKER & WEISBUCH proposing that the city provide financial incentives to rent accessory apartments to low- to moderate-income households at affordable rates that can serve housing affordability goals.

#29-06 ALD. JOHNSON AND PARKER requesting creation of a Citizen Financial Advisory Committee to work with city officials and staff to facilitate bench markers, strategic planning, and other initiatives to improve the financial operation of the City.
(President's Note: While not formally referred to the Long Range Planning Committee, this item might usefully be discussed there in light of prior discussions of similar issues.)

Respectfully Submitted,

Leonard J. Gentile, Chairman



City of Newton, Massachusetts
Office of the Mayor

SETTI D. WARREN
MAYOR

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(617) 796-1089

E-mail
swarren@newtonma.gov

January 26, 2010

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 appropriate and expend \$500,000 in State Capital Bond Bill funds for capital repairs to the Lower Falls Community Center.

State Representative Kay Kahn has informed the City that her legislative funding proposal for capital repairs to the Lower Falls Community Center was included in the State Capital Bond Bill and that the funds are ready for release by Governor Patrick.

We welcome this opportunity to make environmentally responsible capital improvements to one of our community buildings. Determination of the scope of work is currently underway and includes an energy audit, neighborhood input, and professional review of the most resource efficient materials to employ.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

10 JAN 26 AM 11:48
CITY CLERK
NEWTON, MA. 02159

AUTHORIZATION TO SPEND ONLY
GRANT EXPENDITURE BUDGET WILL
NOT BE RECORDED UNTIL COMPTROLLER
RECEIVES GRANT AWARD LETTER

Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

rec'd 1/21/10



SETTI D. WARREN
MAYOR

NEWTON PARKS AND RECREATION DEPARTMENT

70 Crescent Street, Newton, MA 02466
Office: (617) 796-1500
Fax: (617) 796-1512
TDD/TTY: (617) 796-1089

#38-10



ROBERT J. DERUBEIS
INTERIM
COMMISSIONER

January 19, 2010

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

Dear Mayor Warren:

We have been informed by Representative Khan's office that her legislative funding proposal of \$500,000 for capital repairs to the Lower Falls Community Center was included in the State Capital Bond Bill and the money is ready for release by Governor Patrick.

I am writing to respectfully request that you docket with the Honorable Board of Aldermen for consideration a request to appropriate and expend the \$500,000 received from the Capital Bond Bill to make such repairs to the Lower Falls Community Center.

This is an opportunity to create a green building that uses processes that are environmentally responsible and resource-efficient throughout a building's life-cycle. Determination of repairs that are to be made will come after careful consideration of an energy audit, neighborhood input, professional review and utilization of the most efficient materials.

Sincerely,

Robert J. DeRubeis
Interim Commissioner

Cc: Robert Rooney, Chief Operating Officer
Sarah Ecker, Interim Chief Financial Officer

COMMISSION
MEMBERS

WARD 1 - VACANT
WARD 2 - ARTHUR MAGNI
WARD 3 - PETER JOHNSON

WARD 4 - FRANCIS J. RICE, CHAIRMAN
WARD 5 - WALTER S. BERNHEIMER II, VICE-CHAIRMAN
WARD 6 - VACANT

WARD 7 - VACANT
WARD 8 - KATHLEEN A. HEITMAN
COMM. SECRETARY-ROBIN MCLAUGHLIN

ALTERNATES: MICHAEL CLARKE, PETER KASTNER, JACK NEVILLE

WWW.CI.NEWTON.MA.US/PARKS

Aaron Goldman

Subject: **FW: GOVERNOR PATRICK ANNOUNCES \$500,000 FOR HAMILTON COMMUNITY CENTER**
Date sent: **Thu, 14 Jan 2010 10:53:58 -0500**
From: **"Goldstein, Alex (GOV)" <Alex.Goldstein@state.ma.us>**
To: **"Aaron Goldman" <agoldman@newtonma.gov>**

This went out.

From: Intern, Press (GOV)
Sent: Thursday, January 14, 2010 10:43 AM
Subject: GOVERNOR PATRICK ANNOUNCES \$500,000 FOR HAMILTON COMMUNITY CENTER CAPITAL IMPROVEMENTS



Commonwealth of Massachusetts Executive Department

Office of Governor Deval L. Patrick

Press Release

Contact: Juan Martinez, Kim Haberlin, Alex Goldstein – 617-725-4025; Cyndi Roy (ANF) 617-727-2040

Governor Patrick Announces \$500,000 for Hamilton Community Center Capital Improvements

BOSTON – Thursday, January 14, 2010 – As part of the Patrick-Murray Administration's Massachusetts Recovery Plan, Governor Deval Patrick today announced \$500,000 in funding to help restore the Hamilton Community Center in Newton.

State funding for the Hamilton Community Center was included in the 2008 State Capital Improvements Bond Bill. This funding comes at a critical time for the community center, a valuable resource for the Lower Falls neighborhood as well as the city. The funding will allow the city to begin repairs on the heating system, roof, windows, floors, lighting and other pieces of the facility in serious need of replacement or upgrading.

"Community centers are a vital asset to communities," said Governor Patrick. "As gathering places for children and their families, these centers provide outlets for education, creativity, and exercise, as well as meeting space. I am pleased to work with Representative Khan, Senator Creem and Mayor Warren on this important project."

"After several years of working with the Governor's office on funding needs for my community, I am thrilled and extremely grateful to Governor Patrick for approving a request to provide for capital improvements to the Hamilton Community Center in Newton Lower Falls. The Governor's commitment to enhancing and protecting important resources in our cities and towns, while at the same time creating jobs, will provide an opportunity to repair a vital community building in the City of Newton," said Representative Kay Khan.

"For years, the Hamilton Center has provided an exceptional array of community-oriented programs for the residents of Newton. I'm proud to have helped secure the funding that will allow these programs to continue, in the kind of facility that they deserve," said Senator Cynthia Creem.

"This is wonderful news for the City of Newton, and I applaud Governor Patrick, Representative Khan, and Senator Creem for helping to make this grant possible. This funding will help us to not only make critical renovations to the Hamilton Community Center, but also allow us to work toward making Newton a leader in green building and renewable energy across the Commonwealth," said Mayor Setti Warren.

The Hamilton Community Center in Newton Lower Falls serves as the location for youth and adult recreation activities including after school programs, pre-school classes and many other activities in the Lower Falls neighborhood and for the City of Newton.

Located at the site of the old Hamilton School, this facility has an elementary gym, arts and crafts room, music and play room, meeting room, full kitchen and reading room all available for small parties and functions.

Funding for the community center improvements is included in the Governor's Fiscal Year 2010 capital plan. The Patrick-Murray Administration is the first administration to publish a five-year capital improvement plan to address necessary infrastructure improvements Commonwealth-wide. The plan is based on a debt affordability analysis to ensure that the level of investment is consistent with what the state can afford. More information on the capital plan can be found at www.mass.gov/capital.

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Office of the Mayor

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SETTI D. WARREN
MAYOR

CITY CLERK
NEWTON, MA. 02159

JAN -5 PM 3:36

January 4, 2010

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

Ladies and Gentlemen:

It is with pleasure that I send to the Honorable Board of Aldermen for your confirmation, the appointment of Mr. James Reardon as the Treasurer/Collector for the City of Newton, effective immediately. This is done in accordance with Section 3-3 (b) of the City Charter. This letter constitutes notice of the appointment to the Clerk pursuant to Section 3-4 of the City Charter..

Jim Reardon has served as the Treasurer/Collector since December 30, 2008. Prior to that, he served as the Interim Treasurer Collector and the Deputy Treasurer/Collector since 2001. His experience also includes service as the Treasurer/Collector of the Town of Canton as well as over 25 years experience in banking and other financial management positions.

He holds a bachelor's degree from the University of Notre Dame and a Masters in Business Administration from Anna Maria College.

