

CITY OF NEWTON
IN BOARD OF ALDERMEN
FINANCE COMMITTEE AGENDA

MONDAY, MAY 10, 2010

7:00 PM
Room 222

PLEASE BRING YOUR BUDGET AND CIP BOOKS

ITEMS SCHEDULED FOR DISCUSSION:

#56-07(3) HIS HONOR THE MAYOR requesting the following amendments to the Newton North High School New Construction Project Appropriation Schedule included in Board Order #56-07(2) approved April 22, 2008:

<u>Line</u>	<u>Amount</u>
1) Classroom Furniture to be changed to Furnishings, Fixtures, and Equipment (FF&E)	\$1,387,500 \$1,387,500
2) Computer Server Hardware	\$925,000
Audio-visual Equipment	\$925,000
To be combined and changed to Information Technology Equipment	\$1,850,000

#130-10 HIS HONOR THE MAYOR requesting a transfer of forty-five thousand dollars (\$45,000) from Human Resources Department unemployment account to the Human Resources Department severance account for the purpose of funding all liabilities associated with the FY' 10 personnel reductions.

REFERRED TO CMTE. ON COMM. PRESERV. AND FINANCE COMMITTEE

#113-10 THE COMMUNITY PRESERVATION COMMITTEE recommending that \$5,200 be appropriated from the FY10 Community Preservation Fund's historic resources and general reserves and expended under the spending authority of the City Clerk, to preserve and restore the original frame and 19th century portrait of James F. C. Hyde, Newton's first mayor. [03/22/10 @ 4:58 PM]
COMMITTEE ON COMM. PRESERVATION APPROVED 7-0 ON 5/3/10

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

#83-10 THE COMMUNITY PRESERVATION COMMITTEE recommending that the sum of sixty three thousand, eight hundred forty five dollars (\$63,845) be appropriated from the FY10 Community Preservation Fund's historic resources and general reserves to be expended by the Public Buildings Department to complete the design of storage and accessibility improvements for the archives at the Jackson Homestead. [03/09/10 @ 4:20 PM]
COMMITTEE ON COMM. PRESERVATION APPROVED 7-0 ON 5/3/10
PUBLIC FACILITIES APPROVED 6-0-2 (Gentile and Savlucci abstaining)
ON 05/05/10

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
PUBLIC FACILITIES VOTED NO ACTION NECESSARY ON PART B 8-0 on 05/05/10

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #133-10 HIS HONOR THE MAYOR requesting authorization to appropriate one hundred twenty thousand dollars (\$120,000) from Free Cash to the Public Buildings Department for the purpose of funding actual and anticipated costs associated with the restoration of City Hall as a result of the severe rain storms in March of this year.
PUBLIC FACILITIES APPROVED 8-0 ON 05-05-10
- #129-10 HIS HONOR THE MAYOR requesting authorization to appropriate and expend twelve thousand one hundred fifty-four dollars (\$12,154) from Budget Reserve for the purpose of supplementing the Public Buildings Department full-time salaries account.
- #131-10 HIS HONOR THE MAYOR requesting authorization to accept and expend a grant from Federal Emergency Management Agency (FEMA) FY'09 Assistance to Firefighters Grant Program for fifty-six thousand three hundred seventy-eight dollars (\$56,378) and appropriate fourteen thousand ninety-four dollars (\$14,094) from Free Cash to the federal grant fund for the purpose of providing the local share of the grant program, which will be used to provide emergency vehicle operations training.

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #134-10 HIS HONOR THE MAYOR requesting authorization to transfer one hundred thousand dollars (\$100,000) from the Sewer MWRA Assessments line item to the Sewer Main Repair/Installation Overtime account to fund a projected shortfall in the Sewer overtime account.
PUBLIC FACILITIES APPROVED 7-0 (Albright not voting) on 05-05-10

Please Note The Budget Discussions Are Scheduled to Begin at 8 Pm.

BUDGET & CIP DISCUSSIONS:

Comptroller's Department

Purchasing Department

Treasury Department

Assessing Department

REFERRED TO FINANCE AND APPROPRIATE COMMITTEES

- #121-10 HIS HONOR THE MAYOR, in accordance with Section 5-1 of the City of Newton Charter, submitting the FY'11 Municipal/School Operating Budget totaling \$340,073,328, passage of which shall be concurrent with the FY'11- FY'15 Capital Improvement Program. [04-13-10 @ 7:09 PM]
EFFECTIVE DATE OF SUBMISSION: 04/20/10; LAST DATE TO PASS BUDGET 06/4/10

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.

- #132-10 HIS HONOR THE MAYOR requesting authorization to appropriate and expend three hundred fifty thousand dollars (\$350,000) from the Overlay Surplus declared on April 21, 2010 to fund the Fiscal Year 2011 state-mandated revaluation.

ITEMS NOT SCHEDULED FOR DISCUSSION:

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #106-10 HIS HONOR THE MAYOR proposing amendments to Chapter 11, Recycling and Trash, of the City of Newton Revised Ordinances 2007. [03/30/10 @ 4:08 PM]
PUBLIC FACILITIES APPROVED 5-0-1 (Albright abstaining) on 04-21-10
- #78-10 ALD. FULLER, GENTILE, FREEDMAN, JOHNSON, DANBERG AND BAKER requesting a review of the elements of the Financial Management Guidelines of January 2008, together with the Mayor's Office, to ensure they meet the current needs of the City. [03/09/10 @8:23 AM]

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 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

- #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
- #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]
- #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. [07-02-08 @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. [07-02-08 @12:12 PM]

Respectfully Submitted,

Leonard J. Gentile, Chairman



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Office of the Mayor

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swarren@newtonma.gov

NEWTON, MA 02459
CITY CLERK

APR 27 PM 6:07

SETTI D. WARREN
MAYOR

April 27, 2010

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

Ladies and Gentlemen:

I request two accounting changes be made to the Newton North High School New Construction Project Appropriation Schedule (Board Order #56-07(2)):

	<u>Line</u>	<u>Amount</u>
1.	<i>Classroom Furniture</i>	\$1,387,500.00
	to be changed to	
	<i>Furnishings, Fixtures, and Equipment (FF&E)</i>	\$1,387,500.00
2.	<i>Computer Server Hardware</i>	\$925,000.00
	<i>Audio-visual Equipment</i>	\$925,000.00
	to be changed to	
	<i>Information Technology Equipment</i>	\$1,850,000

The intent of the first change was to allow for purchase of school related furniture and equipment for the new school that is not adequately defined by "Classroom Equipment". The furnishings typically fall into categories of office furniture, classroom furniture, and equipment used for instance, in the athletic or music departments.

The second change addresses the split of the total spending which was evenly divided between the two items, computer and audio-visual. Actual procurement research shows actual prices as not equal between to the two lines. While the total amount is sufficient, combining the two lines would facilitate the purchasing process and accounting methodology.

Thank you for your consideration of this matter.

Very truly yours,


Setti D. Warren
Mayor

**NEWTON
PUBLIC SCHOOLS**

100 Walnut Street, Newtonville, MA 02460

TO: Alderman Lenny Gentile
FROM: Heidi Black, Director of High School Construction & Strategic Planning
DATE: April 23, 2010
RE: Newton North High School Board Order

The Newton North High School Board Order currently has two line items for technology purchases: Computer Server Hardware (\$925,000) and Audio-Visual Equipment (\$925,000). The total budget of \$1,850,000 is adequate for all technology being purchased for the project. However, for ease in issuing purchase orders, I am requesting the two separate line items be merged into one line item. The majority of purchases being made are computers, projectors, interactive white boards, printers, cables, display units, and software, rather than strictly computer server hardware and audio-visual equipment. Computer server hardware will not require \$925,000. Creating one line item for technology will expedite the procurement of these items in the timeline necessary for delivery before the school opens in September, without requiring transfers from one line item to the other in order to fund a purchase.


Heidi Black
Director of High School Construction
& Strategic Planning

CITY OF NEWTON, MASSACHUSETTS
 HIGH SCHOOL IMPROVEMENT CAPITAL PROJECT FUND
 NEWTON NORTH HIGH SCHOOL NEW CONSTRUCTION PROJECT APPROPRIATION SCHEDULE - LEGAL LEVEL OF CONTROL {4}
 BO #56-07(2)

	Original Budget	Budget Revisions	Amended Budget	Current Project Budget {1}	Revisions	Revised Project Budget {4}	Docker Item #56-07(2)
ADMINISTRATIVE SUPPORT SALARIES	\$ 383,213.37		\$ 383,213.37	\$ 383,213.37	\$ 668.00	\$ 383,881.37	
WORK BY OTHER DEPARTMENTS		2,500.00	2,500.00	2,500.00		2,500.00	
RENTAL - EQUIPMENT (Moving)	550,000.00		550,000.00	550,000.00		550,000.00	
RENTAL-STORAGE CONTAINERS		3,500.00	3,500.00	3,500.00		3,500.00	
RENTAL-SANITARY FACILITIES		2,000.00	2,000.00	2,000.00		2,000.00	
CONSULTANTS	200,000.00		200,000.00	200,000.00	850,000.00	1,050,000.00	
ARCHITECTURAL SERVICES	7,000,000.00	8,860,193.51	15,860,193.51	15,860,193.51	(487,193.00)	15,373,000.51	
CONSTRUCTION CLERK OF THE WORKS	275,000.00		275,000.00	275,000.00		275,000.00	
BUILDING SYSTEM COMMISSIONING	350,000.00		350,000.00	350,000.00		350,000.00	
CONSTRUCTION PROJECT MANAGEMENT	2,500,000.00	367,850.00	2,867,850.00	2,867,850.00	526,579.00	3,394,429.00	
CONSTRUCTION MANAGER AT RISK {2}	119,358,690.33	(3,035,636.00)	116,323,054.33	116,323,054.33	48,676,946.00	165,000,000.33	
BLUEPRINTING	49,548.50		49,548.50	49,548.50		49,548.50	
LEGAL SERVICES	250,000.00	30,000.00	280,000.00	280,000.00	50,000.00	330,000.00	
REGISTRATION AND RECORDING FEES		50.00	50.00	50.00		50.00	
POSTAGE	100.00	150.00	250.00	250.00		250.00	
PRINTING	51.50		51.50	51.50		51.50	
ADVERTISING/PUBLICATIONS	300.00		300.00	300.00		300.00	
ATHLETIC TRANSPORTATION	350,000.00	(5,500.00)	344,500.00	344,500.00	155,500.00	500,000.00	
OWNERS CONTINGENCY {3}	6,225,107.69	(6,225,107.51)	0.18	0.18	5,000,000.00	5,000,000.18	
UNALLOCATED CONTINGENCY {4}					1,500,000.00	1,500,000.00	
BUILDING IMPROVEMENTS	497,500.00		497,500.00	497,500.00		497,500.00	
COMPUTER SERVER HARDWARE	925,000.00		925,000.00	925,000.00		925,000.00	
AUDIO-VISUAL EQUIPMENT	925,000.00		925,000.00	925,000.00		925,000.00	
CLASSROOM FURNITURE	1,387,500.00		1,387,500.00	1,387,500.00		1,387,500.00	
TOTAL	\$ 141,227,011.39		\$ 141,227,011.39	\$ 141,227,011.39	\$ 56,272,500.00	\$ 197,499,511.39	

Maintain
 Amounts

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{1} Current project budget as of April 17, 2008.
 {2} Construction Manager at Risk line includes \$13 million of the \$19.5 in contingencies identified in the Mayor's April 4, 2008 communication to the Board of Aldermen.
 The Owner's contingency, identified in the April 4, 2008 communication from the Mayor is divided between the Owners contingency and Unallocated contingency in this schedule.
 {2a} Including \$480,000 reserved for landscaping.
 {3} Transfers from the Owners contingency require prior approval of the Board of Aldermen.
 {4} Mayor is authorized to make unlimited transfers from the Unallocated Contingency. All other account transfers require approval of the Board of Aldermen.



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#130-10

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swarren@newtonma.gov

April 27, 2010

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

10 APR 27 PM 6:06
CITY CLERK
NEWTON, MA. 02159

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to transfer \$45,000 from the Human Resources Unemployment account #0110901-5702 to the Human Resources Severance account #0110901-515002 for the purpose of funding all liabilities associated with the FY10 Personnel Reductions in Force.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor



City of Newton



Setti D. Warren
Mayor

DEPARTMENT OF HUMAN RESOURCES

1000 Commonwealth Avenue
Newton Centre, MA 02459-1449

Telephone (617) 796-1260
FAX (617) 796-1272

DOLORES M. HAMILTON, DIRECTOR

April 23, 2010

Mayor Setti D. Warren
Honorable Board of Aldermen
City of Newton
1000 Commonwealth Avenue
Newton Centre, MA 02459

Dear Mayor Warren and Honorable Board of Aldermen:

Attached please find the City's Lay off Guidelines. All of the employees laid off since January 1, 2010 were laid off in accordance with these guidelines, although each employee who was a member of a bargaining unit also had a Union representative negotiating their rights under the appropriate collective bargaining agreement.

The layoffs all occurred during FY 2010 and therefore, we need additional funding in order to meet this obligation. I respectfully request to transfer \$45,000 from the Human Resources unemployment account # 0110901-5702 to the Human Resources severance account # 0110901- 515002 in order to meet the obligations of the City of Newton. The severance monies being transferred into the departmental accounts reflect these guidelines as well as any contractual benefits provided to the employees through negotiations with each of the various Union representatives.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dolores Hamilton".

