



Public Facilities Committee Budget Agenda

City of Newton In City Council

Wednesday, April 17, 2024

The Public Facilities Committee will hold this meeting as a hybrid meeting in room 204 on Wednesday, April 17, 2024 at 7:00 pm. To view this meeting using Zoom use this link: <https://newtonma.gov.zoom.us/j/85354075692> or call 1-646-558-8656 and use the following Meeting ID: 853 5407 5692

Items scheduled for discussion:

Referred to Public Facilities and Finance Committees

#187-24 **Authorization to appropriate and expend \$1 million for the DPW Vehicle Replacement Program**

HER HONOR THE MAYOR requesting authorization to appropriate and expend a total of one million dollars (\$1,000,000) from June 30, 2023, Certified Free Cash as part of the Vehicle Replacement Plan for the purpose of replacing one 2008 and two 2007 6-wheel dump trucks with two 6-wheel dump trucks and one 10-wheel swap loader truck for the Streets Division operations.

Referred to Public Facilities and Finance Committees

#196-24 **Authorization to appropriate and expend \$615,000 for hydro vacuum excavator trailer**

HER HONOR THE MAYOR requesting authorization to appropriate and expend a total of six hundred and fifteen thousand dollars (\$615,000) from Water Fund Surplus Acct# 6000-3599 three hundred fifteen thousand dollars (\$315,000) and from Sewer Fund Surplus Acct # 6100-3599 for three hundred thousand dollars (\$300,000) for the purchase of a hydro vacuum excavator trailer to enhance digging safety measures.

Referred to Public Facilities and Finance Committees

#199-24 **Authorization to appropriate and expend \$500,000 for the water hydrant flushing program**

HER HONOR THE MAYOR requesting authorization to appropriate and expend a total of five hundred thousand dollars (\$500,000) from the Water Fund Surplus -- Available for Appropriation, Account # 6000-3599 to Account # 60A40106-530203 Water Hydrant Inspections, Engineering Services to fund a water hydrant flushing program to ensure proper water circulation and water quality within the water main system.

The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.

Referred to Public Facilities and Finance Committees

#198-24 Authorization to expend grant and city funding for the Stormwater Asset Management Plan

HER HONOR THE MAYOR requesting authorization to accept and expend the State's Revolving Fund Grant of one hundred fifty thousand dollars (\$150,000) to update the Stormwater Asset Management Plan, and to appropriate and expend the sum of seventy-five thousand dollars (\$75,000) from the Stormwater Management Operating Reserve - 2024 Budget to provide the City share of matching funds for this program. The grant also includes a twenty-five thousand dollar (\$25,000) additional match of in-kind services from city- staff.

Please Note: Budget materials can be found on the City's website at the following link:

<https://www.newtonma.gov/government/comptroller/budget>

DEPARTMENT BUDGET & CIP DISCUSSIONS:

Department of Public Works

Referred to Finance and Appropriate Committees

#8-24 Submittal of the FY2025 to FY 2029 Capital Improvement Plan

HER HONOR THE MAYOR submitting the Fiscal Years 2025 to 2029 Capital Improvement Plan pursuant to section 5-3 of the Newton City Charter.

#194-24 Submittal of the FY2025-FY2029 Supplemental Capital Improvement

HER HONOR THE MAYOR submitting the FY25 – FY29 Supplemental Capital Improvement Plan.

#195-24 Submittal of the FY25 Municipal/School Operating Budget

HER HONOR THE MAYOR submitting in accordance with Section 5-1 of the City of Newton Charter the FY25 Municipal/School Operating Budget, passage of which shall be concurrent with the FY25-FY29 Capital Improvement Program (#8-24). EFFECTIVE DATE OF SUBMISSION 04/16/24; LAST DATE TO PASS THE BUDGET 05/31/24

Respectfully submitted,

Susan Albright, Chair



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

187-24

Telephone
(617) 796-1100

Fax
(617) 796-1113

TDD/TTY
(617) 796-1089

Email
rfuller@newtonma.gov

April 8, 2024

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

Councilors:

I respectfully submit a docket item to your Honorable Council requesting authorization to appropriate and expend a total of \$1,000,000 from June 30, 2023, Certified Free Cash as part of our Vehicle Replacement Plan for the purpose of replacing one 2008 and two 2007 6-wheel dump trucks with two 6-wheel dump trucks and one 10-wheel swap loader truck for the Streets Division operations.

Vehicle profiles for the three vehicles to be replaced are attached.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor



CITY OF NEWTON, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS

Ruthanne Fuller, Mayor
James McGonagle
Commissioner of Public Works

Telephone (617) 796-1000
Facsimile (617) 796-1050
E-mail: jmcgonagle@newtonma.gov

To: Maureen Lemieux, Chief Financial Officer
Jonathan Yeo, Chief Operating Officer

From: James McGonagle, Commissioner of Public Works

Subject: Appropriation for 3 Heavy Equipment Trucks for Streets Division

Date: April 5, 2024

I respectfully request that the Mayor docket a request to appropriate \$1 million dollars to replace a 2008 and two 2007 6-wheel dump trucks in poor condition with two 6-wheel dump trucks and one 10-wheel swap loader truck for the Streets Division operations. The new trucks will be used for daily operations and during snow operations. We will reutilize three Epoke spreader attachments for these trucks from our existing inventory for salting operations.

Attached are vehicle profiles for the three trucks to be replaced.

The purchase of these three trucks is in line with the City's Vehicle Replacement Plan.

Thank you for your consideration of this matter.



