

CITY OF NEWTON
IN BOARD OF ALDERMEN
PROGRAMS AND SERVICES COMMITTEE AGENDA

WEDNESDAY, APRIL 3, 2013

7:45 PM
Room 222

ITEMS SCHEDULED FOR DISCUSSION:

#139-13 HIS HONOR THE MAYOR AND THE VICE PRESIDENT OF THE BOARD OF ALDERMEN requesting a discussion of reorganization plans to consolidate the elections Department into the City Clerk/Clerk of the Board's Office.

Re-appointment by His Honor the Mayor

#110-13 MARY PANAGGIO, 108A JFK Circle, Newton, re-appointed as a member of THE NEWTON HOUSING AUTHORITY for term to expire February 21, 2018. (60 days 05/17/13) [03/07/13 @ 11:24 AM]

Appointment by His Honor the Mayor

#109-13 GLORIA MASTROCOLA GAVRIS, 21 Monadnock Road, Chestnut Hill, appointed as a member of the LICENSING BOARD for a term to expire June 1, 2019. (60 days 05/17/13) [03/07/13 @ 11:24 AM]

#334-12 ALD. SWISTON AND LINSKY requesting a discussion with the Licensing Board regarding the licensing and permit requirements for non-profit organizations. [10/10/12 @ 3:52 PM]

#230-12 ALD. SANGIOLO requesting the establishment of guidelines and policies regarding the creation of Neighborhood Area Councils particularly with respect to (1) boundary delineations and (2) description of area council authority. [08/06/12 @ 4:39PM]

#144-12 ALD. HESS-MAHAN proposing to repeal the time restrictions for filing special permit applications/site plan reviews for Major Projects during July and August in Article X Section 5 of the Rules and Orders of the Board of Aldermen.

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 Trisha Guditz, 617-796-1156, via email at TGuditz@newtonma.gov or via TDD/TTY at (617) 796-1089 at least two days in advance of the meeting date.

ITEMS NOT YET SCHEDULED FOR DISCUSSION:

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

#138-13 HIS HONOR THE MAYOR requesting authorization to appropriate an amount that is yet to be determined from bonded indebtedness for the purpose of funding the Carr School renovation project. [03/25/13 @ 3:58 PM]

#130-13 ALD. JOHNSON & LAPPIN requesting a change to the Board Rules, Article I, Section 3. Referral of business to Committees, paragraph D., to increase the majority vote to a greater than majority vote. [03/18/13 @ 9:39 PM]

#111-13 CLERK OF THE BOARD requesting a change in the Board of Aldermen Rules & Orders to define which committee Community Preservation Committee appointments should be referred. [03/05/13 @ 12:46 PM]

#95-13 HIS HONOR THE MAYOR, SETTI WARREN AND BOARD PRESIDENT, SCOTT LENNON seeking an amendment to Chapter 12, Section 68 of the Newton City Ordinances to increase the number of members of the Health Care Advisory Committee if there are any concerns relative to the composition of the committee. [02/25/13 @ 2:24 PM]

Appointment by the President of the Board

#91-13 MARK WENNEKER, 223 Upland Road, Newtonville, appointed as a member of THE HEALTH CARE ADVISORY COMMITTEE for a term to expire February 25, 2016. (60 days 05/03/13) [02/25/13 @ 5:06 PM]

#49-13 ALD. SANGIOLO, on behalf of Gary Rucinski, 40 Clearwater Road, Newton Lower Falls, requesting discussion and consideration of a letter of support to Congress for Carbon Fees. [01/30/13 @ 10:31 AM]

#34-13 ALD. DANBERG, ALBRIGHT, BLAZAR, RICE, LINSKY AND CROSSLEY requesting a prohibition on polystyrene-based disposable food or beverage containers in the City of Newton if that packaging takes place on the premises of food establishments within the City. [01/03/13 @ 11:01 AM]

#7-13 HIS HONOR THE MAYOR seeking Home Rule Legislation relative to the acquisition from the Commonwealth of the Waban Hill Reservoir located on Manet Road. [12/31/12 @ 12:50 PM]

#336-12 HIS HONOR THE MAYOR, ALD. BAKER, FULLER AND LAREDO, requesting a discussion to include possible uses, process, timeline, opportunity for community input and funding sources, with the affected neighborhood community and with members of the Board of Aldermen, on the potential acquisition for passive or active recreational uses of the five acre parcel in Ward 7 on Manet Road currently held by the MWRA as an obsolete open water reservoir. [10/3/12 @ 6:57PM]