Dolores Hamilton,
Director of Human Resources



City of Newton, Massachusetts Community Preservation Committee

DOCKET
ITEM NO.

113-10

Setti D. Warren
Mayor

FUNDING RECOMMENDATION

DATE: 1 April 2010

TO: The Honorable Board of Aldermen

FROM: Community Preservation Committee

RE: **recommended funding for
CITY HALL – Historic Art**

PROJECT GOALS & ELIGIBILITY

This project will clean, repair, and restore the portrait painted in the 1870s of Newton's first mayor, James F. C. Hyde, by Newton artist Nahum Onthank. As shown in the attached proposal, over the years this painting and its historic frame have sustained major damage. The restored painting will be displayed in a public space at City Hall.

The Community Preservation Act specifically allows funding the preservation and restoration of any "artifact ... that has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town." The attached proposal includes the Newton Historical Commission's determination that this portrait is such a significant resource.

The proposal also provides additional clear justifications for this project from Newton's *Comprehensive Plan* and the Community Preservation Committee's *Funding Priorities & Guidelines*. In addition, Newton's first mayor seems an especially significant symbol of unity in the current climate of fiscal stress, which could all too easily foster a sense of competition rather than collaboration in our "city of villages." A short biography of Mayor Hyde is available from the website of the city's history museum: www.ci.newton.ma.us/Jackson/research/history/newtons-first-mayor.asp

RECOMMENDED FUNDING

On 17 March 2010 by a vote of 9-0, the Community Preservation Committee recommended that the requested amount of **\$5,200** be appropriated from the historic resources and general reserves of the Community Preservation Fund, to the control of the City Clerk, for the purposes described in the attached proposal, and allocated 100% as historic resources. The following summary budget is provided solely as background information:

Project Budget for Portrait of James F. C. Hyde	
Conservation, Repair, and Cleaning of painting	\$3,200
Conservation, Repair and Cleaning of frame	\$1,500
10% contingency	\$500
Total	\$5,200

Special Issues Considered by the CPC

At the Committee's request, City Clerk David Olson submitted three estimates for this project. Two of these, from highly qualified fine art conservators, are higher than the amount requested. However, the process outlined in all three proposals is essentially the same.

The Committee therefore deferred to Mr. Olson's judgment that the requested amount was adequate, given that: the painting is of local rather than national, and historical rather than artistic, significance;

the restorer who provided the lowest estimate has done excellent work for the City in the past; and the proposed work is reversible, should a different treatment ever be recommended for this painting in the future.

Finally, the Committee also bore in mind Mr. Olson's report that the City owns many other historic works of art in need of repair and restoration. Without a thorough inventory, assessment, or priorities for all these artworks as context for its decision, the Committee was wary of spending more than necessary on the first proposal ever submitted in this category.

OTHER RECOMMENDATIONS

The Community Preservation Committee further recommends:

1. That this project be completed within 12 months after the funds become available, or by any other deadline granted in writing by the CPC.
2. That the City Clerk as the project manager
 - ◆ work closely with the CPC and its staff to publicize the project
 - ◆ respond to all requests from the CPC or committees of the Board of Aldermen for progress reports
 - ◆ before releasing the final payment for project work, submit to the CPC a brief report comparing actual expenditures with the approved budget from the original proposal
3. Finally, that any portion of the Community Preservation Fund grant not used for the purposes stated herein be returned to the Newton Community Preservation Fund

ATTACHMENTS

(delivered to the clerks of the Committee on Community Preservation and Finance Committee)

- ◆ Original funding proposal & required attachments
- ◆ Letters of support, including letter from the Newton Historical Commission
- ◆ Public hearing presentation (photographs)
- ◆ Additional cost estimates requested by the CPC

This recommendation and all attachments are also available online from this webpage:

www.newtonma.gov/cpa/projects/city-hall/city-hall.htm

Community Preservation Committee

Historic Public Art Proposal Portrait of Mayor James F.C. Hyde

Conservators Contacted:

Provided Quote:

Gianfranco Pocebene
Isabella Stewart Gardner Museum
193 Maple Street
Malden, MA 02148

Mark Sirdevan
Fine Arts Conservation
298 Derby Street
West Newton, MA 02465

Jim Wright
1 Fitchburg Street, C405
Somerville, MA 02143

Did not Respond:

Lydia Vagts
Museum of Fine Arts
465 Huntington Avenue
Boston, MA 02115

Teri Hensick
Straus Center for Conservation
32 Quincy Street
Cambridge, MA 02138

Catherine Smith – referred Pocebene
58 Rockview Street, #2
Jamaica Plain, MA 02130

Charlotte Ameringer
Museum of Fine Arts
465 Huntington Avenue
Boston, MA 02115

GIANFRANCO POCOBENE STUDIO, INC.

193 Maple Street
Malden, Massachusetts 02148
Phone & Fax: (781) 397-0606

February 26, 2010

CONSERVATION TREATMENT PROPOSAL

ATTRIBUTION: Nahum Ball Onthank
TITLE: *Portrait of James F.C. Hyde*
MEDIUM: Oil on canvas
DATE: 1874
DIMENSIONS: 46" x 36"

Owner: City of Newton
1000 Commonwealth Ave.
Newton, Massachusetts 02459
Contact: David A. Olson, Newton City Clerk
(617) 796-1200

DESCRIPTION AND CONDITION

The painting is executed in oils on a plain weave linen canvas support. It is stretched over a four member softwood stretcher which is structurally stable. The canvas is attached along the outside edges of the stretcher with metal tacks spaced approximately 1 – 2 inches apart. The stretcher is expandable by means of a double key system at the inside corners. Only three of the original eight keys are extant. A moderate layer of dust covers the reverse of the painting.

The canvas is prepared with a commercially applied off-white priming layer, most likely composed of lead white/chalk in a drying oil medium. This layer, which is stable and well adhered to the canvas support, is visible along the tacking margins. At many of the tacks, the canvas is loose and ready to break away. The canvas support is extremely slack and numerous distortions and draws have formed across the surface of the painting. The canvas support is brittle and weak overall but the most severe damage is in the form of numerous tears and punctures across the paint surface. The longest tears run horizontally across the entire width of bottom area with smaller multi-parted tears to the left and right of the sitter. Several small repairs from a previous restoration are visible along the left side of the image.

The paint layers are composed of pigments suspended in a drying oil medium such as linseed oil. The paint layers are thinly applied overall and have a high medium to pigment ratio. Thin transparent glazes are employed in the sitter's hair, his black jacket and in the shadows of the red chair. The face and shirt lapels are somewhat thicker and more opaque. A fine network of craquelure is evident across the painting typical of a paint film of this age. Paint loss has occurred along all the tears and punctures and there is also active paint flaking scattered along the bottom edge, possibly caused by dampening or wetting of the area. A moderately yellowed varnish coating is present on the paint surface. Surface grime, white efflorescence and accretions are also present on the surface of the painting.

The frame is composed of compo castings applied over a wood frame profile. Generally, the frame is structurally sound although a number of compo losses are visible along the low relief beads at the outer edges. The frame is also covered by a moderate layer of surface grime and dust.

TREATMENT PROPOSAL

Painting:

1. Transport the painting and frame to studio for conservation treatment.
2. Photo-document the conservation treatment with high resolution digital images.
3. Vacuum loose dust from frame and reverse of painting with HEPA vacuum cleaner.
4. Stabilize the flaking paint layers with an appropriate adhesive (hide glue or BEVA 371).
5. Re-align and mend the punctures and tears with an appropriate adhesive.
6. Remove the canvas from its stretcher in preparation for lining.
7. Locally moisturize and flatten canvas distortions with local applications of moisture and weights.
8. Prepare an auxiliary linen lining fabric with BEVA 371 adhesive.
9. Line the painting onto the auxiliary linen fabric on the vacuum hot table to a maximum temperature of 150 degrees F. and 3” Hg.
10. Re-stretch the painting onto its original wood stretcher.
11. Remove surface grime from the paint surface with aqueous cleaning solution.
12. Thin and remove yellowed varnish with appropriate solvent mixtures.
13. Apply an isolating layer of Paraloid B-72 resin prior to filling and in-painting.
14. Fill losses with a stable synthetic chalk filler and in-paint with pigments in a non-yellowing and reversible medium (Golden MSA colors).
15. In-paint and glaze paint losses with conservation grade pigments ((Golden MSA Colors)
16. Apply a final spray coating of Conserv-Art Gloss varnish (Windsor & Newton) to properly saturate the paint surface.

Frame:

17. Stabilize and re-adhere loose frame elements with an appropriate adhesive.
18. Cast missing compo relief elements and attach to lost areas.
19. Surface clean frame and tone losses with pigments in a non-yellowing and reversible medium (Golden MSA colors).
20. Transport the reframed painting to the client.
21. Provide the client with a detailed written report of the conservation and restoration process describing the treatment and materials used. Treatment images will be printed on archival paper with archival inks and will be submitted to the client along with the final treatment report.

CONSERVATION COSTS

Conservation Treatment:

Painting conservation and restoration (56hrs):	\$5,600
Frame conservation and restoration (13hrs):	\$1,300
Materials, Transportation, Photography and Insurance:	\$350

TREATMENT COST:	\$7,250
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Gianfranco Pocobene
 Paintings Conservator

2002 -04 Project Supervisor, Straus Center for Conservation, Harvard University for the conservation and restoration of John Singer Sargent's *Triumph of Religion* mural cycle at the Boston Public Library. Responsibilities included the organization of the project, examination, implementing treatment procedures, documentation and research into the artist's materials and technique, and the supervision of six conservators and interns during the fifteen month project. In collaboration with the Boston Public Library, project coordinator, co-author and co-editor for IMLS funded website "*The Sargent Murals at the Boston Public Library: History, Interpretation, Restoration*" created by the Straus Center for Conservation (website address: sargentmurals.bpl.org).

INTERNSHIPS AND TRAINING COURSES

2001 Critical Issues Involved in the Cleaning of Fine Art Surfaces, one week course presented by Richard Wolbers at the Worcester Art Museum, Worcester, Massachusetts.

1998 Infrared Reflectography Workshop, Harvard University Art Museums, Cambridge, Massachusetts, August 17-22, 1998.

1992 New Methods in the Cleaning of Paintings, two week training course with Richard Wolbers at SPNEA, Waltham, Massachusetts.

1988 - 89 Advanced Level Intern, Center for Conservation and Technical Studies, Harvard University Art Museums, Cambridge, Massachusetts.

1984 Paintings Conservation Intern, National Gallery of Canada, Ottawa, Ontario, Canada.

AWARDS, GRANTS AND CERTIFICATES

2009 Victorian Society in America, New England Chapter – Lifetime Achievement Award

2006 National Trust for Historic Preservation Honor Award (Trinity Church, Boston)

1992 Samuel H. Kress Grant.

1989 Center for Conservation and Technical Studies Certificate, Harvard University.

1987 Canadian Association Short Term Study Grant.

1982 - 84 National Museums Award and Queen's Graduate Award.

PROFESSIONAL MEMBERSHIPS

Associate, American Institute for Conservation
 Member, International Institute for Conservation
 Member, New England Conservation Association

LECTURES AND PROFESSIONAL ACTIVITIES

"Sargent Murals Restoration Project at the Boston Public Library." Guest Lecturer, Art Conservation Program, Queen's University, Kingston, Canada, March 19, 2008.

"John La Farge Murals Conservation at Trinity Church", Guest Lecturer, University of Pennsylvania School of Design, Philadelphia, Pennsylvania, October 20, 2007.

"Mural Restoration Projects in Copley Square", Guest Lecturer, Art Conservation Department, Buffalo State College, State University of New York, Buffalo, New York, October 20, 2006.

"Conserving the John La Farge Murals at Trinity Church", Guest Lecturer, Department of Art History, Boston University, Boston, Massachusetts, September 28, 2006.

GIANFRANCO POCOBENE**CURRICULUM VITAE**

January 2010

PERSONAL

Born: Sulmona, Italy, January 24, 1957
Address: 193 Maple Street, Malden, Massachusetts 02148
Telephone: (781) 397-0606 E-mail: gpocobene@earthlink.net

EDUCATION

- 1989 Certificate of Advanced Training in Paintings Conservation, Center for Conservation and Technical Studies, Harvard University Art Museums, Cambridge, Massachusetts
- 1984 Master of Arts in Conservation, Queen's University, Kingston, Ontario, Canada
- 1981 Honors B.A. (Fine Art), McMaster University, Hamilton, Ontario, Canada

EMPLOYMENT HISTORY

- 1991 - present **Principal, Gianfranco Pocobene Studio, Inc.** Private practice specializing in the conservation of easel paintings from private and institutional collections and murals in public and private buildings.
- 2004 - present **Head of Conservation, Isabella Stewart Gardner Museum, Boston, Massachusetts.** Supervision of the conservation labs and staff charged with the preservation and conservation of Museum collection including paintings, sculpture, tapestries, furniture, and decorative arts from cultures spanning thirty centuries.
- 1989 -2004 **Conservator of Paintings, Straus Center for Conservation, Harvard University Art Museums, Cambridge, Massachusetts.** Conservation and research of 14th to 20th century European and American paintings from the collections of Harvard University.
- 1991 **Research Conservator, Museum of Fine Arts Boston, Boston, Massachusetts.** Technical examination of 96 early Italian panel paintings and technical entries for Laurence B. Kanter's, *Italian Paintings in the Museum of Fine Arts Boston, Volume I.*
- 1985 - 88 **Conservator of Paintings, Agnes Etherington Art Centre, Queen's University, Kingston, Ontario.** Conservation of European and Canadian paintings in the University collection including the Alfred Bader Collection of Dutch and Italian paintings.
- 1984 - 85 **Assistant Conservator of Paintings, Art Conservation Laboratory, Raymond, New Hampshire.** Conservation easel paintings in a private paintings conservation studio.

