

CITY OF NEWTON

IN BOARD OF ALDERMEN

PROGRAMS & SERVICES & PUBLIC FACILITIES COMMITTEES

SPECIAL JOINT MEETING AGENDA

Wednesday, April 28, 2010

7 PM

Aldermanic Chamber

PLEASE BRING YOUR BUDGET AND CIP BOOKS

Public Works Department Budget & CIP

Public Buildings Department Budget & CIP

Parks and Recreation Department Budget & CIP

All other items will be held without discussion.

Respectfully submitted,

Sydra Schnipper, Chairman

GOALS AND OBJECTIVES

Administration:

- Continue to evaluate customer service, work order and inventory system alternatives to either upgrade existing software or migrate to a new program
- Continue to identify ongoing performance benchmarks for Divisions for Citistat reporting and analysis
- Support water meter AMR replacement process focusing on integrating the new system with the existing billing system and providing other as needed support during the installation process
- Establish an automated dial-in system allowing residents to submit their water meter readings via phone and the city website
- Initiate the transition from quarterly to monthly billing for water and sewer
- Pursue outside funding for the water meter AMR replacement program
- Revise procedures for the purchase of cellular phones and affiliated equipment and establish a database for division heads to track cell phone usage and costs
- Convert attendance recording system from manual to automatic time clock with a direct interface into the city's payroll system to improve and expedite payroll functions

Highway Operations:

- Strive to improve outstanding customer service and have all complaints investigated within 3 days
- Complete in excess of \$300,000 worth of construction projects that are funded via third-party (non-Public Works) sources

- Continue to support private way maintenance through private funding
- Continue program of utilizing GPS tracking for sanding and street sweeping vehicles

Street Maintenance

- Reduce contractor's involvement on road projects in order to lower overall costs utilizing in-house workforce on sidewalk, curbing, manhole and catch basin repair
- Ensure all utility trenches are repaired within one year of excavation
- Construct traffic calming initiatives at designated areas
- Increase use of new street paver to expand number of streets that are paved in-house with Chapter 90 state funds
- Continue pilot program of using thin-mix overlay with warm-mix bituminous concrete, including on-going evaluation of its success

Sidewalks

- Continue to explore alternative methods of sidewalk repairs, including stamped concrete and grinding
- Reduce the backlog of sidewalk repair requests with one construction crew dedicated to sidewalk maintenance

Street Sweeping

- Sweep all city streets a minimum of five times

Snow and Ice

- Maintain standard that all city streets are fully cleared within eight hours after an average (6") storm has ceased

- Continue to improve sidewalk plowing program through earlier deployment of sidewalk tractors and combined use of plows and snow blowers
- Identify low salt usage areas and monitor impact of reducing deicing materials
- Expand use of magnesium chloride deicer, which is less harmful to vegetation, groundwater and equipment, to all sanders previously outfitted for calcium chloride usage

Equipment Maintenance:

- Work cooperatively with the Building Department to construct a new fueling station at Elliot Street
- Expand use of alternative fuel vehicles in the city to include biodiesel use at new Elliot Street fuel tanks and purchase of hybrid vehicles to replace older vehicles as appropriate
- Design a training program for new equipment operators

Environmental Affairs:

- Finalize negotiations of a new five-year trash, recycling and yard waste contract
- Research recycling trends and recommend recycling options for a new contract in July 2010
- Expand the single stream recycling program city-wide including all schools and all public buildings
- Extend the automated collection of trash and recycling city-wide
- Continue to research new programs to reduce trash and increase recycling
- Explore new materials to remove from the waste stream and improve collection of existing recyclables

- Evaluate developing a public area recycling program to divert bottles and cans from the trash stream
- Investigate creating a re-use facility for second life items
- Distribute annual mailing to residents

Engineering:

- Install new centralized parking meter collection system pay station at select locations
- Complete the implementation of new parking meter coin collection and counting program
- Continue a new and simplified contractor bonding process to streamline the engineering permitting process
- Complete up to nine miles of roadway rehabilitation projects and three miles of water and sewer infrastructure improvement projects
- Initiate the Commonwealth Ave. Roadway Reconstruction TIP projects (Weston Line to Washington St.) and Washington St. (from Commonwealth Ave. to Putnam St.)
- Complete a traffic signal capital improvement plan for use in prioritizing funding requests
- Develop stormwater and sewer system ordinance enhancements for proposal to the Board of Aldermen
- Develop a revolving account for roadway street opening permits to allow the City funds to make repairs to roadways after a contractor is complete
- Implement trench excavation safety regulations permit
- Complete the reconstruction of the Pearl Street parking lot
- Begin construction of the Commonwealth Ave. (Grant Ave. to Boston line) TIP project

- Continue with the Walnut St. and Needham St. Transportation Improvement Program (TIP) reconstruction design projects
- Complete the reconstruction of the Newton South High School athletic fields and drainage system
- Complete Pavement Management Program assessing the condition of all roads, sidewalks and curbing in the city and assist in the development of future paving plans
- Present comprehensive road and sidewalk rehabilitation pavement management plan to the Executive Office and Board of Aldermen

Utilities Division:

Water

- Develop and implement a Fire Hydrant maintenance program
- Start the replacement of 24,856 water meters with an Automatic Meter Reading (AMR) system to improve customer service.
- Continue an expanded uni-directional hydrant flushing program
- Perform over 300 cross connection control surveys within the commercial/institutional properties of the city
- Perform a detailed energy analysis for thirteen water and wastewater pump stations to evaluate potential energy saving projects
- Upgrade Citywide Supervisory and Data Acquisition (SCADA) system for managing and operating water, sewer and drainage infrastructure

