



Programs & Services Committee Report

City of Newton In City Council

Wednesday, June 19, 2019

Present: Councilors Rice (Chair), Brousal-Glaser (Vice Chair), Kalis, Krintzman, Greenberg, Albright, Baker and Schwartz

City Staff Present: Joe Mulvey (Director, Information Technology), Josh Morse (Commissioner, Public Buildings), and Karyn Dean (Committee Clerk)

#221-19 Appointment of Marcela Merino to the Community Education Commission
HER HONOR THE MAYOR appointing MARCELA MERINO, 66 Cloverdale Road, Newton Highlands, as a member of the COMMUNITY EDUCATION COMMISSION for a term to expire May 31, 2020. (60 days: 08/17/19)

Action: Programs & Services Approved 6-0 (Councilor Baker and Schwartz not voting)

Note: Ms. Merino joined the Committee and explained that she has lived in Newton for 15 years and loves the City. Her background is in economic development and she is currently at the Greater Boston Chamber of Commerce as part of the economic development team. She wanted to give back to Newton and felt it was important to support education programs here. She is passionate about providing more offerings to adult learners as the population ages and would like to bring more international focus to education as well.

A Committee member suggested that Ms. Merino might be interested in serving on Newton's Economic Development Commission at some point. The Committee thanked Ms. Merino for her willingness to serve and approved her appointment to the Community Education Commission 6-0.

#222-19 Appointment of Rebecca Mozaffarian to Health & Human Services Advisory Council
HER HONOR THE MAYOR appointing REBECCA MOZAFFARIAN, 38 Gammons Road, Waban, as a member of the HEALTH AND HUMAN SERVICES ADVISORY COUNCIL for a term to expire January 21, 2021. (60 days: 08/17/19)

Action: Programs & Services Approved 7-0 (Councilor Schwartz not voting)

Note: Ms. Mozaffarian joined the Committee and noted that she has 3 children in elementary school in Newton. She has a background in epidemiology and biostatistics, public health, science, nutrition and food policy. She has been working at the Harvard School of Public Health for 13 years in the Prevention Research Center. The Center does community based participatory research to help communities and organizations find ways to build capacity and improve health and nutrition. She would bring a perspective relative to child health and nutrition, activity and screen time. The Health and Human Services Advisory Council will allow her to learn more about the needs of Newton's health and overall well being and how to meet those needs. She would like to be sure the programs being put forth are impactful.

A Committee member asked Ms. Mozaffarian her view on vaping. She noted that Harvard has taken an interest in that and held a couple of forums. She knows this a new thing and she is strongly against it – it is a serious public health issue. It was her understanding that Newton’s health department has some programming around the issue in the schools. She looks forward to learning more and supporting the efforts.

It was noted that there is a concern in the community for those who are most vulnerable, many of whom are low-income. Ms. Mozaffarian said her experience is in creating environments to ensure that the healthiest options are made available. She would like to learn more about Newton’s breakfast programs which tends to serve the lower-income students, as well as snacks in afterschool programs and summer food programs. She has expressed interest in working with the committee in the schools that is looking at these issues. A Committee member wondered if she would be able to provide some input on the choice of food provider for the schools.

A Councilor noted that the fees that will be coming in from marijuana sales are to be used on prevention programs and suggested she weigh in on their best use. He also noted that the playing fields need to be maintained and upgraded. It is extremely important for children to be active and her expertise could be helpful in advocating for recreational opportunities for kids in Newton.

The Committee was very pleased with the knowledge and experience Ms. Mozaffarian brings to the advisory council and thanked her for her willingness to serve. Her appointment was approved unanimously.

#219-19 Reappointment of Barbara Meltz as a Library Trustee
HER HONOR THE MAYOR reappointing BARBARA MELTZ, 287 Langley Road, Newton Centre, as a LIBRARY TRUSTEE for a term to expire June 30, 2024.
 (60 days: 08/17/19)

Action: Programs & Services Approved 7-0 (Councilor Schwartz not voting)

Note: The Committee voted to approve Ms. Meltz’s reappointment as a Library Trustee, unanimously, without discussion.

#220-19 Reappointment of Shadi Aryanpour to the Community Education Commission
HER HONOR THE MAYOR reappointing SHADI ARYANPOUR, 15 Laura Road, Waban, as a member of the COMMUNITY EDUCATION COMMISSION for a term to expire May 31, 2020. (60 days: 08/17/19)

Action: Programs & Services Approved 7-0 (Councilor Schwartz not voting)

Note: The Committee voted to approve Shade Aryanpour’s reappointment to the Community Education Commission, unanimously, without discussion.

Chair's Note: Please bring your Blue Ribbon Commission Report**Referred to Programs & Services and Finance Committees**

#208-19 **PRESIDENT LAREDO** requesting consideration of the recommendations of the special Blue Ribbon Commission regarding compensation for the Mayor, City Council, and School Committee.

Action: **Programs & Services Held 8-0**

Note: President Laredo explained that a number of Councilors docketed an item asking that a review of salaries be undertaken for elected officials in Newton. He then appointed the Commission from a pool of diverse candidates with the charge to look at the compensation (salary and benefits) of the City Council, Mayor and School Committee and to provide recommendations back to the Council. The report is meant to be a guide and the Commission is not a mandated requirement. The City Council is not bound in any manner by the report, but the work provides analysis, information and thoughtful recommendations. The President stated that the Commission did its work independent of any input from him or the City Council. It is now incumbent upon the City Council to act on any part, no part, or all of the recommendations. The recommendations are subject to Mayoral approval. President Laredo thanked the Blue Ribbon Commission for its diligent work.