SPECIAL PROJECTS

- 2004-05 Project Director for the conservation and restoration of the John LaFarge murals and decorations in the tower of Trinity Church, Boston. Responsibilities included project management, examination, treatment, documentation and research into the artist's materials and technique. Other duties included the supervision of six conservators and interns during the nine month project. This project was awarded the National Trust for Historic Preservation Honor Award in 2006.

“Case Study: Trinity Church in Boston” American Institute of Architects 2006 National Convention, Los Angeles, California, June 10, 2006.

“Sargent Up Close: Adventures in Collaboration on the Scaffolding” with Sally Promey, University of Maryland, Art Historian-Art Conservator Alliances, College Art Association 94th Annual Conference, Boston, Massachusetts, February 23, 2006.

“Extreme Makeover: Mural Edition.” 2006 When Science Meets Arts Lecture Series, Museum of Science, Boston, Massachusetts, January 11, 2006.

“Restoring the Artist's Vision: The Hidden Story of the La Farge Murals of Trinity Church.” Presented by Trinity Church in the City of Boston and Museum of Fine Arts, Boston, Lectures September 20 and 22 with Guided Tour October 2, 2005.

“The Sargent Murals Restoration Project at the Boston Public Library.” Sargent Murals Restoration Symposium, Boston Public Library, Boston, Massachusetts, April 25, 2003.

“The Conservation of *The Founding of Saugus* Mural by Elizabeth Tracy Montminy.” 29th Annual AIC Meeting, Dallas, Texas, June 2, 2001.

“Resurrecting John Singer Sargent’s *Triumph of Religion*: Issues for Future Conservation.” 28th Annual AIC Meeting, Philadelphia, Pennsylvania, June 12, 2000.

“Resurrecting Sargent’s *Triumph of Religion*: Issues and Considerations for Future Conservation.” Public Art for Boston: John Singer Sargent’s Mural Projects. Symposium presented by Harvard University Art Museums, Museum of Fine Arts, Boston and the Boston Public Library, June 25, 1999.

“Contemporary Varnishes: Materials and Techniques Workshop.” Co-organizer with James Bourdeau of the Canadian Conservation Institute. Straus Center for Conservation, Harvard University Art Museums, Cambridge, Massachusetts, September 25-26, 1997.

"The Conservation of *The Virgin and Child* Attributed to the Workshop of Dirck Bouts." Recent Developments in the Technical Examination of Early Netherlandish Painting. M. Victor Leventritt Symposium, Harvard University, Cambridge, Massachusetts, November 2, 1996.

"The Conservation of Puvis de Chavannes' Allegorical Murals in the Boston Public Library: History, Technique and Conservation." 23rd Annual Meeting of the American Institute for Conservation, St. Paul, Minnesota, June 6-10, 1995.

"Pierre Puvis de Chavannes' *The Inspiring Muses Acclaim Genius Messenger of Light*: History, Technique and Conservation." New England Conservation Association Meeting, Boston Public Library, Boston, Massachusetts, November 19, 1992.

"Use of a Pressure Sensitive Adhesive to Facilitate the Transfer of a Severely Tented Painting." 17th Annual Meeting of the American Institute for Conservation, Cincinnati, Ohio, May 31-June 4, 1989.

"Apollonio di Giovanni's *Virgin and Child with Four Angels*: Technical Examination and Conservation." 15th Annual Art Conservation Training Programs Conference, Harvard University Art Museums, Cambridge, Massachusetts, April 27-29, 1989.

"A Flood Disaster from the Perspective of the Conservator." Ontario Association of Art Galleries Seminar, Queen's University, Kingston, Ontario, March 6-8, 1988.

"A Case of Flood Damaged Paintings: A Preliminary Report on Their Mechanical Behavior and Conservation." 13th Annual IIC-CG Conference, Victoria, British Columbia, May 15-18, 1987.

PUBLICATIONS

Co-editor and co-author: *John Singer Sargent's Triumph of Religion Murals at the Boston Public Library: Creation and Restoration*, Narayan Khandekar, Gianfranco Pocobene and Kate Smith editors, Harvard Art Museum and Yale University Press, 2009.

Book reviewer: *Issues in the Conservation of Paintings*, David Bomford and Mark Leonard editors, Journal of the American Institute for Conservation, Summer 2007, Volume 46, Number 2.

"The Fogg Art Museum's *Virgin and Child* from the Workshop of Dirck Bouts: Findings from Technical Examinations and Recent Conservation Treatment." *Recent Developments in the Technical Examination of Early Netherlandish Painting: Methodology, Limitations and Perspectives*, Harvard University Art Museums and Brepols Publishers, 2003.

"Resurrecting Sargent's *Triumph of Religion*: Issues and Considerations for Future Conservation." *The Conservation of Heritage Interiors*, Canadian Conservation Institute, 2000.

"Poly(Vinyl Acetate) Varnish (PVA)" in *Paintings Conservation Catalog, Volume 1, Varnishes and Surface Coatings*, Paintings Specialty Group, American Institute for Conservation, 1998.

"Puvis de Chavannes's Allegorical Murals in the Boston Public Library: History, Technique and Conservation." *Journal of the American Institute for Conservation*, Vol. 36, No. 1, Spring, 1997).

Technical entries for: Laurence B. Kanter, *Italian Paintings in the Collection of the Museum of Fine Arts Boston, Volume I, 13th-15th century*. Boston, 1994.

"Use of a Pressure Sensitive Adhesive to Facilitate the Transfer of a Severely Tented Painting." *Journal of the American Institute for Conservation*, Vol. 31, No. 2, Summer, 1992.

"Apollonio di Giovanni's *Virgin and Child with Four Angels*: Technical Examination and Conservation." *15th Annual Art Conservation Training Programs Conference Postprints*, 1989.

REFERENCES

- Jean Carroon** Architect
Goody, Clancy & Associates
334 Boylston Street
Boston, MA 02116-3866
(617) 850-6651
- Henry Lie** Director
Straus Center for Conservation
Harvard University Art Museums
32 Quincy Street, Cambridge, MA 02138
(617) 496-1903

Mark Sirdevan
Fine Arts Conservation
298 Derby Street
West Newton MA 02465
(617) 290-2116
Email: msirdevan@aol.com

ESTIMATE

TO: David Olson, City Clerk

Date: 12/01/08
Client: City of Newton

Artist: Nathan Onthok
Subject/Title: Portrait of James Hyde
Medium: Oil/Linen
Dimensions: 46x36 inches
CONDITION: Surface dirt discolored varnish; loose paint; large extensive tears; loss; abrasions; craquelure; accretions; pressure dent; quilting; brittle support; stains; damaged frame
TREATMENT: Face painting; remove from stretcher; relax tacking margins; vacuum and remove irregularities from back; coat with Beva adhesive; cut and prepare lining materials; line on vacuum table using Beva, Pecap interleaf, G-10 phenolic rigid support; restretch; remove facing; remove surface dirt; reduce discolored varnish; reduce stains; scalpel accretions; fill loss; inpaint -Maimeri Colors; varnish; Frame: clean and replace missing and damaged pieces
ESTIMATE: \$3200
ESTIMATE: for frame restoration: \$1500

Artist: RF Baker
Subject/Title: Coastal Scene
Medium: Oil/Linen
Dimensions: 18x26 inches
CONDITION: Surface dirt discolored varnish; loose paint; water damage loss; abrasions; craquelure; accretions; pressure dent; quilting; brittle support; stains
TREATMENT: Face painting; remove from stretcher; relax tacking margins; vacuum and remove irregularities from back; coat with Beva adhesive; cut and prepare lining materials; line on vacuum table using Beva, Pecap interleaf, G-10 phenolic rigid support; restretch; remove facing; remove surface dirt; reduce discolored varnish; reduce stains; scalpel accretions; fill loss; inpaint -Maimeri Colors; varnish;
ESTIMATE: \$1800

Artist: unsigned
Subject/Title: Landscape with Figures

Medium: Oil/Linen

Dimensions: 21x25 inches
CONDITION: Surface dirt; discolored varnish; loose paint; water damage loss; abrasions; craquelure; accretions; pressure dent; quilting; brittle support; stains

TREATMENT: Face painting; remove from stretcher; relax tacking margins; vacuum and remove irregularities from back; coat with Beva adhesive; cut and prepare lining materials; line on vacuum table using Beva, Pecap interleaf, G-10 phenolic rigid support; restretch; remove facing; remove surface dirt; reduce discolored varnish; reduce stains; scalpel accretions; fill loss; inpaint -Maimeri Colors; varnish;

ESTIMATE: \$1800

Artist: DH Holmes

Subject/Title: Echo Bridge

Medium: Oil/Linen

Dimensions

Aprox. 82x52 inches

Contact Williamstown Art Conservation Center @ 413-458-2314

Artist: Darius Cobb

Subject/Title: Print on linen

Dimensions 22x30

Contact: Sarah Riley @ 781-646-9223

For the wax figures you might try Rika McNally @508-620-2904—She may be able to direct you to someone who can be of help

Mark Sirdevan

Fine Arts Conservation
298 Derby Street
West Newton MA 02465
617-290-2116
msirdevan@aol.com

☐ **Art Conservation 1994-present**

Restoration of eighteenth through early twentieth century American and European oil paintings on canvas and panel including works by Winslow Homer, Albert Bierstadt, George Inness, Fitz Hugh Lane, John Singleton Copley, Charles-François Daubigny, Theodore Rousseau, Jean-Baptiste-Camille Corot, and Jean-François Millet.

Clients include the Vose Gallery, Boston; the Massachusetts Historical Society; Duxbury Historical Society; John Hancock Corp. Omni Parker House, Boston, Roger King Gallery, Newport RI; McMullen Museum at Boston College; plus private clients and art dealers.

Practice includes all areas of restoration of oil paintings including consultation, consolidation, cleaning, lining, and inpainting.

Member, American Institute for Conservation of Historical and Artistic Works.

☐ **Current Projects 2010**

Meeting with representatives of Morgerson Galleries of Chicago at the law offices of Daniel Kelly McCarter and English of Boston to evaluate the condition of a painting by the western artist Charles Schreyvogel, 1861-1912, entitled *The Duel*.

Beginning on-site restoration process on a painting by the California artist Katherine Barieau entitled *The Garden of Eden*, 1958, 68"x120", that was damaged in shipping.

☐ **Education**

Massachusetts College of Art, Boston MA
Master of Science in Education

Syracuse University, College of Visual and Performing Arts, Syracuse NY
Bachelor of Fine Arts, Experimental Studio Program

Jim Wright
Painting Conservation
1 Fitchburg Street C-405
Somerville, MA 02143
617 776 0233
jjwri@tiac.net

February 3, 2010

David A. Olson
City Clerk/Clerk of the Board of Aldermen
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459
617-796-1200

Portrait of Mayor James F.C. Hyde, first Mayor of Newton

Location: Currently in the Clerk's Vault

Artisit: Nahum Ball Onthank 1823 – 1888

Oil on canvas

Framed in period frame

Oil on canvas

31" x 46"

Condition

The painting has been hit in several areas resulting in flaking paint, quilting and tented paint, lost paint and major compound tears. There is surface dirt, stains and a discolored varnish. There are several small, old repairs in the lower part of the composition., the canvas is weak and brittle and the stretcher is not strong enough to support the painting.,. There is minor damage to the Frame with several small areas of ornament loss. The surface of the frame has been overpainted with bronze paint in the past.

Treatment Proposal

Photograph the painting to document the treatment.

Remove the old strip lining and adhesive

Flatten painting.

The back of the painting will be vacuumed and irregularities will be removed

Repair tear by mending fabric with thread and adhesive.

Attach lining with Beva- 371

Attach to new stretcher

Revarnish with a coat of MS2A in mineral spirits.

Fill losses with acrylic gesso.

Inpaint losses with Gamblin Conservation colors.

Varnish with a coat of MS2A in mineral spirits.