- #335-12 DAVID OLSON requesting a discussion of Mayor Warren’s Executive Order #1 which authorizes the use of remote participation for City Boards and Commissions as it relates to and effects the Board of Aldermen’s Committee and Full Board meetings, and to make any necessary changes to the Board Rules to allow and regulate remote participation should it be deemed acceptable.
[10/3/12 @ 4:56PM]

REFERRED TO FINANCE AND APPROPRIATE COMMITTEES

- #322-12 HIS HONOR THE MAYOR submitting the FY14-FY18 Capital Improvement Program pursuant to section 5-3 of the Newton City Charter. [10/09/12 @ 2:38 PM]

REFERRED TO PROGRAMS & SERV. AND PUBLIC FACILITIES COMMITTEES

- #315-12 ALD. FULLER, RICE AND GENTILE of the Angier School Building Committee providing updates and discussion on the Angier School Building project as it develops through the site plan approval process.
[10/02/12 @ 3:37PM]

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

- #256-12 ALD. HESS-MAHAN, SANGIOLO & SWISTON proposing an ordinance promoting economic development and the mobile food truck industry in the City of Newton. [08/06/12 @4:46 PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #254-12 ALD. HESS-MAHAN, SANGIOLO, DANBERG, KALIS, CROSSLEY proposing an ordinance relating to plastic bag reduction that would add a fee to single-use plastic and paper bags that are not at least 40% post-consumer recycled content, at certain retail establishments in Newton.
[07/18/12 @4:34 PM]

- #229-12 RECODIFICATION COMMITTEE recommending a review and possible amendment to the *Board of Aldermen Rules & Orders 2012-2013* relative to review of draft ordinances by the Law Department.

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #165-12 HIS HONOR THE MAYOR submitting (1) the report prepared by Kopelman & Paige PC, the consultant engaged to review the city’s election procedures, and (2) proposing that Charter Sections 2-1(b) and 4-1(b) be amended to establish a particular date by which nomination papers are made available. [05/25/2012 @ 1:35PM]

- #145-12 ALD JOHNSON requesting a review by the Solicitor’s office as to what constitutes “reorganization” per our City Charter. [05/16/12 @ 10:24PM]

- #68-12(2) ALD. YATES, MERRILL requesting that a detailed inventory of the more than 100 photographs, paintings, drawings and other images of the Civil War, World

War I, World War II in the office section of the War Memorial Hall be prepared and a plan be developed for their public display in whole or in part before or during the city's observance of the 150th anniversary of the Civil War through 2015 and the centennial of World War I from 2014-2015. [03/23/12 @ 1:43 PM]

#68-12 ALD. YATES, MERRILL asking that the Executive Department develop a detailed plan for the storage of the veterans archives currently housed in the War Memorial that allows for proper access to the records by veterans, their families, and historians, both amateur and professional. [03/05/12 @ 9:40 PM]

#67-12 ALD. ALBRIGHT seeking a discussion with the Executive Department regarding a plan and timeline for funding an archivist/records manager position for the city to oversee the preservation, cataloguing, and organization of the city archives; provide guidance and assistance to city departments that are maintaining their own archives in order to ensure that records are preserved, accessible, and maintained; and, plan for future storage needs as the collection continues to expand. [03/12/12 @ 10:28 AM]

REFERRED TO PROG. & SERV AND PUBLIC FACILITIES COMMITTEES

#36-12 ALD. CROSSLEY & FULLER requesting Home Rule legislation or an ordinance to require inspections of private sewer lines and storm water drainage connections prior to settling a change in property ownership, to assure that private sewer lines are functioning properly and that there are no illegal storm water connections to the city sewer mains.
A) Sewer lines found to be compromised or of inferior construction would have to be repaired or replaced as a condition of sale;
B) Illegal connections would have to be removed, corrected, and re-inspected in accordance with current city ordinances and codes, as a condition of sale.
[01/24/12 @ 8:07 AM]