John Rice, Chair of Programs & Services, explained that in order for any recommendations to take effect January 1, 2020, the Programs & Services and Finance Committees and then full City Council must vote to approve those recommendations by September 30, 2019. As mentioned earlier, the Mayor must also approve the recommendations. The Chair said he would also like to have a public hearing on the item to hear from residents. After looking at the calendar offline, it was determined that the Committee can meet on July 24th for a public hearing and then continue the hearing to September 4th. If necessary, further special meetings can be scheduled. Alternatively, the City Council could take longer to decide, and any changes would go into effect at the beginning of the following term. Committee members felt it was a better to make a decision in time for the January 1, 2020 deadline instead of delaying any changes an additional term. President Laredo recommended, however, that the City Council not vote on this from the Monday before the municipal election through the end of the term. He felt it would be a very poor thing to do from a public perception view.

Co-Chairs of the Blue Ribbon Commission, Claudia Dumond-Henderson and James Simons joined the Committee. Mr. Simons explained that the Commission met often and did a great deal of original thinking. The Commission got the benefit of a very diverse cross-section of ideas and it was a healthy exchange in that regard. They did try to build a construct on how to proceed and they had to deviate at times, but decided to form subcommittees around pertinent topics. That research was then brought back to the full Commission for discussion which created lively conversations.

Committee Comments/Questions

A Councilor asked for more information on how the Commission came to their recommendation on the Mayor's salary. The recommendation felt low to him. Ms. Dumond-Henderson explained that the Mayor category was the one that most recently experienced an increase in compensation, unlike the City Council and School Committee, and they took that into considerations. They also considered the fact that the Mayor, unlike the City Council and School Committee, is a full-time position and is precluded from having other employment. The market was also taken into consideration so they used the average of the benchmarked communities. They did not feel they had to go well beyond the average. Each vote that was taken asked if the Commission would consider paying "at least" X amount. If the response was positive, they would then move up to the next level and vote. They did that until they reached the point they could no longer consider paying "at least" that amount. They reached "at least" \$140K before the response at the next level was no longer supportive.

A Committee member asked what went into the School Committee recommendation. Ms. Simons said if an increase was going to be given for the City Council, they wondered if the School Committee should be left behind even if the survey information did not indicate giving something more at all. Ms. Dumond-Henderson said they were looking for ways to increase parity and be fiscally responsible. These are not jobs that anyone goes into to get rich, but they wanted to make recommendations that might minimize some barriers to entry. The market data for City Councils provided more information. The data for School Committees was very different and many communities did not seem to value that role, so the market was not as much of a driving factor, but it was a consideration in the sense that the Commission did not go quite as high for School Committee as it did for City Council.

A Councilor said teachers' salaries in Newton used to be ranked among the top 4 highest and now they are down around 30 or 40 in the state. She used that as a perspective for elected official salaries and the Commissions' recommendations. The Councilors salaries should not be ranked higher than the teachers, so she was glad to see they were not at the top, or at the bottom. But she wondered, compared to other communities if the Mayor's recommendation is high enough. The Co-chairs said they did look at the averages and their recommendations were based on an "at least" point - they would be fine with something a bit higher than their base recommendation.

The Co-chairs said that the recommendation for the City Council is to pay \$14K for those taking health insurance and an additional \$5K for those who do not. A Councilor pointed out a memo from the City's Law Department which said that model would not be allowed because the same would have to be offered to every other employee of the City. The Co-Chairs said they have a different perspective. One of their considerations was to not offer benefits at all to the City Council, but as employees, they had to be offered the benefits. Other employees are offered the benefits with the option to take them, but the policy is silent on cash compensation for not taking benefits. Laws are meant to be interpreted and this could be researched further.

It was asked if the recommendation could go to the average instead of \$14K. Mr. Simons it is common to look at each position in a silo. Objective averages can be taken for the Mayor and the City Council from a good cross section of data. If there was a strong sense of honoring the cash compensation alone, it might be thought to be at least \$14K. Benefits is being thought of in one bucket, and compensation in the other.

President Laredo urged the Councilors to be careful about providing cash compensation in lieu of benefits. The charge of the Commission was to look at compensation and benefits are part of that compensation. The Council lives in a collective bargaining world and has to think of what it does as precedent for negotiations with the unions. It could be problematic as a general policy if an incentive were created for not taking insurance. It is not a criticism of the Commission, but the Council must be cognizant of that.

Ms. Dumond-Henderson said that she manages a heavily unionized environment and collective bargaining agreements and this construct can be offered to this group of employees, and it could then be offered to other non-union employees if that is the choice. However, because the CBAs require bargaining, those choices could not be enforced on them. If they wanted to propose that construct in the future, it might be a great financial benefit to the city. President Laredo said the School Committee has done that analysis before or the teacher's union and it was going to be problematic. He urged caution.

It was asked how recently other cities and towns enacted changes to their pay and did that affect the analysis. For instance, are the salaries at the higher end of the spectrum based on more recent changes and those on the lower end based on changes from long ago. Mr. Simons said that would explain why some would have lower averages. It was helpful when they knew the timeline of the changes, but it was not a driving factor in how the decision was made. Then lens they used was the current pay, regardless of when it was awarded.

