

CITY OF NEWTON

IN BOARD OF ALDERMEN

PROGRAMS AND SERVICES COMMITTEE REPORT

WEDNESDAY, NOVEMBER 18, 2009

Present: Ald. Freedman (Acting Chairman), Baker, Brandel, Hess-Mahan and Sangiolo;
absent: Ald. Johnson, Parker and Merrill
Others Present: Margaret Ford (Green Decade, Newton), Karyn Dean (Committee Clerk)

Re-appointment by His Honor the Mayor

#379-09 LISA DeFELICE, 280 Nevada Street, Newton, re-appointed as a member of the NEWTON CHILD CARE COMMISSION for a term to expire on January 1, 2012. [10/30/09 @ 2:59 PM]

ACTION: **APPROVED 3-0-1 (Ald. Sangiolo abstaining; Ald. Brandel not voting)**

NOTE: The Committee voted in favor of Ms. DeFelice's appointment.

Re-appointment by His Honor the Mayor

#380-09 VANESSA ALLEN, 27 Whittier Road, Newton, re-appointed as a member of the NEWTON CHILD CARE COMMISSION for a term to expire on January 1, 2012. [10/30/09 @ 2:59 PM]

ACTION: **APPROVED 3-0-1 (Ald. Sangiolo abstaining; Ald. Brandel not voting)**

NOTE: The Committee voted in favor of Ms. Allen's appointment.

Re-appointment by His Honor the Mayor

#381-09 BARBARA SULLIVAN, 89 Arlington St., Newton, re-appointed as a member of the NEWTON CHILD CARE COMMISSION for a term to expire on January 1, 2012. [10/30/09 @ 2:59 PM]

ACTION: **APPROVED 3-0-1 (Ald. Sangiolo abstaining; Ald. Brandel not voting)**

NOTE: The Committee voted in favor of Ms. Sullivan's appointment.

Appointment by His Honor the Mayor

#382-09 AMY SANGIOLO, 389 Central Street, Newton, appointed as a member of the NEWTON URBAN TREE COMMISSION for a term to expire on December 1, 2012. [11/02/09 @ 4:19 PM]

ACTION: **APPROVED 3-0-1 (Ald. Sangiolo abstaining; Ald. Brandel not voting)**

NOTE: Ald. Sangiolo said she worked about 10 years ago with Ald. Lipof and Ald. Parker on the tree preservation ordinance. Since then, she has followed the Urban Tree Commission and attended some of their meetings. There has been discussion about doing a city tree ordinance and she has been helping the Commission with that. She said there

has always been an aldermanic representative on the Commission and since Susan Basham and Polly Bryson have left the board, that aldermanic liaison has been absent. Ald. Baker moved to approve Ald. Sangiolo's appointment and the Committee voted in favor.

#362-09 ALD. JOHNSON on behalf of the Green Decade Coalition requesting the designation of March 2010 as Alternative to Pesticides Month.
[10/08/09 @ 11:51 AM]

ACTION: **APPROVED 4-0 (Ald. Brandel not voting)**

NOTE: Margaret Ford addressed the Committee as a representative of the Green Decade Coalition. She said the designation of March as Alternative to Pesticides Month has had a 13 or 14 year history so far. Ms. Ford said they will be having a speaker on the environment; a display at the library; and Newton Community Service Center, Newton Civic Pride, and Angino Farm will work with Newton Unplugged and Connected on the Spring in My Backyard Workshop. This involves children planting seedlings and making bird feeders, and other environmentally friendly projects. Ald. Hess-Mahan felt this was a wonderful way to raise awareness in the Garden City for alternatives to pesticides. Ald. Sangiolo asked how the IPM (Integrated Pest Management) Committee was doing. Ms. Ford said she didn't have any information on their status. Ald. Hess-Mahan moved to approve the item and the Committee voted in favor.