Vehicle Profile

Newton, MA

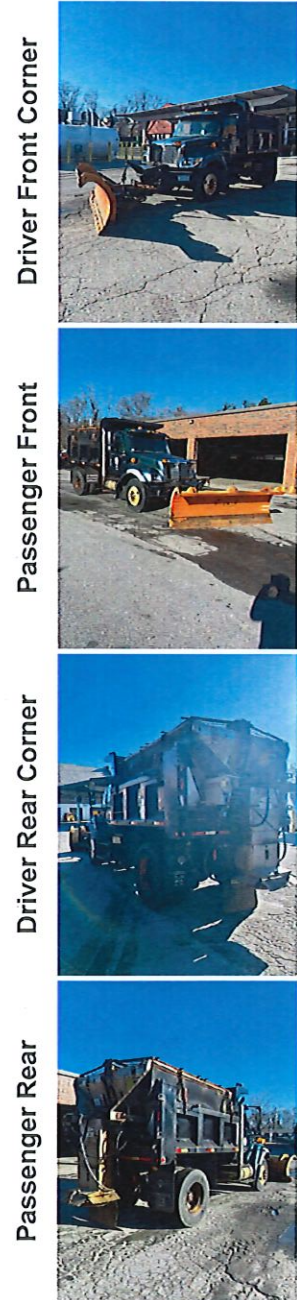
187-24

Vehicle: **75 2007 International 7400 (Green) (Plate# M79325)**

Vehicle Identification and Status:

VIN:	1HTWDAAR37J526826	Mileage:	60304	Status:	Available
Title No.:		Engine Hours:	0	Location:	Elliot Street
USDOT No.:		Condition:	Very Poor	Use Category:	Heavy Consistent Duty

Vehicle Photos **Vehicle Specifications**



Driver Front Corner

Passenger Front

Driver Rear Corner

Passenger Rear

Liters:		Fuel Type:	Diesel
Cylinders:	6	Fuel Tank Size:	
Alt Fuel:	No	Transmission:	AUTO
GVW:	37000	MTW:	
Front Tire Size:		Rear Tire Size:	
Front Brakes:	Drum	Rear Brakes:	Drum
Brake System:	Air	Drivetrain:	RWD
Vehicle Fluids			
Motor Oil:	15w40	Rear Axle Fluid:	75w90 Syn w/Moly
Transfer Case Fluid:		Hub Fluid:	
Transmission Fluid:	Allison Fluid TES295	Hydraulic Fluid:	Mobil 424
Front Axle Fluid:		Coolant:	Zerex NF HD
Vehicle Filters			
Oil Filter 1:	7744XD	Cabin Filter 1:	4316
Oil Filter 2:		Cabin Filter 2:	
Air Filter 1:	6870	Cabin Filter 3:	
Air Filter 2:		Breather 1:	
Air Filter 3:		Breather 2:	
Fuel Filter 1:	3719	Gasket / O-Ring 1:	
Fuel Filter 2:	1841628C1	Gasket / O-Ring 2:	
Fuel Filter 3:		Gasket / O-Ring 3:	
Fuel Filter 4:		Power Steering Filter:	7191
Hydraulic Filter 1:	7841	Coolant Filter:	
Hydraulic Filter 2:		Other 1:	
Transmission Filter 1:		Other 2:	
Transmission Filter 2:		Other 3:	



Vehicle Profile

Newton, MA

187-24

Vehicle: **77 2007 International 7400 (Orange) (Plate# M2940A)**

Vehicle Identification and Status:

VIN:	1HTWDAAR17J427020	Mileage:	45875	Status:	Available
Title No.:		Engine Hours:	0	Location:	
USDOT No.:		Condition:	Poor	Use Category:	Heavy Consistent Duty

Vehicle Photos **Vehicle Specifications**



Driver Front Corner

Liters:	7.6L	Fuel Type:	Diesel
Cylinders:	6	Fuel Tank Size:	
Alt Fuel:	No	Transmission:	AUTO
GVW:	37000	MTW:	
Front Tire Size:	12R22.5	Rear Tire Size:	12R22.5
Front Brakes:	Drum	Rear Brakes:	Drum
Brake System:	Air	Drivetrain:	RWD



Passenger Front

Vehicle Fluids			
Motor Oil:	15w40	Rear Axle Fluid:	75w90 Syn w/Moly
Transfer Case Fluid:		Hub Fluid:	
Transmission Fluid:	Allison Fluid TES295	Hydraulic Fluid:	Mobil 424
Front Axle Fluid:		Coolant:	Zerex NF HD



Driver Rear Corner

Vehicle Filters			
Oil Filter 1:	7744XD	Cabin Filter 1:	4316
Oil Filter 2:		Cabin Filter 2:	
Air Filter 1:	6870	Cabin Filter 3:	
Air Filter 2:		Breather 1:	
Air Filter 3:		Breather 2:	
Fuel Filter 1:	3719	Gasket / O-Ring 1:	
Fuel Filter 2:		Gasket / O-Ring 2:	
Fuel Filter 3:		Gasket / O-Ring 3:	
Fuel Filter 4:		Power Steering Filter:	7191
Hydraulic Filter 1:	7841	Coolant Filter:	
Hydraulic Filter 2:		Other 1:	
Transmission Filter 1:		Other 2:	
Transmission Filter 2:		Other 3:	