A Councilor said he saw a discussion in the report about what the compensation is for – is it for time, is it to incentivize more candidates from different sectors, etc. He wanted to know if there was more conversation about that. Mr. Simons said this is in no way a living wage. Some Councilors in the survey responded that the pay was an honorarium and the foremost sentiment is to serve the community. If there is something that recognizes in some modest way those efforts through pay or benefits, that is a nice thing. Some were not even aware they were going to be paid when they ran for office. This underscores that the primary motivation is service. The fundamental question was asked – do these roles justify pay at all and if so, how do we think about it. In summary, it was thought that these are roles required by our Charter, performing work for the City and therefore they are worth something in terms of pay.

A Councilor noted that the cost of the insurance from person to person remains the same, but the equity payment was not the same for the City Council and the School Committee. Mr. Simons said with the cost of health care being twice what the current stipend is, it was more obvious that those who do not take the health benefit are getting a fraction of those who do in terms of total

remuneration. There was a sentiment to make a more level playing field and that led to mingling the value of benefits. Those who do not take the coverage are getting a reward for that.

There was a concern about the cost of health benefits. The City spends \$237K for City Council and School Committee members health insurance, for those who take it. Also, while there was not as much market data for School Committee, making the stipend higher than the proposal would completely ignore what market data there was. A Councilor said it was impossible to know what decision people might make given the option for a cash benefit in lieu of insurance.

While the salaries for these positions can be considered an honorarium, some might consider it a “dishonorarium” because of the degree to which it has not increased over the years.

The relationship of the Mayor’s salary to the department head’s salaries might be considered. The Commission looked at the salary comparable to other Mayor’s, but in Newton the Mayor is one of the lowest paid “department heads” in the City, which seems odd. The Co-chairs said they asked that question in the survey and there was not much concern for that shown in the results. A committee member said the Mayoral role is very important, so you do not want to prevent people from running because the salary is too low, or encourage people to run because the salary is so high. He would be open to a higher number than \$140K.

The reason City Councilors and School Committee members are considered employees is because the Mayor decided that. If that is true, then could a Mayor deem those positions as “non-employees”. The Co-chairs said no – if the elected official can demonstrate that they work at least 20 hours a week, they would be employees and eligible for benefits. They did not want to start any type of time-keeping mechanism. The President said it is a complicated intersection of City policy and state regulations. School Committee members and Councilors cannot be expected to punch a clock or self-police their time. Benefits have gone up so much in terms of cost compared to 40 years ago. The costs have gone up 10-12% a year and that has created the tension and deserved attention. A Councilor reminded the Committee that retirement benefits are offered as well.

A Councilor asked how the Commission determined that \$5K should be the amount offered in lieu of taking health insurance. Mr. Simons said that a total compensation of \$19K was the goal and then the difficult balance was determining how much would be salary and how much would be incentive.

The Chair noted that School Committee representatives, as well as someone from the Mayor’s office and the Co-chairs of the Blue Ribbon Commission, will be invited to the discussion in September in order to get more feedback. The public hearing will be opened on July 24th as mentioned earlier.

The Committee voted to hold the item, unanimously.

#223-19 Request to upgrade AV equipment in City Council Chamber

COUNCILORS LAREDO, ALBRIGHT, BAKER, KALIS, LAPPIN AND MARKIEWICZ requesting approval of plans to upgrade the AV equipment in the City Council Chamber to provide for better projection of digital images.

Action: Programs & Services Approved 7-0 (Councilor Schwartz not voting)

Note: Joe Mulvey, Director of Information Technology joined the Committee. He explained that there has been interest by Councilors, staff and members of the public to improve the technology in the Council Chamber for better projection of digital images. Many possible solutions have been considered including large monitors on each side of the room, staggered monitors in the room, a matrix of monitors and several other configurations. Each one presented problems including blocked views and aesthetic considerations. The Chamber is an historic room with architecture and features that should be maintained as much as possible while trying to improve the technology.

Redthread is the company that the City hired to determine the best audio/visual solution for the unique challenges in the space. Their proposal is attached and the cost is \$38,000. In summary, the recommendation is as follows:

- A projector mounted from the ceiling at the front of the balcony;
- A motorized mount supporting a projection screen sixteen feet wide by nine feet tall on the wall behind the President's podium;
- A control at the Clerk's desk that would turn on the projector and lower the screen;
- Three video sources located at the Clerk's desk, the President's podium, and the podium outside the rail. The video source would be chosen by the control at the Clerk's desk.
- A connection into the house sound system from any of the video sources.

Councilor Albright submitted questions to Mr. Mulvey about the process to provide further clarification. The questions and answers are attached.

Mr. Mulvey explained that Redthread was informed of the need to take great care with the floors and other architectural elements in the room during the installation. The representative noted that the company has worked in these environments before and uses all necessary precautions and care. They can do custom work as necessary and Mr. Mulvey is happy to have someone from the City review the work to be sure it is appropriate to the historic nature of the Chamber. Josh Morse, Commissioner of Public Buildings said he will work with Redthread and the IT Department to make sure things are done with as little alteration as possible. No one involved wants to see any damage done to the Chamber.

Mr. Mulvey explained that a monitor could be affixed to a plexiglass plate to the right of the President's lectern so whoever is at that podium would not have to turn around to see what is being projected. It would be mounted below the edge of the podium and would not be visible from the other side. Committee members were concerned with adding something to that podium that would look out of place – perhaps a wooden case for the monitor could be fabricated. A Councilor suggested using iPads for the Councilors at their desks as well as at the President's

podium. Mr. Mulvey noted that the school department has 25 iPad2s they just put into surplus and are now available for use by the City Council. President Laredo recommended using an iPad instead of an affixed monitor at the President's podium. This would avoid any alternations to the area. Mr. Mulvey cautioned the Councilors that the iPad may take 5-10 seconds to update when video presentations are advanced. An affixed monitor would be simultaneous. Councilors did not see this as an issue.

