

CITY OF NEWTON  
IN BOARD OF ALDERMEN  
FINANCE COMMITTEE AGENDA

MONDAY, SEPTEMBER 27, 2010

7 PM  
Room 222

**ITEMS SCHEDULED FOR DISCUSSION:**

**Chairman's Note: The Finance Committee will meet jointly with the Public Facilities Committee to discuss the following item:**

**REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES**

- #231-10      HIS HONOR THE MAYOR requesting authorization to transfer the sum of thirty thousand dollars (\$30,000) from the Angier School Boiler Replacement Project to the Williams School Boiler Replacement Project. [08/02/10 @ 5:02 PM]
- #260-10      HIS HONOR THE MAYOR requesting authorization to appropriate and expend the sum of one thousand six hundred dollars (\$1,600) from the Special Permit Mitigation Fund established with contributions from Panera Bread (#242-09), Lumiere Restaurant (#18-98(2)), Down Under Yoga (#246-09) and 548 Centre Street/48 Hollis Street (#16-10) for the purpose of funding the cost of shipping bicycle racks. [09/13/10 @ 3:03 PM]
- #260-10(2)    HIS HONOR THE MAYOR requesting authorization to transfer the sum of twenty-five thousand dollars (\$25,000) from FY11 Budget Reserve to the Planning Department for the purchase of bicycle racks and authorization to accept a grant in the amount of twenty-five thousand dollars (\$25,000) from the Metropolitan Area Planning Council for the purpose of reimbursing the FY11 Budget Reserve once the bicycle racks are purchased. [09/13/10 @ 3:03 PM]
- #261-10      HIS HONOR THE MAYOR requesting authorization to accept funds donated by the Newton Conservators, Friends of Nahanton Park, and the Newton Community Farm, Inc. in the amount of four thousand five hundred dollars (\$4,500) and expend it for the purpose of funding a Natural Resources Inventory and Management Plan for Nahanton Park. [09/13/10 @ 5:52 PM]

The location of this meeting is handicap accessible, and reasonable accommodations will be provided to persons requiring assistance. If you have a special accommodation need, please contact the Newton ADA Coordinator Kathleen Cahill, 617-796-1125, via email at [KCahill@newtonma.gov](mailto:KCahill@newtonma.gov) or via TDD/TTY at (617) 796-1089 at least two days in advance of the meeting date.

#265-10 HIS HONOR THE MAYOR requesting Board of Aldermen authorization pursuant to MGL Chapter 30B §12 to grant up to three (3) one-month extensions of Contract #C-2542 Parking Violation Process and Collection System, with Complus Data Innovations, Inc. for the purpose of allowing the City to continue to process parking violations. [09/20/10 @ 12:46 PM]

#209-10 ALD. FULLER, BAKER, BLAZAR, DANBERG, FREEDMAN, HESS-MAHAN, JOHNSON, LAPPIN, LINSKY, SALVUCCI AND SWISTON requesting that the Board of Aldermen establish an investment vehicle into which appropriations may be made for future post-employment benefits, especially health care coverage for retirees. A number of investment vehicles will be considered, including an Other Post-Employment Benefits (OPEB) Stabilization Fund or an Other Post-Employment Benefits Liability Trust Fund that can be adopted under the provisions of Massachusetts General Laws Chapter 32B, §20. [06/22/10 @ 3:10 PM]

209-10(2) HIS HONOR THE MAYOR requesting acceptance of Massachusetts General Law Chapter 32B, Section 20. Other Post-Employment Benefits Liability Trust Fund; local option; funding schedule, which authorizes the establishment of a separate fund, to be known as the Other Post-Employment Benefits Liability Trust Fund, a for the purpose of providing an irrevocable, dedicated trust fund as a vehicle to make advance contributions for retirement health care benefits. [08/02/10 @ 5:00 PM]

#209-10(3) HIS HONOR THE MAYOR requesting authorization to transfer the sum of one hundred thirty-seven thousand dollars (\$137,000) from the General Fund to the Other Post-Employment Benefits Liability Trust Fund. [08/02/10 @ 5:01 PM]

#226-10 HIS HONOR THE MAYOR requesting authorization to transfer the sum of six thousand one hundred fifty-one dollars (\$6,151), which was generated from the Newton North Yard Sale, from the FY10 General Fund Surplus Revenue Account to a special account to be overseen by the principal of Newton North High School to be utilized to enhance the community in the new high school. [08/02/10 @ 4:58 PM]

#224-10 HIS HONOR THE MAYOR requesting authorization to establish and transfer the sum of two million six hundred forty-three thousand two hundred seventy-one dollars (\$2,643,271) from FY10 Free Cash to an Undesignated Stabilization Fund. [08/02/10 @ 5:01 PM]

**REFERRED TO PROG. & SERV. AND FINANCE COMMITTEES**

#262-10 PRESIDENT LENNON & ALD. FULLER recommending that the 2010 – 2011 Rules and Orders of the Board of Aldermen be amended to establish a FINANCIAL AUDIT ADVISORY COMMITTEE. The advisory committee will report to the Board of Aldermen through the Finance Committee. The focus of the committee’s work will be on the annual financial audit of the City and any other fiscal accountability matters, as deemed important by the Finance Committee, needing review. [09-13-10 @ 1:52 PM]

**ITEMS NOT SCHEDULED FOR DISCUSSION****REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES**

- #264-10 ALD. CROSSLEY, SCHNIPPER & FULLER requesting a discussion of the status of new water meter installations, and to consider payment mechanisms to help customers if they receive an extraordinary, one-time, water bill from an accurate accounting of past usage over an extended period of time. [09/16/10 @11:59 am]

**REFERRED TO PUBLIC SAF. & TRANS. AND FINANCE COMMITTEES**

- #263-10 HIS HONOR THE MAYOR requesting authorization to appropriate and expend the sum of forty thousand dollars (\$40,000) from Parking Meter Receipts Reserve Fund to be used as the City's required 20% match to leverage the \$160,000 awarded by the Boston Region Metropolitan Planning Organization for the City's Traffic Signal Retiming Project. [09/13/10 @ 3:03 PM]
- #259-10 COMPTROLLER transmitting Annual Financial Report for the audit of fiscal year ending June 30, 2010 for Board of Aldermen review/acceptance. [09/13/10 @ 12:26 PM]

**REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES**

- #230-10 HIS HONOR THE MAYOR requesting an appropriation in the amount of eight hundred twenty-one thousand six hundred sixty-four dollars (\$821,664) from FY'11 Revenue for the purpose of supplementing the FY11 School Department budget. This sum represents a portion of the state aid for the City of Newton in the Commonwealth's adopted FY'11 budget. [08/02/10 @ 4:59 PM]
- #229-10 HIS HONOR THE MAYOR requesting an appropriation in the amount of eight thousand three hundred eighty-six dollars (\$8,386) from FY11 Revenue for the purpose of increasing the FY'11 State assessment appropriation. [08/02/10 @ 4:59 PM]
- #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  
**RECOMMITTED TO FINANCE ON 07/12/10**

**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**
- #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

# NEWTON PUBLIC SCHOOLS

100 Walnut Street, Newtonville, MA 02460

AREA CODE (617) 559-9025

Office of Business, Finance and Planning

## Memorandum

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**TO:** David Fleishman, Superintendent

**FROM:** Sandra Guryan, Deputy Superintendent/Chief Administrative Officer

**DATE:** September 27, 2010

**RE:** Proposed Vote to Submit Green SOIs

\*\*\*\*\*

Based on a recent review of possible green-eligible projects, it has been determined that two upcoming approved Capital Improvement Plan (CIP) projects may be eligible for State funding through the Massachusetts School Building Authority (MSBA). These projects include a roof repair over the auditorium at Bowen (\$173,000) and two boiler replacements at Williams (\$252,000), for a total estimated cost of \$425,000. A School Committee vote is required as part of the application process to the MSBA. Attached please find answers to frequently asked questions regarding the Green Repair Program. Further information may also be found on the MSBA website at, [http://www.massschoolbuildings.org/sois\\_ektid2806.aspx](http://www.massschoolbuildings.org/sois_ektid2806.aspx). Below is the proposed School Committee vote.