Fill minor losses in frame and lightly clean surface

Cost: \$7,000.00

Jim Wright

JAMES MALACHI WRIGHT

1 Fitchburg Street C405
Somerville, MA 02143
(617) 776-0233
(617) 694 1088

EDUCATION

New York State University, College at Oneonta, Cooperstown Graduate Programs, 1980 - 83
M.A. and Advanced Certificate in Art Conservation

Saint Louis University, 1974 - 77
Summer 1975 studied Sixteenth Century City Planning in Rome, Italy
B.A. double major in Art History and Philosophy, Magna Cum Laude

University of Tennessee at Chattanooga, 1972 - 74

AWARDS

Cooperstown Graduate Programs: Graduate Assistant in Paintings

Saint Louis University: Phi Beta Kappa
Student Representative to the Art History Faculty
Who's Who in American Universities and Colleges

University of Tennessee at Chattanooga: Interdisciplinary Honors Program

WORK EXPERIENCE

January 1984 – present (full time from July 2003): Private paintings conservation practice,
Somerville, MA

January 1992 – July 2003: Head of Paintings Conservation, Museum of Fine Arts, Boston, MA

May 1989 - December 1991: Head of Paintings Conservation , Fine Arts Museums of San
Francisco, CA

February 1987 - April 1989: Conservator of Paintings, Fine Arts Museums of San Francisco, CA

September 1985 - January 87: Conservator, San Francisco Museum of Modern Art

October 1985: Visiting Conservator, Western Center for the Conservation of Fine
Arts, Denver, CO

September 1983 - August 1985: Assistant Conservator, SFMOMA

September 1982 - August 1983: Conservation Intern, SFMOMA

August 1981: Assistant Conservator, Art Conservation Lab, Raymond, NH

January - August 1980: Assistant Conservator, Cumberland Art Conservation Center, Nashville, TN

July - December 1979: Assistant Conservator, Ellen Kennedy, St. Louis, MO

July 1978 - June 1979: Assistant Conservator, McCaughen and Burr, St. Louis, MO

January 1975 - June 1977: Researcher, Vatican Microfilm Library, Saint Louis University

CONTINUING EDUCATION

June 1990: participant in symposium "Recent Advances in Infrared Reflectography" Metropolitan Museum of Art

June 1990: participant in symposium "Italian Renaissance Frames"

August 1988: participant in "Workshop on New Methods in the Cleaning of Paintings" with Richard Wolbers, Getty Conservation Institute

July 1985: participant in symposium "The Cleaning of Paintings" North Carolina State Museum

PROFESSIONAL ACTIVITIES

2003 Lecturer, "The Facture of Paul Gauguin's Where Do We Come From" Museum of Fine Arts, Boston

2002: Co-author, "Methods and Materials of Martin Johnson Heade" Journal of American Institute of Conservation (41:155-184)

1999: author, "Development of Heade's Painting Technique" in Stebbins, Martin Johnson Heade (Yale University Press)

November 1990: member of grant review panel for the National Endowment for the Arts

May 1990: Co-Curator, "Claude Lorrain: A Study in Connoisseurship" Viewpoints Exhibition, Fine Arts Museums of San Francisco, CA (published brochure)

January - May 1986: Instructor, Graduate Center for Museum Studies,
John F. Kennedy University, San Francisco, CA

February 1984: Lecturer, "The Conservation of French Academic Paintings"
Haggin Museum, Stockton, CA

October 1983: Lecturer, "The Conservation of Modern Art: Three Case Studies"
Western Association for Art Conservation, Oakland, CA

PROFESSIONAL ORGANIZATIONS

The International Institute for Conservation of Historic and Artistic Works

The American Institute for Conservation of Historic and Artistic Works,
By-Laws Committee, 1987-88

Western Association for Art Conservation, Member-at-Large, 1986 - 87



City of Newton, Massachusetts
Community Preservation Committee



**DOCKET
ITEM NO.**
#83-10
83-10

Setti D. Warren
Mayor

MEMORANDUM

DATE: 12 March 2010

TO: The Honorable Board of Aldermen

FROM: Community Preservation Committee

RE: **recommended supplemental funding for
NEWTON HISTORY MUSEUM ARCHIVES – Design**

PROJECT GOALS & ELIGIBILITY

Through its 14 April 2008 recommendation for docket item 147-08, the Community Preservation Committee supported appropriating \$359,400 to rehabilitate and expand the research library/ archives at the Jackson Homestead, to preserve existing collections, provide space for future additions, and enhance public access, including access for users with limited mobility. This supplemental recommendation relies on the detailed goals and evaluation in that original recommendation.

On 21 July 2008, the Board of Aldermen appropriated \$37,500 of the recommended total funding, to be used for design only. Once the resulting design had been approved by all required City bodies, including the Board's Public Facilities Committee, the Board then planned to consider appropriating the remainder of the recommended funding for construction.

Over the past two years, the Public Buildings Department has worked closely with the staff and Board of Historic Newton to hire and supervise a qualified historic preservation architect, and to refine the project's scope of work. As a result of this process, the Public Buildings Department and Historic Newton submitted in January 2010 the attached revised proposal requesting additional funds to complete the design phase of the project. They plan to submit a separate proposal for construction funding once the design has been completed and approved as required by the Board and the "other recommendations" below.

FUNDING RECOMMENDATION

& Requested Vote of "No Action Necessary" on Docket Item 147-08

On 24 February 2010 the Community Preservation Committee recommended by a vote of 9-0 the requested supplemental design funding of **\$63,845**, to be appropriated from the fiscal 2010 historic and general reserves of the Community Preservation Fund, and allocated 100% to historic resources. The CPC respectfully requests that the Board now vote "no action necessary" on all remaining, unappropriated funds from its previous docket item 147-08.

The following, condensed budget is provided as background information only.

26-Jan-10

Jackson Homestead Museum Archives - Revised Design Funding Request			
	Original Estimate/ Request	Revised Total	Supplemental Request
Design & contract administration	\$ 37,500	\$ 77,780	\$ 40,280
Hazardous material testing & specification writing	-	\$ 3,000	\$ 3,000
Geotechnical/archaeological services & site survey	-	\$ 8,852	\$ 8,852
Printing	-	\$ 2,500	\$ 2,500
Contingency - 10%	-	\$ 9,213	\$ 9,213
Total	\$ 37,500	\$ 101,345	\$ 63,845

Additional recommendations follow on page 2.

OTHER RECOMMENDATIONS

The Community Preservation Committee further recommends that:

1. Funds for this project be appropriated to the spending authority of the Public Buildings Dept., to be used for any of the purposes described in the January 2010 proposal & budget.
2. The final design resulting from this project:
 - ◆ be subject to review and approval by Newton's Design Review Committee, the Mayor's Committee for People with Disabilities, the Newton Historical Commission, the Board of Aldermen's Public Facilities Committee, and the Massachusetts Historical Commission (MHC)

This process reflects City of Newton requirements for all public building projects, Newton ordinance 22-76 ("preservation of city-owned properties subject to funding under the Community Preservation Act"), and the preservation restriction held by MHC as a result of prior state-funded work at the Jackson Homestead.
 - ◆ follow the *Secretary of the Interior's Standards and Guidelines for the Rehabilitation of Historic Properties*, as required by the CPC's original April 2008 recommendation
 - ◆ include final estimates by a professional cost estimator, to be used as the basis for a construction funding request
3. The project manager designated by the Public Buildings Dept.:
 - ◆ provide regular updates and assistance in publicizing the project as requested by the CPC, its staff, or the Board of Aldermen; updates should include any additional funding requested or committed for the project, such as the Community Development Block Grant funds recently recommended for accessibility improvements
 - ◆ before releasing the final payment for architectural or other services, submit to the CPC a report of how all funds were spent, comparing actual expenditures with the budget outlined in the attached January 2010 proposal
4. The project (design phase) be completed no later than 31 December 2010, or any later deadlines approved in writing by the Director of Planning and Development.
5. Any portion of the Community Preservation Fund grant not used for the purposes stated herein be returned to the Newton Community Preservation Fund.

Of the multipurpose room/classroom addition mentioned in the original, December 2007 proposal, the Community Preservation Committee further notes:

- ◆ As this was always intended to be funded privately, its eligibility for CP funds was never reviewed.
- ◆ It was removed from the final plan for the revised, January 2010 proposal, partly because design changes eliminated the need for this new space, and partly because such an addition would require meeting more demanding and significantly more expensive standards for accessibility.

The CPC has informed the Museum and Public Buildings Dept. that it will not consider a request for funding of construction costs or accessibility improvements required by this addition, should the plan for it be revived in the future.

ATTACHMENTS

(delivered to the clerks of the Committee on Community Preservation and Finance Committee)

- ◆ Original plan, submitted December 2007 – annotated to show changes in January 2010
- ◆ Revised proposal, budget and plans, submitted January 2010
- ◆ The following web page is linked to all major proposal & project documents, including the original December 2007 & revised January 2010 proposals, letters of support, CPC recommendations, and Board orders:

www.ci.newton.ma.us/cpa/projects/museum/museum.htm



Plan from Dec 2007 proposal; spaces numbered by A. Ingerson for black & white copying.

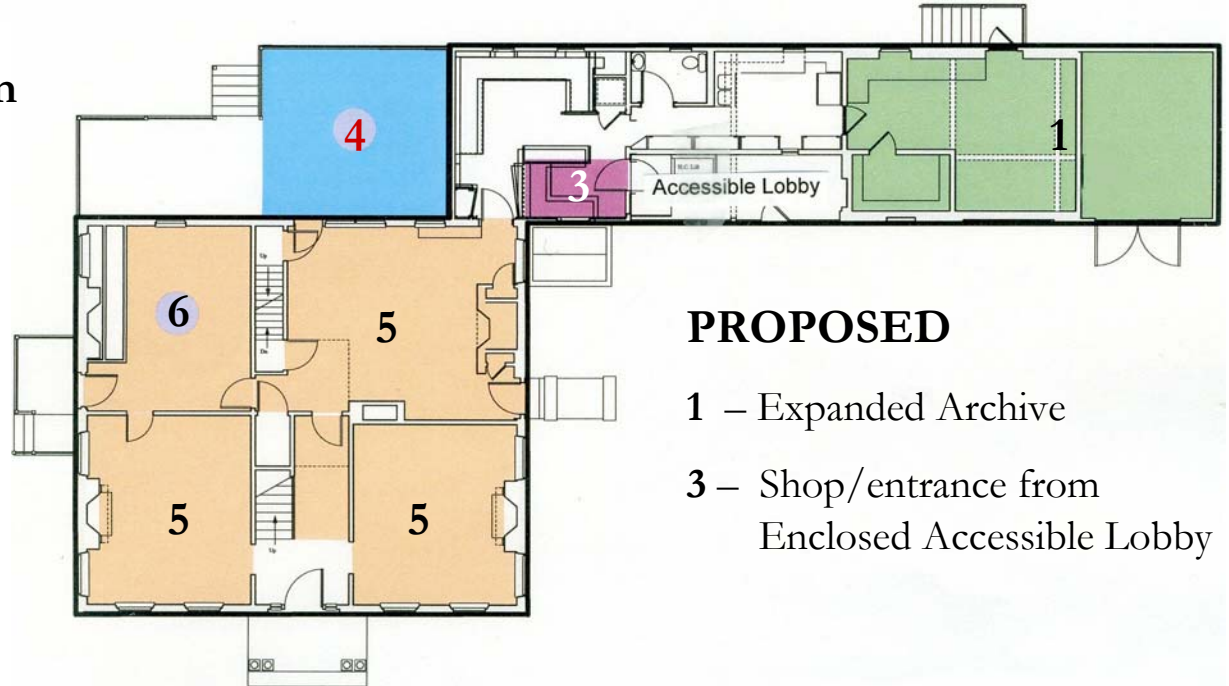
Addition 4, always intended to be funded privately, was removed completely from Jan 2010 revised proposal.

EXISTING

- 1 – Archives
- 2 – Storage Garage
- 3 – Shop/entrance from Exposed Accessible Lobby
- 4 – Programs space
- 5 – Exhibit space
- 6 – Exhibit/mtg space

Rehabilitation of the Museum wing will:

- Expand the Archives storage
- Insulate for Climate Control
- Install Fire Suppression
- Install Compact Shelving
- Upgrade the Accessible Lobby



PROPOSED

- 1 – Expanded Archive
- 3 – Shop/entrance from Enclosed Accessible Lobby

PUBLIC BUILDINGS DEPARTMENT

#83-10



Telephone: (617) 796-1600

Fax: (617) 796-1601

TTY: (617) 796-1089

52 ELLIOT STREET

NEWTON HIGHLANDS, MA 02461-1605

Setti D. Warren
Mayor

April 27, 2010

Alderman Sydra Schnipper
Chairman, Public Facilities Committee
Alderman Lenny Gentile
Chairman, Finance Committee
1000 Commonwealth Avenue
Newton Centre, MA 02459

RE: Newton History Museum Archives Storage and Accessibility
Improvement Project – Additional Architectural Services Funding

Dear Aldermen:

At the joint Public Facilities Committee and Finance Committee meeting held on April 7, 2010, several members of the committees requested additional back-up information regarding the request for the additional \$ 63,845.00 in Architectural Services funding.