A Committee member said the best solution may be for the Councilors to have iPads at their desks. He wondered if the Redthread recommendation was the best solution for the audience. Mr. Mulvey explained that Redthread did their calculations and recommended the appropriately sized screen and system to make images clear to all in the audience, including those in the balcony. After discussing many options, it was determined that this was the best plan. A Councilor was concerned that an iPad might be too small to examine certain maps and site plans – the large screen will be extremely helpful in that regard as well.

There was also a concern about having adequate audio. Mr. Mulvey said the current system is maxed out for audio so Redthread will be adding another dozen inputs for future use. A Councilor said that there were complaints about the quality of the audio in the balcony. Mr. Mulvey said he looked into that and found that the power amp had been turned off. When he turned it on, the audio was completely fine. He will have all the components under the Clerk's desk labeled in case something gets turned off accidentally – the City Clerk will then know what to turn back on.

It was asked if the paint color can be matched and Mr. Morse said that it could. A Councilor wanted to be sure the motor for the screen is under warranty. It was asked if the room has to be darkened in order to see the images on the screen and it does not.

Councilor Baker asked that the provision to allow review of the design and installation by someone in the City with an historic background be added to the final agreement. The Committee agreed.

The Mayor agreed during budget discussions to use money from the Cable Receipts account to fund this project if the Council supported it. When the item to appropriate and expend funds is docketed, it will be referred to Finance Committee.

President Laredo thanked everyone involved in this process. He said that Mr. Mulvey and Mr. Morse have both been extremely helpful and accommodating. Councilor Lappin, Albright, Kalis, Markiewicz and Baker have all been instrumental in advocating for the the needed updates to the Chamber while maintaining historic integrity to both the room and the institution of the City Council. These upgrades will improve the way the Council conducts business and it will be of service to the public. Councilor Laredo also thanked the Mayor for providing funding for this project.

#224-19 Request for salary increase for City Clerk/Clerk of the City Council

COUNCILORS LAREDO AND KALIS requesting an increase in the salary of the City Clerk/Clerk of the City Council to \$139,719 effective July 1, 2019 to match the percentage increase included in the FY20 budget for H-grade employees.

Action: Programs & Services Approved 7-0 (Councilor Schwartz not voting)

Note: President Laredo explained that the City Clerk's salary is set by the City Council, unlike any other salary in the City. David Olson, City Clerk, had brought to the Council's attention that his salary increases were being done at the beginning of each 2-year term and he was not getting raises each year as other employee did. He was compensated retroactively, but that caused its own set of issues. The President and Vice President agreed that Mr. Olson's salary should be increased on the same schedule as other department heads. The City did a salary study and determined that Mr. Olson's salary should be at the same level as the Commissioner of Parks & Recreation, which is an H-grade position. This request authorizes the FY20 increase of \$139,719 as indicated by the H-grade match for Mr. Olson.

The Committee referred this item to Finance Committee and will be taken up on June 26th.

Councilor Krintzman moved approval and the Committee voted in favor 7-0.

Respectfully Submitted,

John B. Rice, Chair

Programs & Services Council Chambers A/V Questions

1. **Can we put a clause in the RFP that they have to tell us how they will construct the box that houses the screen to conform to the architectural historic nature of the room?**

In correspondence received today from RedThread they have a prebuilt housing that can be painted to match the moulding / trim paint in the Chambers. Please see attachment A.

2. **Can we put a condition on the winning bid that their plan for the box must be approved by someone designated by the city?**

Yes. Whether the reviewer is a Councilor, Planner or historic architectural consultant, we will insist upon an approval review. Would the Council please specify their choice of the "box approver"?

3. **Can you show us what the screen actually looks like? A cut sheet view?**

Attached (attachment A) is page 2 of the cut sheet for the screen which will have a viewable area of 16' wide by 9' tall with the bottom of the screen extending to no less than 10' above the floor behind the President's podium.

Attachment B has two photos of the head of the chambers with my rendition of the general area for the housing box.

4. **Can you estimate the size of the box that would house the screen?**

Estimated at 18' wide – approx. one foot wider at each end of the box. Attachment A also shows side views of options for the box housing the screen.

5. **If we have a large screen, as proposed, does this mean that we will no longer need the monitors we roll in for the audience?**

That is correct. Our engineer at Read Thread calculated the distance of the room to ensure that the display would be a single solution for all.

6. **Will there be a way for Councilors to see things like second call items without lowering the screen?**

Thanks to the generosity of the School Department we have been given 25 iPad II's. These are older models that do not work with apps in the Apps store but will attach to our wireless network, allow internet access and will be able to run joinme to view

via the web, things like the second call display.

7. **Can we add a monitor/small laptop to the president's podium so that the speaker at the podium can see what is being projected behind them without having to turn around?**

Yes! This is an excellent idea. I would recommend a permanent monitor mounted to a movable base that would not interfere with the podium woodwork. It would display whatever is on the big screen and take a video feed from an HDMI video splitter.

8. **Can you explain better where the projector will be hung in relation to the balcony?**

Attachment C contains 2 photos of the balcony area with a rough outline of the general location of the projector.

