

CITY OF NEWTON

IN BOARD OF ALDERMEN

PROGRAMS AND SERVICES COMMITTEE AGENDA

WEDNESDAY, JUNE 8, 2011

8:00 PM Room 222

ITEMS SCHEDULED FOR DISCUSSION:

- #52-07 ALD. PARKER, SANGIOLO, MANSFIELD, HARNEY, DANBERG, VANCE, LINSKY, HESS-MAHAN, BURG, ALBRIGHT & JOHNSON requesting an ordinance amendment to create a health care advisory committee whose function would be to recommend measures to control the rate of increase of health insurance costs, as recommended by the Newton Finance & Management Working Group in 2005 and the Blue Ribbon Commission on the Municipal Budget in 2007. [02/09/07 @ 12:36 PM]
- #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]
- #355-10 PRESIDENT LENNON and ALD. LAPPIN requesting a change to the rules of the Board of Aldermen to eliminate the Real Property & Reuse Committee. Issues regarding reuse of public buildings to be referred to the Public Facilities Committee and issues regarding reuse of City owned land would be referred to the Land Use Committee. Effective date of this change will be January 1, 2012. [11/26/2010 @ 11:59 AM]
REFERRED TO RULES SUBCOMMITTEE 12/8/10
- #356-10 PRESIDENT LENNON and ALD. LAPPIN requesting a change to the rules of the Board of Aldermen to eliminate the Post-Audit Committee. All post audit/follow-up items will be discussed in the substantive committee that originally heard the item. Effective date of this change will be January 1, 2012.[11/26/2010 @ 11:59 AM]
REFERRED TO RULES SUBCOMMITTEE 12/8/10
- #357-10 PRESIDENT LENNON and ALD. LAPPIN requesting a change to the rules of the Board of Aldermen to eliminate the Committee on Community

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

Preservation. All Community Preservation items will be referred to the Finance Committee. Effective date of this change will be January 1, 2012. [11/26/2010 @ 11:59 AM]

REFERRED TO RULES SUBCOMMITTEE 12/8/10

#357-10(2) ALD. YATES proposing a change in the proposed rule to eliminate the Committee on Community Preservation: community preservation items relating to housing and recreation shall be referred to the Programs and Services Committee; items relating to historic preservation and open space shall be referred to the Zoning and Planning Committee; all items shall then be referred to the Finance Committee. [12/6/2010 @ 10:57PM]

REFERRED TO RULES SUBCOMMITTEE on 01-19-11

#114-11 ALD. HESS-MAHAN & SALVUCCI proposing to amend section 3-26(a)(2) of the Revised Ordinances to update the list of currently designated tot lots which dogs are prohibited from entering. [04-13-11 @ 10:52AM]

#95-09(2) PROGRAMS & SERVICE COMMITTEE requesting establishment of an Advisory Committee to review processes of the Board of Aldermen and report recommended efficiency improvements to the Board of Aldermen. Members of the Advisory Committee shall be appointed by the Chairman and Vice Chairman of the Programs & Services Committee and the President of the Board. [11/16/09 @ 3:59 PM]

ITEMS NOT YET SCHEDULED FOR DISCUSSION:

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

#130-11 PAUL COLETTI, ALD. SANGIOLO, DANBERG, & JOHNSON requesting Home Rule Legislation to create a Capital Preservation Fund for the City of Newton modeled on the Community Preservation Fund to address the capital needs of the City. [04/11/11 @ 9:42 PM]

#83-07(2) ALD. YATES proposing a RESOLUTION to the City's representatives and senator in the General Court asking them to co-sponsor the legislation of the Massachusetts Municipal Association that would give cities and towns the same power to determine their health care costs that agencies of the State have.[9/13/2010 @ 9:38am]

#98-10 ALD. YATES requesting that the Board of Aldermen and His Honor the Mayor take all possible steps to change state law to save local costs by giving cities and towns the right to negotiate health plans on the same basis as the Commonwealth. Such steps would include, but not be limited to, joining the Coalition to Save our Communities and notifying our city legislators of our urgent concern about this matter. [03/23/10 @ 4:29 PM]