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

#312-10 ALD. LENNON, LAPPIN, SCHNIPPER, SANGIOLO requesting a discussion with the School Committee on its plans to address space needs in the Newton public schools. [10/27/10 @ 11:07 AM]
FINANCE VOTED NO ACTION NECESSARY on 10/12/11
PUBLIC FACILITIES VOTED NO ACTION NECESSARY on 11/18/11

REFERRED TO PROG & SERV AND PUBLIC FACILITIES COMMITTEES

#245-10 ALD. SCHNIPPER requesting discussion with National Grid regarding the possible damage to trees as a result of gas leaks. [09/01/10 4:00 PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

#273-08 ALD. JOHNSON proposing a RESOLUTION to His Honor the Mayor requesting that the Executive and Human Resources Departments develop a comprehensive human capital strategy for the city to include: performance management, talent development, succession planning, and compensation. [07/17/08 @ 9:53 AM]
FINANCE VOTED NO ACTION NECESSARY on 3/8/10

REFERRED TO FINANCE AND PROGRAMS AND SERVICES COMMITTEES

#245-06 ALD. JOHNSON AND HESS-MAHAN requesting an amendment to the City Charter to require the Mayor annually to prepare and submit to the Board of Aldermen a long-term financial forecast of anticipated revenue, expenditures and the general financial condition of the City, including, but not limited to identification of any factors which will affect the financial condition of the City; projected revenue and expenditure trends; potential sources of new or expanded revenues; anticipated municipal needs likely to require major expenditures; and a strategic plan for meeting anticipated municipal needs, to include, but not be limited to, any long or short-term actions that may be taken to enhance the financial condition of the City.

FINANCE VOTED NO ACTION NECESSARY ON 3/8/10

Respectfully Submitted,

Amy Mah Sangiolo, Chairman



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Office of the Mayor

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SETTI D. WARREN
MAYOR

RECEIVED
Newton City Clerk
2013 MAR 28 PM 5:36
DAVID A. OLSON, CMC
Newton, MA 02459

March 25, 2013

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

Re: Re-organization of Elections Department and City Clerk/Clerk of the Board

Ladies and Gentlemen:

This item is jointly submitted from the Executive Office and the Honorable Board requesting a discussion under Article 6, Sec. 6-2 of the City Charter, reorganization plans consolidating the Elections Department with the City Clerk/Clerk of the Board of Aldermen. The enclosures address the proposed scope of the re-organization along with the organizational structure.

There are inherent efficiencies to be realized that are anticipated for inclusion into the FY14 budget and presented for your approval at that time. Thank you for your consideration of this important matter.

Sincerely,

Setti D. Warren
Mayor

Cheryl Lappin
Vice President of Board of Aldermen

Encl.

Cc: David Olson, City Clerk/Clerk of the Board of Aldermen
Donnalyn Kahn, City Solicitor
Bob Rooney, Chief Operating Officer
Maureen Lemieux, Chief Financial Officer

March 29 2013

**Reorganization Proposal Relative to the
City Clerk and Elections Department**

This document constitutes the "explanatory memo" as set forth in Sect 6-2 in the City Charter. Its intended use is to explain the reorganization of the Elections Department and the City Clerk's Office into a single department under the direction of the City Clerk.

This reorganization is proposed after considerable thought and research about the functions, goals, and efficiencies of these two departments; the services delivered to citizens in the City of Newton; and the means by which to conserve resources in City government, be it personnel, capital, or financial. City-wide studies and research of other effective municipalities in the delivery of services have been done related to these departments. Of the 41 cities canvassed, 27 have the City Clerk running the elections. It has been determined that such alignment and cross-training of assigned personnel will improve the operational implementation of both departments. In addition, a review of other municipalities' organizational structure across the Commonwealth has resulted in a proposal for this reorganization for the City of Newton which will have a lasting and positive impact on our City.

This narrative accompanies the proposed Ordinance changes to reflect this reorganization as submitted. The last time these departments were re-organized was in 1962, when the City adopted MGL Chap. 51, sec. 16A which transferred the responsibilities of elections to a Board of Election Commissioners (which department is not formally recognized in the City Ordinances- hence only the Ordinances pertaining to the Clerk's Office need amendment). Currently, with automation and staffing efficiencies through cross-training, a re-organization is intended to capitalize on these developments and achieve the following goals:

1. Improve Coordination and Execution of Operations

* Operational requirements will be coordinated through a single management structure which will allow for resource allocation in a timely and efficient manner. This results in streamlined work processing with one point of entry. As a combined department, service needs are consolidated into one service counter operation; receiving, recording, and responding to all inputs through the same office.

