

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

WEDNESDAY MAY 23, 2012

7:30 PM Room Chamber/222

***Chairman's Note:** Item #367-10 is on this agenda solely for the purpose of being voted No Action Necessary, as Public Facilities has done.*

ITEMS SCHEDULED FOR DISCUSSION:

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

- #367-10 **HIS HONOR THE MAYOR** requesting authorization to appropriate an amount not to exceed five million dollars (\$5,000,000) from bonded indebtedness for the following:
- (B) installation of up to six modular classrooms at five elementary schools as well as the addition of permanent classrooms and renovations to the core of F.A. Day Middle School. [11/29/10 @ 3:23 PM]
 - (A) \$75,000 for site plan work for 1 modular at Horace Mann, 2 at Zervas, and 1 at Burr was approved on December 20, 2010.
 - (B1) \$923,375 for installation of 4 modulares was approved on July 11, 2011
 - (B2A) \$86,545 for additional expenses related to the construction and installation of modular was approved on November 21, 2011.
 - (B2B) \$102,117 for design of sprinkler systems at three elementary schools was approved on November 21, 2011.
 - (B2C) Six hundred forty-three thousand five hundred dollars (\$643,500) of the remaining \$3,812,963 for the design and other related expenses associated with the building renovations to F.A. Day Middle School was approved on December 19, 2011.
 - (B2D) One million four hundred seventy-four thousand one hundred ninety-four dollars (\$1,474,194) of the remaining \$3,169,463 for the purpose of funding construction, construction administration and related expenses for the sprinkler system installations at the Burr, Zervas, and Horace-Mann Elementary Schools to be voted 03/05/12.
- #367-10(B2) – \$ 1,695,269 (remaining balance) for renovations to the core of F.A. Day Middle School and sprinkler systems.**
PUBLIC FACILITIES VOTED NO ACTION NECESSARY ON 4/18/2012

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, contact the Newton ADA Coordinator Trisha Guditz at 617-796-1156 or tguditz@newtonma.gov or via TDD/TTY at (617) 796-1089 at least two days in advance of the meeting.

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

#103-12 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of fifty thousand dollars (\$50,000) from Free Cash and two hundred fifty-eight thousand dollars (\$258,000) from receipts reserved for the purpose of purchasing the necessary capital equipment to establish a 3-man tree maintenance crew. [04-09-12@ 2:48 PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

#132-12 HIS HONOR THE MAYOR requesting authorization to appropriate the sum of two hundred twelve thousand six hundred sixty-six dollars (\$212,666) from 2011-2012 E-Rate Reimbursements Funds for the purpose of school technology purchases. [04/30/12 @ 5:08 PM]

[To begin at 7:45pm...]

Public hearing to be held on:

#123-12 CAROLYN WONG et al. filing with the City Clerk on April 24, 2012 a Neighborhood Area Council Petition, with 255 qualified signatures, pursuant to article 9-3 of the City Charter, requesting the Board of Aldermen to hold a public hearing to establish a Newton Centre Neighborhood Area Council. [04-24-12 @ 2:33PM]

#205-11 ALD. SANGIOLO, GENTILE, HARNEY, LINSKY requesting a discussion with the School Committee regarding a proposal to enter into contractual relationships with the Newton Schools Foundation to sell naming rights on behalf of the Newton Public Schools. [06/22/2011 @ 8:32AM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

#39-12 HIS HONOR THE MAYOR requesting authorization to establish a revolving account with an annual expenditure limit of \$2,000,000 for the purpose of receiving funds collected by the Newton Schools Foundation in connection with the sale of naming rights for Newton Public School buildings and facilities and to be distributed for the sole purpose of public school education technology and curriculum purposes. [01/30/12 @ 4:18 PM]

#85-12 ALD. LENNON & LAPPIN requesting a review and possible ordinance amendment to review and adjust the salary of the Clerk Clerk/Clerk of the Board of Aldermen pursuant to Article XI of the *Rules and Orders of the Board of Aldermen 2012-2013* [03/26/12 @ 10:25 PM]

ITEMS NOT YET SCHEDULED FOR DISCUSSION:

Appointment by his honor the Mayor:

- #124-12 MARJORIE BUTLER, 33 Andrew Street, Newton Highlands, appointed as a member of the Election Commission for a term of office to expire March 31 2013. [04-30-2012]
- #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.
- #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]
- #96-12 ALD. ALBRIGHT & HESS-MAHAN requesting that Article I, Section 3.A. (1) of the Board of Aldermen Rules and Orders 2012-2013 be amended to provide for the referral to the Land Use Committee of community housing projects recommended for funding by the Community Preservation Committee. [04-06-2012 @ 4:22PM]
- #122-12 ALD. HESS-MAHAN proposing a RESOLUTION calling on the United States Congress to pass and send to the states for ratification a constitutional amendment to restore the First Amendment and fair elections to the people by clarifying (1) that corporations are not entitled to the Constitutional rights of human beings, and, (2) that the U.S. Congress and the states may place reasonable limits on both political contributions and political spending.
- #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]
- #68-12(2) ALD. YATES 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 @ 1:43PM]
- #84-12(2) PROGRAMS AND SERVICES COMMITTEE proposing a resolution to allow the Board of Aldermen to provide guidance to the Licensing Commission on petitions submitted in response to the possible acceptance of G.L. c. 138 §33B, which would allow the selling of alcohol to commence at 10:00am on Sunday mornings. [04-11-12 @ 9:30PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #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]
- #207-08(2) PROGRAMS & SERVICES COMMITTEE requesting discussion with the Executive Department and various City Department heads regarding use of debt exclusions to address city needs. [03-14-11 @ 10:26AM]

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

#298-09 ALD. MANSFIELD proposing Home Rule Legislation to amend **Article 2, Section 2-1(c) Composition; Eligibility; Election and Term** of the Newton Charter to establish four-year terms for Aldermen-at-Large with the provision for one Aldermen-at-Large to be elected from each ward at each biennial municipal election. [09-29-09 @ 6:45 PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

#270-08 ALD. JOHNSON proposing a RESOLUTION to His Honor the Mayor requesting that he work with the Board of Aldermen, School Department, and School Committee in order to determine the most effective and efficient way to organize the Information Technology Departments. [07/17/08 @ 9:53 AM]

FINANCE VOTED NO ACTION NECESSARY ON 3/8/10

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

#89-08 ALD. PARKER requesting the following:

- A) review of the maintenance practices for buildings, parks and other properties owned by the City (including School Department facilities and grounds)
- B) development of a comprehensive maintenance plan that includes regular schedules for preventive maintenance for each specific site or facility
- C) a RESOLUTION requesting that implementation of said maintenance plan be funded using operating budget funds.

[02/13/08 @ 12:07 PM]

FINANCE VOTED NO ACTION NECESSARY ON 3/8/10

PUBLIC FACILITIES NO ACTION NECESSARY ON 11/3/10

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

#99-11 ALD. ALBRIGHT, JOHNSON, DANBERG requesting that the Department of Public Works coordinate data on the impact of the snow removal ordinance from the Departments of Public Works, Parks & Recreation, Executive and Senior Services into a monthly report for the winters 2012 and 2013, which will be sent to the Public Facilities Committee that includes the following data: (1) the number of people requesting exemptions; (2) the number of exemptions awarded; (3) the number of warning letters sent; (4) the ability of the City to maintain the same standard regarding treating the surface to preserve safe passage; and (5) cost of the implementation of the program.

PUBLIC FACILITIES COMMITTEE APPROVED 4-0 on 10/5/2011

Respectfully Submitted,

Amy Sangiolo, Chairman



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

2012 APR 12 PM 12:05

David A. Olson, CMC
Newton, MA 02459

Telephone
(617) 796-1100

Telefax
(617) 796-1113

TDD
(617) 796-1089

E-mail
swarren@newtonma.gov

April 11, 2012

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

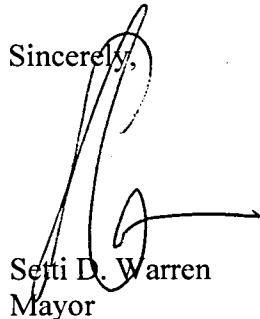
Ladies and Gentlemen:

I write to request an appropriation of \$308,000 for the purpose of purchasing forestry equipment to fulfill the intention of the FY13 budget which creates a 3-man crew in the Division of Urban Forestry. I would ask that the appropriation be split as follows: \$50,000 from Free Cash, \$258,000 from Receipts Reserved Account.

The City has received a check from the Chestnut Hill Square development which has been deposited in Receipts Reserved as it exceeds the statutory limit for revolving expenditures for any one department set at 1% of the City's total revenue. Short of reducing spending limits for many of the revolving accounts in the Department, the only way for the Parks and Recreation Department to access this money would be to request an appropriation of this nature.

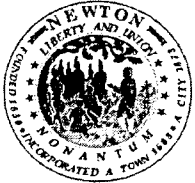
This appropriation will only be implemented with Board approval of the additional forestry crew, which is indicative of the proactive efforts by the Commissioner and the urgency of the City's needs in this area. I look forward to discussion this important initiative with you. Thank you for your consideration of this matter.

Sincerely,



Setti D. Warren
Mayor

Cc: Maureen Lemieux, Chief Financial Officer
Bob DeRubeis, Commissioner of Parks and Recreation Department



SETTI D. WARREN
MAYOR

NEWTON PARKS AND RECREATION DEPARTMENT

124 Vernon St, Newton, MA 02458
Office: (617) 796-1500 / Fax: (617) 796-1512
TDD/TTY: (617) 796-1089
parks@newtonma.gov



ROBERT J. DERUBEIS
COMMISSIONER

April 11, 2012

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

RECEIVED
Newton City Clerk
2012 APR 12 PM 12:05
David A. Olson, CMC
Newton, MA 02459

Dear Mayor Warren:

I am writing to respectfully request an appropriation in the amount of \$308,000 for the purpose of purchasing equipment necessary to support the Forestry 3-Person crew which is proposed in the FY13 budget. This equipment is necessary for the crew to carry out the vital functions required of this crew and has a longer lead time associated with it due to bidding processes that need to be followed.

As will be discussed in this year's budget presentation, this initiative will dramatically improve the operations and responsiveness of the forestry issues in the City, reversing a multi-year (and growing) backlog of work requests while saving the City operational funds. The City has recently received payment in the amount of \$258,000 from the Chestnut Hill Square development project to jump-start the purchase of this equipment. Our department intends to purchase the following equipment:

<u>Equipment</u>	<u>Estimated Cost</u>
Aerial Bucket Truck	\$100,000
Log Loader	\$120,000
Chip/Dump Truck	\$60,000
Chipper/ Grinder	\$28,000
Total:	\$308,000 (includes contingency)

It is understood that no actual purchase will occur until passage of the FY13 budget should the Honorable Board not approve the increased FTE's in the Division of Urban Forestry. Should you have any questions pertaining to this request, I'd be happy to answer them.

Sincerely,

Robert J. DeRubeis

Robert J. DeRubeis
Parks & Recreation Commissioner

COMMISSION
MEMBERS

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

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

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

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

WWW.NEWTONMA.GOV/GOV/PARKS



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

Telephone
(617) 796-1100

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E-mail
swarren@newtonma.gov

April 30, 2012

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

RECEIVED
Newton City Clerk
2012 APR 30 PM 5:08
David A. Olson, CMC
Newton, MA 02459

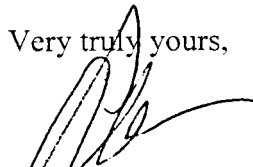
Ladies and Gentlemen:

On behalf of the School Committee I write to request that your Honorable Board docket for consideration a request to appropriate the sum of \$212,666 for school technology purchases from 2011-2012 E-Rate Reimbursements Funds.