Passenger Rear



Vehicle Profile

Newton, MA

187-24

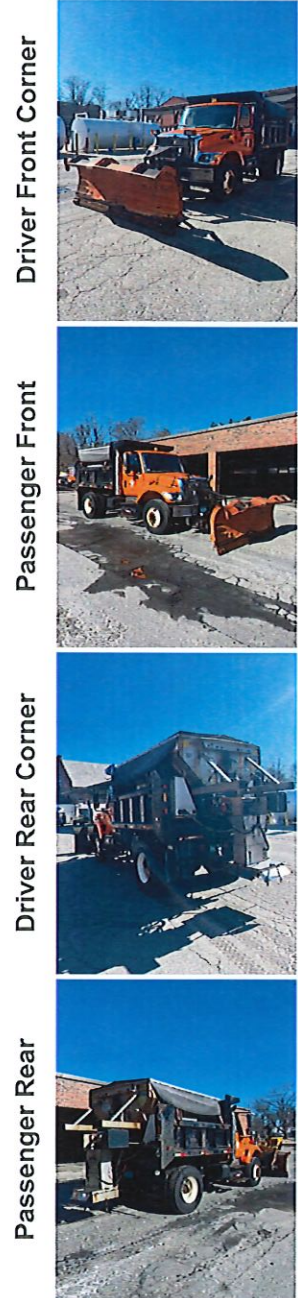
Vehicle: 80 2006 International 7400 (Orange) (Plate# M75149)

Vehicle Identification and Status:

VIN:	1HTWDAAR96J324782	Mileage:	60040	Status:	Available
Title No.:		Engine Hours:	0	Location:	Elliot Street
USDOT No.:		Condition:	Very Poor	Use Category:	Heavy Consistent Duty

Vehicle Photos

Vehicle Specifications



Driver Front Corner

Passenger Front

Driver Rear Corner

Passenger Rear

Liters:	7.6L	Fuel Type:	Diesel
Cylinders:	6	Fuel Tank Size:	
Alt Fuel:	No	Transmission:	AUTO
GVW:	37000	MTW:	
Front Tire Size:		Rear Tire Size:	
Front Brakes:	Drum	Rear Brakes:	Drum
Brake System:	Air	Drivetrain:	RWD

Vehicle Fluids

Motor Oil:	15w40 32qts	Rear Axle Fluid:	75w90 Syn w/Moly
Transfer Case Fluid:		Hub Fluid:	
Transmission Fluid:	Allison Fluid TES295	Hydraulic Fluid:	Mobil 424
Front Axle Fluid:		Coolant:	Zerex NF HD

Vehicle Filters

Oil Filter 1:	7744XD	Cabin Filter 1:	4316
Oil Filter 2:		Cabin Filter 2:	
Air Filter 1:	6870	Cabin Filter 3:	
Air Filter 2:		Breather 1:	
Air Filter 3:		Breather 2:	
Fuel Filter 1:	3719	Gasket / O-Ring 1:	
Fuel Filter 2:	1841628C1	Gasket / O-Ring 2:	
Fuel Filter 3:		Gasket / O-Ring 3:	
Fuel Filter 4:		Power Steering Filter:	7191
Hydraulic Filter 1:	7841	Coolant Filter:	
Hydraulic Filter 2:		Other 1:	
Transmission Filter 1:		Other 2:	
Transmission Filter 2:		Other 3:	



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

196-24

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rfuller@newtonma.gov

April 8, 2024

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

Councilors:

I respectfully submit a docket item to your Honorable Council requesting authorization to appropriate and expend a total of \$615,000 for the purchase of a hydro vacuum excavator trailer to enhance digging safety measures. Because this equipment will be used by both the Water and Sewer Divisions, we are utilizing funds from the following accounts:

Water Fund Surplus – Available for Appropriation, Account # 6000-3599	\$315,000
Sewer Fund Surplus – Available for Appropriation, Account # 6100-3599	\$300,000

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor



CITY OF NEWTON, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS

Ruthanne Fuller, Mayor
James McGonagle
Commissioner of Public Works

Telephone (617) 796-1000
Facsimile (617) 796-1050
E-mail: jmcgonagle@newtonma.gov

To: Maureen Lemieux, Chief Financial Officer
Jonathan Yeo, Chief Operating Officer

From: James McGonagle, Commissioner of Public Works

Subject: Appropriation for a Hydro Excavator for Utilities Division

Date: April 5, 2024

I respectfully request that the Mayor docket a request to appropriate \$615,000 to purchase a hydro excavator for the Utilities Division. The hydro excavator will be used in daily operations in all divisions of Utilities. The Department of Labor highly recommends the use of these type excavators to ensure the safety of our work crews and to protect existing underground infrastructure.

Attached is the vehicle profile for the hydro excavator and a quote for the new vehicle.

Thank you for your consideration of this matter.



Presents a Proposal Summary

of the



HXX

Single Engine Hydro Excavation Machine with Positive Displacement Vacuum System Mounted on a Heavy-Duty Truck Chassis