Jim has both the professional credentials and proven commitment of service to the City of Newton to qualify him for continued service as our Treasurer/Collector. I recommend him to your Honorable Board for your approval. I look forward to working with Jim as he undertakes this important position.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor





Setti D. Warren
Mayor

Treasury and Collection Department

James G. Reardon, Treasurer and Collector
1000 COMMONWEALTH AVENUE
NEWTON CENTRE, MA 02459
TELEPHONE (617) 796-1330
FACSIMILE (617) 796-1338

February 22, 2010

Leonard Gentile, Alderman, Finance Committee Chairman
Members of the Finance Committee

Dear Alderman Gentile and Members of the Finance Committee:

At the request of the Finance Committee, I have compiled a summary of the cash reconciliation situation in the Treasurer's Office, and of plans to address the exception listed by the auditors, Sullivan & Rogers.

The report is divided into two sections: the first is a bullet-point summary for quick reference which includes the immediate plan of action, an intermediate plan with recommendations, and long-term recommendations.

The second section is a narrative briefly examining the benefits and the drawbacks of the major items. Hopefully, this will clarify their impact on the reconciliation process and serve to better explain how these items and the reconciliation process itself affect the overall operation of the Treasurer/Collector's Office.

Very truly yours,

James G. Reardon
Treasurer & Collector

RESPONSE TO AUDITORS FINDING REGARDING RECONCILIATION OF CASH RECEIPTS #28-10

Auditors' Recommendation:...that procedures be implemented to investigate and resolve reconciling items between individual bank accounts and the Treasurer's cash book by the end of the subsequent month.

CURRENT STATUS:

The reconciliation process is currently one and a half months behind schedule. September, October, and November 2009 are ready for final reconciliation and should be completed by the end of February. However, the reconciliation process has been behind schedule on any ongoing basis for a number of reasons.

IMMEDIATE ACTIONS:

- All available Treasury personnel able to assist in the reconciliation process will work on reconciliations until the current fiscal year is up to date. This will include the use of overtime if funds are available.
- A system has been established to reconcile the four accounts with the most activity on a daily basis. This will enable the identification and resolution of reconciling items on an ongoing basis, rather than at the end of each month.
- Treasury personnel will be reallocated over the next sixty days to ensure that substantial delays in the processing of necessary items that have occurred in the past are eliminated.
- An additional person from the IT Department will be temporarily assisting with payment processing, allowing other personnel to focus on the reconciliations.
- I have spoken with the Comptroller about the possibility of using the Part Time Assistant Comptroller to assist in the process of bringing the reconciliations up to date.
- The Office Manager is monitoring to ensure that staff members working on the reconciliations do not divert their attention to other tasks until the reconciliations are current. She will then monitor to ensure that the needed tasks are performed daily.

INTERMEDIATE ACTIONS AND RECOMMENDATIONS:

- Since the Finance Committee meeting of February 8th, I have met with both the Mayor and with the Chief Administrative Officer to discuss the reconciliation situation.
- The need for additional Treasury staff was discussed at both meetings. In conjunction, the possibility of inter-departmental assistance by providing available personnel from other Finance related areas to assist in the reconciliation process was examined. This would be of potentially great assistance in covering absences of Treasury staff involved in the process.
- New Treasury staff members will be cross-trained as soon as feasible to support the process on an ongoing basis to eliminate delays in the input of necessary information.
- The Treasurer's Office will further pursue with the auditors their recommendation to use the Quickbooks reconciliation software more extensively in the monthly reconciliation process.
- Treasury will also further examine with both the Comptroller and the auditors the recommendation to extensively utilize general ledger suspense accounts for the clearing of reconciling items.

LONG-TERM PLAN AND RECOMMENDATIONS:

- I highly recommend the addition of at least one additional full-time staff member to Treasury as soon as economically viable for the city.
- I highly recommend the purchase of MUNIS Self Serve or similar software as soon as possible. MUNIS is the central payment and record keeping system of Treasury. This supplemental software allows taxpayers to make their own online inquiries to this database at any time. It also has the capability of processing payments, which may be potentially useful, both for convenience and for cost-control.
- I have discussed with the Chief Administrative Officer the use of the 311 telephone system when it becomes operational to relieve some of the burden of incoming calls to Treasury.
- Treasury will incorporate any of the above recommendations in all categories that are deemed practical and beneficial as soon as possible into the reconciliation process.

EXPLANATION AND SUMMARY OF ACTION PLAN AND RECOMMENDATIONS #33-10

The immediate action plan outlined above is the most practical way to deal with the current situation. The individual tasks that compile the reconciliation process are both time consuming and detail oriented. It is necessary to divert staff from other duties and have them focus on cash receipt input and bank account reconciliations to overcome the processing backlog. In reality, however, considering the number of available staff at any given time and their varied skill levels, this means the equivalent of approximately one and a half people can be devoted to the process. The unavoidable downside of this is that other services and functions will suffer, most notably payment processing and telephone inquiries.

It is important to note that the Treasurer/Collectors Office is one of the most highly visible departments to the taxpayer. All residents are impacted in some way by real estate, personal property, auto excise, and water/sewer issues. The delays caused elsewhere by the use of additional internal staff to avoid reconciliation bottlenecks convey an image of inefficiency and ineptitude to the general public, and have a real dollar impact on the city. For example, a payment made by personal check may under some circumstances not be processed for several weeks after a real estate tax due date, leaving the taxpayer to wonder why the funds have not been put to use by the city. Delays in returning telephone calls are a tremendous source of irritation to the public. Obviously, the immediate plan is only a short-term option. The expectation is that accounts will be up to date by the end of April, with May and June of this fiscal year, and subsequent fiscal years processed on a monthly basis. After that, permanent solutions need to be in place.

Some of the intermediate suggestions, while helpful, also have their downsides. I tried using the Quickbooks reconciliation program for the city's needs when Quickbooks was first installed, and I found it to be of limited use in the process. I acknowledge that I am not a Quickbooks expert and that a review of the process as discussed with Sullivan & Rogers might be beneficial; but, it would also be costly. Using personnel from other finance departments would provide manpower, but also would require training and ongoing assistance for some time. More importantly, their availability would be subject to the needs of their own department rather than Treasury's. Also, properly using suspense accounts to clear items may have more drawbacks than pluses. Items put in suspense because they have not been identified must later be identified to be properly allocated. As currently discussed, this burden would fall on the Comptroller's Office. I would be reluctant to use this method until further examined in detail, which is why I consider it an intermediate option.

To maintain both a current reconciliation process and an efficiently running department that delivers the desired level of service to the public, it is ultimately necessary to permanently reduce the demands placed on staff rather than constantly diverting them and causing delays elsewhere. Online inquiry software would greatly reduce the number of telephone inquiries, and probably also window traffic. However, it must be noted that the estimated cost of the MUNIS Self Serv System is \$25,000, plus \$2,000 annually for maintenance. Also, while online inquiry software detailed above would alleviate part of the telephone burden, a substantial number of the calls will be replaced at least in the short-term by inquires about how to use the system. So, while it would be beneficial to install such a system as soon as possible, the true impact would be intermediate to long-term as users become familiar with the functionality.

Changes not mentioned earlier that would free staff, would be items such as mandatory direct payroll deposit, eliminating the need to sort and stuff checks, and the centralization of the payroll process, freeing staff from processing payroll errors, tax forms, and government mandated reports. Please understand that such suggestions are not meant to simply shift responsibility from the Treasurer's Office. However, as an example, while payroll is a function of the Treasurer by law, the payroll process in Newton involves Human Resources, Information Technology, and the School Department. These departments, particularly HR, have more ready access to much of the personal employee and government reporting information required than Treasury does. Again, many of the above options cannot be implemented immediately, and are best evaluated when the reconciliation process is current and the risk of catastrophic consequences is reduced.