### **School Committee Vote**

“Resolved: Having convened in an open meeting on September 27, 2010, the School Committee of Newton in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statements of Interest dated September 22, 2010 for the Bowen School, located at 280 Cypress Street in Newton, and the Williams School, located at 141 Grove Street in Newton, which describes and explains the following deficiencies and the priority category(s) for which the Newton Public Schools may be invited to apply to the Massachusetts School Building Authority in the future: the proposed repairs at both school buildings are in Priority Category 5 and include a roof repair over the auditorium at Bowen and two boiler replacements at Williams; and hereby further specifically acknowledges that by submitting these Statements of Interest, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Newton Public Schools to filing an application for funding with the Massachusetts School Building Authority.”

- cc: Heidi Black, Administrator for High School Construction and Strategic Planning/  
Coordinator of Long Term Facilities Study
- Robert Rooney, Chief Operating Officer
- Maureen Lemieux, Chief Financial Officer
- Stephanie Kane, Public Buildings Commissioner
- Arthur Cabral, Budget & Project Specialist

# Green Repair Program FAQs

**What types of projects are eligible for funding under the Green Repair Program?**

**The Green Repair Program is limited to the repair or replacement of roofs, windows and/or boilers at school facilities that are otherwise structurally, functionally and educationally sound. If a school facility requires more extensive repair or replacement work – e.g. upgrades to electrical, plumbing, life safety or other building systems, extensive renovations to interior spaces, additional space based on capacity issues - it will not be eligible for funding under the Green Repair Program.**

**My District has already submitted a Statement of Interest (SOI) for a school that needs a new roof, boiler, and/or windows. What should I do?**

**If your district sought only those repairs in the submitted SOI, contact Dick Gill at the MSBA and ask to convert the SOI to one that will be considered under the Green Repair Program. However, if the SOI you have previously submitted to the MSBA identifies several other serious deficiencies in the school facility beyond the roof, windows and/or boiler, you may wish to keep your current SOI in place.**

**My District has not submitted any SOIs. Can we apply to the Green Repair Program?**

**Yes. The MSBA will be opening a Green Repair Statement of Interest (SOI) filing period on August 11, 2010 which will run through September 22, 2010. You should contact Dick Gill at MSBA to learn more about MSBA's process and requirements and to get a password for the SOI system.**

**Can a District apply for roof, window or boiler repairs or replacements at more than one school?**

**Yes. For the Green Repair Program only, the MSBA in certain instances will remove the standard policy of "one project per district". To be considered for more than one roof, window and or boiler repair/replacement project, the district will need to demonstrate that they have local funding available and that the required repairs are not the result of neglect or lack of maintenance by the district. The amount of grants awarded to any district may be capped.**

**Does the MSBA pay 100% of the costs of these repairs?**

**No. As with all approved projects, costs are shared between local school districts and the MSBA based on a reimbursement rate calculation formula**

established in the MSBA's enabling act and regulations. The MSBA will pay only for the MSBA's share of approved, eligible project costs (i.e. MSBA reimbursement rates range from 31% - 80% of approved, eligible project costs). Local Districts will be required to pay their share of project costs.

**How much funding is available?**

The MSBA has up to approximately \$300 million in funds available for the Green Repair Program.

**Did the MSBA get free money from the Federal Government for this program?**

No. The American Recovery and Reinvestment Act (ARRA) did not include any grant funding for school construction or renovation projects. The ARRA act did, however, include a new type of bond called a Qualified School Construction Bond (QSCB). The MSBA has the ability to issue up to approximately \$300 million of these bonds and use the proceeds for grants to local districts. The money is not free: the MSBA is required to pay it back. The benefit of the QSCBs is that it allows the MSBA the ability to borrow funds at a reduced interest cost. The savings allow the MSBA to approve more projects for local districts.

**What are the benefits of the Green Repair Program?**

Leaky roofs, drafty windows and boiler failures make the learning environment difficult on students, teachers and administrators. The biggest benefit of the Green Repair Program is the improvement to the learning environment. Another benefit is the opportunity for faster and more focused action - i.e., special funding that will only be available for new roofs, boilers, and windows. A lasting benefit is the district's ability to save money on energy costs for years to come, which should help in relieving pressure on operating budgets and also allow the district to use a portion of the energy savings to improve the district's maintenance program.

**What makes the Green Repair Program different?**

The Green Repair Program is different because it is focused on three types of major repairs - roofs, boilers, windows - and three related goals - improving the learning environment, energy conservation and maintenance.

**What does the MSBA mean by energy conservation?**

Roofs, windows and boilers are three common needs that can make a big difference to a school's energy use. The repairs requested should result in a



**building that is measurably more efficient in its energy use, that meets certain performance standards for fuel efficiency, and that thereby uses less fuel and saves money. Supporting energy conservation initiatives could include choices such as those described in the MSBA's Green Schools program.**

**Do MSBA's regular rules regarding maintenance, indoor air quality, etc. apply to the Green Repair Program?**

**Yes. The Green Repair Program is intended to support such standards and to prompt Districts to go beyond them.**

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SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

#231-10  
Telephone  
(617) 796-1100  
Facsimile  
(617) 796-1113  
TDD/TTY  
(617) 796-1089  
E-mail  
swarren@newtonma.gov

August 2, 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 transfer the sum of \$30,000 from the Angier School Boiler Replacement Project to the Williams School Boiler Replacement Project.

The boiler replacement project at the Angier School was completed with a surplus of \$30,000, while the bids for the boiler replacement project at the Williams School exceeded the City's estimates. The Public Buildings Department is currently re-bidding the Williams School project with the anticipation of reducing the cost of the project.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren  
Mayor

From: School Bldg Improvement Fund  
31L115C1-5930 \$30,000  
To: School Bldg Improvement Fund  
31M115D4-497030 \$30,000

10 AUG 32 PM 5: 02  
CITY CLERK  
NEWTON, MA 02159

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

City of Newton



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

August 2, 2010

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

RE: Williams School Boiler Replacement

Dear Mayor Warren:

The Public Buildings Department respectfully requests an additional sum of \$30,000.00 to cover the cost of the replacement of one of the boilers at the Williams School. The bid for this project exceeded the original estimate. We are re-bidding this project with the hopes of modifying the bid to reduce the cost, but are requesting the additional funds should the revised bid price come in higher than we anticipate.

The boiler replacement project at the Angier School is complete and funds in the amount of \$30,000.00 are available to be used to cover the additional cost at the Williams School. The account number from which funds are available is 31L115C1-5825.

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

Sincerely,

Handwritten signature of Arthur F. Cabral in cursive.

Arthur F. Cabral  
Interim Commissioner of Public Buildings

AFC:dla

CC: Robert Rooney, Chief Operating Officer  
Maureen Lemieux, Chief Financial Officer  
Josh Morse, Facilities and Operations Supervisor  
Michael Cronin, Chief of Operations  
Carol Chafetz, Director of Operations and Environmental Affairs



SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

#260-10

Telephone  
(617) 796-1100

Facsimile  
(617) 796-1113

TDD/TTY  
(617) 796-1089

E-mail  
swarren@newtonma.gov

September 13, 2010

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

10 SEP 13 A 3:03  
CITY CLERK  
NEWTON, MA. 02159

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to appropriate the sum of \$1,600 from the Special Permit Mitigation Fund established with contributions from Panera Bread, Lumiere Restaurant, Down Under Yoga, and 548 Centre Street/48 Hollis Street.

This appropriation will fund the cost of shipping bicycle racks in preparation for Newton's participation in the Regional Bicycle Parking Program. The city will receive a 100% reimbursement for the actual racks but must cover the cost of shipment.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren  
Mayor

From:	Mitigation Receipts Reserved	
	14K101II-5901	\$ 800
	14K101III-5901	200
	14K101III-5901	600
To:	Bicycle Racks	
	C114015-58529	\$1,600

*RAW*  
09/14/2010

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE



**CITY OF NEWTON, MASSACHUSETTS**  
Planning & Development Department

#260-10

Setti D. Warren  
Mayor

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August 10, 2010

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

Dear Mayor Warren:

I am writing to ask your approval to docket an item requesting an appropriation of \$1,600 from a special permit mitigation fund established with contributions from Panera Bread, Lumiere restaurant, Down Under Yoga, and 548 Centre Street//48 Hollis Street. This appropriation will fund the cost of shipping bicycle racks in preparation of Newton's participation in the Regional Bicycle Parking Program. The Regional Bicycle Parking Program, administered by the Metropolitan Area Planning Council, provides 100% reimbursement to communities that purchase specified bicycle racks, except for the cost associated with shipping and installation. As noted, the shipping cost will come from the mitigation and there is no direct cost to the City.