for

City of Newton

March 25, 2024

PRODUCT DESCRIPTION

- Hydro-Excavator - Roots 824-18" Hg. Blower, 12 Yard Debris

STANDARD FEATURES

- DigRight Technology
- Cylindrical Designed Debris Body, 1/4" Ex-Ten Steel
- Flat Style, 3/4 Rear Door w/ Replaceable Neoprene Seal
- Hydraulic Rear Door Locking System
- Hydraulic Rear Door Open/Close System
- 8" Inspection Port w/ Ladder Access
- Rear Door Support for Operator Safety
- Double Acting Dump Hoist Cylinder
- Dual Air Ports w/ Dual 10" Stainless Steel Float Balls
- 1200 Gallon Insulated Polypropylene Water Tank
- Water Tank Separate from Debris Tank
- Water Tank Fill w/ 25' Water Hose and Connectors
- Water Level Sight Gauge, Mark-V Electronic Low Water Warning System
- 5 Year Warranty Against Leaks
- Hydraulic Operated Tri-Plex Piston Water Pump
- Water Pump On/Off Located on Wireless Control and Control Box
- Variable Pressure and Flow Achieved by Electronic-Over-Hydraulic Controls @ Operators Station
- ISO 46 Hydraulic Oil
- Handgun Hose 3/8" x 75' w/ Operating Pressure of 3500 PSI
- Ultra Quiet Inlet and Outlet Silencers Acoustically Matched to Blower
- Direct Drive Omsi Transfer Case w/ Air Shift
- Single Cyclonic Separator w/ 14" Clean Out Door
- Microstrainer Final Filter w/ 3" Camloc Drain
- 8" Vacuum Relief Located in the Inlet of Debris Tank.
- Wireless Remote Control for boom w/Water Pump Control, Throttle, Vacuum Relief and E-Stop. - Hand-held
- Control Panel Located Inside an Aluminum Box for Protection
- 8" I.D Wire Reinforced Rubber Suction hose
- Electric-Over-Hydraulic Boom
- Hydraulically Powered Up/Down/Left/Right/Extend/Retract Boom
- Boom Control Located at Control Panel and Hand Held Wireless Control
- All Boom Inlet Hose and Tubing will be 8" Inside Diameter
- 8" Vacuum Pipe Package with 8" Dig Tube
- Water System Digging Wand Package
- Alum. Hyd. Oil Tank w/ Sight Gauge
- Entire Electrical System Moisture and Vapor Sealed
- Tow Hooks Front and Rear
- Mud Flaps
- Electronic Back-Up Alarm
- Fenders
- Manual hand pump for boom hydraulic override
- Grounding cable to tie debris body, sub frame, and chassis
- Wireless Wrist Strap Emergency Stop w/Dig Lance Tether
- Toolbox, Driver Side Chassis Frame, 48w x 20h x 30d.
- Factory Training and Start-Up
- Camera System, Rear Only
- 6" Rear Door Knife Valve w/ Camloc, 6:00 position
- Hydraulic Tank Shutoff Valves
- Rear Door Splash Shield
- Remote Corded Pendant
- (2) single jet digging nozzles w/ carbide inserts and (1) 3 jet digging nozzles with stainless steel inserts and flow straightener to be supplied
- LED Lights, Clearance, Stop, Tail, Turn, Backup

- (1) 50" x 30" x 30" Aluminum Toolbox Located Behind Cab for Water Pump and/or Hose Reel.
- Toolbox, Passenger Side Subframe in lieu of Tool Tray, 104w x 24h x 22d

ADDITIONAL FEATURES

- Water System Rating is 20 GPM @ 3000 PSI
- Wireless Remote Control for Body Functions - Hand-held
- 7' Telescopic Boom, 320 Deg. Rotation with Removable Turret Box
- 8" Dig Tube Handle Assembly
- Cyclone Drain Valve
- Folding Pipe Rack, Curbside
- Folding Pipe Rack, Streetside
- Lube Manifold
- Plastic Lube Chart
- Debris Body Vibrator, Electric
- Air Purge
- Water Heater, 400,000 BTU's
- Cold Weather Package
- Glycol Heated and Foil-Backed Closed Cell Insulated Over Fender Toolbox
- Glycol Heated and Foil-Backed Closed Cell Insulated Right-Hand Rear Toolbox
- Cold Weather Recirculator
- 300 CFM Air Compressor
- 250 PSI and 110 PSI Dual Setting for Digging and Pneumatic Tools
- 1" x 25' Air Hose on Manual Extend/Spring Retract Reel
- Airspade 4000 Digging Lance w/ Application Specific Digging Nozzle
- Rear Mounted, LED Beacon Light
- Front Mounted, LED Beacon Light
- Worklights (2), Boom
- Work Zone Lighting, (8) LED Lights
- Toolbox, Driver Side Chassis Frame, 58w x 48h x 30d, in lieu of STD. Frame Mount Pipe Storage
- Toolbox, Passenger Side Behind Tandem, 18w x 48h x 24d
- Toolbox, Driver Side Behind Tandem, 18w x 48h x 24d
- Toolbox, Driver Side Subframe in lieu of Tool Tray, 104w x 24h x 22d
- Module Paint, Dupont Imron Elite - Sanded Primer Base
- TruVac Logos - Applied
- (1) 8" x 3' Aluminum Vacuum Tube
- (1) 8" x 5' Aluminum Vacuum Tube
- (1) 8" x 7'-6" Aluminum Vacuum Tube
- (5) 8" Quick Clamp Assembly
- (2) 6" Quick Clamp Assembly
- (1) 8" Adjustable Air Adapter
- (1) 8" to 6" Flanged Reducer
- (1) 8" x 6" Flanged Transition
- TruVac Manual, Partial Manual and USB Version - 1
- 2nd Operator Station
- Camera System – Front/Rear//RH & LH Sides
- Additional Strobe Lights
- Air Hose – 50'

Chassis Source - Vactor Supplied

Module Paint Match Cab - No

Module Paint Color - Grey

Module Paint Color Code - 840976EX

Cab Color - White

Cab Color Code - L0006EY WHITE ELITE EY

Door Stripe Color - None

Chassis Year - 2024

Chassis Make - WESTERN STAR

Chassis Model - 47X 6X4 SBA

Chassis Axle – Tandem

Sell Price: \$613,500.00

Due to current market conditions & on-going supply chain issues, pricing is subject to change.