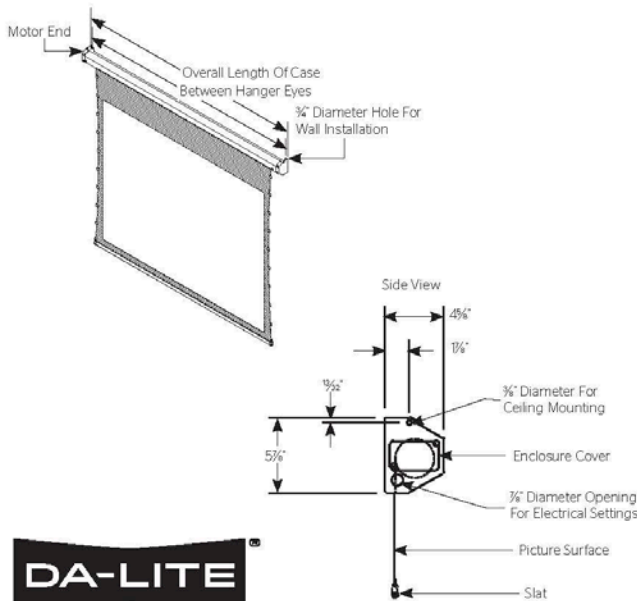
Generally, the location for mounting the high definition projector. Floor to ceiling height is about 10 feet. The projector should not impede the view of anyone seated in the balcony, nor should it pose a threat due to its placement.

Clarification from Red Thread: The projector would hang down from the top of the balcony opening directly over the clock. I could not find a suitable picture to superimpose for the balcony.

Attachment A – cut sheet of the projection screen and suggested housing options.

- External available:
- Infrared Remote.
 - Black case (white standard).
4. Optional Accessories:
- Single Motor Low Voltage Control (LVC) – external.
 - Key Locking Cover Plate for 120V or LVC Switch.
 - Key Operated Switch for 120V only (**NOTE:** Cannot be used with LVC).
 - Video Projector Interface Control – external.
 - Floating Mounting Bracket (black or white). Recommended for drywall installations.
 - No. 6 Wall Bracket – 6" extension, non-adjustable (140# maximum per pair) (black or white).
 - Ceiling Trim Kit. Built in LVC recommended.
 - External SCB-100 - RS-232 Serial Control Board.
 - NET-100 Ethernet-Serial Adapter

PRODUCT VIEWS



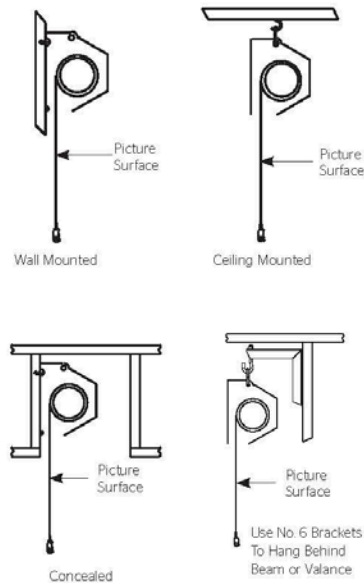
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In British Columbia, Milestone AV Technologies ULC carries on business as MAVT Milestone AV Technologies ULC.

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SUGGESTED METHOD OF INSTALLATION



Project Name:	_____
Architect:	_____
Contractor:	_____ Phone: _____
Reseller:	_____ Phone: _____

Da-Lite Screen Company reserves the right to change specifications without notice.

Confirmation No. _____

Job Name: Newton

Notes:

Options:

Special Instructions:

Case Length w/ End Caps 215.75"
Case Length 214.75"
Black Drop 12.00"
Total Height 124.50"
Viewable Height 108.00"
220.25" Nominal Diagonal
Border Width 3.50"
Viewable Width 192.00"
Fabric Width 199.00"
Slat Bar Length 200.50"
2.00" Bottom Black
2.50" Slat Bar Height
Customer Sign Off: _____

Dealer Name:		Da-Mat	Case Color: White
Contact:		Tensioned Large Cosmopolitan	
Phone No:			

8.32"
6.78"
.86"
7.88"
2.50"
1.50"
.38"
215.75" Length of Case w/ End Caps
214.75" Length of Case
1.75" Case Opening
214.75" Case Opening Length