If you have any questions regarding this subject, please call me. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "C. Havens".

Candace Havens, Interim Director  
Planning and Development Department

Cc: Robert Rooney, Chief Operating Officer  
Maureen Lemieux, Chief Financial Officer  
David Wilkinson, Comptroller



Setti D. Warren  
Mayor

**CITY OF NEWTON, MASSACHUSETTS**  
Department of Planning and Development

#260-10  
#260-10(2)  
Telephone  
(617)-796-1120  
Telefax  
(617) 796-1142  
TDD/TTY  
(617) 796-1089

MEMORANDUM

To: Finance Committee of the Board of Aldermen

From: Candace Havens, Interim Director of Planning and Development  
Eve Tapper, Chief Planner for Current Development  
David Koses, Transportation Planning Coordinator *DK*

RE: Bicycle Racks

DATE: September 27, 2010

CC: Mayor Setti D. Warren

10 SEP 24 P 2:36  
CITY CLERK  
NEWTON, MA. 02159

The City of Newton is continuing to participate in the Regional Bike Parking Program, managed by the Metropolitan Area Planning Council (MAPC). The program allows communities to purchase specific bicycle rack products from pre-approved vendors. Once the bicycle racks have been purchased and installed, the community is eligible for the reimbursement of 100% of the purchase price, less the cost of shipping and installation. Between 2007 and 2009, Newton was eligible to receive reimbursement for up to \$22,034 in bicycle rack products. Between 2007 and 2009, the School, Planning and Public Works Departments coordinated to purchase bicycle racks at the Ed Center, both High Schools, Day Middle School, and the following elementary schools: Angier, Bowen, Burr, Cabot, Franklin, Horace Mann, Lincoln Eliot, Pierce, Mason Rice, Ward, Williams and Zervas. During this time, the School Department paid for the purchase and shipping costs, the Department of Public Works installed the bicycle racks, and the Planning Department arranged for reimbursement back into the School Department budget.

In 2010, MAPC made changes to the Bicycle Parking program, including the removal of the per-community reimbursement maximum. While there is no longer a cap on the dollar amount an individual community may request for reimbursement, funds are available on a first come, first serve basis.

Over the past seven months, the Planning Department, working with Aldermen, the Bicycle-Pedestrian Task Force, Bike Newton, Newton Villages, the Parks and Recreation Department, and the Library Department, developed a list which specifies proposed locations for 103 new bicycle racks to be purchased. The list includes 76 "bike hitches", 19 "Hi Rollers", 5 "Hoop Racks", one set of custom "Knife, Fork, and Spoon Racks" (to be located on Beacon Street near Centre Street in Newton Centre), and one custom "Book Rack" to be located at the Library facing Homer Street.

The current quote for the proposed purchase, provided by DERO Bike Racks, is for approximately \$22,000. After the bicycle racks have been received and installed, the Planning Department will complete the required paperwork, and it is expected that the City will be fully reimbursed for the purchase price. The shipping cost for the proposed purchase is quoted at approximately \$1,400. A special mitigation fund has been established to pay for the shipping costs related to this program. This mitigation fund currently has \$1,600 available to pay for bicycle racks. The fund was established with contributions from Panera Bread, Lumiere restaurant, Down Under Yoga, and 548 Centre Street/48 Hollis Street, as each is required by their Special Permit to install a bicycle rack.



SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

#260-10(2)

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(617) 796-1089

E-mail  
swarren@newtonma.gov

September 13, 2010

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

10 SEP 13 A 3:03  
CITY CLERK  
NEWTON, MA. 02159

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to authorize the expenditure of \$25,000 for the purchase of bicycle racks citywide. The Regional Bicycle Parking Program, administered by the Metropolitan Area Planning Council, will provide 100% reimbursement to the City after the City receives and installs the racks.

My request is as follows:

- that your Honorable Board transfer the sum of \$25,000 from FY11 Budget Reserve to the Planning Department for the purpose of purchasing the Bicycle Racks,
- that your Honorable Board authorize the expenditure of the \$25,000 Grant which will be received from the Metropolitan Area Planning Council for the purpose of reimbursing the City for the initial expenditure associated with the acquisition of the Bicycle Racks, and
- that your Honorable Board authorize the Comptroller to reimburse the FY11 Budget Reserve account with the \$25,000 Grant.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren  
Mayor

From: Budget Reserve  
0110498-5790 \$25,000

To: Bicycle Rack Program  
C114015-58529 \$25,000

*RAW*  
09/16/2010

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE



**CITY OF NEWTON, MASSACHUSETTS** #260-10(2)  
Planning & Development Department

Setti D. Warren  
Mayor

---

August 10, 2010

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

Dear Mayor Warren:

I am writing to ask your approval to docket an item requesting an appropriation of \$25,000 for the purchase of bicycle racks citywide. This purchase represents a continuation of Newton's participation in the Regional Bicycle Parking Program. The Regional Bicycle Parking Program, administered by the Metropolitan Area Planning Council, provides 100% reimbursement to communities that purchase specified bicycle racks, except for the cost associated with shipping and installation. After the bicycle racks have been received and installed, the Planning Department will complete the required paperwork, and the City will be fully reimbursed for the purchase price.

If you have any questions regarding this subject, please call me. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "C. Havens".

Candace Havens, Interim Director  
Planning and Development Department

Cc: Robert Rooney, Chief Operating Officer  
Maureen Lemieux, Chief Financial Officer  
David Wilkinson, Comptroller





SETTI D. WARREN  
MAYOR

# NEWTON PARKS AND RECREATION DEPARTMENT

70 Crescent Street, Newton, MA 02466

Office: (617) 796-1500

Fax: (617) 796-1512

TDD/TTY: (617) 796-1089



NEWTON  
Parks & Recreation

ROBERT J. DERUBEIS  
COMMISSIONER

August 23, 2010

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

APPROVED  
*[Signature]*  
9/13/10

Dear Mayor Warren:

I am writing to respectfully request that you docket with the Honorable Board of Alderman for consideration a request to appropriate and expend \$4,500.00 for a Natural Resources Inventory and Management Plan to be done at Nahanton Park. The money has been donated by the Newton Conservators, Friends of Nahanton Park and the Newton Community Farm, Inc. Copies of the group's letters and checks are enclosed and have been deposited into account number 29B602W4.

Sincerely,

Robert J. DeRubeis  
Parks & Recreation Commissioner

10 SEP 13 11 A 5: 52  
CITY CLERK  
NEWTON, MA. 02159

Cc: Robert Rooney, Chief Operating Officer  
Maureen Lemieux, Chief Financial Officer

Enclosure

GIFT AUTHORIZATION TO  
EXPEND ONLY

COMMISSION  
MEMBERS


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

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

WARD 7 - RICHARD TUCKER  
WARD 8 - KATHLEEN A. HEITMAN, VICE-CHAIR  
COMM. SECRETARY-ROBIN MCLAUGHLIN

ALTERNATES: MICHAEL CLARKE, PETER KASTNER, JACK NEVILLE, DONALD FISHMAN

*Preserving the historic Angino farm for the Newton community*



**Newton Community Farm, Inc.**  
303 Nahanton Street  
Newton, MA 02459

*www.newtoncommunityfarm.org*

Bob DeRubeis  
Newton Parks & Recreation  
70 Crescent Street  
Newton, MA 02466

10 SEP 13 1 A 5:52  
CITY CLERK  
NEWTON, MA, 02159

16 August 2010

Dear Mr. DeRubeis,

This \$500 check from Newton Community Farm, Inc., is to support the proposed study of resources and uses of Nahanton Park.

Thank you very much.

Very truly yours,



Greg Maslowe, Farm Manager

Preserving the historic Angino farm for the Newton community

**Newton Community Farm, Inc.**  
303 Nahanton Street  
Newton, MA 02459

www.newtoncommunityfarm.org

10 SEP 13 1A 5:52  
CITY CLERK  
NEWTON, MA 02159

Bob DeRubeis  
Newton Parks & Recreation  
70 Crescent Street  
Newton, MA 02466

16 August 2010

Dear Mr. DeRubeis,

This \$500 check from Newton Community Farm, Inc., is to support the proposed study of resources and uses of Nahanton Park.