Thank you for considering C.N. Wood enviro, LLC for your equipment needs.



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

199-24

Telephone
(617) 796-1100

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rfuller@newtonma.gov

April 8, 2024

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

Councilors:

I respectfully submit a docket item to your Honorable Council requesting authorization to appropriate and expend a total of \$500,000 from the Water Fund Surplus – Available for Appropriation, Acct # 6000-3599 to Acct # 60A40106-530203 Water Hydrant Inspections, Engineering Services to fund a water hydrant flushing program to ensure proper water circulation and water quality within the water main system.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor



CITY OF NEWTON, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS

Ruthanne Fuller, Mayor
James McGonagle
Commissioner of Public Works

Telephone (617) 796-1000
Facsimile (617) 796-1050
E-mail: jmcgonagle@newtonma.gov

To: Maureen Lemieux, Chief Financial Officer
Jonathan Yeo, Chief Operating Officer

From: James McGonagle, Commissioner of Public Works

Subject: Appropriation for Hydrant Flushing Program for Utilities Division

Date: April 5, 2024

I respectfully request that the Mayor docket a request to appropriate \$500,000 to fund a hydrant flushing program contract for the Utilities Division. The hydrant flushing contract will ensure that fire hydrants are operational and helps maintain excellent water quality, as flushing the lines removes sediments and ensures proper water circulation within the water main system.

Thank you for your consideration of this matter.



Ruthanne Fuller
Mayor

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Office of the Mayor

198-24

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rfuller@newtonma.gov

April 8, 2024

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

Councilors:

I respectfully submit a docket item to your Honorable Council requesting authorization to accept and expend the State's Revolving Fund Grant of \$150,000 to update the Stormwater Asset Management Plan.

Additionally, I am requesting authorization to appropriate and expend the sum of \$75,000 from the Stormwater Management Operating Reserve – 2024 Budget to provide the City share of matching funds for this program. The grant also includes an additional match of in-kind services of \$25,000 from city staff.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor



CITY OF NEWTON, MASSACHUSETTS

DEPARTMENT OF PUBLIC WORKS

Ruthanne Fuller, Mayor
James McGonagle
Commissioner of Public Works

Telephone (617) 796-1000
Facsimile (617) 796-1050
E-mail: jmcgonagle@newtonma.gov

To: Maureen Lemieux, Chief Financial Officer
Jonathan Yeo, Chief Operating Officer

From: James McGonagle, Commissioner of Public Works

Subject: Appropriation for Stormwater Infrastructure Improvement Plan
(Asset Management Plan)

Date: April 5, 2024

I respectfully request that the Mayor docket a request to appropriate \$75,000 to provide matching funds for the State's Revolving Fund Grant of \$150,000 to develop a Stormwater Asset Management Plan. The grant also includes an additional match of in-kind services of \$25,000 from city staff.

The grant will fund an update of the Stormwater Infrastructure Improvement Plan (asset management plan). The city will work with its consultant to inventory and assess the existing public and inter-connected private stormwater control measure infrastructure, update the existing GIS of these assets, evaluate the level of service of these assets, and develop a long-term funding strategy.

Thank you for your consideration of this matter.



The Massachusetts Clean Water Trust Asset Management Grant Program

198-24



Appendix C: Program Application Cover Letter

General Information: Eligible Applicant	
Name	City of Newton
Location	Newton, MA
Contact Person	James McGonagle, Commissioner of Public Works
Phone	617.796.1000
Email	jmcgonagle@newtonma.gov
Mailing Address	1000 Commonwealth Ave., Newton Centre, MA 02459

Consulting Engineering Firm	
Engineering Firm	Woodard & Curran
Contact Person	Carol Harris, Senior Client Manager
Phone	978.482.7854
Email	charris@woodardcurran.com

Overall Project Cost Breakdown	
Grant Amount Requested:	\$150,000
Proposed Funding Match (cash):	\$75,000
Proposed SRF Loan Amount:	
In-Kind Services Estimate:	\$25,000
Total Project Cost:	\$250,000

System(s) involved in this project: Stormwater Wastewater Drinking Water

Year(s) appearing on Clean OR Drinking Water Intended Use Plan(s):

N/A

To the best of my knowledge and belief, the information provided in this proposal and accompanying forms and attachments is true, correct, and complete; and I, am authorized to file this proposal on behalf of

Name James McGonagle Digitally signed by James McGonagle
Date: 2023.08.03 14:17:10 -04'00' Title DPW Commissioner

Date 8/03/2023



**CITY OF
NEWTON**

Asset Management
Plan

Massachusetts Clean
Water Trust – CY2024
Asset Management
Plan Grant Program
Application

CW - 13551

40 Shattuck Road | Suite 110
Andover, Massachusetts 01810
800.426.4262

woodardcurran.com

City of Newton,
Massachusetts
August 2023

**MASSCHUSETTS CLEAN WATER TRUST
CY2024 ASSET MANAGEMENT GRANT PROGRAM APPLICATION**

CITY OF NEWTON, MASSACHUSETTS

**ASSET MANAGEMENT PLAN
CW - 13551**

TABLE OF CONTENTS

PEF Report

Project Narrative/Asset Management Planning Objective Statement

Scope of Services

Cost Proposal and Schedule

In-kind Service Costs and Details

Newton Project Team – Key Staff

List of Attachments

- Attachment 1. Asset Management Progress Survey Forms
- Attachment 2. Asset Management Participation Survey Forms
- Attachment 3. Excerpt from Draft City of Newton Phosphorus Control Plan