For your review and information, the following is enclosed:

1. Structural Engineers report on the museum
2. Rough Construction Cost Estimate
3. Detailed breakdown of the Architectural Fee Request
4. Other funding sources for the project
5. How these other funding sources will be used

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

Sincerely,

Arthur F. Cabral
Interim Commissioner of Public Buildings

AFC:dl

CC: David Olson, Clerk of the Board
Alice Ingerson, Community Preservation Project Manager
Cindy Stone, Director, Newton History Museum
Jonathan Kantar, Chair, Buildings & Grounds Committee



April 13, 2010

Martha Werenfels
Durkee, Brown, Viveiros & Werenfels Architects
111 Chestnut Street
Providence, RI 02903

Re: Newton History Museum Archives
527 Washington Street - Newton, MA

Dear Martha,

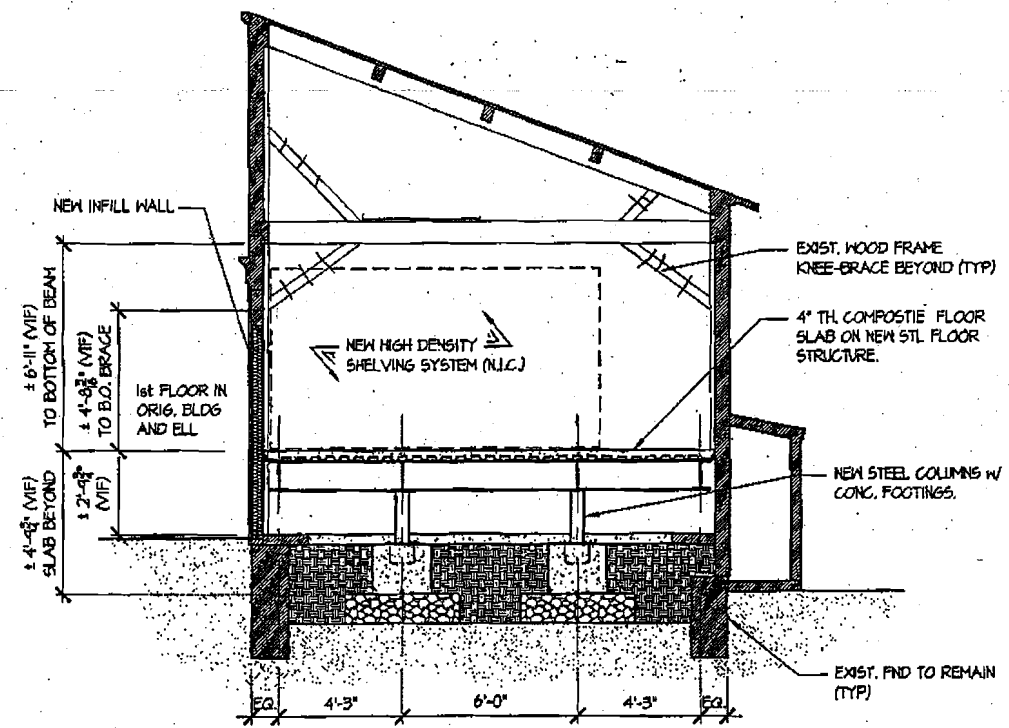
This letter is to confirm that we have made a structural observation of the above referenced historic building. This consisted of a walk through of the area of the proposed renovation in the existing one story ell addition as well as portions of the existing two story main building (exhibit areas). Based on my walk through, I did not observe any structural conditions that would make the proposed renovations unreasonable or unsafe based on the current provisions of 780 CMR Section 3409 for Historic Buildings.

The first floor framing of the ell addition will be designed to meet the floor live load requirements of the code for office and compact storage shelving. The floor framing in the areas with compact shelving will be new and constructed with a reinforced concrete slab placed either directly on grade or on new structural steel beams, columns, and footings. Also included as part of our structural services will be a structural evaluation of the existing floor load capacity in the main building (exhibit areas) in accordance with 780 CMR 3409.2.2.5.

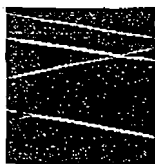
If you have any further questions in regards to this matter, please feel free to give me a call.

Sincerely,

Loren Yoder, PE
President
Yoder + Tidwell Ltd.



A1 Section thru Proposed Archive Area
 SCALE: 1/4"=1'-0"



**DURKEE BROWN
 VIVEIROS WERENFELS
 ARCHITECTS**
 111 CHESTNUT STREET
 PROVIDENCE, RI 02843
 T 401 878 7240
 F 401 351 1344
 www.durbrow.com

CITY OF NEWTON - PUBLIC BUILDINGS DEPT.
 62 ELLIOT STREET - NEWTON HIGHLANDS, MA
 SCALE: 1/4"=1'-0"
 FILE: -
 DRAWN: EC
 JOB NO.: 0927
 © COPYRIGHTED BY DURKEE BROWN, VIVEIROS & WERENFELS. ALL RIGHTS RESERVED BY THE PROMETER.

NEWTON HISTORY MUSEUM ARCHIVES
 527 WASHINGTON STREET - NEWTON, MA
Proposed ELL Section
 ISSUED FOR: Schematic Design
 DATE ISSUED: Aug 23, 2009
 REVISION DATE: -

Ax.00

Use of project funding by source:

#83-10

<u>ACTIVITY</u>	<u>CPA</u>	<u>CDGB</u>	<u>PRIVATE DONATIONS</u>	
DESIGN and RELATED COSTS	\$ 90,632	\$ -	\$ -	\$ 90,632
ACCESSIBILITY	\$ 51,000	\$ 40,000	\$ -	\$ 91,000
CONSTRUCTION	\$ 260,000	\$ -	\$ 24,000	\$ 284,000
COLLECTION CATALOGING	\$ -	\$ -	\$ 13,164	\$ 13,164
TEMPORARY ARCHIVE STORAGE	\$ 11,664	\$ -	\$ -	\$ 11,664
FF & E	\$ 50,000	\$ -	\$ -	\$ 50,000
5% Contingency	\$ 27,023			
TOTAL	\$ 490,319	\$ 40,000	\$ 37,164	\$ 567,483

1.) Design and related Costs

Revised Total

#83-10

Design/Construction Administration	\$ 76,280
Hazardous material testing/specification writing	\$ 3,000
Geotechnical/Archaeological Services	\$ 3,000
Site Survey	\$ 5,852
Printing	\$ 2,500

Design and related Costs \$ 90,632

2.) Other Non-Construction Costs

FF & E (Shelving)	\$ 50,000
Temporary Archive Storage	\$ 11,664
Cataloging of Collection	\$ 13,164

Other Non-Construction Costs \$ 74,828

Soft Cost Total \$ 165,460

3.) Construction Costs

Handicapped Accessibility Upgrade (ramp & site work)	\$ 91,000
Renovation of current Archive space	\$ 134,000
Additional interior improvements/expansion of Archive sp:	\$ 150,000

Construction Costs \$375,000

Construction Cost Total \$ 375,000

Project Cost w/o contingency \$ 540,460

5% Project Contingency \$ 27,023

Total Project Cost w/5% Contingency \$ 567,483 *

*** Potential Project Funding**

CPA	\$ 490,319
CDGB (ramp)	\$ 40,000 (FY 11 Grant Opportunity)
Private Donations	\$ 37,164 (\$24K anonymous donation, \$13,164 donation for cataloging)
	\$ 567,483

Newton History Museum Additional Architectural Fee Request:

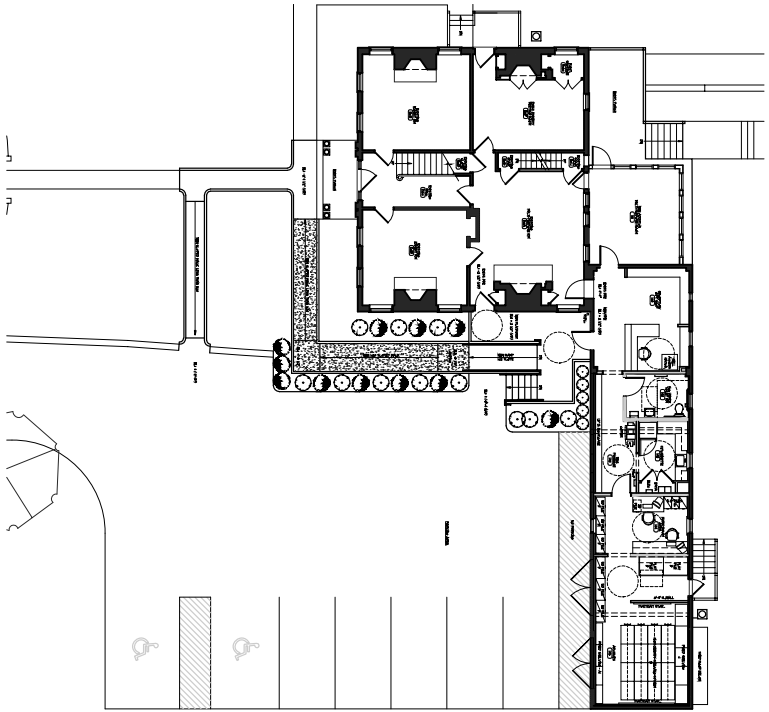
4/16/2010

	<u>Original Request to CPA</u>	<u>Revised Total</u>	<u>Additional funding</u>
Design/Construction Administration	\$ 36,000	\$ 76,280 *	\$ 40,280
Legal	\$ 1,500	\$ 1,500	\$ -
Hazardous material testing/specification writing	\$ -	\$ 3,000	\$ 3,000
Geotechnical/Archaeological Services	\$ -	\$ 3,000	\$ 3,000
Site Survey	\$ -	\$ 5,852 **	\$ 5,852
Printing	\$ -	\$ 2,500	\$ 2,500
Contingency	\$ -	\$ 9,213	\$ 9,213
Total	\$ 37,500	\$ 101,345	\$ 63,845

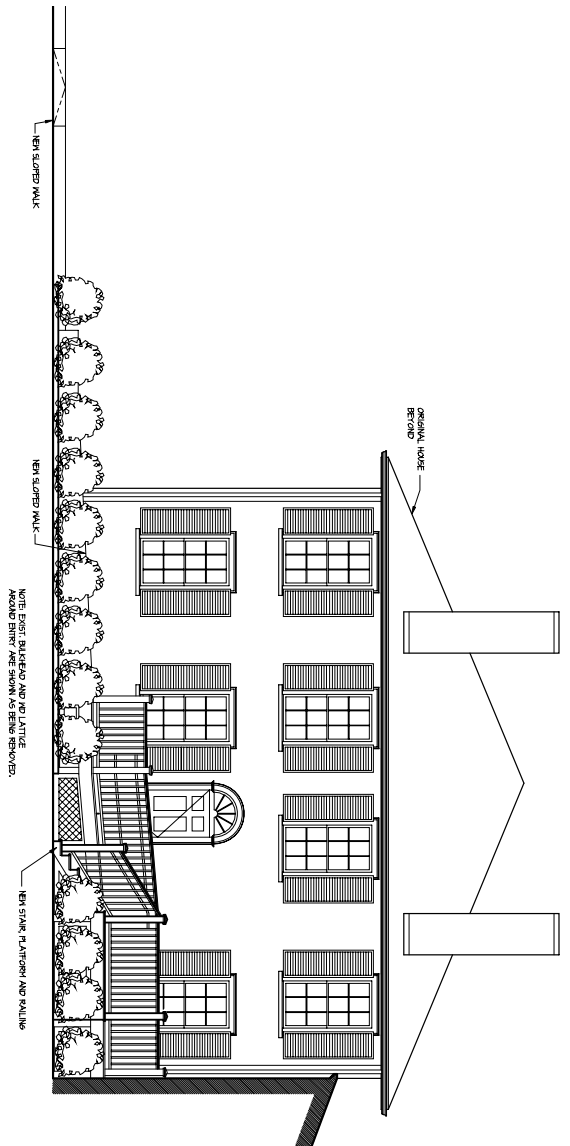
* Revised contract cost:

\$ 34,240	(Existing contract total through bidding phase(balance of contract was not encumbered)
\$ 8,560	(Construction Administration phase for existing contract to be encumbered)
\$ 5,900	(MAAB Analysis & application)
\$ 7,500	(Add'l cost of Ramp design)
\$ 9,000	(Add'l cost of Ell Design)
\$ 9,800	(Add'l MEP)
\$ 1,280	(Add'l structural)
\$ 76,280	

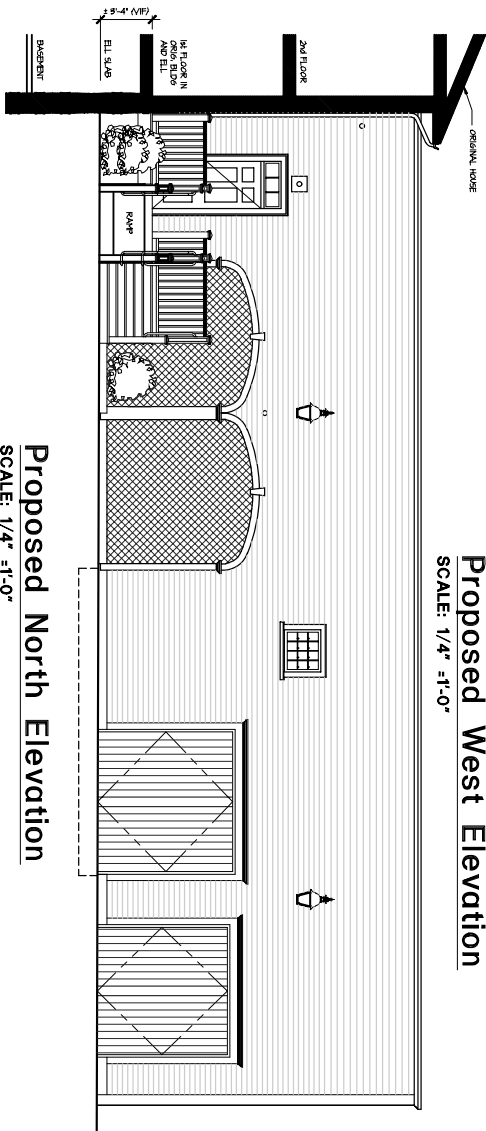
**Not including property stakeout



Proposed Site Plan
SCALE: 1/16" = 1'-0"



Proposed West Elevation
SCALE: 1/4" = 1'-0"



Proposed North Elevation
SCALE: 1/4" = 1'-0"

CITY OF NEWTON - PUBLIC BUILDINGS DEPT.
22 ELLIOT STREET - NEWTON HIGHLANDS, MA

FILE -
DRAWN: EC
JOB NO.: 0727

SCALE: 1/8" = 1'-0"