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER

**NEWTON COMMUNITY FARM, INC.**  
303 NAHANTON STREET  
NEWTON, MA 02459-2900  
617-916-9655

THE VILLAGE BANK  
307 AUBURN STREET  
AUBURNDALE, MA 02466  
53-7185/2113

0922

8/17/10

PAY TO THE ORDER OF

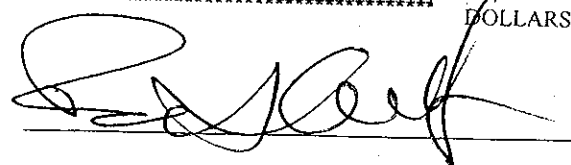
City of Newton

\$ \*\*500.00

Five Hundred and 00/100\*\*\*\*\*

DOLLARS

City of Newton  
PO Box 9137  
Newton, MA 02460-9137

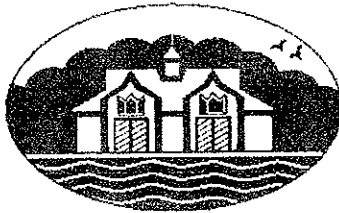


AUTHORIZED SIGNATURE

MEMO  
Nahanton Park Study

SECURITY FEATURES INCLUDED. DETAILS ON BACK

⑈000922⑈ ⑆211371858⑆ 3588001264⑈



#261-10

Friends of Nahanton Park, Inc.

10 SEP 13 1A 5:53

CITY CLERK  
NEWTON, MA. 02159

August 11<sup>th</sup>, 2010

Commissioner Robert Derubeis  
Parks and Recreation Department  
City of Newton  
70 Crescent Street  
Newton, MA 02466

Dear Commissioner Derubeis,

The Friends of Nahanton Park have enclosed a check in the amount of \$2000.00 payable to the City of Newton as our one third share of the cost of funding the Natural Resources Inventory and Management Plan for Nahanton Park, currently out for bids.

If for some reason this project does not go forward, our understanding is that this money will be refunded to the Friends of Nahanton Park, Inc.

It has been a very positive experience working with you, Carol Schein and Judy Dore during this process and we appreciate the support of the Parks and Recreation Department.

Sincerely yours,

Duane Hillis  
President  
Friends of Nahar  
499 Winchester St  
Newton Highland

FRIENDS OF NAHANTON PARK INC.

53-7185/2113

102

DATE

8/11/2010

PAY TO THE ORDER OF

City of Newton

\$ 2,000.00

Two thousand and 00/100

DOLLARS

SECURE WALLET OR DISPENSE

THE Village Bank™

307 Auburn Street, Auburndale, MA 02466

MEMO

1/3 Share Nahanton Park Survey

⑆ 211371858⑆ 8608001229⑈ 0102

SPECIALTY ONLY



# NEWTON CONSERVATORS

Received

AUG 10 2010

Recreation Dept.

**Officers**

Jane Sender, President  
Alison Leary, Vice President  
AnnaMaria Abernathy,  
Secretary  
Katherine Howard, Treasurer  
Beth Schroeder, Past  
President

**Board of Directors**

Margaret Albright  
Octo Barnett  
Dan Brody  
Lalor Burdick  
Bonnie Carter  
Michael Clarke  
Margaret Doris  
Henry Finch  
Robert Fizek  
Maurice Gilmore  
Daniel Green  
William Hagar  
Frank Howard  
Peter Kastner  
Ted Kuklinski  
George Mansfield  
Eric Reenstierna  
Patricia Robinson  
Larry Smith  
Willis Wang

**Advisors**

Nancy Avery  
Lisle Baker  
Rodney Barker  
John Bliss  
Lee Breckenridge  
Lucy Caldwell-Stair  
Michael Collora  
Modestino Criscitiello  
Douglas Dickson  
Burton Elliott  
Bart Hague  
Judith Hepburn  
Duane Hillis  
Deborah Howard  
Lawrence Kaplan  
William Leitch  
Don Lubin  
Eric Olson  
Richard Primack  
Jon Regosin  
Frances Seasholes  
William Shaevel  
William Stevenson  
Roger Swain  
Verne Vance  
Brian Yates

August 4, 2010

10 SEP 13 1A 5:53  
CITY CLERK  
NEWTON, MA 02159

Bob DeRubeis  
Commissioner  
Parks and Recreation Department  
City of Newton  
70 Crescent Street  
Newton, MA 02466

Dear Bob,

I have enclosed a check in the amount of \$2000.00 from the Newton Conservators, payable to the City of Newton, as our one third share of the cost of funding the Natural Resources Inventory and Management Plan for Nahanton Park.

I understand the project is going out for bid this week. If for some reason this project does not go forward, our understanding is that money will be refunded to the Newton Conservators.

Thank you very much for your support and the pleasure of working with you, Carol Schein and Judy Dore on this exciting public/private partnership.

Regards,

*Jane Sender*  
Jane Sender, Esq.

Newton Conservators, Inc.

<b>NEWTON CONSERVATORS, INC.</b>		1030
P. O. BOX 590011 NEWTON CENTER, MA 02459		5-7017/2110 644
Date <u>Aug 4, 2010</u>		
Pay to the Order of <u>City of Newton</u>	\$ <u>2,000.00</u>	
<u>Two thousand and <sup>10</sup>/<sub>100</sub></u>	Dollars	
<b>Citizens Bank</b> Massachusetts		
For <u>Nahanton Park planning</u>	<u>Kate A. Threl</u>	MP
⑆ 211070175⑆ 1110035885⑆		1030

#265-10

Telephone  
(617) 796-1100

Facsimile  
(617) 796-1113

TDD/TTY  
(617) 796-1089

E-mail  
swarren@newtonma.gov



SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

September 20, 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 grant an extension of Contract #C-2542 Parking Violation Process and Collection System, with Complus Data Innovations, Inc. for the purpose of allowing the City to continue to process parking violations. The current three-year contract is set to expire September 30, 2010. I request that your Honorable Board grant up to three (3) one-month extensions.

The City released a Request for Proposals on August 19, 2010. Due to the large volume of vendor questions for specific information regarding this bid, the City has had to postpone the bid opening until September 23, 2010. It is highly unlikely that the City will have been able to evaluate the bid responses and execute a new contract by September 30<sup>th</sup>, particularly if the City selects a new vendor for this service.

Additionally, I respectfully request that your Honorable Board approve an emergency preamble upon final approval of this docket request in order to allow the City to enter into this contract extension without delay.

Thank you for your consideration of this matter.

Very truly yours,

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

Setti D. Warren  
Mayor

10 SEP 20 P 12:46  
CITY CLERK  
NEWTON, MA 02159

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

BOARD OF ALDERMEN

CITY OF NEWTON

DOCKET REQUEST FORM

DEADLINE NOTICE: Aldermanic Rules require items to be docketed with the Clerk of the Board NO LATER THAN 7:45 P.M. TUESDAY, PRIOR TO THE MONDAY FULL BOARD MEETING in order to be assigned to Committee(s) and voted for inclusion that evening.

To: Clerk of the Board of Aldermen

Date: June 22, 2010

10 JUN 22 PM 3:10  
CITY CLERK  
NEWTON, MA 02159

From (Docketer): Alderman Ruthanne Fuller

Address:

Phone:

E-mail:

Additional sponsors:

Baker, Blazar, Danberg, Freedman, Hess-Mahan, Johnson, Lappin, Linsky, Salvucci, Swiston

1. Please docket the following item (it will be edited for length if necessary):

requesting that the Board of Aldermen establish an investment vehicle into which appropriations may be made for future post employment benefits, especially health care coverage for retirees. A number of investment vehicles will be considered, including an Other Post Employment Benefits (OPEB) Stabilization Fund or an Other Post Employment Benefits Liability Trust Fund that can be adopted under the provisions of Massachusetts General Laws Chapter 32B, Section 20.