2024 Clean Water Asset Management Project Evaluation Form

PEF No	CW-13551
ReSubmitted PEF No	
Local Government Unit	NEWTON 1000 Commonwealth Ave. Newton MA 02159 617-796-1200
Authorized Representative	James McGonagle, Commissioner of 1000 Commonwealth Ave Newton Centre MA 02459 617-796-1000 jmcgonagle@newtonma.gov
Consultant Firm	Woodard & Curran, Inc.
Primary Consultant Contact	Carol Harris, Senior Client M 40 Shattuck Rd. Andover MA 01810 978-482-7854 charris@woodardcurran.com
Project Name	City of Newton Stormwater AMP
Project Description	To update its Stormwater Infrastructure Improvement Plan (e.g. Asset Management Plan), the City of Newton DPW will work collaboratively with Woodard & Curran to inventory and assess the current state of the City's stormwater control assets; inventory critical asset attributes, update the existing GIS for these assets; evaluate the level of service (LOS) of these assets in terms of quality, quantity, reliability, and environmental standards; quantify minimum life cycle costs for stormwater control operation and maintenance; and update the long-term funding strategy to incorporate efficient operations and long-term management strategies.



2024 Clean Water Asset Management Project Evaluation Form

Project Schedule and Costs

Report Date	05/31/2024
Design/Plan Start Date	09/01/2024
Design/Plan End Date	06/30/2025
Loan Application Submittal date	06/30/2024

Project Costs		
Cost Type	Total Cost	Eligible Cost
Grant Amount Requested (60%)	\$150,000.00	\$150,000.00
Proposed Funding Match (cash)	\$75,000.00	\$0.00
In-Kind Services Estimate	\$25,000.00	\$0.00
Total	\$250,000.00	\$150,000.00

Local Funding Authorization:

Has local funding been authorized?	No
Planned date of authorization:	06/30/2024

Other Assistance:

Are you seeking, or have you been awarded, a loan and/or grant from another program for this project or a portion thereof?	No
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Proposal

Section A: Project Narrative/Asset Management Plan Objective Statement

The objective of this project is to update the City of Newton Stormwater Infrastructure Improvement Plan, originally developed in 2015, and to continue to advance Newton's compliance with the Massachusetts Municipal Separate Storm Sewer System (MS4) General Permit. New Environmental Protection Agency (EPA) requirements are obligating the City to think differently about existing public and inter-connected private stormwater control measures (SCMs) infrastructure.

The City of Newton, along with 33 other Charles River communities, are facing unprecedented regulatory requirements for stormwater-based phosphorus control. One of the primary methods of control is through the installation and long-term operation of Green Stormwater Infrastructure (GSI) and other conventional "grey" SCMs, such as subsurface infiltration galleries and leaching catchbasins. The City of Newton has recently completed its Draft Phosphorus Control Plan (PCP) to be submitted to EPA in September 2023 in compliance with the City's MS4 General Permit. The PCP includes recommendations to achieve EPA-required, stormwater-based nutrient discharge reductions by the year 2028. Several of the recommendations in the PCP are focused on asset inventory, condition assessment, level of service considerations, long-term tracking and accounting for operations and maintenance (O&M), and cost-benefit analysis for all SCMs constructed in the City over the last 20 years. Please see **Attachment 3** for specific recommendations from the draft PCP. Improved asset management of SCMs will greatly reduce the financial obligation to the City to construct new SCMs. Additionally, inventory and assessment of key attributes (pipe size, invert elevation, etc.) of the regulated MS4 (pipes, structures, outfalls, and stormwater control measures) to support modified or retrofitting SCMs. The objective of this project will be to leverage desktop inventory work anticipated to be completed in FY24, with field inspections, long-term operations and maintenance program development, level of service considerations, in partnership with EPA, and cost benefit analysis. This project's deliverables will amend the 2015 Stormwater Infrastructure Improvement Plan (Plan).

Scope of Services

The following is the Scope of Services to be completed for the City of Newton's Asset Management Program.

Task 1 – Kickoff Meeting

The project will begin with a kick-off meeting with key representatives from the City and Woodard & Curran. The goal of this meeting will be to review the scope of services and establish baseline information for technical and administrative project elements.

The technical project elements discussion will include

- Asset management goals and objectives;
- Review of the:
 - Scope of work and methods to be employed
 - City's existing asset management efforts and activities
 - City's current drainage network, municipal stormwater controls, and known crossings/culverts
 - Identified stormwater infrastructure needs
 - Current funding approaches
- Discuss expectations and approach to the system evaluations;
- Discuss approach to prioritization and AMP; and
- Inspection and assessment methods.

The administrative project element discussion will include:

- Communications procedures and contact information;
- Project schedule;
- Meeting schedule;
- Field inspection coordination;
- Traffic control procedures and coordination with Newton Police Department for safe data collection;
- Deliverables format and review procedures; and
- Invoicing procedures.

Once alignment between the City's needs and our project delivery plan are confirmed, we will begin to execute the project scope as described below. For the purposes of this application, the Project Team includes City and Woodard & Curran staff. It is anticipated that the City team will consist of personnel from the Department of Public Works, Stormwater and Engineering Division for program management, field inspections, survey assistance, and meeting facilitation. Additional personnel from the Information Technology Department will provide GIS and software support.

Task 2 – Stormwater Control Measures (SCMs) Assessment

During the development of the PCP, 17 municipal facilities were identified with existing stormwater controls. Additionally, it is anticipated that several thousand additional controls on public and private lands exist within the City of Newton. In many cases, the paper files (plans, reports, etc.) are available for these existing controls and inventory and will begin to migrate these additional controls into a Geographic Information System (GIS) database in FY24 (July 2023 – June 2024).