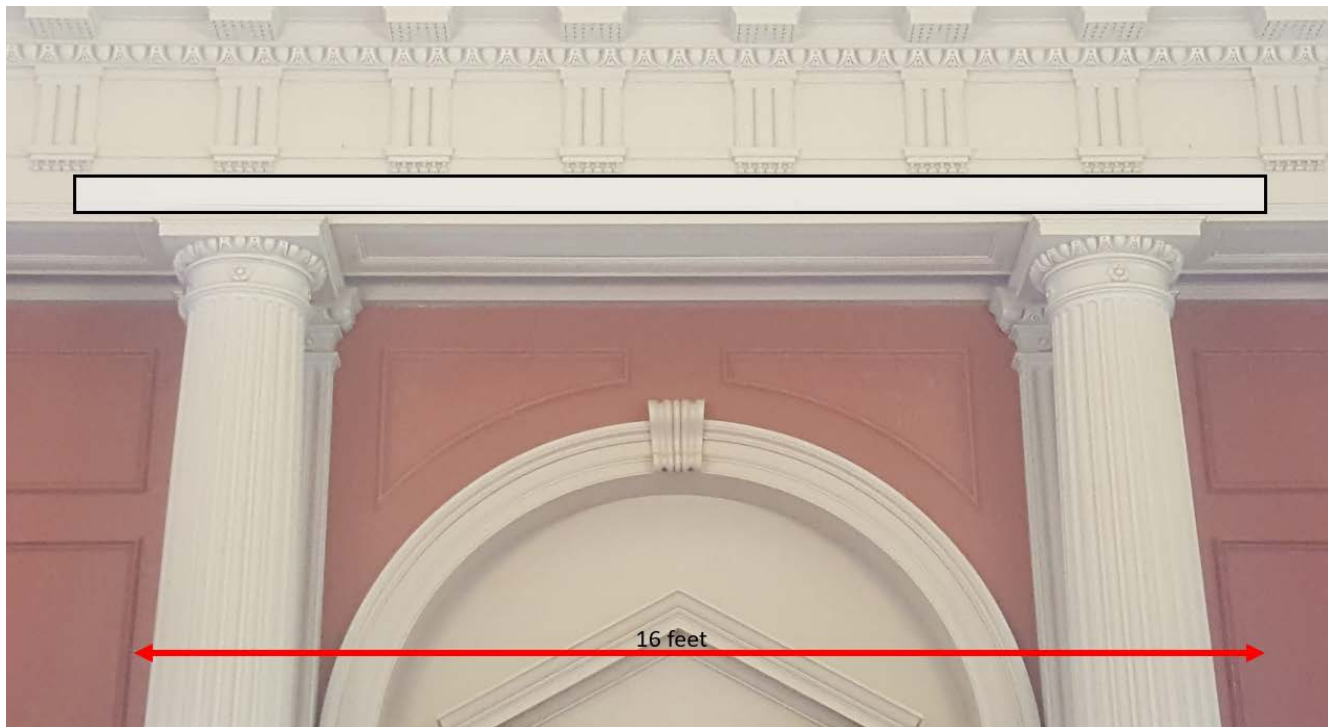
Screen Details
Viewing Area: 108" x 192"
Black Drop: 12.00"

Drawings are not to scale

Projection screen housing



Attachment B
IT Department mockup of rough size of the screen housing



Attachment C – Generally, the location for mounting the high definition projector. Floor to ceiling height is about 10 feet. The projector should not impede the view of anyone seated in the balcony, nor should it pose a threat due to its placement.



Similar projector mounted at another location.

Attachment D – Needham Town Hall



Clockwise from top left:

- Projector mounted at the rear of the room (capacity 350);
- projector screen mounted on stage;
- view from the balcony;
- projector screen concealed by curtains





CITY OF NEWTON, MASSACHUSETTS

DEPARTMENT OF INFORMATION TECHNOLOGY

Ruthanne Fuller, Mayor
Joseph P. Mulvey
Chief Information Officer

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

To: President Laredo, Councilors Albright, Baker, Kalis, Jonathan Yeo, David Olson, Josh Morse
From: Joseph Mulvey, Information Technology Department
Re: A/V in the Council Chambers
Date: February 5, 2019

Dear President Laredo,

We had our initial meeting with Red Thread. Their opinion is that a video wall or even two video walls is a limited solution that would not meet our expectations due to the size of the room.

Attached is their eight page quote.

Their recommendation is:

- On the balcony, a projector mounted at the front, from the ceiling of the council chambers;
- A motorized mount supporting a projection screen sixteen feet wide by nine feet tall behind the president;
- The ability to easily control video feeds to the projector from a variety of sources with the flip of a switch;
- A connection into the house sound system from any of the video sources.



I am happy to answer your questions and be pleased to setup a follow up meeting with Red Thread to fully hear the details of their solution, timeline, concerns, etc.

Respectfully,

Joe

Joseph P. Mulvey
Information Technology Department

City of Newton

72266

Council Chamber



Presented By:

Lee Wolloff

101 Seaport Blvd.
Sixth Floor
Boston, MA 02210
774.432.0457
www.red-thread.com

Modified: 3/14/2019

Revision: 3

AUDIOVISUAL SYSTEM EXECUTIVE SUMMARY

Client: City of Newton Date: March 21, 2019
 Project: Council Chamber Projector & Screen Technology Sales: Lee Wolloff
 Contact: Joseph Mulvey Email: lwolloff@red-thread.com
 RT Project #: 72266 Phone: (774) 432-0457
 System Engineer: S. Podgurski

COUNCIL CHAMBER

OVERVIEW

Red Thread will install a new motorized projection screen and high-brightness projector in the council chamber for presentation purposes. Sources will be an owner furnished desktop PC at the side table location and a laptop at the visitor podium. Additionally, a new Vivitek wireless presentation will be installed.

A new button controller will be installed for simple control of projector power, input selection (Desktop, Visitor laptop / Novo Enterprise), program audio volume and deploying the projection screen.

Audio will be routed through the existing Biamp audio system. Inputs on the existing Biamp Nexia are fully populated so a third unit will be installed for expansion.

IMPORTANT NOTES:

All the owner-furnished equipment is assumed to be in working order. Any issues discovered during the installation may result in additional project costs which will be addressed through a change order.

All cabling will be pulled by the client. This includes any required HDBaseT HDMI transmitter / receiver boxes. Red Thread will supply cabling for the new AV components. Cable installation will be by the client. Cable Termination will be by Red Thread. A detailed cable riser diagram will be provided before installation begins. Cable destinations are as follows.

FROM	TO
Rack	Visitor podium
Rack	Desk
Rack	Clerk Desk
Rack	Projector
Clerk Desk	Projector
Clerk Desk	Screen
Screen	Low voltage switch

NOTE: All owner-furnished equipment is assumed to be in working order. Any issues discovered during the installation may result in an additional cost which will be addressed through a change order.