It is for the above reasons that I still highly recommend the hiring of additional Treasury staff, the acquisition of online inquiry software, and the pursuit of any and all technology for the efficient disposition of telephone inquiries as the only viable long-term solutions for keeping the ongoing reconciliation process current. I am greatly encouraged by the current administration's earnest commitment to address the complex issues of the Treasurer's Office, both near and long-term. I am certain that this commitment, combined with the concern, guidance and cooperation of the Finance Committee will result in the satisfactory resolution of these issues.

CITY OF NEWTON, MASSACHUSETTS
LONG TERM DEBT ACCOUNT GROUP
ISSUED DEBT SCHEDULE

#52,54,55, 56, 57,58-10

	Issue Date	July 1, 2009 Beginning Balance	New Issues	Maturities	January 31, 2010 Ending Balance	Interest
Public schools:						
Bowen Elementary School Tier I Renovations	July 15, 2000	50,000	-	25,000	25,000	1,812
Williams Elementary School Tier I Renovations	July 15, 2000	800,000	-	400,000	400,000	29,000
Memorial Elementary School Tier I Renovations	August 15, 2001	1,410,000	-	500,000	910,000	28,200
High School Design	August 15, 2003	2,850,000	-	570,000	2,280,000	49,163
High School Renovations	February 15, 2005	8,000,000	-	-	8,000,000	148,438
High School Renovations	February 15, 2006	8,470,000	-	-	8,470,000	168,381
Countryside School Improvements	February 15, 2006	115,000	-	-	115,000	2,238
School Boiler Improvements	February 15, 2006	315,000	-	-	315,000	6,113
Peirce School Improvements	February 15, 2006	470,000	-	-	470,000	9,169
South High School HVAC Improvements	February 15, 2006	205,000	-	-	205,000	3,975
Elementary School Improvements	February 15, 2006	155,000	-	-	155,000	3,013
North High School Planning and Design	February 1, 2007	3,370,000	-	-	3,370,000	89,575
North High School Planning and Design	February 1, 2007	965,000	-	-	965,000	-
South High School Improvements	February 1, 2007	1,905,000	-	-	1,905,000	39,361
Horace Mann/Mem Spaulding School Improvements	February 1, 2007	330,000	-	-	330,000	6,950
Mason-Rice/Zervas School Improvements	February 1, 2007	1,255,000	-	-	1,255,000	26,004
North High School Construction	November 1, 2007	2,440,000	-	130,000	2,310,000	50,562
North High School Construction	November 1, 2007	15,600,000	-	835,000	14,765,000	324,300
Carr School Boiler Replacement	November 1, 2007	195,000	-	15,000	180,000	4,050
North High School Construction	June 15, 2008	23,080,000	-	-	23,080,000	506,397
Brown Middle School Window Replacement	June 15, 2008	2,090,000	-	-	2,090,000	38,706
North High School Construction	April 1, 2009	75,000,000	-	-	75,000,000	1,659,128
F.A Day Middle School HVAC Improvements	April 1, 2009	2,031,000	-	-	2,031,000	35,681
Underwood Boiler Replacement	April 1, 2009	230,650	-	-	230,650	3,960
Brown Middle School Window Replacement	April 1, 2009	778,350	-	-	778,350	13,646
South High School Athletic Field Improvement	April 1, 2009	3,218,000	-	-	3,218,000	52,550
Public school total:		155,328,000	-	2,475,000	152,853,000	3,300,372
Public works:						
Street Improvements - Countryside Road	February 15, 2006	360,000	-	-	360,000	6,925
Street Light Improvements	February 1, 2007	230,000	-	-	230,000	4,600
Public Works Equipment Replacement	February 15, 2006	675,000	-	-	675,000	13,125
Public Works Equipment Replacement	February 1, 2007	630,000	-	-	630,000	13,100
Public Works Equipment Replacement	June 15, 2008	560,000	-	-	560,000	9,900
Public Works Equipment Replacement	April 1, 2009	600,000	-	-	600,000	9,800

CITY OF NEWTON, MASSACHUSETTS
LONG TERM DEBT ACCOUNT GROUP
ISSUED DEBT SCHEDULE

	Issue Date	July 1, 2009 Beginning Balance	New Issues	Maturities	January 31, 2010 Ending Balance	Interest
Bencliff Circle Construction	April 1, 2009	185,000	-	-	185,000	2,656
MWPAT Sanitary Landfill Closure Pool #4 (1)	February 15, 1998	1,440,800	-	133,500	1,307,300	-
Public works total:		4,680,800	-	133,500	4,547,300	60,106
Parks:						
Parks Equipment Replacement	April 1, 2009	110,000	-	-	110,000	1,706
Parks total:		110,000	-	-	110,000	1,706
General government:						
City Hall Boiler	April 1, 2009	225,000	-	-	225,000	3,863
General government total:		225,000	-	-	225,000	3,863
Sanitary sewer system:						
MWRA Sanitary Sewer Infiltration/Inflow Reduction	February 23, 2006	21,010	-	-	21,010	-
MWRA Sanitary Sewer Infiltration/Inflow Reduction	February 21, 2007	182,820	-	-	182,820	-
MWRA Sanitary Sewer Infiltration/Inflow Reduction	June 14, 2007	678,480	-	-	678,480	-
MWRA Sanitary Sewer Infiltration/Inflow Reduction	August 23, 2007	42,240	-	10,560	31,680	-
MWRA Sanitary Sewer Infiltration/Inflow Reduction	November 29, 2007	122,892	-	30,723	92,169	-
MWRA Sanitary Sewer Infiltration/Inflow Reduction	August 21, 2008	560,120	-	112,024	448,096	-
MWRA Sanitary Sewer Infiltration/Inflow Reduction	February 15, 2009	794,475	-	-	794,475	-
MWPAT Sewer I&I Program Loan Pool #5 (2)	October 6, 1999	4,001,766	-	311,766	3,690,000	-
MWPAT Sewer I&I Program Loan Pool #6 - 99-27 (3)	November 10, 2000	5,113,401	-	362,070	4,751,331	-
MWPAT Sewer I&I Program CW-00-55 {4}	July 3, 2002	91,565	-	5,130	86,435	-
Water Meter Replacement	April 1, 2009	3,000,000	(3,000,000)	-	-	-
Elgin Street Sewer Construction	March 10, 1998	-	-	-	-	-
Sanitary sewer system total:		14,608,769	(3,000,000)	832,273	10,776,496	-
Water system:						
Water Meter Replacement	April 1, 2009	3,000,000	-	-	3,000,000	87,000
MWRA Water System Improvements	September 28, 2000	214,964	-	-	214,964	-
MWRA Water System Improvements	February 15, 2001	302,240	-	107,483	194,757	-
MWRA Water System Improvements	February 14, 2002	775,806	-	-	775,806	-
MWRA Water System Improvements	August 15, 2002	1,034,408	-	258,602	775,806	-
MWRA Water System Improvements	February 28, 2004	1,293,010	-	-	1,293,010	-
MWRA Water System Improvements	November 18, 2004	1,551,611	-	258,602	1,293,009	-
MWRA Water System Improvements	May 18, 2006	1,810,213	-	-	1,810,213	-
MWRA Water System Improvements	May 31, 2007	2,068,815	-	-	2,068,815	-