Under this Task the Project Team will perform the following subtasks:

Subtask 2.1 - File review for existing SCMs

This subtask will include collaborative work between Woodard & Curran and City staff to review conservation, planning, and engineering files for documentation of existing SCMs. Once SCMs are identified, Total Phosphorus (TP) load reduction calculations will be performed for each SCM utilizing the EPA BMP Accounting and Tracking Tool (BATT) or other approved TP load reduction calculation methods. Data outputs from the file review will include the pre/post TP load, impervious area takeoffs, and SCM type/size/location information, among other pertinent asset information, and then data will be entered into City's asset management tracking software. Additionally, all geographic information will be entered into the City's existing Geographic Information System (GIS) geodatabase.

Subtask 2.2 - Implement tracking program / software updates

Under this task, the Project Team will assess the City's existing permitting software (NewGov) for its abilities to provide long-term tracking of SCMs. It is anticipated that the City's other asset management and Computerized Maintenance Management System (CMMS) will also be evaluated for use in this tracking program. Existing software modifications will be undertaken as needed to provide a platform for future data collection in subsequent subtasks.

Subtask 2.3 - Field verify and inspect existing and newly mapped SCMs

Private facility outreach and educational materials will be developed under this subtask to inform private SCM owners of facility site visits to be conducted and the importance of stormwater control measure O&M. It is anticipated that up to several hundred private SCM owners may be contacted for facility site visits. The outreach materials, documentation of site visits, inspection and maintenance guidance documents, and anticipated future tracking programs will be included in the Plan.

Once initial outreach is conducted and facility contacts have been established, the Project Team will use updated field inspection forms (digital) to perform field inspections and verification. Each verification will include key SCM attribute information, potential for retrofitting for enhanced nutrient treatment, and existing condition assessment (i.e., functionality). Data will be synced with the City's existing GIS. Field inspection time will be closely tracked to complete the cost-benefit assessment outlined below.

Subtask 2.4 – SCM O&M program development

Under this sub-task, the Project Team will outline ongoing operations and maintenance (O&M) needs for the new SCM inventory. This will include an outline of existing and new procedures for tracking of assets, O&M procedures to meet EPA criteria for inspection programs, audit programs, ongoing outreach programs and an outline of likely cost for repair, rehabilitation, and/or replacement for critical defects (life-cycle cost assessment). The Project Team will also provide narratives documenting the O&M schedule and responsible parties for an expanded O&M program. This subtask will also include consideration of stormwater credit or other incentives for private landowners and may inform policy changes to the City's stormwater user fee credit program, outlined in Task 5 below.

Subtask 2.5 - Cost/benefit assessment

In order for the City to evaluate the long-term benefit of tracking and accounting for all SCMs within the City, specifically smaller residential SCMs, a cost-benefit analysis will be conducted. Each SCM inventoried and inspected in this task has a TP load reduction value and the cost of the long-term annual O&M program quantified. This subtask will allow the City of Newton to consider the Level of Service goals for SCMs and the overall benefits of taking on long-term inspection and O&M for SCMs within the city. This evaluation will assess legality and risk associated with SCM program management and whether private facility outreach and incentive programs, enforcement programs or other methods to ensure O&M to EPA standards for existing SCMs will provide a valuable benefit to the City's targeted TP load reduction. The outcomes of this subtask will be included in the Plan.

Task 3 – Critical Storm Drain Infrastructure Assessment

The City and Woodard & Curran have identified locations for approximately 65 SCMs within the PCP to be considered for design and construction to help meet the EPA-required TP load reduction. Under this task, existing adjacent stormwater assets will be assessed to identify additional asset attributes and condition assessment necessary for advancement for new SCMs.

Under this task, the Project Team will perform the following services:

- Review any available existing CCTV videos and assign NASSCO operational and structural condition ranking to individual pipe segments;
- Review available City Geographic Information Systems (GIS), record drawings, as-builts, and other relevant data for attribute information on the City's drainage infrastructure, with a particular focus on pipe size, depth, and material;
- Conduct additional visual inspections of high priority drainage infrastructure as identified and within the budget established herein. It is anticipated that visual inspections will be conducted using a pole-mounted zoom camera and will not require CCTV. Woodard & Curran engineers will support City surveyors in efforts to collect material and size data attributes, to obtain videos and to conduct Level 1 Manhole Inspections on manholes accessed for inspection efforts. Field data will be collected in a digital form and synced with City data. It is assumed that some level of cleaning will be required in advance of the inspections and budgets for cleaning have been accommodated in this scope and also within the matching funds;
- Review data collected by the Project Team inspections and provide summary of findings of priority stormwater drainage pipelines; and
- Develop figures and recommendations including opinion of probable construction cost for identified repair, rehabilitation, and/or replacement for critical defects identified in this task. Final results, figures, recommendations, and opinion of probable costs will be incorporated into the Plan.

Task 4 – Catchbasin Inlet Cleaning Operations Plan

The City of Newton owns and operates over 13,000 catchbasins. It is well understood that fall leaf litter creates drainage problems if leaves are not removed in a timely manner. Additionally, it is increasingly understood that aggressive leaf litter clean up on impervious surfaces will also greatly reduce nutrients in stormwater runoff. It is anticipated that EPA will be providing credits against nutrient control requirements for fall leaf litter clean up programs. The City is currently examining it's street sweeping programs and this task will leverage work completed in the fall of 2023 to track and account for fall leaf litter cleaning.