* The resources needed to execute administrative functions such as purchasing, scheduling and payroll can be leveraged to avoid duplication in some staff functions while minimizing redundant equipment costs and associated maintenance.

ENCLOSURE A

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Newton City Clerk
2013 MAR 29 PM 1:53
David A. Osborn, City Clerk
Newton, MA 02459

***** DRAFT *****

2. Centralize similar data collection across the departments

* Key data needed by both departments will be managed by the same management structure, with some software sharing and improved tracking of statistics and population data.

3. Development of the Leadership and Management within Staff

* Streamlining the top management structure will necessarily create opportunities for middle management to develop and grow into leadership positions not currently available. For instance, the administrative staff with understanding of the functions of both vital statistics and elections could potentially develop qualifications for opportunities in either specialty area. This allows for the professional development in either area of expertise and access to additional management positions. Traditionally leadership positions are typically filled from outside Newton's workforce.

4. Improved Staff Productivity and Performance in Core Functions

* Core functions such as Vital Statistics, Census and Elections will be better coordinated under one department head and result in a more consistent and "smoothing effect" of staff workload to best utilize resources throughout the year.

* Staff will be cross-trained and assimilate the duties and responsibilities of both departments so that robust staffing is ensured throughout the year.

It is the intent of the Administration to present this initiative in a preliminary forum in order to inform a discussion with elected officials and stakeholders. Subsequently, after inclusion of viable recommendations during this process, a final proposal would be submitted for the Honorable Board's approval concurrent with the FY14 Budget, documenting both the organizational structure and funding of cost centers. The Administration looks forward to the opportunity to discuss and refine this plan.

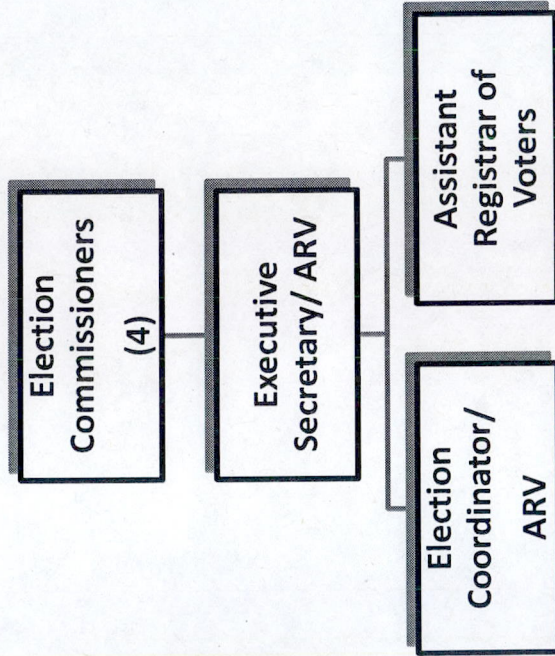
A meeting with the Elections Commission to review this proposal in further detail is scheduled for Tuesday, April 2, 2013.