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NEWTON HISTORY MUSEUM ARCHIVES
527 WASHINGTON STREET - NEWTON, MA

Sloped Walk Site Option

ISSUED FOR: Schematic Design
DATE ISSUED: Dec. 03, 2004
REVISION DATE: -

A7.1

**DURKEE BROWN
VIVEIROS WERNICHEL
ARCHITECTS**

111 CHESTNUT STREET
PROVIDENCE, RI 02903
T 401 881 1240
F 401 331 1845
WWW.DURKEEBROWN.COM

City of Newton



Setti D. Warren
Mayor

City of Newton, Massachusetts Community Preservation Committee



MEMORANDUM

DATE: 5 May 2010
TO: Board of Aldermen, Finance Committee
FROM: Alice Ingerson, for the Community Preservation Committee
ABOUT: Community Preservation Program finances

Please find attached:

1. fiscal 2010-11 available funds, showing impact of fy10 funding decisions
2. fiscal 2011 budget, showing budgeted reserves
3. fiscal 2012-17 funding forecast
4. fiscal 2003-09 cumulative accomplishments & appropriations
5. fiscal 2003-09 cumulative sources of funding

Also available on the program's **Reports** webpage www.newtonma.gov/cpa/reports.htm and updated as follows:

currently available funds	updated at least quarterly, sometimes monthly
funding forecast	} updated annually
cumulative accomplishments & appropriations	
cumulative sources of funding	

WEBSITE: <http://www.newtonma.gov/cpa>

CONTACT: Alice E. Ingerson, Community Preservation Program Manager,
aingerson@newtonma.gov, 617.796.1144

updated 3 May 2010, A. Ingerson

City of Newton, Massachusetts COMMUNITY PRESERVATION FUND	<i>Fiscal 2010</i> <i>revenue estimates</i> <i>revised from budget</i>	Fiscal 2011 corrected to match budget bk 3 May 2010
REVENUE		
local CPA surcharge	\$2,273,264	\$2,353,480
state matching funds	\$646,303	\$681,605
additional local revenue:		
fund balance <i>(not budgeted, but available when calculated & forwarded from previous year)</i>	\$4,543,176	\$3,065,896
interest	\$75,000	\$54,000
TOTAL REVENUE	\$7,537,743	\$6,154,981
EXPENDITURES		
PROGRAM ADMINISTRATION & DEBT SERVICE		
program administration	(\$142,020)	(\$146,418)
debt service for Angino Farm <i>(final payment in fiscal 2010)</i>	(\$311,250)	\$0
debt service for Kessler Woods <i>(final payment in fiscal 2014)</i>	(\$569,500)	(\$555,750)
debt service for 20 Rogers St. <i>(final payment in fiscal 2017)</i>	(\$337,238)	(\$327,038)
TOTAL Program Administration & Debt Service	(\$1,360,007)	(\$1,029,206)
AVAILABLE FUNDS after program administration + debt service	\$6,177,736	\$5,125,775
NEW PROJECT APPROPRIATIONS by Board of Aldermen		
in FISCAL 2010		
Angino Farm Barn <i>(historic resources & recreation)</i>	(\$569,000)	
Brigham House - Supplemental <i>(historic resources)</i>	(\$15,250)	
City Archives - Combined <i>(historic resources)</i>	(\$37,045)	
192 Lexington Street <i>(community housing)</i>	(\$2,046,000)	
Veteran House <i>(2148 Commonwealth Avenue - community housing)</i>	(\$375,000)	
TOTAL New Appropriations	(\$3,042,295)	
AVAILABLE FUNDS after new appropriations to date	\$3,135,441	
CPC RECOMMENDATIONS PENDING with Board of Aldermen		
City Hall Historic Art <i>(historic resources)</i>	(\$5,700)	
Museum Archives <i>(supplemental design funds - historic resources)</i>	(\$63,845)	
TOTAL Recommendations Pending	(\$69,545)	
AVAILABLE FUNDS if all pending recommendations were funded in full	\$3,065,896	
PROPOSALS SUBMITTED to CPC		
Charles River Lower Falls Rail Bridge <i>(deferred from fiscal 2009)</i>		(\$46,784)
Museum Collections Storage <i>(planning grant - historic resources)</i>		(\$30,500)
TOTAL Proposals Pending	\$0	
AVAILABLE FUNDS if all pending proposals were funded in full	\$3,065,896	

City of Newton, Massachusetts		As of 16 March 2010, A Ingerson	
COMMUNITY PRESERVATION FUND		Fiscal 2011	
		approved by CPC 24 Feb 2010; est. revenue corrected 15 Mar 2010	
		NOTES	
REVENUE			
local CPA surcharge		\$2,353,480	From Comptroller, 12 Jan 2010
state matching funds		\$681,605	From Comptroller, 15 Mar 2010
additional local revenue:			
fund balance forwarded from previous year		\$2,964,112	Not budgeted, but automatically available. Amount shown projected as of 2 Mar 2010; final amount will be calculated at close of fiscal 2010.
interest		\$54,000	From Comptroller, 12 Jan 2010
TOTAL REVENUE		\$6,053,197	
EXPENDITURES			
PROGRAM ADMINISTRATION & DEBT SERVICE			
program administration		(\$145,990)	Within statutory 5% max. if state match for fy10 local revenue (rec'd and usable in fy11) is 25% or more. As of 30 March 2010, projected at 31-32%.
debt service for Angino Farm		\$0	Paid off as of fy10.
debt service for Kessler Woods		(\$555,750)	Net \$246,841.50 due from general reserve after full \$308,908.50 open space reserve has been applied.
debt service for 20 Rogers St.		(\$327,038)	
TOTAL Program Administration & Debt Service		(\$1,028,777)	
AVAILABLE RESOURCES after program administration + debt service		\$5,024,420	Includes unbudgeted fund balance (above) + budgeted reserves (below).
BUDGETED RESERVES			
community housing (10% of total revenue)		\$308,909	From Comptroller, 15 Mar 2010
historic resources (10% of total revenue)		\$308,909	From Comptroller, 15 Mar 2010
open space (10% of total revenue -- see note)		\$0	Entire open space reserve of \$308,908.50 applied to Kessler Woods debt service.
general reserve (may be used for any of the above, or for recreation land)		\$1,442,491	Calculated as total fy11 est. revenue minus est. fund balance from fy10 and budgeted fy11 costs (administration, debt service, and special-purpose reserves).

City of Newton, Massachusetts							updated 3 May 2010, A. Ingerson						
COMMUNITY PRESERVATION FUND							Fiscal 2011	Fiscal 2012	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016	Fiscal 2017
corrected to match budget bk 3 May 2010													
REVENUE													
local CPA surcharge						\$2,353,480	\$2,412,317	\$2,472,625	\$2,534,441	\$2,597,802	\$2,662,747	\$2,729,315	
state matching funds						\$681,605	\$706,044	\$603,079	\$494,525	\$380,166	\$259,780	\$133,137	
additional local revenue:													
fund balance (not budgeted, but available when calculated & forwarded from previous year)						\$3,065,896							
interest						\$54,000							
TOTAL REVENUE						\$6,154,981	\$3,118,361	\$3,075,704	\$3,028,966	\$2,977,968	\$2,922,527	\$2,862,453	
EXPENDITURES													
PROGRAM ADMINISTRATION & DEBT SERVICE													
program administration						(\$146,418)	(\$155,918)	(\$153,785)	(\$151,448)	(\$148,898)	(\$146,126)	(\$143,123)	
debt service for Angino Farm (final payment in fiscal 2010)						\$0	\$0	\$0	\$0	\$0	\$0	\$0	
debt service for Kesseler Woods (final payment in fiscal 2014)						(\$555,750)	(\$540,750)	(\$525,125)	(\$508,500)	\$0	\$0	\$0	
debt service for 20 Rogers St. (final payment in fiscal 2017)						(\$327,038)	(\$317,156)	(\$306,000)	(\$293,250)	(\$281,000)	(\$269,844)	(\$260,281)	
TOTAL Program Administration & Debt Service						(\$1,029,206)	(\$1,013,824)	(\$984,910)	(\$953,198)	(\$429,898)	(\$415,970)	(\$403,404)	
AVAILABLE FUNDS after program administration + debt service						\$5,125,775	\$2,104,537	\$2,090,794	\$2,075,767	\$2,548,069	\$2,506,557	\$2,459,049	

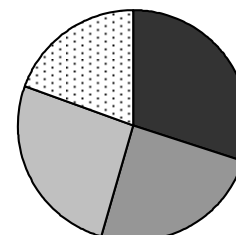
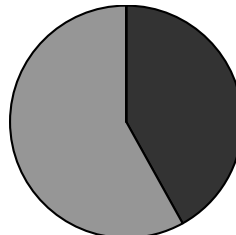
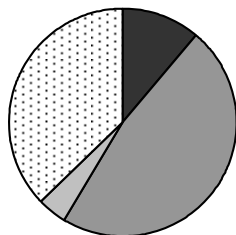
*Based on conservative assumptions : Local revenue increasing 2.5% per year;
state match declining 5% per year, from 30% to 5%.
State funds available each year are based on the previous year's local revenue.*



Newton, Massachusetts
Community Preservation Program
www.newtonma.gov/cpa

**Cumulative Appropriations & Achievements,
 Fiscal 2003-2009**

Newton Community Preservation Program Appropriations by Resource							
KEY		LAST 3 YEARS Fiscal 2007-2009		LAST FULL YEAR Fiscal 2009		CUMULATIVE Fiscal 2003-2009	
1	housing	12%	\$968,800	42%	\$968,800	30%	\$8,973,739
2	historic	54%	\$4,213,334	58%	\$1,335,994	24%	\$7,326,301
3	open space	5%	\$358,600	0%	\$0	26%	\$7,854,116
4	recreation	42%	\$3,284,500	0%	\$0	19%	\$5,802,317
		100%	\$7,856,434	100%	\$2,304,794	100%	\$29,956,473



Newton, Massachusetts Community Preservation Program Cumulative Achievements, 2003-June 2009 (Fiscal 2009)		
<i>resource</i>	<i>projects</i>	<i>description</i>
community housing	17	96 units acquired or created, with a total of 149 bedrooms including 3 group homes, where 1 bedroom = 1 unit
historic resources	27	20 historic buildings or landscapes preserved or restored, plus 2 first-ever citywide inventories of historic landscapes & archaeological resources site-specific projects for buildings with a total floor area of 298,468 square feet and landscapes with a total area of almost 27 acres
open space	11	over 71 acres acquires or preserved, at 8 sites
recreation land	19	almost 62 acres acquired or preserved, at 19 sites
<i>sites</i>	at 59 different sites (more than 1 project or phase may have been funded at each site)	

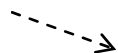


Newton, Massachusetts
Community Preservation Program

www.newtonma.gov/cpa

All Sources of Funding, Fiscal 2002-08								
<i>\$ in millions</i>								
<i>fiscal year:</i>	Fy02	Fy03	Fy04	Fy05	Fy06	Fy07	Fy08	Fy09
local revenue from CPA surcharge	\$1.52	\$1.77	\$1.82	\$1.87	\$1.98	\$2.03	\$2.11	\$2.19
state matching funds	\$0.00	\$1.59	\$1.76	\$1.83	\$1.90	\$1.97	\$2.05	\$1.43
local investment & other income (including unspent project funds returned)	\$0.01	\$0.05	\$0.08	\$0.26	\$0.36	\$0.35	\$0.36	\$2.33
proceeds from the sale of bonds	\$0.00	\$0.00	\$5.00	\$1.50	\$0.00	\$0.00	\$2.30	\$0.00
fund balance carried forward from previous yr	\$0.00	\$0.00	\$0.00	\$0.00	\$1.58	\$0.00	-\$0.80	\$3.17
TOTAL available resources	\$1.53	\$3.40	\$8.66	\$5.47	\$5.81	\$4.36	\$6.02	\$9.12

NOTES Data provided by the City of Newton Comptroller.



Dotted arrows show how the state match available for allocation each year is based on revenue raised through the local surcharge in the **previous** year. The state match for the current year is generally confirmed for all CPA communities only after total local surcharge revenue is certified for the previous year (generally in August).

SPECIAL NOTE on FUND BALANCES: Dept. of Revenue accounting rules treated revenue from bonds sold in fy08 as unavailable until fy09. As a result, effectively "available funds" in fy08 were \$2.3 million less than the total shown, and a one-time, unusually large fund balance was carried over to fy09.

Through fiscal 2008, the Commonwealth provided a 100% match for local surcharge revenue. In fiscal 2009 and 2010, for communities that adopted a local surcharge of less than the maximum 3 percent, the state match for the previous year's local surcharge revenue declined to 67.4% and then to 34.7%. Newton's surcharge is 1%. Unless the Community Preservation Act is amended by the state legislature, the state match is likely to decline further in the future, as more Massachusetts communities adopt the CPA.

Unlike most public budgets, however, the Community Preservation Program does not operate on a "use it or lose it" basis: funds may be "saved" or carried forward for unknown future projects, or for known projects with costs that exceed the resources available in any one year.



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#133-10

Telephone
(617) 796-1100

Facsimile
(617) 796-1113

TDD/TTY
(617) 796-1089

E-mail
swarren@newtonma.gov

April 27, 2010

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

10 APR 27 PM 6:06
CITY CLERK
NEWTON, MA. 02159

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to appropriate \$120,000 from Free Cash to the Public Buildings Department for the purpose funding actual and anticipated costs associated with the restoration of City Hall as a result of the severe rain storms in March of this year.

As you are aware, ground water entered the basement area and caused severe damage to the Planning Department and the two vault areas. Costs include removing and replacing damaged drywall and floor tile, as well as cleaning and the cost of shredding damaged confidential records.

Efforts are underway to seek reimbursement from the federal government (FEMA) for all eligible costs. In the interim, we will need to transfer funds to the Public Buildings Department to meet these expenses.