Under this task, the Project Team will perform the following services:

- Review 2022 and 2023 leaf litter clean-up program results;
- Discuss and identify program needs (software, accounting, technology support, disposal options, efficiencies, equipment, staff resources, etc.);
- Outline a written standard of practice for future catchbasin inlet cleaning operations plan. Incorporate the SOP in the Plan.

Task 5 – Plan Development

Under this task, Woodard & Curran and the City will develop an update and addendum to the City’s 2015 Stormwater Infrastructure Improvement Plan based on the work completed in Tasks 1 through 4. The asset inventory and condition assessment, SCM verification and inspection assessment, level of service and cost-benefit evaluation, and risk analysis will be combined to develop a program based on highest priorities and reflecting available and anticipated funding budgets and City priorities. It is anticipated that recommendations will include the following:

- Compliance with MS4 stormwater program regulations and PCP nutrient load reduction needs;
- Minimizing lifecycle costs of SCM assets, including O&M;
- Policy or programmatic changes necessary to implement asset management programs;
- Advanced accounting, tracking, and audit programs; and
- A sound strategy for future long-term operations and maintenance practices for critical stormwater assets within the City of Newton.

The draft Plan will be reviewed with City staff and a final Plan will be prepared incorporating the City’s consolidated set of comments and edits.

A Final PDF version of both documents will be provided to the City and the MassDEP State Revolving Fund program.

Cost Proposal and Schedule

The following Table of Tasks presents the estimated level of effort and costs and presents total project costs and In-Kind Services/Cash match (40%).

Table of Tasks		
Project Costs	Estimated Hours	Estimated Cost
Phase 1: Stormwater Management Plan		
Task 1 – Kickoff Meeting	16	\$3,250
Task 2 – Stormwater Control Measures Assessment	790	\$157,750
Task 3 – Critical Storm Drain Infrastructure Assessment	136	\$30,000
Task 4 – Catchbasin Inlet Cleaning Operations Plan	103	\$20,500
Task 5 – Plan Development	195	\$38,500
Total Project Costs		\$250,000
In-Kind Services/Cash (IKS/C) 40%		
Planned Cash Match Contribution (30%)		\$75,000
Planned In-Kind Services (10%)		\$25,000
Grant Amount Requested 60%		
Grant Funding		\$150,000

Schedule

Task	Task Name	Anticipated Date of Completion
1	Kickoff Meeting	September 2024
2	Stormwater Control Measure Assessment	March 2025
3	Critical Storm Drain Assessment	December 2024
4	Catchbasin Inlet Cleaning Operations Plan	January 2025
5	Plan Development	June 2025

In-kind Service Costs and Details

Name	Title	Hourly Loaded Rate	Task
Eric Highers	Environmental Engineer	\$53.80	Management of project, presentations, meetings, asset inventory, field inspections
Lou Taverna	City Engineer	\$97.05	Presentations, meetings
James McGonagle	Superintendent of Public Works	\$106.11	Presentations, meetings
Shawna Sullivan	Deputy Commissioner	\$88.59	Presentations, meetings
Frank Nichols	Director of Engineering	\$85.91	Meetings, asset inventory
Nick Cence	Surveyor	\$61.17	Critical storm drain assessment
Thomas Fitzgerald	Director of Utilities	\$92.48	Presentations, meetings
Douglas Valovcin	Deputy Director of Utilities	\$79.19	Presentations, meetings
Michael Ovaska	Superintendent	\$72.84	Field Inspections, Catchbasin Inlet Cleaning Operations Plan
Patrick Carresi	Assistant Superintendent Sewer & Drain	\$63.45	Field Inspections, Catchbasin Inlet Cleaning Operations Plan

Newton Project Team – Key Staff**Woodard & Curran****Carol Harris – Senior Client Manager**

Carol has more than 30 years of experience in overseeing multifaceted municipal projects, including environmental studies, planning, water supply development, design, construction, operations, public relations, regulatory permitting and compliance. She manages and coordinates all facets of engineering projects from initial planning to implementation, including maintaining budgets, allocating resources, and managing project teams to ensure completion within timeline and budget. Carol is committed to providing best management, practical and cost-effective solutions to our clients. She has extensive experience in water resources and is a long-time advocate for the water supply profession. She is a member of the Massachusetts Department of Environmental Protection (MassDEP) Safe Drinking Water Advisory Committee, an active member and Past President of both the New England Water Works Association and Massachusetts Water Works Association and has represented the water works industry on legislative issues. Carol has long-term relationships with state regulators and is familiar with regulatory permitting and compliance issues. She is experienced with the MassDEP State Revolving Fund (SRF) and assisting clients obtain funding for their projects.

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Zach Henderson – Senior Technical Leader

Zach is Woodard & Curran's stormwater practice leader with over 20 years of experience dedicated to management of municipal stormwater and clean water programs. He focuses on planning, compliance, and stormwater asset management and works closely with several long-standing municipal clients on building better stormwater programs. Zach is an advocate for the clean water industry and currently sits on the National Municipal Stormwater Alliance Board of Directors, is an active member of the Water Environment Federation's Stormwater Institute and works regionally with the New England Stormwater Collaborative and New England Water Environment Association.

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Stephanie Kaiser – Project Manager 2

Stephanie has 20 years of experience in civil engineering and over 15 years managing projects. She has been responsible for the oversight, design, permitting, and construction administration of all aspects of both municipal and private sector projects. This includes coordination of various engineering, surveying, and environmental disciplines. Stephanie's project experience includes site development, utility infrastructure, small wastewater treatment plants, stormwater management and water resource projects.

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