2. The purpose and intended outcome of this item is:

- Fact-finding & discussion
Appropriation, transfer,
Expenditure, or bond authorization
Special permit, site plan approval,
Zone change (public hearing required)
Ordinance change
Resolution
License or renewal
Appointment confirmation
Other:

3. I recommend that this item be assigned to the following committees:

- Programs & Services
Zoning & Planning
Public Facilities
Post Audit & Oversight
Finance
Public Safety
Land Use
Committee on Community Preservation
Real Property
Special Committee
No Opinion

4. This item should be taken up in committee:

Immediately (Emergency only, please). Please state nature of emergency:

- As soon as possible, preferably within a month
In due course, at discretion of Committee Chair
When certain materials are made available, as noted in 7 & 8 below
Following public hearing

**CITY OF NEWTON  
OTHER POST EMPLOYMENT BENEFIT STUDY COMMITTEE  
DECEMBER 4, 2009 REPORT**

## **OPEB Final Report**

### **I. Introduction**

Governmental entities, Newton included, have traditionally offered employees and their dependent spouses generous life-time health care benefits. The ongoing escalation in health care costs experienced in recent years, combined with longer life expectancies, have caused employers to reconsider both their benefit structures and financing plans for the benefits. Furthermore, the accounting and financial reporting standard setting authorities for government entities have mandated that the cost of health care benefits be accounted for (but not funded) as they are being earned and not when they are paid out many years into the future.

Early in calendar year 2008, Newton's Mayor and Board of Aldermen agreed to a series of financial management policies. Missing from these policies was any consideration for employee and retiree health care financing. In order to address this omission, a Subcommittee of the City's Finance Committee, chaired by Alderman Ken Parker was appointed. Joining Alderman Parker on the Subcommittee were Aldermen Marcia Johnson and John Freedman; Newton residents Robert Gifford and George Foord; and City Comptroller David Wilkinson. The report that follows is the result of several months of research and analysis by this working group.

### **II. Discussion**

All employees of the City of Newton who regularly work in excess of 19 hours per week (along with their spouses and dependent children) are eligible to participate in the City's (self-insured) contributory group health insurance plan. The City currently funds 80% of the cost of the plan and participants fund the remaining 20%. Eligibility for participation in the City's group health plan is governed by state law while contribution levels are determined by local collective bargaining agreement.

At their retirement, the City provides lifetime health benefit coverage for employees and their dependent spouses under the same cost sharing arrangement as it does for active employees and without regard to the number of years of service to the City, as long as the employee or dependent spouse qualifies for a retirement benefit. Retirees and their dependent spouses who are not Medicare eligible continue to participate in the same plan as active employees. Retiree health benefit coverage for those retirees who are eligible for participation in the Medicare program consists of a Medicare supplement plan that insures the same level of benefits provided under the plan for active employees, and annual reimbursement of 80% of the retiree's Medicare part B premiums. Retiree eligibility for participation in the group health plan is governed by state law. The City's obligation to make the same financial contribution as it does for active employees is unclear. The Solicitor's Office has been asked to clarify this issue.



**CITY OF NEWTON  
OTHER POST EMPLOYMENT BENEFIT STUDY COMMITTEE  
DECEMBER 4, 2009 REPORT**

Except for the 1.45% federal Medicare payroll tax contribution, the City has traditionally funded and recognized the cost of providing health benefits to its employees and retirees on a pay-as-you-go basis. For the fiscal year ended June 30, 2008, the total cost of providing health benefits to active and retired employees and their eligible dependents was \$45 million<sup>1</sup> – 9.7% of total City operating and capital expenditures for the year. Of this sum, a total of \$13.4 million was expended for direct health services to retirees and their dependent spouses. This annual obligation has increased by an average of 10.1% per year over the past five year period.

Although Newton and most other state and local governments have traditionally funded and accounted for the cost of providing post retirement health benefits in each year's annual operating budget, the standard setting body for government external financial reporting, the Governmental Accounting Standards Board (GASB), has determined that the cost of providing such benefits must be accounted for as the benefits are being earned.<sup>2</sup> This action has been taken to bring the accounting and financial reporting requirements for retiree health benefits in line with those for regular retirement benefits.

Effective with the fiscal year ended June 30, 2008, Newton does not have to make any changes in the way that it funds health benefits, but does have to begin disclosing the actuarial value of post retirement benefits that have been earned to date; what if any resources have been accumulated to fund these benefits; and the annual cost of both benefits earned over the past fiscal year and the amortization of unfunded benefits from prior year service, over a period that can not exceed 30 years.

Newton's June 30, 2008 post retirement health benefit actuarial valuation study concludes that the accrued value (discounted at 3.75%)<sup>3</sup> of health benefits that have been earned to date by employees is \$625.7 million and that no resources have been set aside to meet these obligations.<sup>4</sup>

The report further notes that the fiscal year 2008 cost of providing for these benefits was \$35.4 million (\$12 million for benefits earned by virtue of fiscal year 2008 service to the City and \$23.4 million for the amortization of benefits that have been earned in prior years, but which have not been funded). Since the City's pay-as-you-go appropriation of \$13.4 million for retiree health benefits is less than this sum, a \$22 million additional expense must be recorded in the full accrual financial statements of the City.

---

<sup>1</sup> Total health insurance spending consists of \$41,312,879 in self insurance fund expenditures; \$2,025,951 in employer contributions to the federal Medicare program; and \$1,641,234 in federal Medicare part B premium reimbursements to retirees.

<sup>2</sup> Governmental Accounting Standards Board Statement #45 is applicable to the City of Newton beginning with the fiscal year ended June 30, 2008.

<sup>3</sup> The City subsequently elected to utilize a discount factor of 2%, applicable under the rules to unfunded plans, which has the effect of increasing the value of the accrued benefit, substantially.

<sup>4</sup> A complete copy of this report is posted on the Comptroller's page of the City web site, under the Actuarial Valuation link.

**CITY OF NEWTON  
OTHER POST EMPLOYMENT BENEFIT STUDY COMMITTEE  
DECEMBER 4, 2009 REPORT**

The primary objective of the Governmental Accounting Standards Board (GASB) in prescribing these new financial accounting and reporting requirements for post retirement health benefits is to encourage, while not requiring, the governments that provide such benefits to begin funding such benefits as they are being earned. The advantages of advance funding include: greater transparency with regard to the true cost of providing public services; greater intergenerational equity; and the potential for the use of investment earnings on accumulated resources to reduce the total cost of the benefit to both the government and plan participants.

Although the first two advantages noted above are difficult to quantify, the GASB has provided clear financial incentives for governments that have funding plans in place. The advantage is that a funded plan can discount their calculated liability by a rate approximating the long term rate of return on resources invested in equity securities, instead of having to discount using a cash like rate of return. In order to demonstrate the impact of this option for Newton, the City actuary was asked to provide the City with required financial disclosures for both an unfunded plan and a funded plan. Had the City embarked upon a formal funding plan and demonstrated a commitment to ongoing funding, the accrued value of health benefits earned as of June 30, 2008 would have declined from \$625.7 million (3.75% discount factor) to \$319.4 million (7.75% discount factor) and the total fiscal year 2008 cost of providing such benefits would have declined from \$34.4 million to \$24.5 million, which would have in turn reduced the impact on the City's full accrual financial statements to \$11.5 million.

Although accounting and financial reporting changes have been made and are being implemented by all governments, funding policy continues to be discretionary. Newton, therefore, has the option of continuing to fund on a pay-as-you-go basis, while reporting on the full accrual basis; increasing funding by between \$11 and \$22 million per year<sup>5</sup> to begin full actuarial funding of the plan; or beginning partial funding somewhere between the pay-as-you-go approach and the ultimate goal of full funding.

### **III. Discussion of Options**

Newton's neighboring communities of Needham and Wellesley have developed plans for full actuarial funding of their retiree health plans, while Brookline and Watertown have made lesser commitments.

While Massachusetts cities and towns have not had legislation authorization for the establishment of Post Retirement Health Trust Funds which meet the requirements of the Governmental Accounting Standards Board, Governor Patrick signed legislation

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<sup>5</sup> These amounts reflect those appearing in the Actuarial Report for the Fiscal Year Ended June 30, 2008. Comparable amounts shown in the Actuarial Report for the Fiscal Year Ended June 30, 2009, which includes a 2% discount factor applicable to unfunded plans, are \$13 and \$33 million per year to begin full actuarial funding of the plan.

**CITY OF NEWTON  
OTHER POST EMPLOYMENT BENEFIT STUDY COMMITTEE  
DECEMBER 4, 2009 REPORT**

authorizing all communities to create such funds on January 10, 2009. Resources can now be accumulated in a fund created specifically for this purpose and investment income can be credited directly to the fund. Resources can be contributed from the City alone, or from both the City and plan participants.

The funding source most often identified for this liability is the City's current resource commitment to funding the accrued liability of the City's contributory retirement plan. This currently amounts to \$10.1 million, but since the plan is not expected to be fully funded until at least the year 2028, this source is not really an option.