#52,54,55, 56, 57,58-10

CITY OF NEWTON, MASSACHUSETTS
LONG TERM DEBT ACCOUNT GROUP
ISSUED DEBT SCHEDULE

#52,54,55, 56, 57,58-10

	Issue Date	July 1, 2009 Beginning Balance	New Issues	Maturities	January 31, 2010 Ending Balance	Interest
MWRA Water System Improvements	May 21, 2009	3,600,000	3,000,000	-	6,600,000	-
Water system total:		15,651,067	3,000,000	624,687	18,026,380	87,000
Public safety						
Fire Ladder Replacement	February 15, 2006	670,000	-	-	670,000	13,031
Fire Engine Replacement	June 15, 2008	420,000	-	-	420,000	7,425
Fire Ladder Replacement	April 1, 2009	800,000	-	-	800,000	12,975
Fire Station Improvements	February 1, 2007	290,000	-	-	290,000	6,050
Fire Station Improvements	November 1, 2007	190,000	-	15,000	175,000	3,954
Fire Station Improvements	November 1, 2007	300,000	-	25,000	275,000	6,221
Fire Station Improvements	April 1, 2009	2,488,000	-	-	2,488,000	40,481
Fire Station Improvements	April 1, 2009	344,000	-	-	344,000	4,638
Public safety total:		5,502,000	-	40,000	5,462,000	94,775
Community preservation						
Kessler Woods Land Acquisition - Open Space Acquisition	December 15, 2003	2,500,000	-	500,000	2,000,000	37,875
Angino Farm Land Acquisition - Open Space Acquisition	February 15, 2005	180,000	-	-	180,000	5,625
Angino Farm Land Acquisition - Historic Preservation	February 15, 2005	60,000	-	-	60,000	-
Angino Farm Land Acquisition - Community Recreation	February 15, 2005	60,000	-	-	60,000	-
20 Rogers Street Land Acquisition - Community Recreation	November 1, 2007	2,040,000	-	255,000	1,785,000	43,669
Community preservation total:		4,840,000	-	755,000	4,085,000	87,169
Total Issued Long Term Debt		\$ 200,945,636	\$ -	\$ 4,860,460	\$ 196,085,176	\$ 3,634,991

(1) Landfill Closure Liability recorded gross of State subsidy.
FY 2010 maturity includes \$39,944 maturity subsidy.

{2} Sewer I&S Liability recorded gross of State subsidy.
FY 2010 maturity includes \$93,379 maturity subsidy.

{3} Sewer I&S Liability recorded gross of State subsidy.
FY 2010 maturity includes \$104,785 maturity subsidy.

{4} Sewer I&S Liability recorded gross of State subsidy.
FY 2010 maturity includes \$902 maturity subsidy.

CITY OF NEWTON, MASSACHUSETTS
LONG TERM DEBT ACCOUNT GROUP
AUTHORIZED BUT ISSUED DEBT SCHEDULE

	July 1, 2009	New	Issued	January 31, 2010
	Beginning	Authorizations	Issued	Balance
	Balance			Balance
Fire Station #4 Renovations (#196-07(5))	\$ -	\$ 112,400	-	\$ 112,400
Fire Station #7 Renovations (#11-09(2))	-	4,426,000	-	4,426,000
Crafts St DPW Yard fuel tank replacement (#179-09)	-	453,000	-	453,000
Angier School Boiler Replacement (#42-09)	225,000	-	-	225,000
Modular Classrooms (#288-09)	-	1,400,000	-	1,400,000
Energy Audits - Various Public Buildings (#59-09)/(#59-09(2))	82,000	85,400	-	167,400
Energy Conservation - Various buildings (#59-09(3))	-	3,670,000	-	3,670,000
Sewer I& I Removal - MWPAT (#195-98)	2,995,073	-	-	2,995,073
Sewer System Improvements (#149-07)	338,655	-	-	338,655
Sewer System Improvements (#361-09)	-	1,009,800	-	1,009,800
Various Sewer System Improvements (#399-09)	-	500,000	-	500,000
Water Main Rehabilitation - MWRA (#38-05)	4,158,057	-	-	4,158,057
Water Meter Replacement (#118-08)	5,528,000	-	-	5,528,000
Fire Engine Replacement (#271-09)	-	500,000	-	500,000
Trash and Recycling Receptacles (#89-09)	2,560,000	-	-	2,560,000
North High School Construction (#56-07(2))	28,979,692	-	-	28,979,692
Authorized and Unissued Debt	\$ 44,866,477	\$ 12,156,600	-	\$ 57,023,077

#52,54,55, 56, 57,58-10

CITY OF NEWTON, MASSACHUSETTS
CAPITAL PROJECT FUNDS
COMBINING LEVEL BALANCE SHEET
January 31, 2010

#52, 54, 55, 56, 57, 58-10

	School Building Improvement Fund	High School Improvement Fund	Municipal Building Improvement Fund	CH 90 Highway Improvement Fund	Street Improvement Fund
ASSETS					
Cash & temporary investments	2,237,833	\$ 34,424,829	\$ 68,130	\$ -	\$ 19,658
State and federal grants receivable	-	2,328,858	-	1,403,662	-
Total Assets	2,237,833	36,753,687	68,130	1,403,662	19,658
LIABILITIES & FUND BALANCES					
Due to General Fund	-	-	-	1,271,204	-
Retainage payable	-	5,188,100	-	-	-
Deferred revenue	-	2,328,858	-	-	-
Total Liabilities	-	7,516,958	-	1,271,204	-
Fund Balance - Reserved for Encumbrances	922,140	47,345,390	215,741	365,276	9,615
Fund Balance - Reserved for Future Bonded Appropriations	-	-	-	-	-
Fund Balance - Reserved for Future Water/Sewer Appropriations	-	-	-	-	-
Fund Balance - Reserved for Continuing Capital Appropriations	1,315,693	(18,108,661)	(147,611)	(232,818)	10,043
Fund Balance - Designated for Capital Plan	-	-	-	-	-
Fund Balance - Designated for Fire Station Renovations	-	-	-	-	-
Fund Balance - Designated Other Capital Purposes	-	-	-	-	-
Total Fund Balances	2,237,833	29,236,729	68,130	132,458	19,658
Total Liabilities and Fund Balances	\$ 2,237,833	\$ 36,753,687	\$ 68,130	\$ 1,403,662	\$ 19,658

CITY OF NEWTON, MASSACHUSETTS
CAPITAL PROJECT FUNDS
COMBINING LEVEL BALANCE SHEET
January 31, 2010

#52, 54, 55, 56, 57, 58-10

	Municipal Equipment Replacement Fund	Water System Improvement Fund	Sewer System Improvement Fund	Capital Stabilization Fund	Combining Total
ASSETS					
Cash & temporary investments	\$ (2,074,448)	\$ 10,183,957	\$ 3,124,473	\$ 15,588,528	\$ 63,572,960
State and federal grants receivable	-	-	-	-	3,732,520
Total Assets	(2,074,448)	10,183,957	3,124,473	15,588,528	67,305,480
LIABILITIES & FUND BALANCES					
Due to General Fund	-	-	-	-	1,271,204
Retainage payable	-	-	-	-	5,188,100
Deferred revenue	-	-	-	-	2,328,858
Total Liabilities	-	-	-	-	8,788,162
Fund Balance - Reserved for Encumbrances	321,923	11,262,579	1,163,616	-	61,606,280
Fund Balance - Reserved for Future Bonded Appropriations	-	-	-	61,152	61,152
Fund Balance - Reserved for Future Water/Sewer Appropriations	-	-	-	105,000	105,000
Fund Balance - Reserved for Continuing Capital Appropriations	(2,396,371)	(1,078,622)	1,960,857	-	(18,677,490)
Fund Balance - Designated for Capital Plan	-	-	-	15,231,617	15,231,617
Fund Balance - Designated for Fire Station Renovations	-	-	-	114,384	114,384
Fund Balance - Designated Other Capital Purposes	-	-	-	76,375	76,375
Total Fund Balances	(2,074,448)	10,183,957	3,124,473	15,588,528	58,517,318
Total Liabilities and Fund Balances	(2,074,448)	10,183,957	3,124,473	15,588,528	67,305,480