The request from the School Committee and the recommended uses for the E-Rate funds are attached.

Thank you for your consideration of this matter.

Very truly yours,


Setti D. Warren
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov

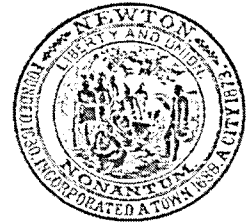


DEDICATED TO COMMUNITY EXCELLENCE

Ward
I Geoffrey Epstein
II Jonathan Yeo
III Angela Pitter-Wright
IV Diana Fisher Gomberg
V Steven Siegel
VI Claire Sokoloff, Chairperson
VII Matthew Hills, Vice-Chairperson
VIII Margie Ross Decter

Newton School Committee
100 Walnut Street
Newtonville, MA 02460
Tel (617) 559-6110
Fax (617) 559-6101
www.newton.k12.ma.us
schoolcommittee@newton.k12.ma.us

Mayor Setti Warren
Ex officio



April 24, 2012

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

Dear Mayor Warren:

At the meeting of 4/23/12, the School Committee voted to approve the request for \$212,666 from E-Rate funds collected during FY12 to date, for school technology to update the middle schools network infrastructure, as outlined in the attached memoranda.

This request and the recommended uses for the funding are within the prescribed process and policy on use of E-rate funds, as referenced in the attachments.

The Committee requests that you docket this before the Board of Aldermen for their approval. Please do not hesitate to contact me if you have any questions.

Sincerely,

Claire Sokoloff,
Chairperson

c: Superintendent David Fleishman
Sandra Guryan, Deputy Superintendent/Chief Administrative Officer
Leo Brehm, Director of Information Technology
David Wilkinson, Comptroller
Robert Rooney, Chief Operating Officer
Maureen Lemieux, Chief Financial Officer

Atts.

CS/djr

NEWTON PUBLIC SCHOOLS

100 Walnut Street, Newtonville, MA 02460

AREA CODE (617) 559-9025

Memorandum

TO: David Fleishman, Superintendent
School Committee

FROM: Sandra Guryan, Deputy Superintendent/Chief Administrative Officer

DATE: April 20, 2012

RE: E-Rate Funds for School Technology Spending

This memo serves as a request that the School Committee make a request of the Mayor that E-Rate funds collected through April 2012 be appropriated to the School Department.

Attached is a detailed request from Leo Brehm, Director of Information Technology and Libraries, for school technology purchases to be made using the funds received from E-Rate (Universal Service Discount) reimbursements. The new items will be used to upgrade the network infrastructure at the four middle schools, part of an initiative to upgrade all school buildings to 10-Gigabit wireless networks. The new equipment will not be purchased until the funds are approved. These funds currently total \$212,666, collected during FY12 to date. Per agreement with the Board of Aldermen, the School Committee must request appropriation of these funds for the purpose of purchasing technology items for the schools. I have enclosed the April 29, 1998 memo with this provision and agreement. Since FY99, \$1,175,258 has been received. This request for school computer equipment has been prepared by Leo Brehm in keeping with the current technology plan for the district. Please see the table on the next page for a listing of all E-rate funds received and appropriated from FY99 to the present.

In order to access these funds, the School Committee may vote to request them from the Board of Aldermen. After such vote, the School Committee must send a letter to the Mayor and Board of Aldermen requesting that this item be placed on the docket.

Attachments

cc: David Wilkinson, Comptroller
Robert Rooney, Chief Operating Officer
Maureen Lemieux, Chief Financial Officer
Leo Brehm, Director of Information Technology and Libraries



Leo G Brehm II
Director of Information Technology and Libraries
NEWTON PUBLIC SCHOOLS
100 Walnut Street,
Newtonville, MA 02460-1398
Phone: 617-559-6190
Fax: 617-559-6191

To: Dr. David A. Fleishman
Superintendent of Schools
From: Leo Brehm

Date: March 22, 2012

Subject: E-Rate Funds Request to Upgrade Middle School Networks

The purpose of this memo is to request \$212,666 in E-Rate funds to upgrade the network infrastructure at all four middle schools from the current 1Gb (Gigabits/sec.) bandwidth to 10Gb. The 1Gb network framework currently available in each middle school is inadequate to service (1) the 300+ computers allocated to each building, (2) the engineering labs running specialized CAD and graphics applications, (3) the managed wireless network that supports mobile devices and (4) the high-speed internet demands of students and staff to access Google Docs.

The middle school networks are being further stressed as students are now starting to bring their personally-owned mobile devices from home (e.g. tablet computers, laptops, smart phones, etc.) to school for note taking and active participation in the classroom curriculum activities. Over the next 2 years, the district is planning to formally support a BYOD (Bring Your Own Device) initiative at the secondary school level which will result in the vast majority of the 2500+ middle school students bringing their own computer devices to the classroom and connecting to the district's wireless network. It is essential that we upgrade our middle school networks now to support this upcoming 1:1 computing model.

The requested \$212,666 in E-Rate funds will underwrite about 77% of the cost of this middle school upgrade, which is estimated at \$275,000. The balance of this expense will be funded from the Technology Department's operating budget in FY13. This project which will be implemented this coming Summer and involves the upgrade or replacement of Cisco network equipment in the network closets of all four middle schools. Once this network upgrade has been implemented in the four buildings, the final step will be to leverage the City fiber network to connect these four middle school buildings to the Ed Center at the 10Gb speed thereby establishing a 10x increase in network bandwidth to access district servers and filtered internet resources.

Please let me know if I can answer any questions about this request.

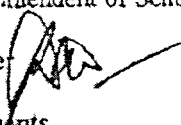
E-Rate Funds Received**E-Rate Funds Appropriated**

	E-Rate Funds Received	E-Rate Funds Appropriated
FY99	\$78,397	\$0
FY00	\$78,505	\$0
FY01	\$65,220	\$193,646
FY02	\$73,470	\$63,112
FY03	\$31,923	\$69,338
FY04	\$74,242	\$45,745
FY05	\$0	\$29,916
FY06	\$51,467	\$0
FY07	\$72,639	\$124,106
FY08	\$18,020	\$0
FY09	\$191,190	\$0
FY10	\$130,841	\$201,497
FY11	\$96,678	\$235,232
FY12	\$212,666	\$212,666 – requested
Total	\$1,175,258	\$1,175,258

COMPTROLLER'S OFFICE

1000 Commonwealth Avenue
Newton, Massachusetts 02159
(617) 552-7088

April 29, 1998

TO: Janet Goldrick, Acting Superintendent of Schools
FROM: David Wilkinson, Comptroller 
SUBJECT: Federal E-rate Reimbursements

Thank you for inviting me to the E-rate meeting at the Education Center yesterday afternoon. The purpose of this communication is to confirm my understanding of the financial accounting and reporting issues of this program.

Vendor Payment:

It is my understanding that the School Department will pay vendors the full cost of purchases potentially eligible for reimbursement under the E-rate program. The vendor will make application for reimbursement from the *Schools and Libraries Corporation* and will pass this refund on to the School Department. As I understand it the School Department will enter into a written agreement with each vendor to insure that any and all rebates that are granted will be passed along to the School Department in full. This agreement will be reviewed by the City Solicitor's Office to make certain that it is legally binding upon the vendor.

In order to avoid losing track of rebates that are owed to the City, I would recommend that employees of the School Department provide the Comptroller's Office with written notification of the dollar amount of each expected rebate, by vendor, at the point that it becomes known that a rebate is owed to the School Department. We will use this information to record an account receivable on the City's books, which can be monitored until such time as the rebate is actually received.

E-rate Cash Receipts:

All rebated cash receipts are City of Newton revenues, and can not be spent without an appropriation by the Mayor and Board of Aldermen. All rebate checks must be forwarded to the City Treasurer's Office, along with a standard cash receipt schedule, within one week of receipt. All E-rate cash receipts should be coded to Receipts Reserved for Appropriation account 14K301-4890.

The new receipts reserved for appropriation account will be used exclusively to account for E-rate reimbursements. As E-rate reimbursements are received, they will be deposited in this account, which will serve as a source for future technology appropriations. The appropriations can be requested of the Mayor and Board as frequently as you wish.

Funds appropriated from the E-rate Receipts Reserved for Appropriation account will be accounted for in the School Technology special appropriation section of the City's general ledger. This will insure that the funds are only used for school technology purposes. The specific expense budget account numbers will be provided to you within the text of the board order, which is used to appropriate the funds.

Please give me a call if you have any questions about these procedures.

Cc: Steve Cirillo
Don Jensen
Powers & Sullivan, CPA

City of Newton

ELECTION COMMISSION

1000 COMMONWEALTH AVENUE
NEWTON CENTRE 02459-1449

Craig A.J. Manseau
Executive Secretary



Setti D. Warren
Mayor

Kenneth R. Hartford, Chair
Richard A. Lipof, John P. McDermott

April 24, 2012

RECEIVED
Newton City Clerk
2012 APR 24 PM 2:33
David A. Olson, CMC
Newton, MA 02459

Mr. David Olson
Newton City Clerk
City Hall, Room #101
Newton, MA 02459

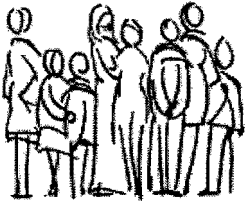
Dear Mr. Olson,

This communication is in regards to Neighborhood Area Council petition under article 9-3(b) titled "Creation by Petition", of the Newton City Charter. Such petition must be signed by twenty per cent (20%) of the voters residing in such area.

The Election Commission received 53 petition papers titled "Petition to Establish A Newton Centre Neighborhood Area Council from you on Tuesday, April 10, 2012 for certification. The neighborhood service area contains 1,137 voters and would need 227 voter signatures who live in the proposed Newton Centre Neighborhood Area Council.

On April 24, 2012, we finished certifying 255 signatures, which exceeds the twenty per cent (20%) requirement of 227.

Respectfully,
Craig A.J. Manseau
Craig A.J. Manseau
Executive Secretary



RECEIVED
 Newton City Clerk
 Newton Centre Area Council Steering Committee
 www.newtoncentreareacouncil.wordpress.com

2012 APR 10 PM 4:13

David A. Olson, CMC
 Dear Neighbor

BOARD OF
 COMMISSIONERS
 2012 APR 10 P 4:16
 NEWTON, MASS

Please join us in creating a Newton Centre neighborhood association to be known as **THE NEWTON CENTRE AREA COUNCIL**. This council will focus on the issues of our neighbors who live in, and abut, Newton Centre Village. In order to form this group, we are required to gather the signatures of 20% of the voters in the designated service area. (*Please see map on website.*) Currently, Newton Highlands has the only area council in existence. However, Waban and Newton Upper Falls are petitioning for ones as well.