**REFERRED TO PROGRAMS & SERVICES AND PUBLIC FACILITIES
COMMITTEE**

- #99-11 ALD. ALBRIGHT, JOHNSON, and DANBERG requesting that the Department of Public Works coordinate data on the impact of the snow removal ordinance from the Department of Public Works, Parks and Recreation Department, Executive Office, and Senior Services into a monthly report for the winters 2012 and 2013, which will be sent to the Public Facilities Committee of the Board of Aldermen 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.
- #373-10 ALD. GENTILE, HARNEY, SANGIOLO requesting amendment to §20-13, *Noise Control*, of the City of Newton Revised Ordinances to prohibit outdoor athletic events from starting before 7 AM and increase the maximum fine to \$300. [12-10-10 @ 12:53 PM]

REFERRED TO FINANCE AND PROGRAMS AND SERVICES COMMITTEES

- #245-06 ALD. JOHNSON AND HESS-MAHAN requesting an amendment to the City Charter to require the Mayor annually to prepare and submit to the Board of Aldermen a long-term financial forecast of anticipated revenue, expenditures and the general financial condition of the City, including, but not limited to identification of any factors which will affect the financial condition of the City; projected revenue and expenditure trends; potential sources of new or expanded revenues; anticipated municipal needs likely to require major expenditures; and a strategic plan for meeting anticipated municipal needs, to include, but not be limited to, any long or short-term actions that may be taken to enhance the financial condition of the City.
FINANCE VOTED NO ACTION NECESSARY ON 3/8/10
REFERRED TO FINANCE 02/23/2011

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #422-06(2) ALD. HESS-MAHAN requesting that a task force be established to meet and prepare a report and recommendations regarding the regulation of noise, air pollution and best practices with respect to the operation of power equipment used in landscaping, property and yard maintenance, including, without limitation, leaf blowers. [01/27/09 @ 3:47 PM]
- #306-08 ALD. BAKER, DANBERG, MANSFIELD & PARKER requesting discussion of how swimming at Crystal Lake might be lawfully and safely extended beyond mid-August. [08/26/08 @ 5:03 PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- 206-10 VETERANS' AGENT requesting a discussion and support for the replacement of the WWII Honor Roll on the grounds of City Hall at the intersection of Walnut Street and Commonwealth Avenue. [07/06/10 @ 4:41 PM]

REFERRED TO LAND USE AND PROGRAMS & SERVICES COMMITTEES

- #474-08(2) ALD. HESS-MAHAN & VANCE proposing that Article X of the Rules & Orders of the Board of Aldermen be amended to conform with a proposed amendment to Chapter 30 re transfer of the special permit granting authority to the Zoning Board of Appeals and/or the Planning & Development Board for projects that are not classified as Major Projects pursuant to Article X.

REFERRED TO RULES SUBCOMMITTEE

- #287-07(2) ALD. PARKER requesting a discussion with Parks and Recreation Department in regards to an appropriate marker or plaque to honor and recognize Olympic figure skater and Newton resident Tenley Albright and her skating exhibition at the Crystal Lake upon her return from the 1956 Olympic Games where she won a gold medal. [09/20/07 @ 1:22 PM]

- #82-07 ALD. YATES requesting that the City of Newton take all possible steps to persuade the General Court to allow the cities and towns to tax all telecommunications facilities in the City (which would yield at least \$1.6 million per year for Newton). [02/27/07 @ 10:21 PM]

- #370-06 ALD. SANGIOLO, PARKER, MANSFIELD requesting home rule legislation to allow advisory questions to be asked in a Newton special election.

- #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

- #273-08 ALD. JOHNSON proposing a RESOLUTION to His Honor the Mayor requesting that the Executive and Human Resources Departments develop a comprehensive human capital strategy for the city to include: performance management, talent development, succession planning, and compensation. [07/17/08 @ 9:53 AM]

FINANCE VOTED NO ACTION NECESSARY ON 3/8/10

REFERRED TO 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

#329-05(3) ALD. YATES requesting a discussion relative to amending the noise control ordinance to (A) prohibit the cumulative noise level from multiple pieces of equipment operating simultaneously on the same site to exceed the maximum noise levels allowed when measured at the nearest lot line and (B) to eliminate various exemptions in residential districts.