CITY OF NEWTON, MASSACHUSETTS
CAPITAL PROJECT FUNDS
COMBINING LEVEL OPERATING STATEMENT
July 1, 2009 - January 31, 2010

#52, 54, 55, 56, 57, 58-10

	School Building Improvement Fund	High School Improvement Fund	Municipal Building Improvement Fund	CH 90 Highway Improvement Fund	Street Improvement Fund
REVENUES:					
Investment income	-	-	-	-	-
Intergovernmental	-	-	-	1,409,693	-
Total Revenue	-	-	-	1,409,693	-
EXPENDITURES:					
Education	3,713,494	39,146,344	-	-	-
Public safety	-	-	1,289,477	-	-
General government	-	-	469	-	-
Culture & recreation	-	-	-	-	-
Public works	-	-	21,245	1,409,693	64,649
Total Expenditures	3,713,494	39,146,344	1,311,191	1,409,693	64,649
Excess/(Deficiency) of Revenues over Expenditures	(3,713,494)	(39,146,344)	(1,311,191)	-	(64,649)
Transfers from Other Funds	43,850	-	-	-	-
Transfers to Other Funds	-	-	-	-	-
Excess/(Deficiency) of Revenues & Transfers over Expenditures & Transfers	(3,669,644)	(39,146,344)	(1,311,191)	-	(64,649)
Other Financing Sources - Proceeds from the sale of bonds	-	-	-	-	-
Excess/(Deficiency) of Revenues, Transfers & Other Sources over Expenditures, Transfers & Other Uses	(3,669,644)	(39,146,344)	(1,311,191)	-	(64,649)
Fund Balance - beginning of fiscal year	5,907,477	68,383,073	1,379,321	132,458	84,307
Fund Balance - January 31, 2010	\$ 2,237,833	\$ 29,236,729	\$ 68,130	\$ 132,458	\$ 19,658

CITY OF NEWTON, MASSACHUSETTS
CAPITAL PROJECT FUNDS
COMBINING LEVEL OPERATING STATEMENT
July 1, 2009 - January 31, 2010

#52, 54, 55, 56, 57, 58-10

	Municipal Equipment Replacement Fund	Water System Improvement Fund	Sewer System Improvement Fund	Capital Stabilization Fund	Combining Total
REVENUES:					
Investment income	\$ -	\$ 22,912	\$ 12,174	\$ 7,590	\$ 42,676
Intergovernmental	-	-	-	-	1,409,693
Total Revenue	-	22,912	12,174	7,590	1,452,369
EXPENDITURES:					
Education	-	-	-	-	42,859,838
Public safety	302,770	-	-	-	1,592,247
General government	-	-	-	-	469
Culture & recreation	39,298	-	-	-	39,298
Public works	2,460,888	1,550,437	362,479	-	5,869,391
Total Expenditures	2,802,956	1,550,437	362,479	-	50,361,243
Excess/(Deficiency) of Revenues over Expenditures	(2,802,956)	(1,527,525)	(350,305)	7,590	(48,908,874)
Transfers from Other Funds	-	-	-	-	43,850
Transfers to Other Funds	-	-	-	(1,107,653)	(1,107,653)
Excess/(Deficiency) of Revenues & Transfers over Expenditures & Transfers	(2,802,956)	(1,527,525)	(350,305)	(1,100,063)	(49,972,677)
Other Financing Sources - Proceeds from the sale of bonds	-	-	-	-	-
Excess/(Deficiency) of Revenues, Transfers & Other Sources over Expenditures, Transfers & Other Uses	(2,802,956)	(1,527,525)	(350,305)	(1,100,063)	(49,972,677)
Fund Balance - beginning of fiscal year	728,508	11,711,482	3,474,778	16,688,591	108,489,995
Fund Balance - January 31, 2010	(2,074,448)	10,183,957	3,124,473	15,588,528	58,517,318

CITY OF NEWTON, MASSACHUSETTS
CAPITAL PROJECT FUNDS
BUDGET TO ACTUAL SCHEDULE - LEGAL LEVEL OF CONTROL
July 1, 2009 - January 31, 2010

#52, 54, 55, 56, 57, 58-10

	July 1, 2009 Beginning Balance	Current Year Appropriations	Inter-fund Transfers	Expenditures	Encumbered	Unobligated Balance
School Building Improvement Fund:						
Newton South High Athletic Field Improvements	\$ 4,697,564	\$ -	\$ -	3,182,827	607,295	907,442
Brown Middle School Window & Door Replacement	144,634	-	-	68,099	34,748	41,787
Peirce Elementary School Repairs	90,214	-	43,850	-	-	134,064
F.A Day HVAC Improvements	984,827	-	-	449,464	130,212	405,151
Angier School Boiler Replacement	215,238	-	-	13,104	149,885	52,249
F.A Day/Oak Hill Modulars	-	1,400,000	-	-	-	1,400,000
Total School Building Improvement Fund	6,132,477	1,400,000	43,850	3,713,494	922,140	2,940,693
High School Improvement Fund:						
Newton South High School Renovations	18,054	-	-	-	18,054	-
Newton North High School Renovations	97,344,711	-	-	39,146,344	47,327,336	10,871,031
Total High School Renovation Fund	97,362,765	-	-	39,146,344	47,345,390	10,871,031
Municipal Building Improvement Fund:						
City Hall Boiler Replacement	33,322	-	-	469	32,610	243
Energy Audits - Various Buildings	82,000	85,400	-	-	82,000	85,400
Energy Conservation - Various Buildings	-	3,670,000	-	-	-	3,670,000
Crafts St DPW Yard Fuel Tank Replacement	-	453,000	-	21,245	1,677	430,078
Various Fire Station Repairs/Fire Alarms	77,594	-	-	12,118	-	65,476
Fire Station #7 Renovations	259,063	4,426,000	-	182,422	83,160	4,419,481
Fire Station #4 Renovations	92,015	115,243	-	205,937	-	1,321
Fire Station #4 Renovations	912,856	(2,843)	-	889,000	11,823	9,190
Tier I Fire Station Improvements	4,471	-	-	-	4,471	-
Total Municipal Building Improvement Fund	1,461,321	8,746,800	-	1,311,191	215,741	8,681,189
CH 90 Highway Improvement Fund:						
Contract MA 3246207	166,641	-	-	-	-	166,641
Contract MA 0035509	22,650	-	-	-	-	22,650

CITY OF NEWTON, MASSACHUSETTS
CAPITAL PROJECT FUNDS
BUDGET TO ACTUAL SCHEDULE - LEGAL LEVEL OF CONTROL
July 1, 2009 - January 31, 2010

	July 1, 2009	Current Year	Inter-fund	Expenditures	Encumbered	Unobligated
	Beginning Balance	Appropriations	Transfers			Balance
Contract MA 0044606	40,000	-	-	8,775	31,225	-
Contract MA0048380	108,994	-	-	6,133	-	102,861
Contract MA 0050910	4,073,048	-	-	1,394,785	334,051	2,344,212
Total CH 90 Highway Improvement Fund	4,411,333	-	-	1,409,693	365,276	2,636,364
Street & Sidewalk Improvement Fund:						
Bencliff Circle Improvements - 2009	69,132	-	-	55,299	9,615	4,218
Street Light Replacement - 2007	15,175	-	-	9,350	-	5,825
Total Street & Sidewalk Improvement Fund	84,307	-	-	64,649	9,615	10,043
Municipal Equipment Replacement Fund:						
Public Works Equipment Replacement -2009	600,000	-	-	600,000	-	-
Parks Equipment Replacement - 2009	48,684	-	-	39,298	-	9,386
Automated Trash & Recycling Receptacles - 2009	2,560,000	-	-	1,860,888	48,510	650,602
Fire Ladder Replacement - 2008	43,400	-	-	21,699	21,701	-
Fire Engine Replacement - 2008	18,158	-	-	9,080	9,078	-
Fire Engine Replacement - 2010	-	500,000	-	262,858	233,501	3,641
Fire Equipment Replacement - 2006	18,266	-	-	9,133	9,133	-
Total Municipal Equipment Replacement Fund	3,288,508	500,000	-	2,802,956	321,923	663,629
Water System Improvement Fund:						
MWRA - Water System - Accumulated Interest Income	641,467	22,912	-	-	-	664,379
MWRA - Water System Improvements - Loan of 2004	195,601	-	-	195,601	-	-
MWRA - Water System Improvements - Loan of 2005	352	-	-	(104,296)	104,296	352
MWRA - Water System Improvements - Loan of 2006	175,551	-	-	81,428	8,306	85,817
MWRA - Water System Improvements - Loan of 2007	604,824	-	-	506,931	55,883	42,010
MWRA - Water System Improvements - II Transfer	217,401	-	-	91,394	126,007	-
MWRA - Water System Improvements - Loan of 2009	3,600,000	-	-	768,195	2,292,790	539,015
Water Meter Replacement - 2009	11,528,000	-	-	-	8,658,482	2,869,518