By concentrating on the quality of life for the people who live in Newton Centre Village, including neighborhoods immediately surrounding and still within Newton Centre, we have identified the following goals:

- Improving livability and safety
- Becoming a forum for ideas and concerns of these neighborhoods
- Increasing communication between residents, businesses and the city government
- Increasing community activities for all ages

Please sign our petition and help us improve the livability of our neighborhood by contacting the person below or visiting our website: www.newtoncentreareacouncil.wordpress.com

This letter was left at your door by your neighbor:

Ruth Neiberg 617-969-9329 #123-12 4/8/12 8:15 AM

and Maple Pk; changed Chase St from partial to entire street; and increased the numeric range on Norwood Ave, Herrick Rd, and Langley Rd.

RECEIVED
Newton City Clerk

My recollection was that one of you was going to give the new map and list of streets to the city, so my work here is done.

2012 APR 10 PM 4:09

Irwin NEWTON, MASS

David A. Olson, CMC
Newton, MA 02459

Partial Street	Odd min	Odd max	Even min	Even max
✓ BEACON ST	693	891	680	908
✓ CENTRE ST	1175	1365	1106	1340
✓ CYPRESS ST	0	41	0	40
✓ ELGIN ST	55	87	70	82
✓ GLEN AVE	0	117	-1	-1
✓ GRANT AVE	117	251	-1	-1
✓ HERRICK RD	0	125	0	128
✓ LAKE AVE	-1	-1	30	38
✓ LANGLEY RD	0	157	0	154
✓ NORWOOD AVE	0	85	0	70
✓ PLEASANT ST	0	101	0	74
✓ SUMNER ST	63	213	64	214
✓ WARREN ST	109	181	128	170

Entire Street

- ✓ BEACON PL = 0
- ✓ BRAELAND AVE
- ~~CENTRE~~
- ~~GREEN~~
- ✓ CHASE ST
- ✓ CHESLEY RD
- ✓ CHESTNUT TER
- ✓ COTSWOLD TER
- ✓ CRESCENT AVE
- ✓ DALTON RD
- ✓ DEVON RD
- ✓ DEVON TER
- ✓ EVERETT ST
- ✓ GIBBS ST
- ✓ GLAZER RD
- ✓ KNOWLES ST

1,137

- ✓ LYMAN ST - 0
- ✓ MAPLE PK
- ✓ MARSHALL ST
- ✓ PELHAM ST
- ✓ RIPLEY ST
- ✓ RIPLEY TER
- ✓ TOWER BRIDGE ST
- ✓ UNION ST
- ✓ WARREN TER
- ✓ WILLOW ST

RECEIVED
Newton City Clerk

2012 APR 10 PM 4:09

David A. Olson, CMC
Newton, MA 02459

Total in region: 1169 - 1137
 20% of total: 234 - 227

Attachments:

Rebecca Smith

To: "Roberta Leviton" <robertalevito@comcast.net>
Subject: Re: Newton Centre Village Area Council
Date sent: Thu, 17 May 2012 09:25:19

On 16 May 2012 at 19:03, Roberta Leviton wrote:

>
> Dear Ms. Smith,
>
> I cannot attend the May 23 meeting, and I am writing to strongly support creation of the Newton
> Centre Village Area Council.
>
> I have lived in Newton Centre since 1971 and have seen the quality of life decline. Traffic now
> makes crossing the street extremely hazardous for adults and children. The nature of commercial
> activity has changed. I used to do my errands in the center at the hardware store, two
> supermarkets, a produce and cheese shop, a fish store, a children's clothing store, moderately-
> priced women's clothing stores, shoe stores, etc. Now there are fewer establishments such as
> these.
>
> I believe that the Newton Centre Area Council is needed to help residents create the kind of
> community they want.
>
> Sincerely,
>
> Roberta and Alan Leviton
> 84 Sumner St.
> Newton, MA 02459

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") documents the process for accepting and remitting funds received in consideration for naming real or personal property owned by the City of Newton, Massachusetts and in the custody of the Newton Public Schools.

Background:

Newton Schools Foundation, Inc. (the "Foundation") is a 501(c)(3) organization that has provided fund-raising to support the Newton Public Schools ("NPS") for many years. It works in concert with the Newton School Committee ("School Committee") and NPS administration and teachers to identify and clarify goals for fund-raising activities based on system needs and objectives.

During the past several years, the Foundation has been working with NPS's technology department personnel to address funding for 21st Century classrooms. In 2012, a significant campaign to raise funds for 21st Century Technology is planned, with the objective of raising several million dollars over a period of years (the "Campaign"). The Foundation and the School Committee have agreed to use "naming rights" for certain school-related spaces as one method to stimulate major donations. This type of fund-raising option has become a more common fund-raising mechanism for public school systems throughout the U.S.

City Concerns Regarding Flow of Funds for "Named Space" Donations:

The Comptroller of the City of Newton views the sale of naming rights associated with City-owned property as the sale of a City asset. As such, any funds received in connection with such a transaction are general revenues of the City, subject to the municipal finance laws of the Commonwealth of Massachusetts.

Any and all funds collected by the Foundation in connection with the sale of naming rights to a City asset shall be paid over to the City Treasurer and be under the general ledger control of the City in a departmental revolving fund. A permanent fund may also be established in the event that the funds collected in connection with the sale of naming rights are given as a non-expendable donation. Expenditures shall only be made from either the revolving or permanent fund for the purposes agreed upon by the Mayor, Board of Aldermen, and School Committee at the time the fund(s) are established in accordance with municipal finance law.

Foundation Concerns Regarding Use of Funds for "Named Space" Donations:

Pursuant to the principles of charitable fund-raising, any donor funds transferred to a City account must retain their original character as given and be spendable only as described in materials presenting the Campaign to the public and potential donors, and/or as modified by the Foundation and the School Committee during the course of the Campaign.

The funds to be transferred by the Foundation for "named space" donations will be deposited into a separate revolving account or permanent fund clearly marked for 21st Century Named Donations purposes.

As is typical practice for any non-profit fund-raising efforts, a portion of the funds raised by the Campaign will be required to cover certain expenses of the Foundation including direct fund-raising expenses of the Campaign (the "administrative reimbursement").

The Foundation intends to finalize a budget for both targeted fund-raising and expenses of the Campaign before the Campaign is commenced publically.

21st Century Campaign – Agreement Regarding Flow of Funds for "Named Space" Donations:

The Foundation will conduct the Campaign in accordance with appropriate financial and legal parameters that govern its operation, whether for solicitations or other fiduciary standards. It is expected that the Campaign will produce both small donations such as are regularly taken in by the Foundation, as well as a number of larger donations, some of which will be made as "named space" donations. The MOU is intended to govern only those "named space" donations unless otherwise noted in this MOU.

- All donations made to the Campaign will be deposited directly into the Foundation's corporate business account when received.
- For all funds received as "named space" donations, the Foundation will remit on a monthly basis the full amount of the "named space" donation to the City Treasurer within thirty (30) days of the Foundation's receipt of such donations.
- The funds transferred by the Foundation to the City Treasurer will be deposited into the revolving or permanent funds established by the Mayor and Board of Aldermen to receive the 21st Century Named Donations.
- Funds remitted to the 21st Century Named Donation accounts will be reported by the Foundation to the School Committee (or its delegate) when they are remitted. Reports of the total fund-raising results of the Campaign will be made quarterly and include a tally of the "named space" donations as well as of all other donations received by the Foundation in connection with the Campaign.
- The specific technology costs to be funded out of the 21st Century Named Donations accounts versus funded from non-"named space" donations retained by the Foundation as part of the Campaign will be determined in consultation with the School Committee and the appropriate NPS administrative staff. Expenditures from the 21st Century Named Donations accounts shall be made by the School Committee for the purposes for which those accounts were established and in accordance with applicable municipal finance laws.

- In consideration of the cost of fund-raising for "named space" donations, the Foundation and the School Committee will enter into a written agreement providing for reimbursement of reasonable and actual administrative costs incurred by the Foundation. To request reimbursement for reasonable administrative costs, the Foundation shall submit a written invoice with supporting documentation to NPS. The Superintendent or his designee shall review the Foundation's invoices and authorize the payment of all approved invoices from the 21st Century Named Donations revolving account, subject to the availability of funds.

"Named Space" Donations Given for Purposes Other than the 21st Century Technology Campaign:

While it is not the objective of the Campaign to fund-raise for purposes other than technology, should any "named space" donation be accepted by the Foundation in consultation with the School Committee during this Campaign which is designated for a purpose other than technology, the Foundation will report such donation separately and shall transfer such donation to the City for deposit into one or more separate restricted ledger accounts authorized by the Mayor and the Board of Aldermen for the purpose for which the donation was made.

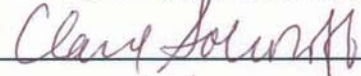
This MOU is intended to set forth the full agreement between the parties regarding the flow of funds received by the Foundation in connection with "named space" donations raised through the Campaign. This MOU can be modified by a written amendment executed by City, Foundation, and School Committee.

Newton Schools Foundation



Date: 3/28/12

Newton School Committee



Date: 4/9/12

APPROVED



Setti D. Warren, Mayor

4/9/12

Date

ADDENDUM TO MEMORANDUM OF UNDERSTANDING**Administrative Cost Reimbursements for Named Space Donations**

This Addendum to the Memorandum of Understanding ("MOU") regarding the 21st Century Technology funding raising campaign ("Campaign" or "The Campaign") to be undertaken by the Newton Schools Foundation, Inc. ("The Foundation") documents the process for reimbursing reasonable and actual administrative costs and out of pocket expenses to the Foundation from Named Space donations remitted to one or more restricted City accounts.

1. The Foundation has prepared a budget of expected costs for the [3-year Campaign], which costs include a) apportionment of administrative costs of The Foundation devoted directly to Campaign activities, and b) direct out-of pocket expenditures of The Campaign. The City and Newton Public Schools ("NPS") have both reviewed and approved the initial budget ("Initial Campaign Budget"), which budget is attached to this Addendum.
2. The MOU provides for 100% of proceeds from the donations for Named Space gifts to be turned over to one or more restricted City accounts ("The City Fund") for use in accordance with Campaign objectives. Reimbursement to The Foundation will be made from the City Fund back to The Foundation for such portion of the Campaign's documented costs that are attributable to the sale of naming rights, after review and approval as outlined in this Addendum. This Addendum is intended to address only reimbursements to the Foundation made out of the City Fund.
3. The Foundation will submit requests for reimbursement as follows:
 - a. On a monthly basis or on occasion as invoices are received, the Foundation will request reimbursement for reasonable administrative costs associated with the sale of naming rights, expressed as the budgeted percentage of such funds raised and remitted for that month, calculated on the percentage of Campaign costs to the overall expected funds raised per the Initial Campaign Budget. All such reimbursement requests must be supported by copies of receipts and/or administrative staff costs.
 - b. The Foundation will submit to NPS's Office of Budget and Finance, on a monthly basis, an accounting of all the expenses it has incurred in conjunction with the Campaign in the prior month.
 - i. The accounting will contain a list of all Campaign expenditures, along with a) copies in scanned or photocopy form for out-of pocket costs incurred by the Foundation and b) a schedule summarizing the monthly Foundation staff costs, including time records, attributable to the Campaign. No reimbursement shall be made to the NSF for any purpose for which the municipal finance laws of the Commonwealth of Massachusetts prohibit the expenditure of public funds, and pursuant to G.L. c. 41, sec. 56, the Comptroller shall have the authority to review all reimbursement requests. The Director of the Foundation will certify that such accounting is accurate.