ENCLOSURE A

*** CURRENT ***

ELECTIONS DEPARTMENT

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Newton, MA 02459

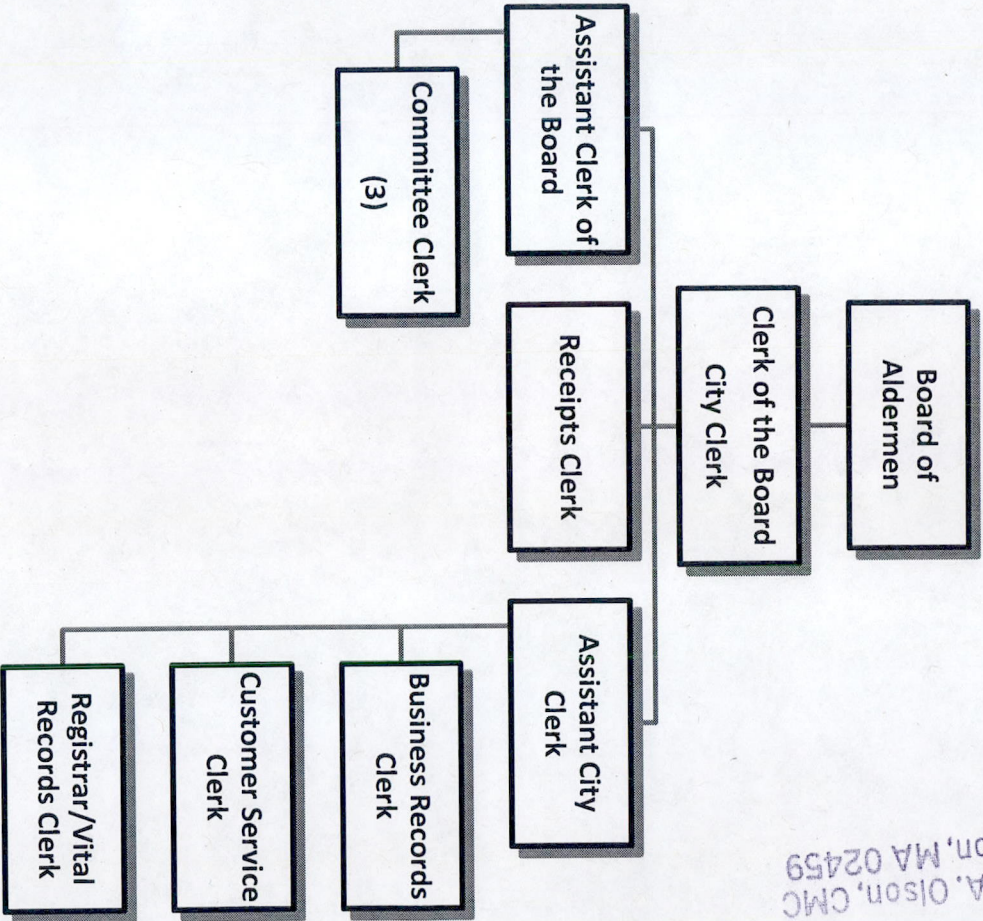


#139-13

ENCLOSURE B-1

*** CURRENT ***

CITY CLERK



David A. Olson, CMC
Newton, MA 02459

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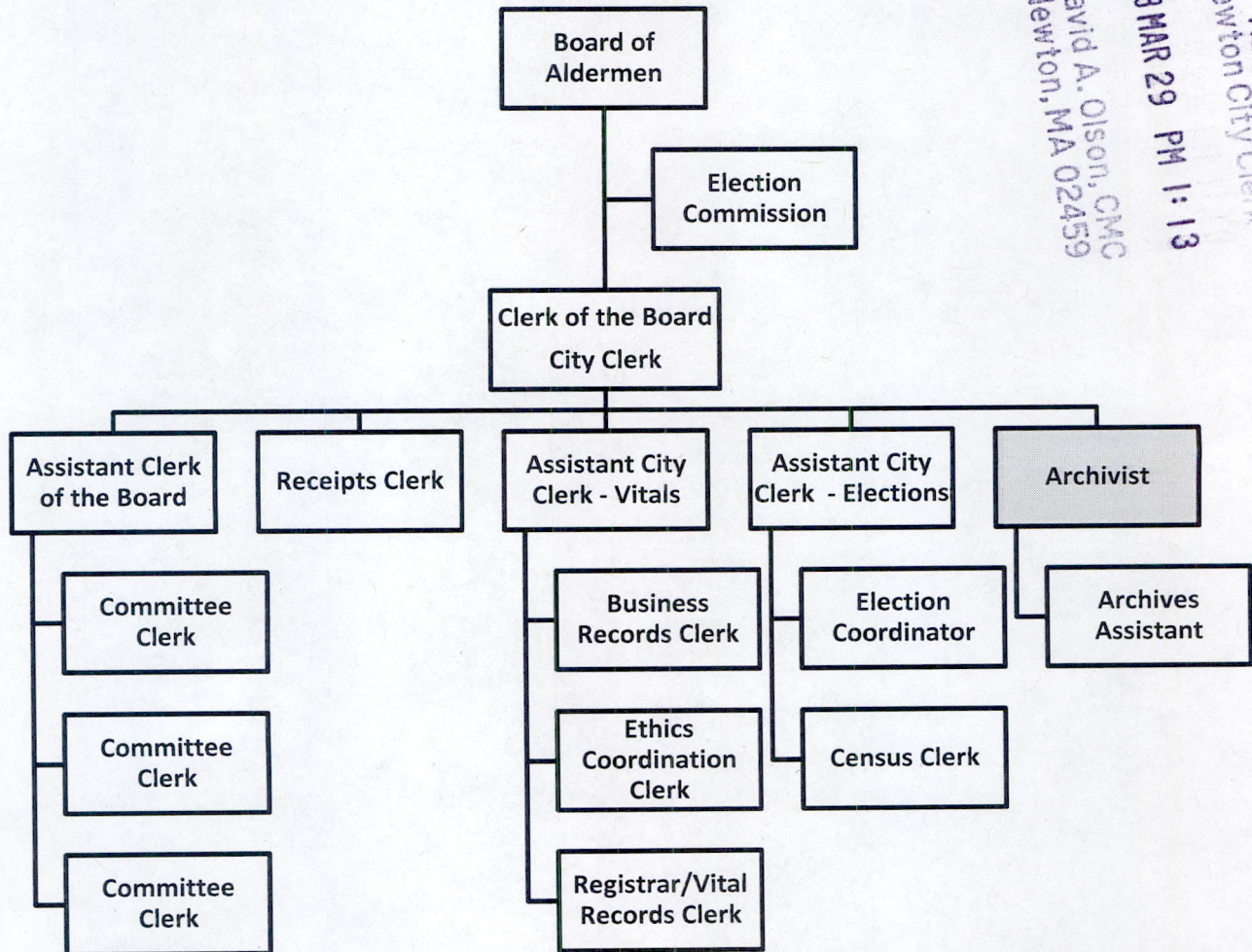
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Newton City Clerk