#52, 54, 55, 56, 57, 58-10

CITY OF NEWTON, MASSACHUSETTS
CAPITAL PROJECT FUNDS
BUDGET TO ACTUAL SCHEDULE - LEGAL LEVEL OF CONTROL
July 1, 2009 - January 31, 2010

	July 1, 2009	Current Year	Inter-fund	Expenditures	Encumbered	Unobligated
	Beginning Balance	Appropriations	Transfers			Balance
Waban Hill Reservoir Improvements - 2001/2003	276,286	-	-	11,184	16,815	248,287
Total Water System Improvement Fund	17,239,482	22,912	-	1,550,437	11,262,579	4,449,378
Sanitary Sewer Improvement Fund:						
Sewer Emergency Repairs (City of Newton)	10,000	-	-	-	-	10,000
Cochituate Sewer Repair (Town of Wellesley Contb)	135,478	-	-	-	-	135,478
Oakdale Rd Sewer Improvements - 2010	-	125,000	-	-	-	125,000
Farina Rd Sewer Improvements - 2010	-	125,000	-	-	-	125,000
Irving St Sewer Improvements - 2010	-	135,000	-	-	-	135,000
Old Farm Rd Sewer Improvements - 2010	-	115,000	-	-	-	115,000
MWRA - Sewer I&I - Accumulated Interest Income	242,350	12,174	-	-	-	254,524
MWRA - Infiltration/Inflow - 2007	117,892	-	-	11,208	10,291	96,393
MWRA - Infiltration/Inflow - 2007	330,574	-	-	(70,005)	400,579	-
MWRA - Infiltration/Inflow - 2008	269,301	-	-	-	172,735	96,566
MWRA - Infiltration/Inflow - 2008	59	-	-	59	-	-
MWRA - Infiltration/Inflow - 2009	933,880	-	-	16,506	3,974	913,400
MWRA - Infiltration/Inflow - 2009	1,435,244	-	-	404,711	576,037	454,496
Total Sanitary Sewer Improvement Fund	3,474,778	512,174	-	362,479	1,163,616	2,460,857
Capital Stabilization Fund:						
Reserved for MGL CH 44 Sec 7& 8 Appropriations	61,153	-	(1)	-	-	61,152
Reserved for Water/Sewer Appropriations	105,000	-	-	-	-	105,000
Designated for Capital Plan	16,185,792	-	(954,175)	-	-	15,231,617
Designated for Fire Station Renovations	106,794	7,590	-	-	-	114,384
Designated for Ordinary Capital Appropriations	229,852	-	(153,477)	-	-	76,375
Total Capital Stabilization Fund	16,688,591	7,590	(1,107,653)	-	-	15,588,528
Total Capital Project Funds	\$ 150,143,562	\$ 11,189,476	\$ (1,063,803)	\$ 50,361,243	\$ 61,606,280	\$ 48,301,712

#52, 54, 55, 56, 57, 58-10



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts

Office of the Mayor

10 FEB -9 PM 7: 20

CITY CLERK
NEWTON, MA. 02159

#52-10

Telephone
(617) 796-1100

Facsimile
(617) 796-1113

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(617) 796-1089

E-mail
swarren@newtonma.gov

February 9, 2010

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 appropriate \$16,845 from Free Cash for the purpose of evaluating the existing condition of and preparing replacement cost estimates for various sections of roofing systems at the following seven schools: Bowen, Brown, Cabot, Countryside, Franklin, Lincoln-Eliot and Ward.

The School Department's Capital Improvement Program for Fiscal Year 2010 includes a total of \$475,000 for roof evaluation and replacement at these schools.

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

PUBLIC BUILDINGS DEPARTMENT



Telephone: (617) 796-1600

Fax: (617) 796-1601

TTY: (617) 796-1089

52 ELLIOT STREET

10 FEB -9 PM 7: 20

CITY CLERK NEWTON HIGHLANDS, MA 02461-1605
NEWTON, MA. 02159

Setti D. Warren
Mayor

February 8, 2010

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

RE: Roofing System Existing Condition and Replacement Cost

Dear Mayor Warren:

The Public Buildings Department respectfully requests \$ 16,845 to evaluate the existing condition and prepare replacement cost estimates to various sections of roofing systems at the following seven schools: Bowen, Brown, Cabot, Countryside, Franklin, Lincoln-Eliot and Ward.

This work will be accomplished as soon as possible, March or early April.

Roofing System Inspections /Evaluations	\$ 3,900
Lift Rental	\$ 5,400
Test Cuts/Patching	\$ 6,400
Contingency	\$ 785
TOTAL	\$16,845

Should you require any additional information, please do not hesitate to contact my office.

Sincerely,

Arthur F. Cabral
Interim Commissioner of Public Buildings

AFC:dla

CC: Robert Rooney, Chief Operating Officer
Sarah Ecker, Interim Chief Budget Officer
Josh Morse, Facilities and Operations Supervisor
Michael Cronin, Chief of Operations
Carol Chafetz, Director of Operations and Environmental Affairs



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts

Office of the Mayor

10 FEB -9 PM 7:20

CITY CLERK
NEWTON, MA. 02159

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E-mail
swarren@newtonma.gov

February 9, 2010

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 appropriate the sum of \$650,000 from bonded indebtedness for the design and replacement of the Burr School windows.

This project was identified in the School Department's Capital Improvement Program for Fiscal Year 2010.

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

City of Newton

PUBLIC BUILDINGS DEPARTMENT

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52 ELLIOT STREET

10 FEB -9 PM 7: 20

NEWTON HIGHLANDS, MA 02461-1605

CITY CLERK

NEWTON, MA. 02159



Setti D. Warren
Mayor

February 8, 2010

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

RE: Burr School Window Design and Replacement

Dear Mayor Warren:

The Public Buildings Department respectfully requests \$ 650,000 for the design and replacement of the Burr School windows.

Attached is a breakdown of the cost of this project. This project has been identified in the School Department's FY10 Capital Improvement Program.

Should you require any additional information, please do not hesitate to contact my office.

Very truly yours,

Arthur F. Cabral
Interim Commissioner of Public Buildings

AFC:dla

Enclosure

CC: Robert Rooney, Chief Operating Officer
Sarah Ecker, Interim Chief Budget Officer
Josh Morse, Facilities and Operations Supervisor
Michael Cronin, Chief of Operations
Carol Chafetz, Director of Operations and Environmental Affairs

Burr School Window and Exterior Door Replacement - Cost Estimate

2/8/2010

a. Demo/disposal of windows and doors	\$ 95,000
b. New classroom windows, screens and other related items	\$ 350,000
c. Lintel repairs	\$ 25,000
d. Exterior Masonry repairs around window openings	\$ 25,000
e. New exterior doors and frames	\$ 40,000
f. Window Light Deadening Shades	\$ 20,000
g. Design / Construction Administration / reimbursables	\$ 64,000

Sub Total \$619,000

h. Contingency - 5% 30,950

Total * \$649,950

rounded to \$650,000



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts

Office of the Mayor

10 FEB -9 PM 7:20

CITY CLERK
NEWTON, MA. 02159

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E-mail
swarren@newtonma.gov

February 9, 2010

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 appropriate \$202,125 from bonded indebtedness for replacement of the generator at the Education Center.