Addendum to MOU Regarding Named Space Donations, *continued*

- ii. The accounting will include a schedule summarizing current month and to-date costs of the Campaign.
 - iii. It will present a calculation of costs incurred to date expressed as a percentage of donations to date.
 - c. The Deputy Superintendent of NPS's Office of Budget and Finance or his designee shall review the Foundation's invoices and documentation as submitted and provide confirmation of acceptance.
4. Following acceptance of The Foundation's request for reimbursement of administrative and actual costs by NPS, such request shall be placed on a payment warrant by NPS and forwarded to the City for payment from the City Fund, provided that reimbursement can only be made from funds actually on deposit in such Fund. Neither the NPS nor the City shall have any obligation to reimburse The Foundation from any source other than funds on deposit in such Fund.
5. The Foundation and the Deputy Superintendent will conduct an overall review of actual to date costs as compared with the Initial Campaign Budget on a periodic basis, expected to occur on six-month intervals. The objective of such review will be to assess the ongoing validity of the Initial Campaign Budget as the basis for releasing costs and supporting fund-raising efforts of The Campaign.
- a. If the Initial Campaign Budget is determined after diligent review and analysis to be out of date, the Parties hereto will revise and update either the future overall Budget or plans for fund-raising.
 - b. Such periodic review will identify any Campaign costs that pertain only to one aspect of the Campaign, if any, along with segmentation of the Cost to Fund-raising percentage calculations for respective components of The Campaign.

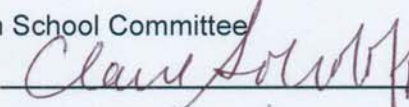
Agreement with the provisions above is witnessed by the signatures below.

Newton Schools Foundation, Inc.



Date: 3/28/12

Newton School Committee



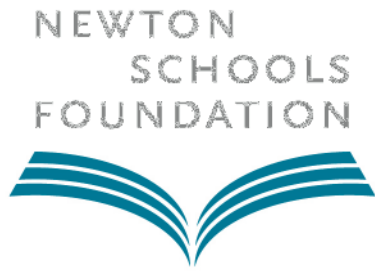
Date: 4/9/12

APPROVED



Setti D. Warren, Mayor

4/9/12
Date



A Great Community Supports Great Schools

100 Walnut Street, Newtonville, MA 02460 • newtonschoolsfoundation.org
nsfdn.office@newton.k12.ma.us • tel 617.559.6120 • fax 617.559.6121

EXECUTIVE BOARD

Liz Richardson
Co-President

Julie Sall
Co-President

Norm Shore
Co-President

Norman Mullin
Chair

Pat Washburn
Treasurer

Richard Horvath
Richard Horvath

Rick Iacobucci
Rick Iacobucci

Memorandum

TO: Board of Aldermen
FROM: Newton Schools Foundation

RE: Frequently Asked Question for the May 23, 2012 BOA Meeting

Dear Members of the Honorable Board of Aldermen:

In advance of our May 23rd meeting with the Programs and Services Committee, we prepared responses to questions that have been raised about the Newton Schools Foundation's Naming Rights Fundraising initiative. We are looking forward to meeting with Programs and Services, Finance and the full Board over the next several weeks.

Please send any additional questions to Julie Sall (julie@sall.net) by Friday, May 18th so that we can be fully prepared for a productive conversation. We hope to address any and all concerns that you might have.

Sincerely yours,

Norm Shore
Co-President

Liz Richardson
Co-President

Julie Sall
Co-President



A Great Community Supports Great Schools

100 Walnut Street, Newtonville, MA 02460 • newtonschoolsfoundation.org
nsfdn.office@newton.k12.ma.us • tel 617.559.6120 • fax 617.559.6121

EXECUTIVE BOARD

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Norm Shore
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Rosemarie Mullin
Clerk

Pat Tietbohl
Treasurer

FOUNDING PRESIDENT

Richard Hamermesh

EXECUTIVE DIRECTOR

Rick Iacobucci

TO: Superintendent **Error! Reference source not found.** and Members of the School Committee

FROM: The Newton Schools Foundation

RE: Naming Rights Fundraising

Attached to this memorandum, you will find three documents for your review and approval:

1. Memorandum of Understanding (“MOU”): This document sets forth the process for accepting and remitting donations that the NSF raises from donors who receive naming rights for school facilities. Important things to note about the MOU are:
 - Moneys raised in consideration for naming rights will be paid over to the City Treasurer and placed into either a revolving or permanent fund (for donors who chose to give for purposes of an endowment rather than immediate expenditure) within 30 days of receipt by the NSF;
 - Expenditures from the funds may be made only for the purposes agreed upon at the time the funds are established (e.g. the 21st Century Campaign);
 - Reports of total fund-raising results of the campaign will be made quarterly;
 - Reports of any naming-rights-related moneys raised for purposes other than technology will be placed in separate restricted-ledger accounts.
2. The Addendum to the MOU (“Addendum”): This document sets forth the mechanics of how funds are transferred between the City and the NSF. Important things to note about the Addendum are:
 - The NSF will submit to Sandy Guryan’s office an accounting of the expenses and administrative costs that are related to naming-rights fundraising;
 - Reimbursement requests will be supported by documentation and the NSF will provide an accounting on a monthly basis showing costs related to naming-rights fundraising incurred to date as a percentage of donations to date.
 - Reimbursements must be approved by Sandy Guryan’s office and are reviewable by the City’s Comptroller.
3. NSF’s 3-Year Naming-Rights Fundraising Budget: This spreadsheet sets forth NSF’s 3-year budget for its naming-rights fundraising campaign. Important things to note about the budget are:
 - Costs are slightly frontloaded and decrease over the three year period as most design and printing work will be done in the first year;
 - NSF’s budget is much lower than similar fundraising entities because our professional fundraising services and videography services are being donated.

ADDENDUM TO MEMORANDUM OF UNDERSTANDING

Administrative Cost Reimbursements for Named Space Donations

This Addendum to the Memorandum of Understanding (“MOU”) regarding the 21st Century Technology funding raising campaign (“Campaign” or “The Campaign”) to be undertaken by the Newton Schools Foundation, Inc. (“The Foundation”) documents the process for reimbursing reasonable and actual administrative costs and out of pocket expenses to the Foundation from Named Space donations remitted to one or more restricted City accounts.

1. The Foundation has prepared a budget of expected costs for the [3-year Campaign], which costs include a) apportionment of administrative costs of The Foundation devoted directly to Campaign activities, and b) direct out-of pocket expenditures of The Campaign. The City and Newton Public Schools (“NPS”) have both reviewed and approved the initial budget (“Initial Campaign Budget”), which budget is attached to this Addendum.
2. The MOU provides for 100% of proceeds from the donations for Named Space gifts to be turned over to one or more restricted City accounts (“The City Fund”) for use in accordance with Campaign objectives. Reimbursement to The Foundation will be made from the City Fund back to The Foundation for such portion of the Campaign’s documented costs that are attributable to the sale of naming rights, after review and approval as outlined in this Addendum. This Addendum is intended to address only reimbursements to the Foundation made out of the City Fund.
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 - a. On a monthly basis or on occasion as invoices are received, the Foundation will request reimbursement for reasonable administrative costs associated with the sale of naming rights, expressed as the budgeted percentage of such funds raised and remitted for that month, calculated on the percentage of Campaign costs to the overall expected funds raised per the Initial Campaign Budget. All such reimbursement requests must be supported by copies of receipts and/or administrative staff costs.
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Addendum to MOU Regarding Named Space Donations, *continued*

- ii. The accounting will include a schedule summarizing current month and to-date costs of the Campaign.
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Agreement with the provisions above is witnessed by the signatures below.

Newton Schools Foundation, Inc.

Newton School Committee

Date: _____

Date: _____

APPROVED

Setti D. Warren, Mayor

Date

MEMORANDUM OF UNDERSTANDING

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Background:

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City Concerns Regarding Flow of Funds for “Named Space” Donations:

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Any and all funds collected by the Foundation in connection with the sale of naming rights to a City asset shall be paid over to the City Treasurer and be under the general ledger control of the City in a departmental revolving fund. A permanent fund may also be established in the event that the funds collected in connection with the sale of naming rights are given as a non-expendable donation. Expenditures shall only be made from either the revolving or permanent fund for the purposes agreed upon by the Mayor, Board of Aldermen, and School Committee at the time the fund(s) are established in accordance with municipal finance law.

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The Foundation intends to finalize a budget for both targeted fund-raising and expenses of the Campaign before the Campaign is commenced publically.

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- The funds transferred by the Foundation to the City Treasurer will be deposited into the revolving or permanent funds established by the Mayor and Board of Aldermen to receive the 21st Century Named Donations.
- Funds remitted to the 21st Century Named Donation accounts will be reported by the Foundation to the School Committee (or its delegate) when they are remitted. Reports of the total fund-raising results of the Campaign will be made quarterly and include a tally of the “named space” donations as well as of all other donations received by the Foundation in connection with the Campaign.
- The specific technology costs to be funded out of the 21st Century Named Donations accounts versus funded from non-“named space” donations retained by the Foundation as part of the Campaign will be determined in consultation with the School Committee and the appropriate NPS administrative staff. Expenditures from the 21st Century Named Donations accounts shall be made by the School Committee for the purposes for which those accounts were established and in accordance with applicable municipal finance laws.


- In consideration of the cost of fund-raising for "named space" donations, the Foundation and the School Committee will enter into a written agreement providing for reimbursement of reasonable and actual administrative costs incurred by the Foundation. To request reimbursement for reasonable administrative costs, the Foundation shall submit a written invoice with supporting documentation to NPS. The Superintendent or his designee shall review the Foundation's invoices and authorize the payment of all approved invoices from the 21st Century Named Donations revolving account, subject to the availability of funds.

"Named Space" Donations Given for Purposes Other than the 21st Century Technology Campaign:

While it is not the objective of the Campaign to fund-raise for purposes other than technology, should any "named space" donation be accepted by the Foundation in consultation with the School Committee during this Campaign which is designated for a purpose other than technology, the Foundation will report such donation separately and shall transfer such donation to the City for deposit into one or more separate restricted ledger accounts authorized by the Mayor and the Board of Aldermen for the purpose for which the donation was made.

This MOU is intended to set forth the full agreement between the parties regarding the flow of funds received by the Foundation in connection with "named space" donations raised through the Campaign. This MOU can be modified by a written amendment executed by City, Foundation, and School Committee.

Newton Schools Foundation



Date: 2/28/12

Newton School Committee

Date: _____

APPROVED

Setti D. Warren, Mayor

**Newton Schools Foundation Capital Campaign
Naming Opportunities Available
Projected Budget Summary**

	2012	2013	2014	TOTAL
Available Opportunities				
Newton North Naming Rights				\$ 3,410,000
Newton South Naming Rights				\$ 3,260,000
Total Available Opportunities				\$ 6,670,000
Projected Expenses				
Graphic Design	\$ 4,000	\$ 1,000		\$ 5,000
Writing	\$ 3,850			\$ 3,850
Photography	\$ 5,500	\$ 1,000	\$ 1,000	\$ 7,500
Videography	Pro Bono			Pro Bono
Printing	\$ 15,000	\$ 5,000		\$ 20,000
Postage	\$ 6,500	\$ 2,500		\$ 9,000
Web Designing	\$ 8,000	\$ 2,000	\$ 2,000	\$ 12,000
3-D Animation of Opportunities	\$ 12,500			\$ 12,500
Advertising Electronic & Print	\$ 2,500	\$ 7,500	\$ 2,000	\$ 12,000
Prospect Researching	\$ 4,000	\$ 4,000		\$ 8,000
Catering/Hospitality	\$ 5,000	\$ 3,500	\$ 1,000	\$ 9,500
Contingency Fund	\$ 3,500	\$ 3,500	\$ 3,500	\$ 10,500
Campaign Consultants	Pro Bono			Pro Bono
NSF Admin & Staffing	\$ 70,000	\$ 70,000	\$ 70,000	\$ 210,000
Total Projected Expenses	\$ 140,350	\$ 100,000	\$ 79,500	\$ 319,850

Expenses / Naming Opportunities

4.80%

FF

10/12/10

NAMING SCHOOL FACILITIES POLICY

The Newton School Committee possesses the inherent right to name and rename school facilities. The School Committee recognizes that the names of school facilities must be undertaken with care and scrutiny because the names of school facilities can reflect on the students, staff and community at large.