Beginning in fiscal year 2007 Newton began receiving retiree drug benefit reimbursements from the federal government. Prior to the receipt of these funds there was discussion within City management circles about earmarking Medicare Part D reimbursements for retiree health benefits. The Mayor ultimately decided to use this new revenue source as a general financing source for the City's annual operating budget. This revenue source generated \$1 million in the fiscal year ended June 30, 2008.

Although Wellesley was able to obtain a Proposition 2 1/2 property tax override for this purpose, Wellesley is not also making contributions to an unfunded contributory retirement plan.

Among the resource options that Newton might consider are:

- In addition to the annual contribution to the City's contributory retirement plan, the City also funds non-contributory pensions for a limited number of retirees who are veterans of WW II. The City's current year appropriation is \$490,753. Contribution requirements have been declining at the rate of approximately \$50,000 per year. These savings have been redirected to other operating purposes. Savings from this source could be redirected to a post retirement health fund.
- The City currently self-insures the current cost of health benefits for all active employees and most retirees. The City's policy is to retain fund balance in the self insurance funds of between 1.5 and 2 months of average claims experience to meet extraordinary and unforeseen claims experience. To the extent that the City ends a fiscal year with fund balances in excess of this target, the excess resources could be redirected to a post retirement health plan. For the year ended June 30, 2008, the Tufts Health plan had surplus resources of \$5.4 million. These excess resources have been retained in the fund to off-set future year rate increases and used to fund health deduction holidays for plan participants and the City.
- The City's savings resulting from any health deduction holidays have reverted to free cash.

**CITY OF NEWTON  
OTHER POST EMPLOYMENT BENEFIT STUDY COMMITTEE  
DECEMBER 4, 2009 REPORT**

- Assuming it is the goal of the City to fund post retirement health benefits on a contributory basis and not to make the full contribution, consideration should be given to a self insurance fund premium surcharge for the City and all plan participants. For the year ended June 30, 2008 the City and plan participants contributed a total of \$44.2 million. Each 1% surcharge on plan premiums would therefore generate approximately \$442,000 towards the cost of post retirement health benefits.

In addition to the funding options noted above, the City also has the option of taking steps to minimize the growth in the liability itself. These options include everything from a negotiated change in the contribution rates to requesting special legislation to link the City's retiree health contribution rate to a formula similar to the one used for retirement benefit purposes that recognizes years of service instead of crediting all retirees with the same contribution rate without regard to the number of years of service.

#### **IV. Recommendations**

Rapid growth in the cost of health care and changes in financial reporting requirements for retiree health benefits have caused many organizations to re-think the policy of providing equal health care benefits to active and retired employees. In order to minimize the risk that Newton will be forced at some time in the future to change its long standing policy of providing equal benefits to active and retired employees, increased attention must be focused on funding of retiree health benefits as they are being earned. It is important that the advance funding be done on a contributory basis just as is currently the case for pay-as-you go benefit funding and that resources accumulated for the payment of future retiree health benefits be held in trust for investment for the exclusive benefit of future retirees. With these broad principles in mind, the Committee makes the following recommendations to the City:

- 1) The City should accept Chapter 479 of the Acts of 2008, allowing the creation of a dedicated trust fund for advance funding of post retirement health care benefits;
- 2) The City should offer all employee bargaining units the opportunity to contribute to this fund up to a set amount with a match based on the current ratio of health care premium contributions;
- 3) The City should take all reasonable available measures to control the rate of increase in employee health care costs for current employees and retirees, while making quality health coverage; and
- 4) The amount of funds available for matching employee contributions should be increased in years in which the rate of increase in cost of current and retiree health care benefits is low and there is sufficient operating budget flexibility.

5. I estimate that consideration of this item will require approximately:

#209-10

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> One half hour or less | <input type="checkbox"/> Up to one hour                        |
| <input type="checkbox"/> More than one hour               | <input type="checkbox"/> An entire meeting                     |
| <input type="checkbox"/> More than one meeting            | <input type="checkbox"/> Extended deliberation by subcommittee |

6. The following people should be notified and asked to attend deliberations on this item. (Please check those with whom you have already discussed the issue, especially relevant Department Heads):

City personnel

Citizens (include telephone numbers/email please)

David Wilkinson \_\_\_\_\_

Ken Parker (617) 965-3723 ken@kenparker.org \_\_\_\_\_

Maureen LeMieux \_\_\_\_\_

George Foord (617) 969-8360 GeorgeFoord@aol.com \_\_\_\_\_

\_\_\_\_\_

Rob Gifford (617) 527-2219 robertgifford@gmail.com \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. The following background materials and/or drafts should be obtained or prepared by the Clerk's office prior to scheduling this item for discussion\*:

We should include the Dec. 4, 2009 Memo from the OPEB Committee

8. I  have or  intend to provide additional materials and/or undertake the following research independently prior to scheduling the item for discussion. \*

Let me know when you want the materials.

(\*Note to docketer: Please provide all additional materials to the Clerk's office by Noon on Friday before the Committee meeting where it will be discussed. The materials must be provided in both electronic form and hard copy. This will give Aldermen a chance to review all relevant materials before discussion. Materials not submitted 48 hours in advance of a meeting will require a vote to suspend the rules the night of the Committee's discussion in order to allow the material to be presented.)

Please check the following:

9.  I would like to discuss this item with the Chairman before any decision is made on how and when to proceed.
10.  I would like the Clerk's office to contact me to confirm that this item has been docketed. My daytime phone number is: \_\_\_\_\_
11.  I would like the Clerk's office to notify me when the Chairman has scheduled the item for discussion.

Thank you.

Ruthanne Fuller  
Signature of person docketing the item

[Please retain a copy for your records]

Jan



SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

#209-10(2)

Telephone  
(617) 796-1100

Facsimile  
(617) 796-1113

TDD/TTY  
(617) 796-1089

E-mail  
swarren@newtonma.gov

August 2, 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 establish an "Other Post Employment Benefits Liability Trust Fund". This irrevocable, dedicated trust fund will provide a vehicle to make advance contributions for retirement health care benefits. Funds will be invested in a broad variety of investments with guidance consistent with the "prudent investor rule." Any returns will be added to and become a part of the fund.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren  
Mayor

10 AUG 32 PM 5:01  
CITY CLERK  
NEWTON, MA. 02159

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

## The General Laws of Massachusetts

[Search the Laws](#)

## PART I. ADMINISTRATION OF THE GOVERNMENT

## TITLE IV. CIVIL SERVICE, RETIREMENTS AND PENSIONS

## CHAPTER 32B. CONTRIBUTORY GROUP GENERAL OR BLANKET INSURANCE FOR PERSONS IN THE SERVICE OF COUNTIES, CITIES, TOWNS AND DISTRICTS, AND THEIR DEPENDENTS

[Go To:](#)  
[Next Section](#)  
[Previous Section](#)  
[Chapter Table of Contents](#)  
[MGL Search Page](#)  
[General Court Home](#)  
[Mass.gov](#)**Chapter 32B: Section 20. Other Post Employment Benefits Liability Trust Fund; local option; funding schedule**

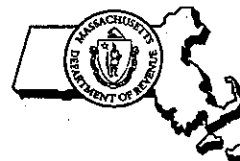
*[Text of section added by 2008, 479 effective January 10, 2009.]*

Section 20. A city, town, district, county or municipal lighting plant that accepts this section, may establish a separate fund, to be known as an Other Post Employment Benefits Liability Trust Fund, and a funding schedule for the fund. The schedule and any future updates shall be designed, consistent with standards issued by the Governmental Accounting Standards Board, to reduce the unfunded actuarial liability of health care and other post-employment benefits to zero as of an actuarially acceptable period of years and to meet the normal cost of all such future benefits for which the governmental unit is obligated. The schedule and any future updates shall be: (i) developed by an actuary retained by a municipal lighting plant or any other governmental unit and triennially reviewed by the board for a municipal lighting plant or by the chief executive officer of a governmental unit; and (ii) reviewed and approved by the actuary in the public employee retirement administration commission.

The board of a municipal lighting plant or the legislative body of any other governmental unit may appropriate amounts recommended by the schedule to be credited to the fund. Any interest or other income generated by the fund shall be added to and become part of the fund. Amounts that a governmental unit receives as a sponsor of a qualified retiree prescription drug plan under 42 U.S.C. 1395w-132 may be added to and become part of the fund.