PROJECTION SYSTEM

- Projector brightness: High-brightness 10,000 lumens
- Projector resolution: 1920 x 1200
- Mounting method: ceiling mounted in front of the balcony area
- Lamp: 20,000 hour laser
- Projector color: black, mount color: black
- Important note: The projector will be installed on the ceiling at the balcony. The projector and mount will weigh approximately 90 pounds (including the projector and mounting hardware). The structure will need to support 5x that amount for safety. In-ceiling structural support will be by others.

PROJECTION SCREEN

- Type: Wall mount motorized
- Screen fabric: HD Progressive 0.9 with black backing
- Projected image size: 120-inch high x 192-inch wide
- The screen will be installed above the columns on a client-installed mounting surface.
- Extra black drop will be added to the screen fabric to lower image display area
- Direct lighting should be kept off the screen for the best image quality
- Important Note: The ideal height of the bottom of the screen is 9-foot AFF. Before ordering, Red Thread will provide a wall elevation for approval that shows the actual screen height that will be higher than 9'.

PROJECTOR INPUTS

Qty	Type	Connectivity	New Switcher Input	Condition
1	Visitor Laptop	HDMI	Input 1	Owner furnished
1	Desktop PC	HDMI	Input 2	Owner Furnished
1	Vivitek Novo Enterprise	HDMI	Input 3	New

VIVITEK NOVO ENTERPRISE

- Wireless presentation appliance
- Connect up to 64 users; 4-to-1 Split screen simultaneously on one display
- Full Screen mirroring of multi-platform operation systems
- Built-in dual network support (Wireless and Wired)
- Supports video playback with perfect synchronization up to 1080p
- Remote management and maintenance software for ease of deployment

AUDIO SYSTEM

- Audio from a new HDMI switch will be connected to the existing Biamp Nexia
- New Biamp Nexia to be added for the required additional inputs.
- No changes will be made to the other audio components or audio control system.
- Microphones: Existing table and gooseneck microphones
- Speakers: Existing surface mount speakers.
- Telephone Interface: None

BUTTON PANEL CONTROL SYSTEM

A simple button controller will be installed for projector and screen control.

- Button panel color: Black
- Panel location: Clerk's desk.

The following functions will be available from the button panel.

- Display system: power on/off
- Source selection: Desktop, Visitor Laptop, Novo Enterprise
- Screen: Up/Down

NETWORK CONNECTIONS REQUIRED

- (1) for Novo Enterprise at rack

WARRANTY AND SERVICE DETAILS:

WARRANTY- Seller warrants to Buyer that it will repair or replace, at its sole option, any goods or parts thereof which are defective in materials and/or workmanship at the time the same are delivered to Buyer by Seller but only on the following terms and conditions:

From the date of the last day of the installation to and including 60 days thereafter, Seller will repair or replace such defective goods or parts thereof at no charge to Buyer for replacement goods or parts and labor or shipping or handling, provided that Seller shall have received from Buyer written notice of the claimed defect within 60 days from the last day of installation. No other warranties, either express or implied, are extended by Seller except as shall be shown in writing and signed by a duly authorized representative of Seller. To the maximum extent permitted by applicable law, seller further disclaims all other warranties either expresses or implied, including, without limitation, any implied warranties of merchantability of fitness for a particular purpose.

EXTENDED RED THREAD GROUPCARE COVERAGE INCLUDED:

GROUPCARE BASIC

- Telephone Support: Unlimited Calls from 8:30 am to 5:00 pm EST, Monday through Friday, excluding Red Thread Holidays.
- Guaranteed phone response within 4 hours.
- Onsite Support:
 - Unlimited Onsite Service Support, Monday through Friday, excluding Red Thread Holidays
 - Priority Green Convenient agreed upon time.
 - Priority Yellow Convenient agreed upon time.
 - Priority Orange Guaranteed onsite response within 4 business days.
 - Priority Red Guaranteed onsite response within 4 business days.
 - Email Communication

EXTENDED RED THREAD GROUPCARE COVERAGE OPTIONS AT ADDITIONAL COST:

GROUPCARE SILVER

GroupCare Silver offers all the features of the GroupCare Basic with the inclusion of the following upgrades.

- Telephone Support: Guaranteed phone response within 2 hours.
- Onsite Support:
- Unlimited Onsite Service Support, Monday through Friday, excluding Red Thread Holidays
- Priority Orange Guaranteed onsite response within 3 business days.
- Priority Red Guaranteed onsite response within 2 business days.
- Preventive Maintenance Two Scheduled Preventive Maintenance Visits Annually
- Training Refresher During your Preventive Maintenance visit, our service technician can provide a brief refresher on using your system.

GROUPCARE GOLD

GroupCare Gold offers all the features of the GroupCare Silver with the inclusion of the following upgrades.

- Other Benefits: Parts, Repair, Labor & Travel are all Included (except consumables) Product Loaners As required, Loaner products will be provided during product repairs

GROUPCARE PLATINUM

GroupCare Platinum offers all the features of the GroupCare Gold with the inclusion of the following upgrades.

- 24/7 Emergency Support Telephone & Onsite Support 24 hrs a day, 7 days a week for Priority Red Only
- One Hour Phone Response, Four Hour Onsite Response
- Priority Green: Service requests are non-critical type requests for service whereby on-site service, if required, can be addressed as time permits
- Priority Yellow: Service requests are defined as important issues that may impact the "optimal" operation of the audiovisual equipment, but does not keep the overall system from functioning.