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

NEWTON HIGHLANDS, MA 02461-1605

Setti D. Warren
Mayor

April 26, 2010

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

RE: City Hall Water Damage Restoration Costs

Dear Mayor Warren:

The Public Buildings Department respectfully requests the sum of \$120,000 to cover the cost of the City Hall Water Damage Restoration. As you are aware, as a result of the two March, 2010 rain storms, ground water entered the basement area and caused severe damage to the Planning Department and the two vault areas.

At this time we will be removing and replacing damaged drywall, and removing and replacing floor tile that is coming up as a result of the standing water. Both vault areas will be cleaned and sanitized per the direction of our Health Department and outside Industrial Hygienist. The cost of shredding damaged confidential records is also included in this request.

Attached is a summary of our actual and anticipated expenses.

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

Enclosure

CC: Robert Rooney, Chief Operating Officer
Maureen Lemieux, Chief Financial Officer
Josh Morse, Facilities and Operations Supervisor

CITY HALL BASEMENT WATER DAMAGE RESTORATION COSTS

4/26/2010

PLANNING DEPARTMENT MOVING	\$	9,000.00
HYGIENIST OVERSIGHT OF CLEANING, ETC.	\$	5,285.00
ASBESTOS ABATEMENT	\$	17,500.00
VAULT CLEANING, SANITIZING & MOVE	\$	25,500.00
SHEET ROCK REMOVAL	\$	9,500.00
SHEET ROCK REPLACEMENT	\$	15,750.00
FLOOR RE-TILING	\$	5,000.00
PAINTING	\$	7,500.00
FF & E		TBD
DOWNSPOUT REPAIRS/EXTENSIONS	\$	11,000.00
DOCUMENT DESTRUCTION/SHREDDING	\$	5,000.00
CARPET CLEANING	\$	1,250.00
PLASTIC PALLETS	\$	2,000.00
		<hr/>
SUB-TOTAL	\$	114,285.00
CONTINGENCY	\$	5,715.00
PROJECT TOTAL	\$	120,000.00



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#129-10

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(617) 796-1100

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swarren@newtonma.gov

April 27, 2010

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

10 APR 27 PM 6:06
CITY CLERK
NEWTON, MA 02159

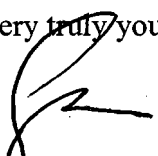
Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to appropriate \$12,154 from Budget Reserve for the purpose of supplementing the Public Buildings Department full-time salaries account.

The appropriation of retroactive funding for NEMA union members was insufficient to cover the costs of the contract in this department by \$46,000. However, due to attrition and other full time salary savings, the department has been able to cover all but \$12,154 of these costs.

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

City of Newton, Massachusetts
Office of the Mayor

#131-10

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(617) 796-1100

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(617) 796-1113

TDD/TTY
(617) 796-1089

E-mail
swarren@newtonma.gov

April 27, 2010

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

Ladies and Gentlemen:

I request that your Honorable Board docket for consideration a request to accept and expend a grant from FEMA's FY 2009 Assistance to Firefighters Grant program. The total cost of the approved project is \$70,472, of which the federal share is \$56,378 (80%) and the local share is \$14,094 (20%).

I respectfully request that the City's matching fund requirement of \$14,094 be appropriated from Free Cash into the federal grant fund.

The grant will be used to provide emergency vehicle operations training for our fire/rescue personnel. It will cover the costs of a driving course provided by the Central Massachusetts Safety Council, as well as the backfill costs associated with the training time.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

10 APR 27 PM 6:06
CITY CLERK
NEWTON, MA. 02159

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE



CITY OF NEWTON, MASSACHUSETTS
FIRE DEPARTMENT HEADQUARTERS

1164 Centre Street, Newton Center, MA 02459-1584
Chief: (617) 796-2210 Fire Prevention: (617) 796-2230
FAX: (617) 796-2211 EMERGENCY: 911

#131-10



Setti D. Warren
Mayor

Joseph E. LaCroix
Chief

March 31, 2010

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

Dear Mayor Warren:

I am respectfully requesting that you authorize the approval of funds, in the amount of \$14,094.00, for the city's portion of the FY 2009 Assistance to Firefighters Grant awarded to the Newton Fire Department in the amount of \$70,472.00.

This Federal grant is to provide emergency vehicle operations training for our personnel.

Thank you for your consideration in this matter.

Very truly yours,

A handwritten signature in cursive script that reads "Joseph E. LaCroix".

Joseph E. LaCroix
Chief of Department

JEL/cf

cc: Sarah Ecker



FEMA

Mr. Joe Lacroix
Newton Fire Department
1164 Centre Street
Newton, Massachusetts 02459-1584

Re: Grant No.EMW-2009-FO-09140

Dear Mr. Lacroix:

On behalf of the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2009 Assistance to Firefighters Grant has been approved. FEMA's Grant Programs Directorate (GPD), in consultation with the U.S. Fire Administration (USFA), carries out the Federal responsibilities of administering your grant. The approved project costs total to \$70,472.00. The Federal share is 80 percent or \$56,378.00 of the approved amount and your share of the costs is 20 percent or \$14,094.00.

As part of your award package, you will find Grant Agreement Articles. Please make sure you read and understand the Articles as they outline the terms and conditions of your grant award. Maintain a copy of these documents for your official file. **You establish acceptance of the grant and Grant Agreement Articles when you request and receive any of the Federal grant funds awarded to you.** By accepting the grant, you agree not to deviate from the approved scope of work without prior written approval from FEMA.

If your SF 1199A has been reviewed and approved, you will be able to request payments online. Remember, you should request funds when you have an immediate cash need.

If you have any questions or concerns regarding the awards process or how to request your grant funds, please call the helpdesk at 1-866-274-0960.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy W. Manning".

Timothy W. Manning
Deputy Administrator for National Preparedness and Protection

Narrative Statement

Project Description

* Please indicate which of these Target Capabilities your request outlined in this application will satisfy. Check all that apply:

Responder Safety and Health

* Please provide your narrative statement in the space provided below. Include in your narrative, details regarding (1) your project's description and budget, (2) your organization's financial need, (3) the benefit to be derived from the cost of your project, and (4) how the activities requested in your application will help your organization's daily operations and how this grant will protect life and property.

Project Description:

The City of Newton is seeking an Aid to Fire Departments Grant in the amount of \$70,472.00 to provide emergency vehicle operations training for our personnel.

The 184 member Newton Fire Department provides fire suppression, fire prevention, public education, first response EMS, hazmat and technical rescue services to the residents and businesses that call Newton home.

Six Engine companies, Two Ladder companies and two ALS units serve the community from six fire stations. The Department has four groups of firefighters (30 firefighters, 7 Lieutenants, 2 Captains and a Deputy Chief) working an average 42 hour week. The Staff functions account for an additional 20 personnel. The Department has averaged 7,800 runs a year over the last several years. Newton is also part of the Fire District 13 mutual aid consortium, comprised of thirty five communities that include Boston and is part of the Massachusetts Fire Marshal's Statewide Fire Mobilization task force.

The City of Newton is a community of 84,600+ residents covering an area of 18.33 square miles. Newton is located on the western border of Boston. It is estimated that the city's population triples during the normal work week due to the commercial/industrial and retail occupancies as well as the five colleges in the City.

Four interstates highways (Routes 90 East/West and Routes 95 North/South), US Route 9 and Route 30 transect the city, bringing with it traffic and well as "growing pains" due to increased demands on public safety, public works, the school system and the city's infrastructure.

We have many identified potential targets for terrorism that the Newton Fire Department is charged with providing fire, rescue, EMS, hazmat and technical rescue services for. Among the critical infrastructure that the Newton Fire Department protects is the Massachusetts Turnpike (Route 90) with the CSX rail line running parallel with it.

The City is divided into several villages with apartments and/or office space over commercial occupancies. Newton's housing mix ranges from small single and two family homes to large single family homes to the south and east. Many Churches as well as two high schools and 4 middle schools and 14 elementary schools are in the Newton Public School System. Newton is also the home of five Colleges and Theological Schools.

The need for funding:

The City has been affected by the economic downturn the country has experienced since the terrorist attacks of 9/11, and the prediction of revenues from state aid, property taxes and other local receipts is an inexact science. Unfunded State and Federal mandates for education, as well as the costs incurred within the Newton Public Schools takes up 55% of the City's annual operating budget.

Lowered property valuations due to the economic downturn and the constraints of Massachusetts' tax limitation law known as "Proposition 2 and half" have made funding for the cities and towns of the Commonwealth a challenge each fiscal year.

As in most communities with career departments, salaries, benefits, educational and EMS stipends are the major part of the fire department budget. In Newton, it accounts for 95% of the budget. The remaining 5% is allocated for vehicle repair and maintenance, fuel, utilities, maintenance of the communications systems and fire department equipment. The Newton Fire Department training budget of \$1,800 only allows for in service training at the Company/Group level. It is insufficient for sending the entire department through training programs conducted by outside agencies or a municipal hire from the Massachusetts Firefighting Academy.

Funding the grant request for emergency vehicle operations will greatly enhance the safety of our firefighters, the firefighters of our mutual aid communities and the safety of the residents of the City of Newton and our surrounding communities.

The cost of the Emergency Response/Decision driving course conducted by the Central Massachusetts Safety Council and the necessary backfill would be \$70,472. The cost averages out to be \$383 per firefighter and would train the Newton Fire Department to the standards put forth in NFPA 1002 Driver Operator.

The grant request is to provide the above training to each firefighter, company officer and chief officer to enhance their safety responding to and from calls.

The City of Newton does have the funding for the 20% contribution required for the grant.

Project Benefits: Emergency Response/Decision Driver Training

Responding to an emergency, whether it be a fire, motor vehicle accident, medical emergency or other type of call is considered to be one of the most dangerous things a firefighter does during the course of his/her tour of duty. There are so many variables, such as the time of day, weather conditions and the most unpredictable of all: the actions of the motorists we share the road with. Drivers chatting and texting on their cell phones, listening to car stereos so loud they can be heard over the sirens/air horns and distracted in other ways have made responding to emergencies challenging, and in some instances, deadly.

Every 12 minutes someone dies in a car crash. At 40,000 fatalities a year, motor vehicle accidents are deadlier than all natural disasters combined. Firefighters respond to motor vehicle accidents on a daily basis and unfortunately become accident victims themselves.

Between 2004 and 2007, out of the 336 line of duty firefighter deaths within that time frame, sixty two of them (18.4% of the total) occurred while responding and returning to quarters. Thousands more have been injured; all of these line of duty deaths and lost time accidents have an economic effect on the fire department. Personnel must be replaced to maintain staffing levels, and for those firefighters who must retire due to injury, the cost of hiring and training replacement personnel can be quite expensive.

Apparatus accidents are costly, as is the litigation that invariably follows should the driver and officer commanding the apparatus be found at fault in an accident. It is much less costly to train fire personnel how to operate fire apparatus safely to avoid accidents and drive defensively to begin with.

The Newton Firefighters have not had the benefit of this specialized driver training. Driver training conducted by our more experienced driver operators cannot approach the level taught by the professional driving instructors of the Central Massachusetts Safety Council's Emergency Response/Decision Driving training program. Among the skills they teach are accident avoidance, skid control, threshold braking, braking with antilock (ABS) braking systems, emergency lane changes and driving in and out of traffic at various speeds. The course consists of classroom prep, going over the rules of the road for emergency vehicles according to Chapter 90 of the Massachusetts General Laws and the rules and regulations of the training facility. The practical portion of the course involves running the road course in a specially equipped car, followed by a second run of the course in a fire truck.

In fire apparatus accidents, everybody loses. Safer drivers mean less accidents, less lost time injuries due to accidents and safer responses to and from emergencies so that "everyone goes home" at the end of their tour of duty.

Enhancement and impact on daily operations:

The emergency response/decision driving program would make our firefighters and community safer by teaching our personnel the skills to properly react to avoid motor vehicle accidents, arrive to and return from the scene of incidents safely, preventing injuries due to apparatus vs. motor vehicle accidents, saving both money and lives.

One of the missions of the Newton Fire Department is to provide for the safety of life, property, and protection of the environment by serving in a safe and professional manner through the efforts of public education, prevention, fire suppression activities, response to medical emergencies, and mitigation of hazardous conditions. With the integrity, courage, and spirit of the fire service, we will endeavor to preserve the quality of life enjoyed by our community.

We need the funding for this training to help us carry out this mission and protect our community.

On behalf of Mayor David Cohen, the Men and Women of the Newton Fire Department and the residents of the City of Newton, thank you for your past support and for your consideration in funding our grant request.