This policy is intended to ensure that names and/or other wording associated with school facilities will promote and/or be consistent with the goals of the Newton Public Schools (NPS) and the various messages that NPS is interested in conveying to students and to the public. This policy is also based upon the belief that it is important that the students and the public know of the many contributions of civic, business and other leaders both in Newton and beyond, and that this knowledge may further educational goals within the school system. It is the School Committee's further intention that names and/or wording that would tend to undermine the intended messages and goals of NPS, such as those that would interfere with NPS's basic educational mission, those that are inconsistent with the fundamental values of public school education, or those that compromise the safety of students and/or faculty, shall be avoided. To the extent possible, the names of spaces should be worded in a manner that will not restrict the future use of the space or prevent NPS from changing the use of the space as needed.

From time to time, the School Committee may approve a gift to NPS and, in conjunction with said gift, name a particular school facility, such as a classroom, athletic field or facility, theater, etc. Such gifts shall be consistent with the School Committee's policy on Gifts, Grants, Bequests and Fundraising. The School Committee wishes to ensure that the school department exercises and retains control over the curriculum, programming and staffing of NPS and that equity among the schools within the system is pursued such that all schools in our system generally will have enhanced opportunities for programs, staffing and materials.

When the naming of a school facility is not associated with a gift, but is rather being done simply to honor a particular person, organization or historical event, preference is to be given to those persons or organizations who, and events which, had a substantial impact upon the education of Newton's children. This guideline, however, shall not preclude consideration of names of persons of local, state, national or international significance. Names of persons currently employed by the City of Newton shall not be considered.

When initiated at the local school level (rooms and areas only), the naming process must be carried out by a special committee formed by the local School Council and PTO and inclusive of staff, students, parents, and community. The process must be open and allow a reasonable timeframe for considering options.

Procedures

In order for a room, area or school facility to be named, the following procedure shall be followed:

1. The proposed names and/or other wording shall be brought to the attention of the School Committee, which will hold a public hearing prior to granting approval.
2. The final name and/or other wording shall be given final approval by a vote of the School Committee.
3. The School Committee may, at its discretion, decide to name a new school facility or rename an existing facility. In the case of individual rooms or areas within a school, the School Committee may request that a special committee be formed at the local school level to carry out the naming process.
4. If a special committee is formed, upon selecting a name, it shall notify the School Committee of its decision and demonstrate adherence to the School Committee guidelines and procedures via a written report. The name shall be given final approval by a vote of the School Committee.
5. The intent of the School Committee to name or rename a facility and the date upon which a final vote will be taken shall be publicly announced by the Chair at a regularly scheduled meeting. The announcement shall be made no less than two regularly scheduled School Committee meetings prior to the final vote, which shall also be scheduled for a regular meeting.
6. At the public announcement, the community shall be encouraged to submit their comments at that or subsequent meetings prior to the vote. At least one public hearing shall be scheduled prior to the School Committee taking the final vote.

Gifts, Grants, Bequests and Fundraising

The following criteria shall be used in examining and evaluating gifts, grants, bequests and fundraising for, or on behalf of, Newton Public Schools.

As an overarching policy, the School Committee has two primary interests:

The first is to ensure that the school department exercises control over the curriculum, programming, and staffing of Newton Public Schools.

The second is to maintain equity among the schools within the system. This does not mean that each school will be exactly the same, but that schools in our system generally will have equal opportunities for programs, staffing and materials. It is the intent of this policy to promote innovation and new ideas.

In keeping with these interests, the School Committee directs the Superintendent to make recommendations for the use of private funds in keeping with the educational objectives of the system as a whole and distributed using principles of equity.

At the discretion of the Superintendent, the gift may be used in a particular school for a pilot or other program or when otherwise appropriate. Items contributed to the school district become the property of the district and are subject to the same laws, controls and regulations that govern the use of all school-owned property.

To be acceptable, private funds given to Newton Public Schools must satisfy the following criteria:

1. While the donor may express a preference, and the intention of this policy is to honor the donor's request whenever possible and consistent with this policy, the final decision for the use of a gift shall be made by the Superintendent and approved by the School Committee. The School Committee and the Superintendent shall retain free and unconstrained authority to make decisions regarding curriculum, programs, administration, and faculty.

2. Any and all equipment and/or supplies to be donated must be reviewed by the Superintendent or his/her designee to determine its acceptability in regard to: safety, compatibility with existing equipment, programs and/or materials, installation costs and maintenance costs, and general impact upon the curriculum.
3. Have a purpose consistent with those of Newton Public Schools.
4. If the gift is to fund an approved program, the gift must support multiple years and not encumber the School Committee to take over funding said program.
5. Would not bring undesirable or hidden costs to the school system.
6. Will place no unacceptable restrictions on the school system.
7. Will not be inappropriate or harmful to the education of students.
8. Will not be in conflict with any provision of state law or federal law.
9. Will not give any private individual or group undue influence over the administration, staff, faculty or programs.
10. Will not represent a commercial or individual interest that is inappropriate and/or disruptive to a school environment.

The School Committee and Superintendent will be made aware of and approve all gifts received by the district and individual schools.

Acceptance of a donation, gift, bequest or funds related to advertising on school property shall in no case be considered as a testimonial or endorsement by the school system of a product, service, or other business enterprise. The School Committee retains the authority to allow and limit advertising on school property and the placement of names of individuals or commercial entities on school property to the maximum extent provided by state and federal law.

Any private funding rejected by the School Committee shall be returned to the donor or the donor's estate with a statement indicating the reason for the rejection of such gift.



Newton Schools Foundation Naming Rights Campaign

Frequently Asked Questions

May 2012

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What is the Newton Schools Foundation?

The Newton Schools Foundation was founded nearly 50 years ago with the mission to enhance and broaden community support for public education and to provide private funding for innovative and challenging programs across a student's K-12 experiences in the Newton Public Schools (NPS).

Purpose

What is the Newton Schools Foundation (NSF) raising money for through its capital campaign?

The Foundation has always raised money to support the Newton Public Schools (NPS). Currently, the Foundation is working in partnership with NPS, the City and other organizations to address funding for the educational technology essential for teaching and learning in the 21st century classroom. The mission of our capital campaign is to provide the tools, technology and training to foster innovative teaching and learning within the Newton Public School.

Who decides how to spend the money that is raised?

The Newton Public Schools determines how the money is spent based on a predetermined rollout plan. The technology plan will be presented to the School Committee on Monday, May 14, 2012.

Why is the money being used for technology?

NSF worked with NPS and the School Committee to identify significant, chronically underfunded educational needs. Technology emerged as the top priority. Further, the Foundation felt that a specified "cutting edge" focus of this nature would maximize our chances of success.

Additionally, when NPS prioritized its teaching and learning goals, educational technology was one of its main foci. Thus money raised by NSF will be used to help support the Newton Public Schools Literacy 21: Learning Powered by Technology, which will provide the tools, infrastructure, equipment, support, and teacher professional development necessary to meet the teaching and learning goals of Newton's strategic plan, [Vision 2020](#). Details of the technology plan will be presented at the School Committee meeting on Monday, May 14, 2012.

How much does the Foundation plan to raise?

Through this campaign the Foundation plans to raise \$4-5 million dollars over three years. It's important to note that a significant portion of the money raised will be placed in a sustainable fund that will serve to help purchase and maintain educational technology for years to come. This fund will continue to grow through annual Foundation fundraising efforts.

How is the Foundation raising these funds?

The Foundation will approach individuals, both current Newtonians and former alumni, and area businesses and will attract donors through a variety of means, including individual meetings, dinners, events, and by offering naming rights to various school-related facilities and spaces.

Naming Rights

The Foundation has worked closely with the Mayor's Office, the City Comptroller and Legal Departments, and the School Committee and the Board of Aldermen to be able to offer limited naming rights of certain school-related spaces to help raise money to support the Newton Public Schools, pending Board of Aldermen approval of a revolving fund. The result will be major enhancements to the quality of our schools, which will benefit all of Newton, since a strong school system is the cornerstone of a vibrant community.

Why naming rights versus other options?

NSF research showed that a naming rights campaign had the best chance of bringing in significant dollars since it has been done with success in other school systems. It also could be executed within a reasonable timeframe, and it gives NSF the best opportunity to have a significant impact on our teaching and learning needs.

Who has authority regarding the sale of naming rights for Newton school buildings?

The Newton School Committee possesses the inherent right to name and rename school facilities.

What are the guidelines for choosing sponsor names?

In May 2009, the School Committee passed a [Gifts, Grants, Bequests and Fundraising Policy](#). The policy states that: "The School Committee and Superintendent will be made aware of and approve all gifts received by the district and individual schools. Acceptance of a donation, gift, bequest or funds related to advertising on school property shall in no case be considered as a testimonial or endorsement by the school system of a product, service, or other business enterprise." Included in the policy are the following criteria mandating that such gifts:

- "Will not give any private individual or group undue influence over the administration, staff, faculty or programs.
- Will not represent a commercial or individual interest that is inappropriate and/or disruptive to a school environment."

A subsequent [Naming School Facilities Policy](#), approved 10/12/10, further states that "The School Committee recognizes that the names of school facilities must be undertaken with care and scrutiny because the names of school facilities can reflect on the students, staff and community at large." The policy goes on to guide the School Committee to ensure that names promote and/or are consistent with NPS goals, values and educational mission.

Can the Foundation or School Committee turn down a potential donor deemed at odds with the values or mission of the schools?

Yes. There are three levels of checks and balances to ensure naming is in line with the values inherent in the School Committee [fundraising](#) and [naming](#) policies.

- (1) By the NSF – we're not going to approach people we don't think would be a good fit, and, for now, we are concentrating entirely on local people and entities;
- (2) By the School Committee – as per the naming policy; and
- (3) By the public, including input from the Board of Aldermen, if they wish, through the School Committee public meeting that is mandatory per the naming policy.

Based on the input of (1), (2) and (3) above the School Committee will vote whether or not to accept the name.

What school-related spaces and facilities can be named?

Donors can name school-related spaces at Newton North High School and Newton South High School, such as athletic facilities, classrooms, theaters, studios, cafeterias and libraries.

Can donors buy the naming rights to entire school buildings or houses?

No. Naming rights to school buildings and houses are not for sale. The school and house names will not change; the schools will remain Newton North High School and Newton South High School.

Who can purchase naming rights?

The Newton Schools Foundation is approaching potential donors with ties to the Newton community. This includes businesses, alumni (individuals and groups), and individual residents.