The custodian of the fund shall be: (i) a designee appointed by the board of a municipal lighting plant; or (ii) the treasurer of any other governmental unit. Funds shall be invested and reinvested by the custodian consistent with the prudent investor rule set forth in chapter 203C.

This section may be accepted in a city having a Plan D or Plan E charter by vote of the city council; in any other city by vote of the city council and approval of the mayor; in a town by vote of the town at a town meeting; in a district by vote of the governing board; in a municipal lighting plant by vote of the board; and in a county by vote of the county commissioners.



# Bulletin

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2009-08B

## 2008 LEGISLATION

TO: Local Officials

FROM: Robert G. Nunes, Deputy Commissioner & Director of Municipal Affairs

DATE: February 2009

SUBJECT: Summary of 2008 Municipal Finance Law Changes

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To keep you informed of legislative developments during the year, the Division of Local Services publishes on a periodic basis a **BULLETIN** summarizing any new laws enacted that affect municipal budgets and local tax assessment, administration and collection. Each issue contains a cumulative summary of session laws enacted to that time and indicates whether the Division has issued or will issue any further implementation guidelines.

Attached is the 2008 edition of the **LEGISLATIVE BULLETIN**. It includes any legislative changes affecting municipal finance found in Chapters 1 - 535 of the Acts of 2008.

Copies of these new laws can be obtained from the web site of the State Legislature: [www.mass.gov/legis](http://www.mass.gov/legis) or the State Bookstore located in Room 116 of the State House.



Ch. 479

**OTHER POST-EMPLOYMENT BENEFITS LIABILITY TRUST FUNDS**

**An Act Providing for the Establishment of Other Post Employment Benefits Liability Trust Funds in Municipalities and Certain Other Governmental Units. *Effective January 10, 2009.***

Adds a new local option section, Section 20, to G.L. c. 32B, which governs group health insurance for active and retired employees of local governmental entities. The new option allows a city, town, district, county or municipal lighting plant to set up a special trust fund, the Other Post Employment Benefits (OPEB) Liability Trust Fund, for appropriations made to cover its unfunded actuarial liability of health care and other post-employment benefits for its retirees. Reimbursements received by the governmental entity from the federal Medicare program for covering retiree drug costs (Medicare Part D) may be credited to the fund as well. Acceptance is by vote of town meeting in a town, city council in a city having a Plan D or Plan E charter, city council with the approval of the mayor in any other city, the governing board in a district, county commissioners in a county and board for a municipal lighting plant. Previously, municipalities had to obtain special acts to create an OPEB trust fund.

The governmental entity must retain an actuary to establish a funding schedule. The schedule must be reviewed and approved by the Public Employee Retirement Administration Commission's (PERAC's) actuary. In addition, the schedule must be reviewed every three years by the chief executive officer of the entity and any update must be reviewed by PERAC's actuary as well. The governmental entity is not required to make appropriations into the fund according to the schedule, but any appropriations made are held in trust for OPEB obligations.

The governmental unit's treasurer is the custodian of the fund or in the case of a light plant, an officer designated by the board. Investment of fund monies by the custodian must be consistent with the prudent person standard set forth in G.L. c. 203C for private trust funds. Interest earned on the investment of fund monies belongs to the fund.

**An IGR will be issued on this legislation.**

\*\*\*\*\*

**Last Act: Chapter 535 approved by the Governor on January 16, 2009.**

*for*



City of Newton, Massachusetts  
Office of the Mayor

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swarren@newtonma.gov

SETTI D. WARREN  
MAYOR

August 2, 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 transfer the sum of \$137,000 from Account Number 0110499-593046 "Transfer to OPEB Trust Fund".

This amount was appropriated in the FY2011 budget for the specific purpose of funding the "Other Post Employment Benefits Liability Trust Fund."

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren  
Mayor

10 AUG 32 PM 5:01  
CITY CLERK  
NEWTON, MA 02159

1000 Commonwealth Avenue Newton, Massachusetts 02459

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DEDICATED TO COMMUNITY EXCELLENCE



SETTI D. WARREN  
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Office of the Mayor

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August 2, 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 transfer the sum of \$6,151 from FY2010 General Fund Surplus Revenue to a special account to be overseen by the principal of Newton North High School.

The funds were raised at a successful "yard sale" event entitled "Bringing Down the House" held in early June to enable the public to purchase memorabilia from the old Newton North High School. These funds will be utilized to enhance the community in the new North High School.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren  
Mayor

10 AUG 2 PM 4: 58  
CITY CLERK  
NEWTON, MA. 02159

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

**NEWTON  
PUBLIC SCHOOLS**

100 Walnut Street, Newtonville, MA 02460

AREA CODE (617) 559-9025

Office of Business, Finance and Planning

Memorandum

\*\*\*\*\*

TO: Bob Rooney, Chief Operating Officer  
FROM: Sandra Guryan, Assistant Superintendent for Business, Finance and Planning  
DATE: July 26, 2010  
RE: Request to Docket Newton North Yard Sale Funds

\*\*\*\*\*

As discussed, this memo is a request to put the Newton North Yard Sale receipts as a docket item for the Mayor and Board of Aldermen to review the transfer of funds to a special account to be overseen by the principal of Newton North High School. The high school PTO and administrators worked with City and School Department Purchasing to comply with all laws and regulations on the sale of surplus items and all procedures were followed. A successful yard sale event was held at the old Newton North High School in June 2010 and items were sold which total \$6,151. After discussion with the Comptroller, it was determined that the best means of allocating the funds to the new Newton North community was to appropriate the funds collected to a special appropriation account to be managed by the high school principal and to be used for purchases that will enhance the community in the new high school.

Please notify me when this matter will be scheduled for review.

- cc: Dave Wilkinson, Comptroller
- Claire Sokoloff, School Committee Chair
- David Fleishman, Superintendent of Schools
- Gail Landry, Director of Business Services
- Dede Reade, Assistant to the School Committee

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SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

August 2, 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 transfer the sum of \$2,643,271 from FY2010 Free Cash to the "Undesignated Stabilization Fund".

This amount was the result of surplus revenue associated with the payment of the first one-half of the New Falls Association Deferred Payment in Lieu of Taxes.

Thank you for your consideration of this matter.

Very truly yours,

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

Setti D. Warren  
Mayor

10 AUG 32 PM 5:01  
CITY CLERK  
NEWTON, MA. 02159

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SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

August 2, 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 establish an "Undesignated Stabilization Fund" for the purpose of dedicating a reserve fund to address extraordinary and unforeseen expenditure contingencies, and/or cyclical declines in operating revenues, generally resulting from economic factors outside the control of the City.

Funding sources for the Undesignated Stabilization fund may be the result of one time unexpected or surplus revenues, or the re-appropriation of "free cash" or unexpended appropriations. In order to maintain the integrity of the purpose of this Stabilization Fund, appropriations from the fund will require a two-thirds vote of the Board of Aldermen.

Thank you for your consideration of this matter.

Very truly yours,

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

Setti D. Warren  
Mayor

10 AUG 02 PM 5:00  
CITY CLERK  
NEWTON, MA 02459

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## The General Laws of Massachusetts

[Search the Laws](#)**PART I. ADMINISTRATION OF THE GOVERNMENT****TITLE VII. CITIES, TOWNS AND DISTRICTS****CHAPTER 40. POWERS AND DUTIES OF CITIES AND TOWNS****PURPOSES FOR WHICH TOWNS MAY APPROPRIATE MONEY****Chapter 40: Section 5B. Stabilization funds; establishment**

Section 5B. For the purpose of creating 1 or more stabilization funds, cities, towns and districts may appropriate in any year an amount not exceeding, in the aggregate, 10 per cent of the amount raised in the preceding fiscal year by taxation of real estate and tangible personal property or such larger amount as may be approved by the director of accounts. The aggregate amount in such funds at any time shall not exceed 10 per cent of the equalized valuation of the city or town as defined in section 1 of chapter 44. Any interest shall be added to and become part of the fund.

The treasurer shall be the custodian of all such funds and may deposit the proceeds in national banks or invest the proceeds by deposit in savings banks, co-operative banks or trust companies organized under the laws of the commonwealth, or invest the same in such securities as are legal for the investment of funds of savings banks under the laws of the commonwealth or in federal savings and loans associations situated in the commonwealth.