This project was identified in the School Department's Capital Improvement Program for Fiscal Year 2009 but was not submitted to the Board for approval.

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

City of Newton

PUBLIC BUILDINGS DEPARTMENT



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52 ELLIOT STREET

10 FEB -9 PM 7: 20
CITY CLERK
NEWTON, MA. 02159
NEWTON HIGHLANDS, MA 02461-1605

Setti D. Warren
Mayor

January 26, 2010

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

RE: Generator Replacement at the Newton Education Center

Dear Mayor Warren:

The Public Buildings Department respectfully requests \$ 202,125 for the generator replacement at the Education Center.

A breakdown of the generator replacement project is as follows:

Generator Replacement Estimate	\$ 175,000
Design and Project Administration	17,500
Contingency - 5%	<u>9,625</u>
Project Total	\$ 202,125

This project had been identified in the School Department's Capital Improvement Program for FY09, but was inadvertently not requested.

Should you require any additional information, please to not hesitate to contact my office.

Very truly yours,

Arthur F. Cabral
Interim Commissioner of Public Buildings

AFC:dla

CC: Robert Rooney, Chief Operating Officer
Sarah Ecker, Interim Chief Budget Officer
Josh Morse, Facilities and Operations Supervisor
Michael Cronin, Chief of Operations
Carol Chafetz, Director of Operations and Environmental Affairs



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts

Office of the Mayor

10 FEB -9 PM 7: 20

CITY CLERK
NEWTON, MA. 02159

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E-mail
swarren@newtonma.gov

February 9, 2010

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 appropriate the sum of \$55,064 from Free Cash to cover additional costs associated with the removal and replacement of the existing emergency generator at the Peirce Elementary School.

This project was originally approved in Fiscal Year 2007.

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

PUBLIC BUILDINGS DEPARTMENT

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52 ELLIOT STREET

10 FEB -9 PM 7: 20

CITY CLERK NEWTON HIGHLANDS, MA 02461-1605
NEWTON, MA. 02159



Setti D. Warren
Mayor

January 26, 2010

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

RE: Additional Funding – Peirce School Emergency Generator Replacement

Dear Mayor Warren:

The Public Buildings Department respectfully requests the additional sum of \$ 55,064 to cover the cost of the removal and replacement of the existing emergency generator at the Peirce Elementary School.

The low bidder for this project has been unable to execute a contract since the award in the fall of 2009.

A breakdown of the generator replacement project is as follows:

Generator Replacement Estimate	\$ 175,000
Design and Project Administration	5,000
Contingency – 5%	<u>9,000</u>
	\$ 189,000
Less balance of previously approved	\$ 134,064
Total Additional Funding	<u>\$ 55,064</u>

Should you require any additional information, please do not hesitate to contact my office.

Very truly yours,

Arthur F. Cabral
Interim Commissioner of Public Buildings

AFC: dla

CC: Robert Rooney, Chief Operating Officer
Sarah Ecker, Interim Chief Budget Officer
Josh Morse, Facilities and Operations Supervisor
Michael Cronin, Chief of Operations
Carol Chafetz, Director of Operations and Environmental Affairs



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

10 FEB -9 PM 7:20

CITY CLERK
NEWTON, MA. 02159

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swarren@newtonma.gov

February 9, 2010

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 appropriate \$200,000 from bonded indebtedness to design and replace one of the boilers at Williams School.

This project was identified in the School Department's Capital Improvement Program for Fiscal Year 2010.

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

City of Newton



PUBLIC BUILDINGS DEPARTMENT

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52 ELLIOT STREET

CITY OF NEWTON HIGHLANDS, MA 02461-1605
NEWTON, MA 02159

10 FEB -9 PM 7:20

Setti D. Warren
Mayor

February 8, 2010

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

RE: Williams School Boiler Replacement

Dear Mayor Warren:

The Public Buildings Department respectfully requests the sum of \$ 200,000 to design and replace one of the boilers at Williams School. The new burner will be a combination oil/gas style. This current boiler is 60 years of age and replacement is recommended. Reliability of this boiler is questionable.

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

Sincerely,

Arthur F. Cabral
Interim Commissioner of Public Buildings

AFC:dla

CC: Robert Rooney, Chief Operating Officer
Sarah Ecker, Interim Chief Budget Officer
Josh Morse, Facilities and Operations Supervisor
Michael Cronin, Chief of Operations
Carol Chafetz, Director of Operations and Environmental Affairs

Williams School - Estimate for Boiler and related equipment Replacement

Boiler, condensate return pump, air compressor and related equipment Demo	\$	30,000
Boiler and related controls	\$	50,000
New oil/gas burner	\$	25,000
Air compressor replacement	\$	7,500
Installation of new boiler, burner, controls, pumps and air compressor	\$	35,000
Asbestos Removal as required	\$	24,000
Design / Contract Administration / Reimbursables	\$	19,000
Sub Total	\$	190,500
5% Contingency	\$	<u>9,525</u>
Project Cost	\$	200,025 *

* Rounded to \$200,000



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

10 FEB -9 PM 7:20

CITY CLERK
NEWTON, MA. 02159

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E-mail
swarren@newtonma.gov

February 9, 2010

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 appropriate \$150,000 from bonded indebtedness for the design and installation of an elevator lift at the Countryside School.

This project was identified in the School Department's Capital Improvement Program for Fiscal Year 2010.

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

City of Newton



PUBLIC BUILDINGS DEPARTMENT

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52 ELLIOT STREET

10 FEB -9 PM 7: 20

CITY OF NEWTON HIGHLANDS, MA 02461-1605
NEWTON, MA. 02159

Setti D. Warren
Mayor

February 8, 2010

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

RE: Countryside School Elevator Lift Design and Installation

Dear Mayor Warren:

The Public Buildings Department respectfully requests \$ 150,000 for the design and installation of an elevator lift at the Countryside School.

Attached is a breakdown of the cost of this project. This project has been identified in The School Department's FY10 Capital Improvement Program.

Should you require any additional information, please do not hesitate to contact my office.

Sincerely,

Arthur F. Cabral
Interim Commissioner of Public Buildings

AFC:dl
Enclosure
CC: Robert Rooney, Chief Operating Officer
Sarah Ecker, Interim Chief Budget Officer
Josh Morse, Facilities and Operations Supervisor
Mike Cronin, Chief of Operations
Carol Chafetz, Director of Operations and Environmental Affairs

Countryside School - Estimate for Vertical Lift Installation

Concrete sawing / reinforcement of second floor slab	\$	14,350
Structural Work	\$	10,250
Electrical Work	\$	19,500
Vertical Lift	\$	75,000
Floor tile / ceiling restoration	\$	5,000
Miscellaneous patching, painting	\$	7,500
Design / Contract Administration / Reimbursables	\$	11,250
Sub Total	\$	142,850
5% Contingency	\$	<u>7,143</u>
Project Cost	\$	149,993 *

***Rounded up to \$150,000**

Burr School Window and Exterior Door Replacement - Cost Estimate

2/8/2010

a. Demo/disposal of windows and doors	\$ 95,000
b. New classroom windows, screens and other related items	\$ 350,000
c. Lintel repairs	\$ 25,000
d. Exterior Masonry repairs around window openings	\$ 25,000
e. New exterior doors and frames	\$ 40,000
f. Window Light Deadening Shades	\$ 20,000
g. Design / Construction Administration / reimbursables	\$ 64,000

Sub Total \$619,000

h. Contingency - 5% 30,950

Total * \$649,950

rounded to \$650,000



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts

Office of the Mayor

10 FEB -9 PM 7:20

CITY CLERK
NEWTON, MA. 02159

#55-10

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E-mail
swarren@newtonma.gov

February 9, 2010

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 appropriate \$202,125 from bonded indebtedness for replacement of the generator at the Education Center.