Is a named space purchased forever?

Individual donors typically get naming rights for the life of the space named. Corporate donors have naming rights for a limited period, often 10 years.

How will the name(s) be determined?

The Foundation and donor will work together to propose a name that meets the guidelines set forth in the School Committee policy. The Foundation, working with the schools and the community, will encourage donors to name spaces in honor or in memory of faculty or other esteemed members of the respective school's community as appropriate, but we expect many spaces to be named for individuals or groups.

What if someone wants his/her donation to go to something other than to the campaign?

The Foundation will encourage funding to support the 21st Century initiative as much as possible. However, if the donor desires an alternative use, it will be submitted to the School Committee for review. As with all large donations, the School Committee has final approval. All proceeds from named spaces will go into the revolving fund.

Costs and Expenditures

What is the administrative cost of the capital campaign?

The estimated administrative cost of the fundraising campaign over three years is less than five percent (5%) of the total funds raised through the campaign. The naming rights expenses will be paid in full by funds raised as part of the naming rights campaign. For example, the Executive Director will spend 50 percent of his time on naming so 50% of his salary will be covered by naming rights proceeds.

Our administrative costs are well below those of many similarly sized campaigns, which typically range from 10-20 percent. That is because we are extremely fortunate to have the pro bono services of professionals, including executive management, finance and accounting, public relations, campaign consultants and videographer.

Would using a private fundraising company be more cost effective?

One of the first things NSF did was to research potential naming rights consultants to run the naming rights campaign. All of the consultants were very expensive and relied on national businesses to achieve their target goals. The three consultants gave us the following estimates:

- Consultant 1: \$35,000 retainer, unknown commission
- Consultant 2: \$50,000 retainer, 30% commission
- Consultant 3: \$240,000 retainer, 15% commission

Thus, instead of the approximately \$300,000 the NSF estimates for administrative costs for a \$4 million campaign, these consultants' costs would range from \$635,000 (assuming a low 15% commission) for Consultant 1 to \$1.25 million for Consultant 2 to \$840,000 for Consultant 3.

How much will the capital campaign cost the taxpayers of Newton?

Nothing. No taxes or school funds will be used to cover campaign costs.

How are the administrative costs paid for?

The costs, which include staff time, printing and mailing, and an annual certified audit – a requirement of the Massachusetts Attorney General's Office for public charities with annual gross revenues exceeding \$500,000 – will be paid for with money from the naming rights campaign.

How will naming rights costs be monitored and accounted for?

Details are spelled out in the [Memorandum of Understanding](#), which documents the process for accepting and remitting funds received in consideration for naming real or personal property owned by the City of Newton. The MOU was unanimously approved by the School Committee and Mayor Warren and the Board of Aldermen will soon vote on use of the 21st C. Named Donations revolving fund. All costs incurred will be paid for with funds raised through the campaign, and all costs and expenditures connected with donations for naming rights will be regularly reported to the City.

How do we ensure that administrative costs are kept in line?

All reimbursements have to be approved by NPS and must be considered reasonable by NPS within the context of the [Addendum to the Memorandum of Understanding](#).

The Addendum to the Memorandum of Understanding states that “The Foundation and the Deputy Superintendent will conduct an overall review of actual to date costs as compared with the Initial Campaign Budget on a periodic basis, expected to occur on six-month intervals. The objective of such review will be to assess the ongoing validity of the Initial Campaign Budget as the basis for releasing costs and supporting fund-raising efforts of The Campaign. If the Initial Campaign Budget is determined after diligent review and analysis to be out of date, the Parties hereto will revise and update either the future overall Budget or plans for fundraising.”

Can the City use the money for purposes other than the campaign?

No. Money raised from donors can only be used for the purposes for which it is donated.

Why doesn't the Newton Public Schools pay for technology?

The Newton Public Schools has a limited budget devoted to technology, which has become increasingly integral to our educational model. NPS, the City, the Foundation, PTOs and other organizations will continue to partner to meet this important need.

Technology in the Schools

Is this one-time money? How will the Newton Public Schools be able to buy and maintain up-to-date technology over time?

A significant portion of the money raised through the campaign will be set aside to build a sustainable fund to be used for future annual needs. The Foundation may add to this fund on a yearly basis. NPS and partners, such as Boston College and NSF, will continue to collaborate to fund technology-related investments.

Will teachers receive training for the technology purchased?

Yes. Professional development is a key component throughout the technology plan that the Foundation funds are supporting.

Do the schools have the capacity to handle the technology?

Despite increased allocation to technology by NPS in the past two budgets, there continues to be unmet technology needs. The City and school department are working together to enhance technology infrastructure throughout the city in support of the NPS technology plan. Newton's elementary school infrastructure will be able to handle the technology plans. The secondary school infrastructure is being built to provide the capacity to handle multiple internet-enabled devices per person during the first two years of the plan.

What about individual schools' technology fundraising?

PTOs continue to raise funds for technology in their respective schools, in close consultation with their principals and technology staff so that the comprehensive technology plan is consistent across the city at all schools. NPS, the Foundation and PTOs are all partners in achieving the district-wide goals set forth and coordinated by the NPS. The current campaign will create equity among the schools at each level (elementary, middle and high), regardless of an individual school's fundraising capabilities.

Other

What happened to the grants that NSF was known for?

Several years ago, NSF reevaluated and realized there were bigger unmet needs within NPS and untapped capacity within the community. Donations to NSF grant endowments are still accepted and appreciated. However, the proactive campaign is focusing on this larger teaching and learning goal.

How is the Newton Schools Foundation audited?

Newton Schools Foundation is a non-profit organization pursuant to Section 501(c)(3) of the IRC, and is registered with The Division of Public Charities of The Massachusetts' Attorney General's office as a charitable organization. NSF complies with all regulations and requirements to which it is subject and adheres to practices which evidence good governance standards as a non-profit.

NSF is subject to audit regulations of The Division of Public Charities for charitable organizations which solicit funds from the public in this state. An audit is required when "gross support and revenue" exceeds \$500,000 and a CPA review report required when "gross support and revenue" is in the range of \$200,000 to \$500,000. For the past three years, Newton Schools' income has been such that it was required to file a CPA review report, not an audit, in its annual filing with the Attorney General's office. In the future, likely for FY2013, Newton Schools expects its fundraising will exceed the \$500,000 threshold and it will have a full audit conducted.

Edelstein & Co. is the CPA firm audits NSF. The audit is designed to ensure that the financial statements taken as a whole present fairly the financial position and activities of the organization in all material respects. NSF has always had what is termed a "clean opinion" issued by its auditors.

Does the Foundation continue to do other fundraisers?

In order to cover our normal day-to-day operational costs, the Foundation continues to hold an annual fund drive and Honor Thy Teacher fundraisers. We also sponsor special grants from our current endowment and a new arts-related fund for the two high schools. In addition, the Foundation houses funds for the Ligerbots, GELF (Global Education Leadership Fund), and the Newton Beijing Jingshan School Exchange Program.

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Received @ Mtg
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Clerk of the Board of Aldermen/City Clerk

Incumbent: David A. Olson

Massachusetts Commissions held: Notary Public, Justice of the Peace, and Commissioner to Qualify Public Officials

FY2012 Departmental Budget: \$1,123,804

FY2012 Departmental Income: \$189,920

Number of Staff supervised: 9.2 FTEs

Number of Aldermen supported: 24

Clerk of the Board of Aldermen

The Clerk of the Board of Aldermen ("Board Clerk") serves, under the leadership of the President and Vice President of the Board, as the chief staff officer of the Board of Aldermen. As the Board's chief of staff the Board Clerk, assisted by a staff that includes an Assistant Clerk of the Board and three full time and one part time Committee Clerks is responsible for all non-policy aspects of the Board's operations so that all the functions of the Board and its committees are carried out at the most effective possible level. In this role, the Board Clerk is responsible for:

***Board Leadership Support* The Board Clerk:**

- Serves as the primary liaison between the Board Clerk's office and the President and Vice President of the Board so as to ensure that all Board and Committee functions are carried out at the highest possible level.
- Is responsible for review of all docket items submitted for consideration by the Board to ensure that the intent of each item is clear and in proper form, and for assisting the President in assigning docket items to appropriate Board Committees.
- Is responsible for the preparation of the aldermanic docket and of all agendas for all meetings of the full Board of Aldermen and of all Board committees, and for assisting the President in decisions regarding the aldermanic docket and scheduling of items for consideration by the Board.
- Is responsible for staffing all meetings of the full Board of Aldermen and for providing guidance to the President and Vice President with respect to parliamentary procedure and other matters arising at such meetings based on a solid knowledge of City Ordinances, the Rules and Orders of the Board, and Parliamentary procedure.

***Committee Support* The Board Clerk:**

- Is responsible for assignment of appropriate personnel from the Board Clerk's staff as committee clerks to provide support to the chairs of the ten (10) standing Board committees at such levels and in such manner as requested by the various committee chairs.
- Works with the President and Vice President and the committee chairs to determine what forms of support are required for each committee and its chair.

- Is responsible for the scheduling of Aldermanic meetings to avoid conflict, to meet time constraints and deadlines, and to follow the restrictions and rules set out in the city charter, city ordinances, and Board of Aldermen rules.
- Sets challenging but realistic standards and expectations for committee clerks in their support of committees and their chairs and provides appropriate orientation, training, and oversight, with guidance from the Department of Human Resources, to ensure that all committee clerks provide such support at a superior level.
- Works with committee chairs and committee clerks to obtain the presence at committee meetings of appropriate city personnel and Newton citizens to provide information on docket items in which such persons are interested, and to ensure that all background information on docket items is available to such persons and to the members of the committee.

Overall Aldermanic Support The Board Clerk:

- Is responsible for ensuring that the needs and requests of all twenty-four members of the Board of Aldermen are given the greatest feasible level of professional support to enable them carry out their aldermanic responsibilities.
- Facilitates contacts for aldermen with city officials and departments and outside agencies, including arranging for preparation of written communications to such persons and agencies requesting information or other assistance and following up, as necessary, on such requests.
- Is responsible for managing, executing, and administering all legislative business between the Board of Aldermen and city departments, other agencies, and the residents of Newton.
- Reviews docket items/requests with appropriate Department Heads, as needed, to obtain necessary history and background and to determine what departmental support is required for the Board's informed consideration of the item/request.
- Works with aldermen to determine what research and archival retrieval is necessary or useful for consideration of docket items, assigns as appropriate to members of the Board Clerk's staff the conduct of such research and retrieval, and oversees the satisfactory completion of such research and retrieval.
- Provides guidance to aldermen on the proper framing of items for the aldermanic docket
- Is responsible for ensuring full compliance with all legal requirements with respect to public notice and other matters pertaining to any meeting of the full Board and of any of its committees.
- Is responsible for the accurate drafting of Aldermanic Resolutions and Board Orders.
- Provides advice to members of the Board on procedures, practices, and policies.
- Maintains files and records of all Board actions.
- Plans and organizes Aldermanic events.

- Works actively with all Departments, Boards and Commissions, and citizen groups in order to provide advance notification to Board members of important city events and news from City Departments.