***** PROPOSED *****

CITY CLERK / CLERK OF THE BOARD

- As of the time of this discussion with the Board of Aldermen, a meeting with the Elections Commission to review this proposal in further detail is scheduled for Tuesday, April 2, 2013

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David A. Olson, CMC
Newton, MA 02459



Supporting Amendments to City ordinances
in connection with the reorganization of the City Clerk's office
to provide administrative support to the Board of Election Commissioners

The reorganization plan as proposed, requires one ordinance amendment, as follows:

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DAVID A. OLSON, CMC
Newton, MA 02459

Add a new Section 6-6 to Chapter 6 pertaining to the City Clerk:

Section 6-6. Administration of Elections.

- (a) In addition to exercising the duties and responsibilities of city clerk, the city clerk shall also serve as the administrative director of the board of election commissioners and in that capacity shall:
 - (1) Provide administrative and operational support to the board of election commissioners established pursuant to G.L. c. 51, sec. 16A and sec. 8-6 of the City Charter;
 - (2) Perform such duties and responsibilities as may be required or requested by the board of election commissioners in the performance of their duties under G.L. c. 51, sec. 16A and 950 CMR 55.02(12), or as otherwise prescribed to said board by any federal, general or special law;
 - (3) Coordinate the services of other city departments for the conduct of any election; and,
 - (4) Administer and keep the records of the board of election commissioners.
- (b) The city clerk may assign such personnel within the city clerk's office to work in the preparation and administration of elections as he or she deems necessary or advisable to properly perform the duties and responsibilities described in subsection (a) above.

Enclosure C



SETTI D. WARREN
MAYOR

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Office of the Mayor

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February 21, 2013

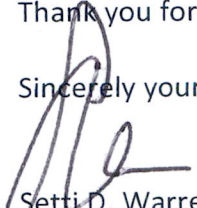
Honorable Board of Aldermen
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Ladies and Gentlemen:

I am pleased to reappoint Mary Panaggio of 108A JFK Circle, Newton as a member of the Newton Housing Authority. Her term of office shall expire February 21, 2018 and her reappointment is subject to your confirmation.

Thank you for your attention to this matter.

Sincerely yours,


Setti D. Warren
Mayor

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2013 MAR -7 AM 11:24
David A. Olson, CMC
Newton, MA 02459

1000 Commonwealth Avenue Newton, Massachusetts 02459

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DEDICATED TO COMMUNITY EXCELLENCE

NEWTON HOUSING AUTHORITY

Harvey Epstein, Executive Director
Newton Housing Authority
82 Lincoln Street
Newton Highlands, MA 02461

December 17, 2012

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

Subject: Mary Panaggio, re-appointment to Board of Commissioners

Dear Mayor Warren:

We understand that there is a new procedure for the re-appointment of an individual to our Board of Commissioners.