- Priority Orange: Service requests in which the issues affects the overall operation of the system. If this were to occur AND the customer does NOT have a major event within the next 4 business days in which the system is required for use.
- Priority Red: Service requests in which the issues affects the overall operation of the system. If this were to occur and the customer does have a major event within the next 3 business days in which the system is required for use.
- Prompt email notification for open service tickets, service visits date and time and closed service tickets

SCOPE OF WORK:

SCOPE OF WORK TO BE PERFORMED BY RED THREAD:

The above outlined audio visual functionality scope and system description will be executed by Red Thread upon acceptance by the customer. Scope of work to be performed by Red Thread includes:

- System Design and Engineering
- Project Management and Coordination
- Product Staging and Testing
- On-site Product Installation, Low Voltage cabling as it relates to the Audio Visual system Testing and Commissioning by a field engineer
- Closeout documentation: As-built drawing, Programing files, Equipment Lists with associated serial numbers.

SCOPE OF WORK TO BE PERFORMED BY CLIENT:

The Scope of Work document detailing all work to be performed by the client and/or other trades will be provided after the formal award of project has been received by Red Thread. Scope of work to be performed by the client and/or other trades, includes but not limited to the following.

- Electrical
- Network/data
- Phone service
- Blocking infrastructure
- Conduits
- Floor cores
- Furniture fabrication
- Patching and Painting

Red Thread has the ability to provide many of the above listed items currently under the client's scope of work. If you would like Red Thread to provide a proposal to provide any of the infrastructure items please contact your account representative.

Please initial to acknowledge agreement with the functionality of the audiovisual system description and the understanding that any scope of work by others is to be completed in advance of the installation. _____

Mfg / Model	Description	Qty	Unit Price	Ext. Price
<u>Council Chamber</u>				
<i>Display System</i>				
Vivitek DU8190Z-BK	LARGE VENUE- LASER PHOSPHOR Projector, WUXGA, 10,000 Lumens, 5yr P&L/3yr Adv. Replace	1	\$13,529.41	\$13,529.41
Vivitek 3797745400-SVK	Long Throw Zoom Lens	1	\$2,458.82	\$2,458.82
LG 24MB65PY-I	24" 1920 x 1200 IPS Panel	1	\$276.47	\$276.47
Red Thread AVIM	Misc Mounting Materials	1	\$88.24	\$88.24
Chief CMA330	OFFSET FIXED CEILING PLATE 1-1/2 NPT	1	\$40.24	\$40.24
<i>Interfaces & Signal Processing</i>				
Extron 60-1699-01	IN1804 - Four Input 4K/60 Seamless Switcher	1	\$1,758.82	\$1,758.82
Extron 60-1182-02	MLC 64 RS VC D - MediaLink® Controller With Volume Control Knob - Decorator-Style Wallplate	1	\$464.71	\$464.71
Pakedge SE-8P4	8-Port Unmanaged Switch with 4 PoE or Up to 2 PoE+	1	\$235.29	\$235.29
Extron 70-1142-22	SMB 212 - Two-gang surface box: black	1	\$117.65	\$117.65
Gefen Inc EXT-RS232	Gefen RS-232 Over Cat 5 Extender	1	\$109.80	\$109.80
Extron 60-190-01	RSU 129 - 1U 9.5" Deep Universal Rack Shelf Kit	1	\$76.47	\$76.47
<i>Media Inputs</i>				
Vivitek Novo Enterprise	Novo Enterprise Wireless Presentation & Collaboration Appliance	1	\$1,069.41	\$1,069.41
<i>Misc.</i>				
Red Thread Staging	Staging Rental	1	\$2,352.94	\$2,352.94
<i>Projection Screen</i>				
Da-Lite 21877LC	Cosmopolitan Tensioned 120" x192" HD 0.9 Fabric	1	\$4,870.59	\$4,870.59
<i>Rack</i>				
Red Thread AVRA	Misc Rack Accessories	1	\$197.65	\$197.65
<i>Sound & Audio Processing</i>				

Mfg / Model	Description	Qty	Unit Price	Ext. Price
Biamp Nexia CS	NEXIA 10 mic/line inputs and 6 mic/line outputs. DSP for conference applications such as boardrooms, courtrooms, and council chambers	1	\$1,175.29	\$1,175.29
<i>Wire and Cable</i>				
Red Thread MISC	Misc Cables and Connectors	1	\$617.65	\$617.65
Red Thread PREMADE CABLES	Misc Premade Cables - Lot	1	\$135.29	\$135.29
<i>Labor</i>				
RT CAD	CAD Drawing Package	1		\$450.00
RT Engineering	System Engineering & Design	1		\$840.00
RT Field Engineering	Field Engineering, Testing & Commissioning	1		\$1,560.00
RT Installation	AV Installation Labor	1		\$3,515.00
RT Programming	Programming	1		\$0.00
RT Project Management	Project Management	1		\$1,690.00
RT Rack Build	Rack Build & Staging	1		\$150.00
RT Training	Training	1		\$0.00
<i>Services</i>				
RT Basic Service	One Year Basic Service Plan	1		\$0.00
RT Delivery	Delivery	1		\$1,200.00
RT Travel	Travel Expenses	1		\$0.00

Council Chamber Total: \$38,979.74

Summary

Council Chamber \$38,979.74

Subtotal: \$38,979.74
Sales Tax: \$0.00
Grand Total: \$38,979.74

Client:

Date