Respectfully Submitted,

Amy Sangiolo, Chairman



Memorandum

To: President Lennon
Vice President Lappin

From: Alderman Yates

Re: #355-10

Date: December 6, 2010

Cc: Board of Aldermen

I suggest that if the Real Property Reuse Committee is eliminated, items related to the future use of abandoned city properties be referred to the Zoning & Planning Committee rather than the Land Use Committee. This would be consistent with the history of the Reuse Committee, which used to include representatives from the Administration & Planning Committee. Zoning & Planning is the successor to the planning part of the jurisdiction of the Administration Committee.

Rebecca Smith

Date sent: Fri, 21 Jan 2011 11:34:01 -0500
 Subject: Fwd: 95-09
 From: amy sangiolo <aldermansangiolo@gmail.com>
 To: Rebecca Smith <rsmith@newtonma.gov>

11 JAN 21 P 12:43
 CITY CLERK
 NEWTON, MA. 02159

----- Forwarded message -----

From: **tom sheff** <ahhinc@hotmail.com>
 Date: Tue, Jan 18, 2011 at 7:28 PM
 Subject: 95-09
 To: asangiolo@newtonma.gov

Dear Programs and Service members,

I hope all is going well with you and your families. On Wednesday, January 19th, you will be discussing 95-09. I am sorry that I will not be able to attend the meeting myself, but my schedule doesn't permit it. I hope you understand. I have been in past meetings, but unfortunately not this one.

95-09 is a proposal for the Board to set up a committee selecting citizens utilizing the most talented individuals in the city. The committee should consist of one or two current aldermen, several ex-aldermen and the rest of the committee made up of citizens with particular skill sets, ie IT professionals, city managers of another city, etc. The purpose of the committee is to draft a memo (for the lack of a better word) of exactly what individuals on the Board of Alderman actually do as part of their responsibilities on the Board. Once they have developed this "memo" they are charged with proposing efficiencies the BOA may (or may not) implement.

95-09 is important in many levels. I believe the Mayor has made it a huge priority to get more citizen involvement (which this clearly does). This shows objectivity, whereas, an in-house study of more efficiencies does not. It can be very difficult to be involved in a time consuming job like being on the BOA and being able to analyze the job objectively. I think one of the weaknesses the Board has as a whole is the lack of PR from the Board. People don't trust politicians and whos fault is that?....Politicians. If you take care of these efficiencies inhouse, people wont have the respect or trust for your accomplishments as they would if objective outsiders proposed the efficiencies. For example, when Mayor Cohen went in front of people and said we are running a deficit, I heard many people say, just go into some of those mysterious bank accounts that seem to pop up in the last second and get the money from that (lack of trust). But, once the CAG analyzed our finances and said close to the something our finances became a serious matter. Having objective third party people involved in the project brings more legitimacy to the project.

In my opinion, this is the type of project that should be done periodically to make sure we stay current with the times and the technology. We are extremely behind in the times with our technology and I feel if you let this committee play out, you will find that your own jobs will get infinitely easier. The point is the faster you work, the faster the city can get things accomplished. The Mayor has worked extremely hard changing people's mindset at city hall, it's now up to you to change the mindset within the BOA. Clearly we have much more difficult decisions to be made now then 20 years ago, but we are still stuck in the 1990's.

I invite any friendly amendments that dont change the goals of the committee. I hope you take this proposal seriously as I believe it's an important topic for the future of the city. Thank you.