This project was identified in the School Department's Capital Improvement Program for Fiscal Year 2009 but was not submitted to the Board for approval.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

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DEDICATED TO COMMUNITY EXCELLENCE

City of Newton

PUBLIC BUILDINGS DEPARTMENT



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52 ELLIOT STREET

10 FEB -9 PM 7:20
CITY CLERK
NEWTON, MA. 02159
NEWTON HIGHLANDS, MA 02461-1605

Setti D. Warren
Mayor

January 26, 2010

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

RE: Generator Replacement at the Newton Education Center

Dear Mayor Warren:

The Public Buildings Department respectfully requests \$ 202,125 for the generator replacement at the Education Center.

A breakdown of the generator replacement project is as follows:

Generator Replacement Estimate	\$ 175,000
Design and Project Administration	17,500
Contingency - 5%	<u>9,625</u>
Project Total	\$ 202,125

This project had been identified in the School Department's Capital Improvement Program for FY09, but was inadvertently not requested.

Should you require any additional information, please to not hesitate to contact my office.

Very truly yours,

Arthur F. Cabral
Interim Commissioner of Public Buildings

AFC:dla

CC: Robert Rooney, Chief Operating Officer
Sarah Ecker, Interim Chief Budget Officer
Josh Morse, Facilities and Operations Supervisor
Michael Cronin, Chief of Operations
Carol Chafetz, Director of Operations and Environmental Affairs

#56-10

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SETTI D. WARREN
MAYOR

City of Newton, Massachusetts

Office of the Mayor

10 FEB -9 PM 7: 20

CITY CLERK
NEWTON, MA. 02159

February 9, 2010

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

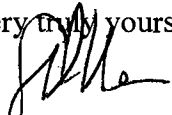
Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to appropriate the sum of \$55,064 from Free Cash to cover additional costs associated with the removal and replacement of the existing emergency generator at the Peirce Elementary School.

This project was originally approved in Fiscal Year 2007.

Thank you for your consideration of this matter.

Very truly yours,

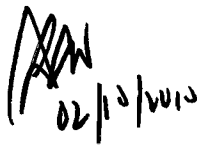

Setti D. Warren
Mayor

From: Free Cash

01-3497 \$55,064

To: Transfer - Capital Project Fund

0110499-593031 \$55,064


02/10/2010

1000 Commonwealth Avenue Newton, Massachusetts 02459

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DEDICATED TO COMMUNITY EXCELLENCE 

City of Newton



PUBLIC BUILDINGS DEPARTMENT

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52 ELLIOT STREET

10 FEB -9 PM 7: 20

CITY CLERK NEWTON HIGHLANDS, MA 02461-1605
NEWTON, MA. 02159

Setti D. Warren
Mayor

January 26, 2010

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

RE: Additional Funding – Peirce School Emergency Generator Replacement

Dear Mayor Warren:

The Public Buildings Department respectfully requests the additional sum of \$ 55,064 to cover the cost of the removal and replacement of the existing emergency generator at the Peirce Elementary School.

The low bidder for this project has been unable to execute a contract since the award in the fall of 2009.

A breakdown of the generator replacement project is as follows:

Generator Replacement Estimate	\$ 175,000
Design and Project Administration	5,000
Contingency – 5%	9,000
	<u>\$ 189,000</u>
Less balance of previously approved	\$ 134,064
Total Additional Funding	<u>\$ 55,064</u>

Should you require any additional information, please do not hesitate to contact my office.

Very truly yours,

Arthur F. Cabral
Interim Commissioner of Public Buildings

AFC: dla

CC: Robert Rooney, Chief Operating Officer
Sarah Ecker, Interim Chief Budget Officer
Josh Morse, Facilities and Operations Supervisor
Michael Cronin, Chief of Operations
Carol Chafetz, Director of Operations and Environmental Affairs



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

10 FEB -9 PM 7:20

CITY CLERK
NEWTON, MA. 02159

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swarren@newtonma.gov

February 9, 2010

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 appropriate \$200,000 from bonded indebtedness to design and replace one of the boilers at Williams School.

This project was identified in the School Department's Capital Improvement Program for Fiscal Year 2010.

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

City of Newton



PUBLIC BUILDINGS DEPARTMENT

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52 ELLIOT STREET

CITY OF NEWTON HIGHLANDS, MA 02461-1605
NEWTON, MA 02159

10 FEB -9 PM 7:20

Setti D. Warren
Mayor

February 8, 2010

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

RE: Williams School Boiler Replacement

Dear Mayor Warren:

The Public Buildings Department respectfully requests the sum of \$ 200,000 to design and replace one of the boilers at Williams School. The new burner will be a combination oil/gas style. This current boiler is 60 years of age and replacement is recommended. Reliability of this boiler is questionable.

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

Sincerely,

Arthur F. Cabral
Interim Commissioner of Public Buildings

AFC:dla

CC: Robert Rooney, Chief Operating Officer
Sarah Ecker, Interim Chief Budget Officer
Josh Morse, Facilities and Operations Supervisor
Michael Cronin, Chief of Operations
Carol Chafetz, Director of Operations and Environmental Affairs

Williams School - Estimate for Boiler and related equipment Replacement

Boiler, condensate return pump, air compressor and related equipment Demo	\$	30,000
Boiler and related controls	\$	50,000
New oil/gas burner	\$	25,000
Air compressor replacement	\$	7,500
Installation of new boiler, burner, controls, pumps and air compressor	\$	35,000
Asbestos Removal as required	\$	24,000
Design / Contract Administration / Reimbursables	\$	19,000
Sub Total	\$	190,500
5% Contingency	\$	<u>9,525</u>
Project Cost	\$	200,025 *

* Rounded to \$200,000



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

10 FEB -9 PM 7:20

CITY CLERK
NEWTON, MA. 02159

#58-10

Telephone
(617) 796-1100

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(617) 796-1113

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(617) 796-1089

E-mail
swarren@newtonma.gov

February 9, 2010

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 appropriate \$150,000 from bonded indebtedness for the design and installation of an elevator lift at the Countryside School.

This project was identified in the School Department's Capital Improvement Program for Fiscal Year 2010.

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

City of Newton



PUBLIC BUILDINGS DEPARTMENT

Telephone: (617) 796-1600

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52 ELLIOT STREET

10 FEB -9 PM 7: 20
CITY OF NEWTON HIGHLANDS, MA 02461-1605
NEWTON, MA. 02159

Setti D. Warren
Mayor

February 8, 2010

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

RE: Countryside School Elevator Lift Design and Installation

Dear Mayor Warren:

The Public Buildings Department respectfully requests \$ 150,000 for the design and installation of an elevator lift at the Countryside School.

Attached is a breakdown of the cost of this project. This project has been identified in The School Department's FY10 Capital Improvement Program.

Should you require any additional information, please do not hesitate to contact my office.

Sincerely,

Arthur F. Cabral
Interim Commissioner of Public Buildings

AFC:dl
Enclosure
CC: Robert Rooney, Chief Operating Officer
Sarah Ecker, Interim Chief Budget Officer
Josh Morse, Facilities and Operations Supervisor
Mike Cronin, Chief of Operations
Carol Chafetz, Director of Operations and Environmental Affairs

Countryside School - Estimate for Vertical Lift Installation

Concrete sawing / reinforcement of second floor slab	\$	14,350
Structural Work	\$	10,250
Electrical Work	\$	19,500
Vertical Lift	\$	75,000
Floor tile / ceiling restoration	\$	5,000
Miscellaneous patching, painting	\$	7,500
Design / Contract Administration / Reimbursables	\$	11,250
Sub Total	\$	142,850
5% Contingency	\$	<u>7,143</u>
Project Cost	\$	149,993 *

***Rounded up to \$150,000**