At the time of creating any such fund the city, town or district shall specify, and at any later time may alter, the purpose of the fund, which may be for any lawful purpose, including without limitation an approved school project under chapter 70B or any other purpose for which the city, town or district may lawfully borrow money. Such specification and any such alteration of purpose, and any appropriation of funds into or out of any such fund, shall be approved by two-thirds vote, except as provided in paragraph (g) of section 21C of chapter 59 for a majority referendum vote. Subject to said section 21C, in a town or district any such vote shall be taken at an annual or special town meeting, and in a city any such vote shall be taken by city council.

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<a href="#">Chapter Table of Contents</a>
<a href="#">MGL Search Page</a>
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<a href="#">Mass.gov</a>

Attached please find the proposed rules for a new Financial Audit Advisory Committee.

The goal of establishing a formal Financial Audit Advisory Committee is two-fold. First, we want to make sure that financial audit issues are addressed regularly and thoroughly. Currently, the Finance Committee has an Audit Sub-Committee. It does not necessarily meet frequently enough or review sufficiently the full scope of financial audit issues. Second, we would like to ensure that we have sufficient expertise on the committee when reviewing these matters.

To meet these goals, we are suggesting two major changes to the Audit Sub-Committee:

**Composition:** We are proposing a larger group (9 members) that supplements four members of the Board of Aldermen with (1) one School Committee member since the Financial Audit Advisory Committee will continue to oversee the auditing function of the entire City, including the schools; and (2) four citizens with relevant financial expertise to bolster the expertise of the committee.

**Responsibilities:** As in the past, the committee will have five major areas of responsibility: financial statements, internal control, external audit, compliance, and reporting. The rules lay out these responsibilities in detail.

The Financial Audit Advisory Committee will continue to report to the Finance Committee. As the committee has citizen members, items cannot be docketed directly to it. Rather, items will be docketed to the Finance Committee and then referred to the Financial Audit Advisory Committee.



**Financial Audit Advisory Committee Rules**  
September 24, 2010

**A Financial Audit Advisory Committee is hereby established which reports to the Board of Aldermen through the Finance Committee** to allow and encourage more time to be devoted to fiscal accountability matters and thereby elevate the importance of fiscal accountability through strong internal controls, budgetary and other legal compliance, accurate and timely financial reporting and a culture of strong ethical behavior.

**Composition and Appointment**

The Financial Audit Advisory Committee shall consist of nine voting members as follows:

- Finance Committee Chairman
- Three Aldermanic members appointed by the President of the Board of Aldermen
- Four citizens of the City with financial expertise,<sup>1</sup> selected by the President of the Board of Aldermen with input from the Board of Aldermen
- One School Committee member selected by the Chair of the School Committee

The Finance Committee Chairman in consultation with the President of the Board of Aldermen will select the Chair from among the appointed members of the Board of Aldermen.

Each citizen appointment shall be for a term of three years. Initial citizen terms shall be staggered as follows: one for a term of one year, one for a term of two years, and one for a term of three years.

No citizen member shall be eligible to serve as a member for more than two consecutive full terms. For purposes of this clause, the initial one and two year appointments shall be deemed not to constitute full terms.

**Purpose and Authority**

The Financial Audit Advisory Committee will assist Newton's Board of Aldermen in fulfilling its oversight responsibilities for the financial reporting process to ensure

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<sup>1</sup> Financial expertise may include the person having completed a program of learning in accounting or auditing; having experience as a principal financial officer, comptroller, public accountant or auditor; having experience overseeing or assessing the performance of companies, non-profits or municipal organizations or accountants with respect to the preparation of financial statements; or having other relevant experience. For example, the person may have an understanding of generally accepted accounting principles (GAAP) and financial statements; the ability to apply such principles in connection with the accounting for estimates, accruals, and reserves; experience preparing, auditing, analyzing or evaluating financial statements that present a breadth and level of complexity of accounting issues that can reasonably be expected to be raised by the City's financial statements, or experience actively supervising one or more persons engaged in such activities; and an understanding of internal controls and procedures for financial reporting.

transparency and integrity, effective systems of internal control, auditing, and monitoring of compliance with laws and regulations and the code of conduct.

The Financial Audit Advisory Committee has authority to conduct or authorize investigations into any matters within the scope of the aforementioned responsibilities. It is empowered to:

- Appoint, oversee, and contract the work of any registered public accounting firm employed by the City.
- Resolve any disagreements between the City and the auditor regarding financial reporting.
- Pre-approve all auditing and non-audit services.
- Request the Board of Aldermen through the Finance Committee for funding to retain independent counsel, accountants, or others to advise the committee or to assist in the conduct of an investigation.
- Seek any information it requires from employees - all of whom are directed to cooperate with the committee's requests - or external parties.
- Meet with City officials, external auditors, or outside counsel, as necessary.

The Financial Audit Advisory Committee will report as necessary to the Finance Committee. The Finance Committee will vote on all expenditures recommended by the Financial Audit Advisory Committee. As the Financial Audit Advisory Committee has citizen members, items will be docketed to the Finance Committee and then referred to the Financial Audit Advisory Committee.

### **Meetings**

The committee will meet at least four times a year. It will meet on the Wednesday following the fourth Monday of the month when necessary. The committee will invite members of the Executive Department, management, auditors, or others to attend meetings and provide pertinent information, as necessary. It will hold meetings with auditors and, when appropriate, with the Chief Operating Officer, the Chief Financial Officer, the Treasurer, the Comptroller, the City Solicitor, or anyone else desired by the committee.

### **Responsibilities**

The committee will carry out the following responsibilities:

#### Financial Statements

- Obtain from Comptroller and/or external auditors information on significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, and recent professional and regulatory pronouncements, and understand their impact on the financial statements.
- Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles.

- Review with City officials and the external auditors all matters required to be communicated to the committee under generally accepted auditing *Standards*.
- Review draft financial reports with management and the external auditors before filing, and consider whether they are complete and consistent with the information known to committee members.

### Internal Control

- Consider the effectiveness of the City's internal control systems, including information technology security and control.
- Evaluate areas of significant risk or exposure facing the City; assess the steps City officials have taken or propose to take to minimize such risks; and periodically review compliance with such steps.
- Understand the scope of external auditors' review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
- Review with the Executive Office the policies and procedures with respect to use of all appropriated monies and funds, including, for example, the use of City vehicles.

### External Audit

- Review the external auditors' proposed audit scope, approach, and fees, including coordination of audit effort with internal employees.
- Review the performance of the external auditors, and exercise approval on the appointment, replacement, reassignment, or dismissal of the auditors.
- Review and confirm the independence of the external auditors by obtaining statements from the auditors on relationships between the auditors and the City, including non-audit services, and discussing the relationships with the auditors.
- Establish a regular schedule for periodically discussing whether to re-bid the audit contract with an outside CPA firm.
- Review with City officials and the external auditors the results of the audit, including any difficulties encountered.
- Review City's responses to the audit.
- Review with the independent auditor all critical accounting policies and practices used and alternative treatments of financial information within generally accepted accounting principles.
- On a regular basis, meet with the external auditors to discuss any matters that the committee or auditors believe should be discussed.

### Compliance

- Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of noncompliance.

- Review the findings of any examinations by regulatory agencies, and any auditor observations.
- Review the process for communicating the code of conduct and conflict of interest policies to City personnel, and for monitoring compliance therewith, including Whistleblower Policies.
- Review the procedures for the receipt, retention, and treatment of complaints (including confidential or anonymous ones) received by the City regarding accounting, internal accounting controls, auditing matters, or suspected fraud that may be submitted by internal or external parties; review any complaints that have been received, current status, and resolution.
- Obtain regular updates from management and City legal counsel regarding compliance matters.

#### Reporting Responsibilities

- Regularly report to the Board of Aldermen about committee activities, issues, and related recommendations.
- Provide an open avenue of communication between the Comptroller, the external auditors, the Executive branch, the Board of Aldermen, and the School Committee.

#### Other Responsibilities

- Perform other activities related to this charter as requested by the Board of Aldermen.
- Institute and oversee special investigations within the committee's scope of responsibilities, as needed.
- Review and assess the adequacy of the committee rules annually, requesting Board of Aldermen approval for proposed changes, and ensure appropriate disclosure as may be required by law or regulation.
- Confirm annually that all responsibilities outlined in these rules have been carried out.