* Please describe all grants that you have received from DHS including any AFG grants received from DHS or FEMA, for example, 2002 AFG grant for vehicle or 2003 ODP grant for exercises. (Enter "N/A" if Not Applicable)

City of Newton



Setti D. Warren
Mayor

DEPARTMENT OF PUBLIC WORKS

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

#134-10

April 27, 2010

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

Re: Sewer Budget Transfer

Dear Mayor Warren:

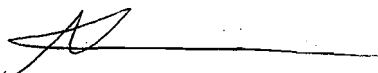
The Department of Public Works respectfully requests the Honorable Board docket for consideration a transfer of \$100,000 from the Sewer MWRA Assessments line item (27A10781-563001) to the Sewer Main Repair/Installation Overtime account (27A401Y1-513001) to cover a projected shortfall in the Sewer overtime account. Leading factors impacting the FY10 Sewer salary and overtime line items include:

- 1) The original FY10 Sewer budget included funding for Newton Municipal Employee Association (NMEA) employees at their June 30, 2006 pay rates. No funds were included in the budget for retroactive pay for Fiscal Years 2007-2009, however, \$112,336 was included in a departmental wage reserve for the projected July 1, 2009 pay rates (the difference between budgeted June 30, 2006 pay rate and anticipated increases for the July 1, 2006 to June 30, 2009 time period). An additional \$78,000 was brought forward from FY09 salary and wages for FY10 collective bargaining needs. Even with this \$190,336 in supplemental funding, DPW projects the Sewer budget was under-funded for the wage settlement by approximately \$80,000.
- 2) The two respective rain events in mid and late March significantly impacted the Sewer overtime budget. Overtime charges for all DPW Divisions related to the March rain storms were charged to the Sewer budget totaling \$68,482. Efforts are underway to seek reimbursement for some or all of the storm related costs from the federal government (FEMA). In the interim, DPW cannot reasonably predict how much and when these expenses will be reimbursed necessitating the proposed transfer of funds to meet projected year-end salary obligations within the Sewer Division.

The FY10 Sewer budget includes \$229,000 for overtime and DPW has restricted both water and sewer overtime only to emergency events throughout FY10. The approximately \$150,000 value of the NMEA and storm issues outlined above has been offset by \$50,000 from Sewer overtime budget. DPW projects an additional \$100,000 is needed in the Sewer overtime account to meet year-end obligations. Funds are available in the MWRA Assessments line item based upon the variance between the February 2009 preliminary and final MWRA sewer wholesale charge - a difference of \$260,093.

Thank you for your consideration of this matter.

Sincerely,



Thomas Daley
Commissioner of Public Works

CC: D. Turocy, Deputy DPW Commissioner
F. Russell, Director of Utilities
M. Lemieux, Chief Financial Officer
S. Ecker, Director of Community Relations
R. Rooney, Chief Operating Officer
D. Wilkinson, Comptroller
K. Griffey, DPW Director of Administration
R. Ferrara, DPW Chief of Budget and Finance

Financial Report was issued on August 22, 2008, meeting the goal of 60 days of year end.

2. **Year-end financial reporting and free cash certification:** Statutory reporting responsibilities were completed according to schedule and free cash was certified on October 30, 2008.
3. **Annual audit and issuance of the Comprehensive Annual Financial Report (CAFR):** Fieldwork for the all components of the 6/30/2008 audit, except for water and sewer utility receivables was completed during the month of September, 2008. As a result of staff turnover in the Treasurer's Office, receivable reconciliations could not be completed until January, 2009, with consultant assistance. This resulted in a delay until March 10, 2009 in the issuance of the City's audited Comprehensive Annual Financial Report.
4. **Certificate of excellence:** Submitted the City's 6/30/2007 CAFR to the Government Finance Officers Association review program and received the Certificate of Excellence in Financial Reporting Award for this report, the fourth consecutive year that the City has received this award. The 6/30/2008 report was not submitted for award consideration due to the lengthy delay in issuance.
5. **Monthly reconciliation:** Continued to provide the Collector-Treasurer with summary level monthly general ledger cash and receivable activity and ending balances within one week of the close of each month. Worked with the Collector-Treasurer and Audit Committee in the design of a detailed monthly general ledger to cash book and cash

book to bank statement cash and investment reconciliation report.

6. **Checkless disbursement controls:** Worked with the Treasurer-Collector and Audit Committee in the design and implementation of new controls over checkless disbursements, designed to detect and correct checkless disbursement errors in a timely manner
7. **Post retirement health/life benefit reporting:** Worked with the City's actuary and auditors to implement the financial reporting requirements of Governmental Accounting Standards Board (GASB) Statement 45 relative to post employment health and life insurance benefits.

GOALS AND OBJECTIVES

1. Continue work on a web-based accounting and financial reporting policies and procedures manual. This will provide complete documentation for the City's accounting and financial reporting activities and serve as a valuable staff communications and training tool.
2. Continue timely and accurate year-end closings; issuance of the budgetary basis Annual Financial Report within 60 days of year-end; completion of all statutory reporting and free cash certification within 90 days of year end; completion of the annual audit within 120 days of year end; completion of the annual audit exit conference within and issuance of a CAFR by December 31.
3. Continue to work with the mayor's office and finance committee of the board of aldermen to develop meaningful

interim financial reporting packages, including enhanced web-based interim financial reporting.

4. Continue working with the Mayor's Office and Board of Aldermen in the ongoing improvement of the multi-year financial forecast and the development of a process to encourage a multi-year approach to budget and financial planning.
5. Continue to work with a subcommittee of the City's Finance Committee in developing a funding plan for the City's post retirement health benefit obligations that can be submitted to the Mayor and Board of Aldermen for approval.
6. Continue to work with the Treasurer-Collector in the development of a formal monthly receivable reconciliation process, similar to what is currently in place for cash and investments.

GOALS AND OBJECTIVES

1. Meet or exceed requirements for certification of values by the Massachusetts Department of Revenue.
2. Continue a multi-year program to scan existing records into a database to enhance office efficiency.
3. Continue to encourage staff development by providing coursework and professional certification opportunities so that we comply with professional standards and Department of Revenue requirements.
4. Support the Governor's Municipal Relief package to ensure that tax loopholes and outdated exemptions having to do with telecommunications property and other business personal property are closed. This would make the tax burden more equitable and should provide opportunities for additional new growth.
5. Aggressively assert the city's rights through litigation to maximize revenue due to city and to seek transparency in central assessments performed by the state.

TREASURY

DEPARTMENT DESCRIPTION

The Treasurer/Collector's office is responsible for the billing, collecting and investing of all monies due to the city including but not limited to - Real Estate Tax, Personal Property Tax, Motor Vehicle Excise Tax, Boat Excise Tax, Parking Ticket fines, Water and Sewer Bills, Parking Meter receipts, Federal and State reimbursements and grants, as well as a myriad of miscellaneous departmental permits, license and fees.

The department is also responsible for the timely disbursements of all payrolls to City, School and retired (non teacher retirees) employees, and the associated Federal and State reporting requirements.

The department is responsible for the disbursement of all bill warrants for payment to vendors and the reconciliation of checks and bank accounts.

The department also issues all authorized debt for both short and long term borrowing.

The department also conducts the appeals and hearings for parking ticket disputes.

ACCOMPLISHMENTS

1. Continue to make improvements to the cash receipt system, including set up and initial implementation of the electronic receipt of home computer payments.

These payments are currently handled by individually mailed checks from a number of major vendors like Bank of America, RBS Citizens, Sovereign, & JP Morgan Chase.

2. We have begun the process of updating a Policy and Procedures manual for the Treasurer-Collectors office. We hope to continue to cross train our staff in all operations of the office to allow for the continued smooth operation of the office during vacation times.
3. Continue to Improve the accounts receivable reconciliation system by using the Munis general ledger to reconcile the city accounts receivables to the Finance Plus general ledger. This will allow reconciliations to be performed more efficiently and on a timelier basis.
4. Notify advertise and record the 2005 tax title taking follow during the fiscal year and begin the process for the 2006 tax title.

GOALS

1. Continue to make improvements to the cash receipt system. Continue the public education to increase the usage of the Bank of America Pay mode system. The goal is to replace thousands of individual mailed online bank checks and individually manually posted payments to a daily electronic receipts file and

corresponding single daily deposit of home computer payments.

2. Continue the progress made in the policy and procedures manual for the daily operations of the Treasurer-Collector and Parking office. The changes and improvements to all operations will be documented and be incorporated into the manual for the office. The final step is to have the manual stored in electronic form on the Treasury drive that will be backed up nightly.
3. Continue to improve the accounts receivable reconciliation process by using the Munis general ledger to reconcile the city accounts receivable to the Finance Plus general ledger. This will allow reconciliations to be performed more efficiently and on a timelier basis.
4. Implement the recommendations made by auditors Sullivan and Rogers and contained in the management letter to the Treasurer's Office. The main areas for improvement include the follow up on bank account reconciliation, tailings, and unauthorized accounts.
5. Notify advertise and record the 2006 and 2007 tax title taking during the fiscal year.

PURCHASING

DEPARTMENT DESCRIPTION

The mission of the Purchasing Department is to provide responsive and quality support to all City departments by seeking maximum value through a transparent competitive bidding procedure in accordance with all applicable regulations that will ensure quality goods and services in a timely manner to all City departments.

The Purchasing Department also includes the Mailroom and Print Shop. Both departments strive to provide friendly supportive services to meet the City's timely demands. The Print Shop is committed to producing, in a cost effective manner, a quality printed product.

- Conduct all business in an honest, open, and fair manner with both internal and external relationships.
- Use the latest technology provided to promote competitive and transparent bidding practices.
- Practice fiscal responsibility with loyalty and commitment to the Mayor's standard of excellence.

ACCOMPLISHMENTS

Purchasing / Mailroom

1. Assume all responsibilities normally paid to architects for preparing and submitting all advertisements, distributing bids, obtaining Prevailing Wage requirements, maintaining the bidder's lists and distributing all addendum(s).
2. Reduced the number of Public Bids from 101 to 77 by increasing the terms of Annual contracts, where

economically viable, to multiple year terms and using State Contracts.

3. Provided training to each department's clerical staff on using online ordering from NEOS, the state contractor for office supplies.
4. The mailroom provided educational materials associated with the mailing of manila envelopes associated with the USPS changes in 2008.

Print Shop

1. Assumed the printing responsibilities of most public bids for the Building department.
2. Provided 1,068,243 black and white copies annually that include: reports, records, calendars, and the Library monthly newsletter.
3. Processed 581,050 colored pamphlets, flyers, and reports.

GOALS AND OBJECTIVES

1. Implement a training course for project managers on public bidding procedures, laws, and processes.
2. Chief Procurement Officer to obtain re-certification of her state MCPPO certificate.
3. Work with the Fire Communications Supervisor on reducing the number of Centrex telephone lines for both City and School dpts.
4. Implement changes, per MGL c.303 Acts 2008 (Prevailing Wage updates each 12 month increment and Price



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#132-10

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TDD/TTY
(617) 796-1089

E-mail
swarren@newtonma.gov

April 27, 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 \$350,000 from the Overlay Surplus declared on April 21, 2010 to fund the Fiscal Year 2011 state-mandated revaluation.

Attached you will find the overlay surplus declaration letter, as well as the Fiscal Year 2011 revaluation plan.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

10 APR 27 PM 6:05
CITY CLERK
NEWTON, MA 02159

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

City of Newton



Setti D. Warren
Mayor

ASSESSMENT ADMINISTRATION

Elizabeth Dromey, Director

#132-10

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Telefax
(617) 796-1179
tdd-tty
(617) 796-1089
Email

assessing@newtonma.gov
dromey@newtonma.gov

April 23, 2010

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

Dear Ms. Lemieux:

I respectfully request that you docket an item with the Newton Board of Aldermen to approve \$350,000 to fund the Fiscal Year 2011 state-mandated revaluation. The funding source will be from the overlay surplus declared on April 21, 2010. The overlay surplus declaration letter is attached. Also attached is the Fiscal Year 2011 revaluation budget plan.

Please let me know if you require anything else pertaining to this matter.

Sincerely,

Elizabeth Dromey, Director
Assessment Administration

cc: Mayor Setti D. Warren
Sarah Ecker, Interim Chief Financial Officer

City of Newton



Setti D. Warren
Mayor

ASSESSMENT ADMINISTRATION

Elizabeth Dromey, Director

#132-10

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dromey@newtonma.gov

April 21, 2010

David C. Wilkinson, Comptroller
City of Newton
1000 Commonwealth Avenue
Newton Centre, MA 02459

Dear Mr. Wilkinson:

In accordance with Chapter 59, Section 25 of the Massachusetts General Laws, please accept this letter as formal notification of declaration of overlay surplus. This declaration covers the overlay accounts delineated in the table below:

ACCOUNT	AMOUNT DECLARED SURPLUS
FY 2000	\$ 4,337.88
FY 2001	\$ 67,435.36
FY 2002	\$ 562.20
FY 2003	\$ 181,041.29
FY 2004	\$ 203,068.86
FY 2005	\$ 196,897.58
FY 2006	\$ 114,626.83

The total amount declared surplus is **\$767,970**.

Please note that **\$350,000** will be transferred from this overlay surplus declaration, with approval of the Board of Alderman, to fund the Fiscal Year 2011 state-mandated revaluation.

If you require additional information regarding this matter, please let me know.

Sincerely,

Elizabeth Dromey, Director
Assessment Administration

cc: Mayor Setti D. Warren
Alderman Leonard J. Gentile, Finance Chairman
Sarah Ecker, Interim Chief Financial Officer
Maureen Lemieux, Chief Financial Officer
James G. Reardon, Treasurer/Collector

1000 Commonwealth Avenue, Newton, MA 02459-1449
www.newtonma.gov

**CITY OF NEWTON
ASSESSMENT ADMINISTRATION
STATE-MANDATED REVALUATION
Budget Plan 4-23-2010**

Computer Assisted Mass Appraisal (CAMA) Software

Programming & Consulting \$ 37,500

Hardware

4 scanners \$ 4,000

Personnel Costs

Seasonal Wages \$ 30,000

Appraiser Certification \$ 30,000

Printing Costs

30,000 Revaluation Information Brochures \$ 3,500

Web site Enhancements

Programming \$ 30,000

Litigation

Legal Services \$ 70,000

Expert Witnesses \$120,000

Court Costs \$ 25,000

Total \$350,000