Sincerely, Tom Sheff

95-09(2)
95.09(2)

CITY OF NEWTON

IN BOARD OF ALDERMEN

LONG RANGE PLANNING COMMITTEE REPORT

THURSDAY, OCTOBER 1, 2009

Present: Ald. Hess-Mahan (Chairman), Albright, Baker, Danberg, and Johnson

#95-09 TOM SHEFF requesting the Board of Aldermen appoint an advisory committee made of up persons who are not elected officials to review the daily processes of the Board of Aldermen and report recommended efficiency improvements to the Board of Aldermen. [03/26/09 @8:34 pm]

NOTE: The item is a request from a citizen to form an advisory committee to look at the processes of the Board of Aldermen and recommend improvements to the Board. Mr. Sheff, the docketor, was unable to join the Committee for discussion of this item but provided an e-mail, which was attached to the agenda. The e-mail outlined Mr. Sheff's suggestions regarding the advisory committee's membership and mission.

Ald. Albright thought that it would be helpful if the Clerk's Office could research docket items and determine how long an item sits on an agenda before it is discussed. Ald. Johnson pointed out that some items such as appointments are dealt with quickly, while items such as the tree ordinance or the noise ordinance take a significant amount of discussion time. Ald. Johnson added that there are also docket items that sit on agendas because it is up to the Chairman whether the items are discussed. Ald. Danberg stated that some type of protocol needed to be established for items that languish on agendas. Ald. Hess-Mahan stated that the federal courts began requiring the clerk for each judge to collect information on how many cases were filed and how many were disposed of within a six-month timeframe. Ald. Baker reminded the Committee that there is a rule within the Rules of the Board requiring docket items to be discussed within a set amount of time.

Ald. Hess-Mahan was thinking about the citizen component of the proposed advisory committee. In talking with Mr. Sheff, he realized that citizens might have entirely different ideas regarding what is inefficient or what is working well. It is his sense that citizens get a very different view. Ald. Hess-Mahan also spoke with Mr. Sheff about procedures that the Aldermen use that may not be transparent to the public, such as proceedings at public hearings. Ald. Mansfield, the Chair of the Land Use Committee, provides written explanation of the procedures at each Land Use public hearing. In addition, President Baker from time to time begins Board meetings with an explanation of first and second call, which is helpful to people unaware of the process. Ald. Hess-Mahan felt that it would be useful to have both aldermanic and citizen input on the advisory committee, as he feels that to most people unfamiliar with City government, the Board of Aldermen meetings are a cipher.

Ald. Hess-Mahan reviewed the information contained in an efficiency report generated by Aldermen in 1972. At the time, the Board of Aldermen did not have any type of process, such as first call and second call. Every single item before the Board was discussed on the floor of the Board and meetings went on until two or three in the morning. There was also some shift

in the Board makeup at that time. Although it was still non-partisan, the Board was dominated by one political party and was in the process of changing over to the other party creating a balance on the Board. During that time, one of the concerns was how often Aldermen voted with each other in blocks. At that time, the Board did not even have Robert's Rules of Order, let alone a set of written rules. The efficiency report was a phenomenal piece of work.

Ald. Johnson suggested looking at the Committee structure, especially when things are docketed to multiple committees. She questioned whether there was a real need for the Post Audit Committee and the Committee on Community Preservation. She believes that the Post Audit Committee could be an important committee, if it was utilized. The advisory committee and Board could do some research on how to better utilize that committee. It is possible that the Board could eliminate the Committee on Community Preservation because applications for Community Preservation Funds have decreased significantly leaving the Committee with a very light workload. The work could go to either the Public Facilities Committee or the Programs and Services Committee depending on the content. Ald. Baker stated that a number of years ago a number of Aldermen looked at the issue of trying to consolidate committees. At that time, the committee structure had two topical issues that were not self-evident. One unexpected benefit was that when some items were discussed in more than one Committee, it seemed to weed out some of the controversy. Those items often went through the Board on first call, where they would not have otherwise. The second issue that generated discussion was the appropriate size for committees. Many Aldermen wanted to discuss certain items while other items did not warrant the same amount of interest. Ald. Baker felt that the Board could benefit by looking at Committee structure again.

Ald. Hess-Mahan noted that there are three basic things that the Committee seems to be discussing as appropriate for discussion by the advisory committee. They relate to workflow, transparency, and committee organization and structure. Ald. Hess-Mahan inquired if there were any other things that should be recommended to Programs and Services Committee.