Citizen Services **The Board Clerk:**

- Manages and communicates aldermanic schedules and board calendar to appropriate city staff, citizens' groups, and the general public.
- Serves as Chief Citizen Liaison for the Board by ensuring that all members of the Board receive timely communications to the Board from members of the public.
- Oversees the development and updating of the Aldermanic webpages on the City of Newton's website making sure that Dockets, Agendas, and Reports are posted in a timely manner and that information is up to date and accurate.
- Is responsible for maintaining the city's official meeting posting boards and lobby calendar and makes sure that notices of meetings are posted in a timely manner.
- Provides information to local media outlets to communicate the actions of the board to the general public.

Licenses **The Board Clerk:**

- Is responsible for the issuance of all licenses and permits issued by or under the authority of the Board of Aldermen including: auto dealer, taxi, limousine, and junk dealers licenses and for maintaining a complete, accurate, and up-to-date file of all such licenses and permits.

Reporting Functions **The Board Clerk:**

- Reports to the President of the Board of Aldermen, as the representative of the twenty-four members of the Board.

Departmental Management and Leadership **The Board Clerk:**

- Appoints and manages the staff of the Board Clerk, including planning, training, oversight, and evaluation.
- Develops and manages an annual budget and Capital Improvement Plan for the Board of Aldermen's offices within the guidelines provided by the City.
- Reviews and approves requisitions for the expenditure of funds by the offices of the Board Clerk.

Management Technology **The Board Clerk:**

- Is responsible for the creation of databases for the complete, accurate, effective, and efficient maintenance of all licenses authorized by the Board of Aldermen.

- Is responsible for creation of databases for the complete, accurate, effective, and efficient maintenance of all aldermanic records including, but not limited to:
Grants of location, Ordinances, Aldermanic appointments, Recodification of ordinances, Committee agendas and reports, Water/sewer assessments, Audio recordings of all meetings of the full Board and Board committees, and Records disposition.

City Clerk

The Office of the City Clerk carries out all duties specified for it under state and local law. The office creates, organizes and maintains information and records relating to public records, vital statistics, licensing, and business registrations. The office answers inquiries made via phone, mail, E-mail, and in person, and provides the required documents. The City Clerk is the official record keeper for the City of Newton and is responsible for the organization, care and maintenance of the city's official archival material. The City Clerk oversees a staff that includes an Assistant City Clerk, a Business Records Clerk, a Vital Records Clerk, a Receipts Clerk, and the City Archivist. The City Clerk must be commissioned by the State of Massachusetts as a Notary Public and a Justice of the Peace. The duties of the City Clerk include, but are not limited to:

***Vital statistics* The City Clerk:**

- Is responsible for maintaining and processing all vital records for the City of Newton as required by state law. Records kept by the Office of the City Clerk include, but are not limited to vital statistics (birth, marriage, adoption, death and burial permits), City Contracts, Business Certificates (DBA's), appeals from decisions of the Zoning Board of Appeals and Planning Board, and filings from City boards and commissions.
- Is responsible for the creation of all statistical reports for the City of Newton required by state law, including but not limited to reports of births, deaths, marriages, and adoptions.
- Works with the State of Massachusetts Registry of Vital Records to assist in the development of and implementation of state-wide databases for the recording of birth, death and marriage records and facilitating the training of staff to use these systems.

***Record keeping/Archival Support* The City Clerk:**

- Is responsible for maintaining the City Archives which houses all official city records for the legislative branch of government and various city departments, boards, and commissions. City Records encompass 2,510 linear feet of records dating from 1680 to the present. Records are house in three vaults located in City Hall and the Newton Free Library.
- Is responsible for the arrangement, description, preservation, storage and access to Newton records with long-term, historical value including official town & city records and makes recommendations and oversees implementation of records reformatting, indexing, and delivery solutions for permanent and inactive records.

- Provides access to material held in the archives to the general public, businesses, lawyers, court personnel, city employees, municipal boards and committees, state and federal employees, vendors, and city/school departments.
- Regularly deals with confidential information; information managed requires the application of appropriate judgment, discretion and adherence to professional code of ethics e.g., Society of American Archivists (SAA) and Association of Records Managers and Administrators (ARMA).
- Is responsible for the creation of inventories of active and inactive record storage areas and coordination of scheduling of records disposition; recommends active and inactive records storage periods, in coordination with the State's Supervisor of Public Records, Records Management Unit.
- Is responsible for the processing of records according to archival principles and standards e.g., Society of American Archivists (SAA) and creates finding aids and indexes for internal and external use.
- Is responsible for the preservation of records by identifying endangered materials and levels of conservation work needed and overseeing basic repair and preventive preservation for paper records.
- Is responsible for the Maintenance of archival collections management information, including up-to-date shelf list inventory and transfer records.
- Oversees the research, planning, development and implementation of long and short-range goals for the archives and records center, in coordination with the City Archivist.
- Is responsible for the implementation and management of reformatting projects e.g., microfilm, copy photography, digital imaging; may also prepare records for reformatting, including creation of targets, in accordance with Records Management Unit, International Standards Organization (ISO) and Association for Information and Image Management (AIIM) guidelines.
- Is responsible for preparing and maintaining the Government and Officers book for the City of Newton.
- Is the official keeper of the City Seal and City Ordinances.

Licenses The City Clerk:

- Is responsible for issuing all licenses and permits issued by or under the authority of the City of Newton including Dog, Off-Leash, Burial Permit, and Business Registrations and for maintaining a complete, accurate, and up-to-date file of all such licenses and permits.

Citizen Services The City Clerk:

- All notifications and documents are public records, with some exceptions pertaining to vital records. The City Clerk is responsible for ensuring that all citizen requests for documents and information contained in the files maintained by the office of the City Clerk are answered promptly, courteously, and effectively.

- Provides Notary Public Services to Newton residents, individuals doing business with the City of Newton, and City Officials.

Information Management Technology The City Clerk:

- Is responsible for creation of databases for the complete, accurate, effective, and efficient maintenance of all information collected by the City Clerks Office.
- Is responsible for creation of databases for the complete, accurate, effective, and efficient maintenance of all City records including, but not limited to:
Vital Statistics (birth, marriage, adoption and death certificates), Uniform Commercial Code (UCC) filings, City Contracts, Business Certificates (DBA's), appeals from decisions of the Zoning Board of Appeals and Planning Board, filings from City boards and commissions, and Records disposition.
- Works with City's on-line payment provider and the IT department to institute effective means for citizens to pay for licenses and permits on-line.

Departmental Management and Leadership The City Clerk:

- Appoints and manages the staff of the City Clerk, including planning, training, oversight, and evaluation.
- Develops and manages an annual budget and Capital Improvement Plan within the guidelines provided by the City.
- Reviews and approves requisitions for the expenditure of funds by the offices of the City Clerk.
- Oversees the collection and posting of receipt slips for payments for various permits, licenses, applications and certificates including the proofing, balancing and reconciliation of daily receipts. Oversees the creation of required journal and ledger entries allocating funds paid to proper accounts and the monthly reconciliation of funds received. Reconciles accounts receivable errors. Prepares required financial reports.

Board and Commission Support The City Clerk:

- Maintains a database of all appointees to Boards and Commission including the terms of their service, the date of completion of their service, and the date of taking the oath of office.
- Administer the Oath of Office to all duly appointed Board and Commission members so that they may undertake their duties.
- Provide for the timely posting of the agendas of the City of Newton's Boards and Commissions on the City's Official Posting Board in City Hall and on the Official Electronic Posting Board on the City's website.
- Provide training, training materials and guidance in the requirements of the State of Massachusetts Open Meeting Laws.

Ethics and Conflict of Interest Training: City Clerk

- Disseminate each year the State of Massachusetts Summary of the Conflict of Interest Law as required by state statute to all City and School personnel, Board and Commission members, contractors, and volunteers. The Clerk is responsible for collecting from each individual a signed statement that they have received the summary and record that information in a database.
- Notify and provide access to the State Mandated Ethics Training program to all City and School personnel and Board and Commission members biennially. Develop training materials and provide training sessions to personnel without computer access. Collect and maintain certificates for each individual showing that they completed the training session.

circulation, (2) noise, (3) telecommunications, (4) historic preservation, (5) blasting, (6) removal of toxic or hazardous waste, (7) drainage systems capacity, (8) environmental protection, including conservation, erosion control, and watershed and floodplain protection, or (9) similar issues affecting the public health, safety or welfare.

The applicant filing the land use petition for which an outside consultant is hired pursuant to this Rule shall pay the consultant's fee to the City. The fee shall be set by the Director of Planning and Development, shall be reasonable and shall reflect the estimated cost for the type of review or report requested from the consultant. Any fee charged in excess of the actual cost of the review or report shall be repaid to the applicant in accordance with the provisions of Rev. Ord. §22-4.

Any consultant hired pursuant to this Rule shall have an educational degree in or related to the field at issue, or three (3) or more years of practice in the field at issue or a related field. The Director of Planning and Development shall select the consultant in accordance with all applicable ordinances and state statutes. An applicant required to pay a fee for an outside consultant pursuant to this Rule may appeal the choice of consultant by requesting that the Board of Aldermen reconsider the selection made by the Director of Planning and Development or by seeking direct judicial review, if otherwise permitted by law. The applicant's appeal shall be limited to claims that the selected outside consultant has a conflict of interest or does not possess the educational or professional qualifications required by this Rule.

ARTICLE XI

The Board of Aldermen shall review the salary of the City Clerk/Clerk of the Board of Aldermen during a 90 day period following the Clerk's election pursuant to §4-20 of the City of Newton Rev Ord, 2007.

* * *

Revised February 2012

(a) Appointment After Expiration of Term—No former alderman shall hold any compensated appointive City office or City employment until one year after the expiration of his service on the Board of Aldermen. This provision shall not prohibit a former City employee or City officer from resuming his duties as such City officer or City employee at the conclusion of his service as alderman.

(b) Interference in Administration—No member or committee of the Board of Aldermen shall directly or indirectly take part in the conduct of the executive or administrative business of the City.

Sec. 2-5. Filling of Vacancies.

(a) Special Election—If there be a vacancy, by failure to elect or otherwise, on the Board of Aldermen within the first fifteen calendar months of the term for which aldermen are elected, the Board of Aldermen shall forthwith call a special election to fill such vacancy. Such election shall be by the voters of the whole City in the case of aldermen at large, or by the voters entitled to such representation in the case of ward aldermen.

(b) After Regular City Election—If such vacancy shall occur after fifteen calendar months of the term for which aldermen are elected, no special election shall be held. In the case of a vacancy in the office of ward alderman, the person elected at the next regular City election to the seat in which the vacancy exists shall immediately be sworn and shall, in addition to the term for which he was elected, serve for the balance of the then unexpired term. In the case of a vacancy in the office of alderman at large, the person elected at the next regular City election to the seat in which the vacancy exists shall immediately be sworn and shall, in addition to the term for which he was elected, serve for the balance of the then unexpired term. If no incumbent alderman at large from the ward in which the vacancy exists is elected at such election for such office, the candidate who receives the highest number of votes shall be deemed to be elected to the seat in which the vacancy exists and shall serve as aforesaid.

Sec. 2-6. Exercise of Powers; Quorum; Rules of Procedure.

(a) Exercise of Powers—Except as otherwise provided by law or the charter, the legislative powers of the Board of Aldermen may be exercised in a manner determined by it.

(b) Quorum—A majority of the Board of Aldermen then in office shall constitute a quorum but a smaller number may meet and adjourn from time to time. The affirmative vote of a majority of the full Board shall be necessary to adopt any appropriation order. While a quorum is present, any other motion or measure may be adopted by a majority vote, except as otherwise provided by law or the charter.