For your consideration, I wish to forward the name of our current Board Member, Mary Panaggio, for re-appointment as a Commissioner to the Board at Newton Housing Authority. Mary was recently voted in by our Board as Treasurer of the Newton Housing Authority Board.

Mary Panaggio's expiration date as Commissioner is February 16, 2013

Ms. Panaggio has been a very involved Commissioner and has served our Board well for several years. Ms. Panaggio has been a resident at our Jackson Gardens Elderly Housing Development for over a decade and has been the Association President at Jackson Gardens.

Mary's attendance at our Board meetings has been excellent. Mary has been the Mayoral appointee as tenant representative.

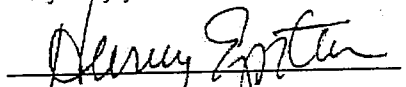
Mary is a life-long Newton resident and past V.P. of American Legion Post 440 and has been involved in its functions for nearly three decades.

As you may be aware, our Board members serve on a voluntary basis and the position is unpaid.

The Board meets monthly or more frequently if required, and acts as the governance of the Newton Housing Authority. The Board approves all major business matters will vote on contract awards and change orders to contracts. The Board is also very involved in our annual budget requests and oversight.

The Newton Housing Authority is requesting re-appointment of Ms. Panagio to another term as a Commissioner as we feel her involvement with our Agency is valued for her continued contributions.

Very truly yours,


Harvey Epstein, Executive Director



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#109-13

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February 27, 2013

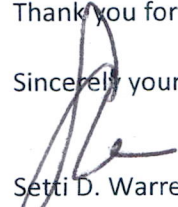
Honorable Board of Aldermen
City of Newton
1000 Commonwealth Avenue
Newton, MA 02459

Ladies and Gentlemen:

I am pleased to appoint Gloria Mastrocola Gavis of 21 Monadnock Road, Newton as a member of the Licensing Board. Her term of office shall expire June 1, 2019 and her appointment is subject to your confirmation.

Thank you for your attention to this matter.

Sincerely yours,


Setti D. Warren
Mayor

David A. Olson, CMC
Newton, MA 02459

2013 MAR -7 AM 11:24

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1000 Commonwealth Avenue Newton, Massachusetts 02459

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Gloria Mastrocola Gavris
21 Monadnock Road
Chestnut Hill, MA 02467

PRESENTLY:

President Chestnut Hill Association, 2011 -
 Member Board of Directors, Newton, West Suburban YMCA, 2011 -
 Member Board of Directors, Newton 9-11 Memorial Committee, 2011 -
 Member Boston College Neighborhood Council, 2011 -

EMPLOYMENT:

Law Office of Gloria Gavris Chestnut Hill, MA
 Concentration in residential real estate practice 2001-2011

Law Office of William F Coyne, Jr. Boston, MA
Law Associate and Lobbyist 1987-2001
 Representation of national and local businesses and trade associations before members of the
 Massachusetts House of Representatives and State Senate.

Miller Brewing Company Bedford, NH
Associate, Government Relations Dept. 1984-1986
 Represented MBCo in the New England Region, New York and New Jersey regarding issues
 before regional state Legislatures pertaining to interests of concern to MBC.

Massachusetts Port Authority, Logan Airport Boston, MA
Public Relations Associate 1982-1984
 One of four spokespersons for the MassPort Authority for Boston TV and print medium
 concerning issues of concern to Logan Airport including emergency response, storm control and
 all media and event planning.

EDUCATION:

Suffolk University School of Law, Juris Doctorate Degree 1991, *Cum Laude* Graduate
Boston College, Bachelor of Arts, 1983, *Cum Laude* Graduate

OTHER:

Member Newton Needham Chamber of Commerce, 2008-2011
 President Board of Directors, Make a Wish Foundation of Greater Boston, 2003-05
 Member Board of Directors, Dev. Chair, MAW Found of Greater Boston, 1999 - 03
 Member Board of Directors, Habitat for Humanity, 2005-07
 Host City of Everett Cablevision Show "Meet the Mayor", 2002 - 04
 Member City of Newton Economic Development Commission, 2001-02

Married, two sons ages 18 & 13