Sewer

- Implement sewer repairs on Oakdale and Farina Streets

- Continue an Inflow/Infiltration program in the Cheesecake, Laundry and Hyde Brook areas in order to reduce wastewater flow to the MWRA system
- Develop and implement a private inflow and infiltration (I/I) removal program to reduce wastewater flow to the MWRA system
- Continue the investigation and start repair of sewer manholes in the Laundry Brook area to eliminate contamination into the stormwater collection system
- Construct sewer extension on California Street
- Initiate sewer repairs on Regent, Bennington and Mt. Ida Streets

Drain

- Continue with the water quality sampling program for 155 stormwater outfalls during dry and wet weather conditions
- Complete the installation of signage for the additional stormwater outfalls
- Perform approximately 250 manhole inspections to check for possible stormwater contamination
- Complete the beneficial use determination for sediment removal within the City Hall Ponds
- Continue to meet the requirements of the stormwater Illicit Discharge Detection and Elimination Plan
- Installation/Repairs of trash grates throughout the city
- Continue repairs of Cheesecake and Hyde Brook retaining walls
- Install stormwater controls for the Crystal Lake Bath House area
- Complete construction of the drain replacement within the Ashmont Ave. easement

School, Cabot School, Education Center, Franklin School, Memorial Spaulding School, Oak Hill Middle School, and Williams School

18. Closed out the Newton South High School Renovation and Addition Project

GOALS AND OBJECTIVES

1. To substantially complete the construction and prepare for the move of the existing school, and the purchasing of new Furnishings, Equipment and Technology for the new Newton North High School.
2. Complete the recommended Energy Conservation Measures, as received from Noresco, the performance based contracting company, for the F.A. Day Middle School and prepare Energy Audits at several municipal and school buildings.
3. Continue with the "Solar on Schools" campaign at the Oak Hill and Brown Middle schools; partner with other departments on utility conservation measures by installing automatic control systems to monitor energy, lighting, heat, ventilation and air conditioning.
4. Complete the renovations to Fire Station #4, 195 Crafts Street.
5. Commence and complete renovations to Fire Station #7 and History Museum at the Jackson Homestead
6. Commence and complete the boiler replacement at the Angier School.
7. Commence and complete the roof replacement at the Bowen School.

8. Complete the installation of new windows and doors at Brown Middle School.

Players. Celebrated the 20th anniversary of the Newton Pride Committee.

10. Worked with private user groups and organizations to develop, fund and implement a cultural practices program for our turf sites through the purchase of equipment, which allows the department to implement its own turf program through aerations, slice seeding and fertilizations.
11. Continued growth of court restitution program in their assistance of the Maintenance Division with city wide projects. Major projects included the clearing and removal of debris from city parks, painting, and clean-up of recreation buildings.
12. Utilizing funds received from Tree Preservation Ordinance over 300 new street trees were planted in areas where trees were lost through development.
13. Completed report on the state of the urban forest in Newton. Using information from prior inventories and historical data the report depicts where the City's urban forest is, where it is going and its needs in the future.
14. Worked with the Crystal Lake Task Force to develop a conceptual design for landscaping, bathhouse renovation, parking and beachfront.
15. Worked with IT Department to develop a new web page template that is more user friendly and informative. Development of individual calendars to increase customer service of events.

GOALS AND OBJECTIVES

1. Continued expansion of the public/private partnerships that currently exist between the Parks & Recreation Department and private organizations and independent sports leagues to aid with future funding.
2. Continued expansion of quality of recreation offerings through the development of new and innovative programs, targeting middle school, vacation programs, and summer camps.
3. Continue staff development through seminars dealing with evaluation, leadership, supervisory management and staff certification.
4. To build a rich cultural life in Newton through the sponsorship of enrichment classes in art, music and creative movement for children, of teenage theatre productions, and the planning of public civic events. Establishing a permanent cultural center for the City of Newton
5. Development of wellness and active recreation programs for the growing senior population, targeting the baby boomer population.
6. Continue to develop quality and content of the Parks & Recreation website, through the development of a department calendar that allows managers to interface and lists Parks & Recreation program content and times collectively.
7. Increase accessibility of parks and playgrounds, through continued commitment to Pathway to Parks

initiative, with proposed handicapped accessible paths at New Cold Springs.

8. To continue to work with the Crystal Lake Task Force to develop a community planning process to enhance passive and active enjoyment of the Crystal Lake facilities and the recently acquired properties at 20 Rogers Street and 230 Lake Avenue.
9. Enhance implementation of management plan for Maintenance of Public Grounds, through increased in-house cultural practices, IPM procedures and continued automated monitoring of work product.
10. As part of the continued recycling initiative, work with schools and organizations to promote site users to remove their own trash.
11. Revise City Tree Manual in conjunction with the Urban Tree Commission. The Manual is the guiding policies document for the care of trees in the City. Important revisions will be guidelines for tree protection during construction and public works projects.
12. Start the process of systematically inventorying all of the City trees. A comprehensive inventory of this type will allow the City to most accurately manage its trees and prioritize its needs. It is anticipated that through a combination of approaches that the inventory will be done by the end of 2013.