Ald. Hess-Mahan spoke to David Olson, City Clerk/Clerk of the Board, again about Granicus, which is a web-based software program that would provide additional information to the public on Board meetings. Unfortunately, there has been an ongoing dispute between NewTV and the city over who is going to pay for the program, how much they are going to pay, and who is going to own the equipment associated with Granicus.

Ald. Johnson thought that it would be helpful to have a more user-friendly city website. Ald. Albright pointed out that it is very difficult to search the ordinances and the webpage. Ald. Danberg informed the Committee that she had submitted a stimulus fund request of \$50,000 to redo the city website. She has yet to hear anything regarding the request. She believes that improving the website would go a long way to resolving the transparency issue.

The Committee discussed what type of people should be included on the advisory committee. Ald. Johnson requested a process person with an organizational background. Ald. Albright suggested an information technology professional with database management experience. She would also like to see some type of content management system for docket items, as it would make finding information on webpage much easier. Ald. Johnson stated that

the aldermen appointed to the Committee should represent fairly new members as well as long serving Aldermen. A newer Alderman may have a different view of the Board functions.

The Committee also discussed the size of the proposed advisory committee and felt that between five and eight members was the appropriate size. In addition, Ald. Baker reminded the committee that the Board and Executive office would be in a transition period after the election. He suggested that it might be advisable to institute the advisory committee at the start of the new Board. Ald. Johnson agreed and added that it would be nice to have everything in place by January.

SUMMARY OF RECOMMENDATIONS:

- Establish Advisory Committee in early 2010 to review processes of the Board of Aldermen and report recommended efficiency improvements to the Board of Aldermen
- Advisory Committee should be comprised of 5-8 members including past and present aldermen with range of years of service, citizens with expertise including a process person with organizational background, and an information technology professional with database management experience
- Review of processes of the Board of Aldermen should include workflow, public communication, and committee organization and structure as well as other areas of interest to be determined by the Advisory Committee
- Review of workflow should include analysis of the amount of time docket items remain on committee agendas before discussions and/or actions take place, and development of searchable database indicating status of each docket item with links to agendas, reports and other documents
- Review of public communications should include online availability and retrieval of agendas, reports and other documents from the aldermanic website, explanation of process at public hearings and meetings, and methods for providing effective notice of meetings, hearings and other important events
- Review of committee organization and structure should include possible creation, consolidation and/or elimination of committees or functions of committees, and referral of certain types of items to more than one committee

Note from the Chairman: The Long Range Planning Committee did not discuss whether the Advisory Committee should be an ad hoc or a standing committee, which is an issue that the Programs & Services Committee may wish to address.

All other items were held without discussion and the meeting adjourned at 8:30 PM.

Respectfully submitted,

Alderman Ted Hess-Mahan, Chair

#95-09(2)
#95.09(2)

#95-09(2) PROGRAMS & SERVICE COMMITTEE requesting establishment of an Advisory Committee to review processes of the Board of Aldermen and report recommended efficiency improvements to the Board of Aldermen. Members of the Advisory Committee shall be appointed by the Chairman and Vice Chairman of the Programs & Services Committee and the President of the Board. [11/16/09 @ 3:59 PM]

ACTION: HELD 7-0 (Linsky not voting)

NOTE: Ald. Hess-Mahan explained that this item came from a previous item docketed by Tom Sheff. Originally it was an outside group to be an advisory committee on the efficiency of the Board. Working with Tom Sheff, it became a joint effort with current and former aldermen as well as citizens. The Long Range Planning Committee took this up and made some recommendations, which was not an exclusive list. The report was not attached to the agenda, so Ald. Hess-Mahan felt it would be best to hold the item so it could be reviewed by the Committee. Ald. Sangiolo asked if the Long Range Committee had determined how many people should serve on the committee. Ald Hess-Mahan said 7-9 was suggested. He said they had also looked at finding people with certain expertise such as IT, Process Management, etc. That report is attached here.

The Committee voted to hold this item by a vote of 7-0

February 3, 2010 Programs & Services Report