(c) Rules of Procedure—The Board of Aldermen shall from time to time establish rules for its proceedings. Regular meetings of the Board of Aldermen shall be held at a time and place fixed by ordinance. Special meetings of the Board of Aldermen may be held on the call of the Mayor, as provided in Section 3-7(b), on the call of the president of the Board of Aldermen, or on the call of any seven or more members, by written notice delivered to the place of residence or business of each member at least twenty-four hours in advance of the time set.

Except as otherwise authorized by General Laws Chapter 39, Section 23A ("open meeting law"), all sessions of the Board of Aldermen shall be open to the public and press. Every matter coming before the Board of Aldermen for action shall be put to a vote, the result of which shall be duly recorded. A full, accurate, and up-to-date record of the proceedings of the Board of Aldermen shall be kept and shall be open to inspection by the public. It shall include a record of each roll call vote.

Sec. 2-7. City Clerk; Comptroller of Accounts.

As soon as practicable after the board of aldermen has been organized, it shall elect, by ballot or otherwise, a city clerk and a comptroller of accounts as officers of the city to hold office for the term of two years and until their

successors are qualified, unless they are removed by vote of a majority of the full board, taken by ballot. Vacancies in the said offices shall be filled for the balance of any unexpired term by the Board of Aldermen.

(a) City Clerk—The City Clerk shall have such powers and perform such duties as the Board of Aldermen may prescribe in addition to such duties as may be prescribed by law.

(b) Comptroller of Accounts—The Comptroller of Accounts shall keep and have charge of the accounts of the City. He shall regularly audit the books and accounts of all City agencies, and he shall have such powers and perform such other duties as the Board of Aldermen may prescribe in addition to such duties as may be prescribed by law. (Acts of 1991, chapter 50.)

Sec. 2-8. Clerk of the Board; Other Staff.

(a) Clerk of the Board—The Board of Aldermen shall elect, by ballot or otherwise, a Clerk of the Board, to hold office at its pleasure. The Clerk of the Board shall give notice of all meetings of the Board of Aldermen to its members and to the public, keep a record of its proceedings, and perform such duties as may be assigned by the charter, by ordinance, or by other vote of the Board of Aldermen.

(b) Other Staff—The Board of Aldermen may by ordinance establish other staff positions, regular or special, as it shall from time to time deem necessary or desirable to assist the aldermen in the performance of their duties.

(c) Salaries of Aldermanic Staff—The Board of Aldermen shall by ordinance establish, and may from time to time modify, a salary schedule and a job description for the Clerk of the Board and such other positions as it may create to serve as aldermanic staff.

Sec. 2-9. Measures; Emergency Measures; Charter Objection.

(a) In General—No measure shall be passed finally on the date on which it is introduced, except in cases of special emergency involving the health or safety of the people or their property. Except as otherwise provided by the charter, every adopted measure shall become effective at the expiration of twenty days after adoption or at any later date specified therein. Measures not subject to referendum shall become effective upon adoption. No ordinance shall be amended or repealed except by another ordinance adopted in accordance with the charter, or as provided in the initiative and referendum procedures.

(b) Emergency Measures—An emergency measure shall be introduced in the form and manner prescribed for measures generally, except that it shall be plainly designated as an emergency measure and shall contain statements after the enacting clause declaring that an emergency exists and describing its scope and nature in clear and specific terms. The emergency as declared and defined in a preamble thereto shall be separately voted on and shall require the affirmative vote of two-thirds of the full Board. An emergency measure may be passed with or without amendment or rejected at the meeting at which it is introduced. No measure making a grant, renewal or extension, whatever its kind or nature, or any franchise or special privilege shall be passed as an emergency measure, and except as provided in General Laws Chapter 166, Sections 70 and 71 (relating to utility lines), no such grant, renewal or extension shall be made other than by ordinance. After its adoption, an emergency measure shall be published as prescribed for other adopted measures. It shall become effective upon adoption or at such later time as it may specify.

(c) Charter Objection—On the first occasion that the question on adoption of a measure is put to the Board of Aldermen, if a single member objects to the taking of the vote, the vote shall be postponed until the next meeting of the Board of Aldermen whether regular or special. If three or more other members shall join the member in his objection, such postponement shall be until the next regular meeting; but for an emergency measure at least five members in all must object. This procedure shall not be used more than once for any matter bearing a single docket

ARTICLE II. CLERK OF THE BOARD**Sec. 4-20. Election and term.**

The board of aldermen shall elect by ballot a clerk of the board to hold office for a term of two (2) years beginning with the first secular day of January after the election of a new board of aldermen and until his successor is appointed. (Rev. Ords. 1973, § 2-101)

Cross reference—City clerk, Ch. 6

Sec. 4-21. Salary.

(a) The compensation for the clerk of the board of aldermen shall be determined by the board of aldermen.

(b) As of January 1, 2008, the salary of the clerk of the board shall be at the annual rate of \$92,500, unless otherwise further amended by the board of aldermen. (Rev. Ord. 1973, § 2-102; Ord. No.118, 3-1-76; Ord. No. 265, 2-21-78; Ord. No. R-106, 1-5-81; Ord. No. R-211, 1-18-82; Ord. No. R-315, 3-21-83; Ord. No. S-118, 9-17-85; Ord. No. S-207, 8-11-86; Ord. No. S-208, 8-11-86; Ord. No. S-283 and S-284A, 12-7-87; Ord. No. T-29, 6-5-89; Ord. No. T-30, 6-5-89; Ord. No. T-104, 9-17-90; Ord. No. T-107, 10-15-90; Ord. No. T-224, 5-4-92; Ord. No. T-225, 6-1-92; Ord. No. V-20, 6-19-95; Ord. No. V-134, 10-6-97; Ord No. W-27, 2-20-01; Ord. No. X-164, 08-08-05; Ord. No. X-210, 12-19-05; Ord. No. Y-30, 8-13-07; Ord. No. Z-10, 11-19-07)

Editor's note – Ord. No.Y-30 became effective on 7/1/07.

Sec. 4-22. Departmental organization; staff.

The clerk of the board shall be the head of his department with the benefits relating thereto and shall have a staff of three (3) committee clerks and two (2) secretaries. There shall also be made available from time to time to the clerk of the board's staff an additional clerk-typist assigned to the city clerk's office as the work load of the city clerk's office and the clerk of the board's office shall require. The clerk of the board's staff salaried by his department shall be solely responsible to the clerk of the board. (Rev. Ords. 1973, § 2-103; Ord. No. T-104, 9-17-90)

Sec. 4-23. Facilities.

The clerk of the board and his staff shall have such adequate office facilities in the city hall as may be recommended by the clerk of the board and approved by the board of aldermen. (Rev. Ords. 1973, § 2-104)

Sec. 4-24. Equipment.

The office of the clerk of the board and his staff shall have such equipment available as is necessary to adequately serve the needs of his department. (Rev. Ords. 1973, § 2-105)

Sec. 4-25. Responsibility of clerk of the board.

The clerk of the board shall be solely responsible to the board of aldermen, from whom he shall receive his direction and authority. (Rev. Ords. 1973, § 2-106)

Sec. 4-26. Relationship between clerk of the board and city clerk.

(a) The clerk of the board shall have the title and status of assistant city clerk with the responsibilities and powers vested by law in such office. In the absence of the city clerk for reason of sickness, vacation, or absence from the city, the clerk of the board shall also become the acting city clerk with all the rights, duties, and responsibilities authorized by law in the city clerk.

Department Head Compensation Comparisons

Information taken from the FY2012 Budget

Arranged by Compensation

Position	Budgeted Compensation		Total Compensation			# of Employees	General Fund FY12 Budget
	FY12	1% plus \$750	FY12	Grade	Step		
Chief Administrative Officer	127,220	2,022	129,242	H17	13		
Fire Chief	126,030	2,010	128,040	H16	13	187	16,430,025
Comptroller	125,596	2,006	127,602	H13	Z	8	28,971,622
Public Works Commissioner	124,164	1,992	126,156	H16	12	136	18,611,442
Chief Financial Officer	120,517	1,955	122,472	H13	11		
Police Chief	118,733	1,937	120,670	H16	9	198	17,594,349
Chairman, Board of Assessors	111,210	1,862	113,072	H13	16	13	1,133,166
Director of Human Resources	111,210	1,862	113,072	H13	16	8	1,082,116
City Solicitor	110,812	1,858	112,670	H15	7	11	1,165,405
Recreation Commissioner	109,322	1,843	111,165	H14	10	42	3,887,779
Retirement Director	106,648	1,816	108,464	QQQ		2	
City Librarian	106,347	1,813	108,160	H13	13	70	5,026,438
Health and Human Services Commissioner	106,110	1,811	107,921	H14	8	40	2,954,503
Collector/Treasurer	104,773	1,798	106,571	H13	12	10	22,680,915
Inspectional Services Commissioner	103,211	1,782	104,993	H13	11	13	1,080,707
Public Buildings Commissioner	95,593	1,706	97,299	H14	1	32	3,513,242
Executive Secretary Elections	93,250	1,683	94,933	H11	12	5	566,205
City Clerk/Clerk of the Board	92,857	1,679	94,536	QQQ		13	1,123,804
Senior Center Director	88,459	1,635	90,094	H10	13	4	569,826
Purchasing Agent	84,288	1,593	85,881	H12	1	5	378,161
Veterans Agent	82,104	1,571	83,675	H10	8	2	292,498
Museum Director	82,104	1,571	83,675	H10	8	3	237,014
Director of Planning .75 position	72,772	1,478	74,250	H14	2	12	904,159
Director of IT - Vacant			0	H13		7	1,113,907

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Chief Administrative Officer	127,220	2,022	129,242	H17	13		
Chief Financial Officer	120,517	1,955	122,472	H13	11		

Sorted by Population

City / Town	Population	Compensation	Staff	App / Elect
Boston	617,594	\$ 102,492	14	Appointed
Worcester	181,045	\$ 125,260	19	Elected
Springfield	153,060	\$ 106,486	10	Appointed
Cambridge	105,162	\$ 123,332	10	Appointed
New Bedford	95,072	\$ 69,142	5	Appointed
Brockton	93,810	\$ 101,036	11	Appointed
Quincy	92,271	\$ 99,100	10	Appointed
Lynn	90,329	\$ 101,328	7	Appointed
Fall River	88,857	\$ 94,401	4	Appointed
Newton	85,146	\$ 92,500	13	Appointed
Somerville	75,754	\$ 78,387	6	Appointed
Waltham	60,632	\$ 108,919	11	Appointed
Brookline	58,732	\$ 104,045	6	Elected
Natick	33,006	\$ 65,000	4	Elected
Watertown	31,915	\$ 83,999	3	Appointed
Needham	28,886	\$ 81,850	5	Elected
Wellesley	27,982	\$ 74,903	4	Elected
Dedham	24,729	\$ 85,261	4	Elected
Weston	11,261	\$ 72,159	2	Appointed

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Needham	28,886	\$ 81,850	5	Elected
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Wellesley	27,982	\$ 74,903	4	Elected
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Weston	11,261	\$ 72,159	2	Appointed

* = Per FY12 budget Clerk Staff is listed as 12.6 with each Alderman listed as 0.1 FTE

Sorted by Appointed or Elected the Population

City / Town	Population	Compensation	Staff	App / Elect
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Springfield	153,060	\$ 106,486	10	Appointed
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