REFERRED TO PROGRAM & SERVICES AND FINANCE COMMITTEES

#387-09 HIS HONOR THE MAYOR requesting to appropriate and expend one hundred twenty-nine thousand, eight hundred dollars (\$129,800) from Budget Reserve for the costs related to the special state elections in December and January. [11/10/09 @ 5:57 PM]

ACTION: **APPROVED 5-0**

NOTE: Elections Secretary, Craig Manseau, did not attend this meeting. A projected budget was provided for the Committee to cover both elections. The estimated cost was listed at \$69,400 and Ald. Hess-Mahan wondered why it wasn't closer to \$80,000 which was what the last election cost. Ald. Freedman said that due to the time sensitivity of this item, the Committee should approve it. It will be reviewed in the Finance Committee and the costs can be more carefully explored.

The Committee Clerk contacted Mr. Manseau after the meeting and he provided an explanation for the cost differential. It is attached to this report. In summary, local elections require the Election Commission to purchase ballots (at a cost of approximately \$12,000) and send a ballot mailer to the voters (at a cost of approximately \$4,000). Since these are state elections, the Commonwealth of Massachusetts provides the ballots and no mailer is required, saving the city approximately \$16,000. The Committee voted to approve this item.

#365-09 CLERK OF THE BOARD requesting the Board of Aldermen amend Article V, Sections 1 and 2, of the Rules of the Board to include the option

of electronic distribution of meeting notices and materials addition to delivery by mail or messenger. [10/16/09 @ 5:27 PM]

ACTION: **APPROVED 5-0**

NOTE: Karyn Dean addressed the Committee on behalf of David Olson. She explained that Mr. Olson would like to add the option of delivering notices and materials to the aldermen electronically. Any alderman can choose to receive their packet either electronically or by the usual delivery method via auxiliary police. Mr. Olson will send a notice to the Board and let them know how to opt in or out of electronic distribution. The Clerk's office has been posting online all the materials delivered to the aldermen in their packet as well. Ald. Hess-Mahan noted that it was much more convenient to access the materials online than carrying around a bulky packet of papers. He would like to see all the Land Use petitions with their plans available online as well, and would like to make it a requirement that petitioners provide scanned copies.

Ald. Freedman was concerned about the possibility of one's email server going down and not having access to the documents. If that happened, the alderman could call the Clerk's office for a packet to be delivered, or they could access the documents via the city website. On the website, there is also a banner that runs across the top announcing any special meetings. Ald. Brandel also said if an email server for an alderman went down on a Friday, he/she could always call another alderman for the information. Ald. Baker said the open meeting law will be changing in regard to email communication. He believed there will need to be some verification that someone has received the documents. Ald. Hess-Mahan noted that verification of receipt and reading of an email can be activated. It would send an email back to the sender confirming receipt of the message.

Regular mail that comes in for each individual alderman would still be delivered via messenger. Ald. Sangiolo comes by each Friday to pick up her packet to eliminate the need for the delivery and any other alderman could do the same, if they choose. The Committee voted to approve this item.

#258-09 **CLERK OF THE BOARD** requesting that Article II, Section 2A(1)B(1), **Procedures regarding Board action on traffic and parking petitions** and Article V, Section 3, **Procedures for referral and reporting of traffic and parking petitions**, of the Rules of the Board, be amended to reflect the procedures as outlined in Ordinance Z-12, passed on December 7, 2007. [08/06/09 @ 3:12 PM]

ACTION: **APPROVED 5-0**

NOTE: Karyn Dean addressed the Committee on David Olson's behalf. This item brings the Rules of the Board up to date with the new procedures that were passed by the Board in ordinance Z-12. A memo from David Olson detailing the changes was attached to the agenda, and is also attached to this report for reference. Ald. Baker felt it was a good idea to bring the Rules up to date before the end of the term. The Committee voted to approve this item.

#292-08(2) PROGRAMS AND SERVICES COMMITTEE requesting that His Honor the Mayor develop a written policy of standards and processes that could be uniformly followed by community groups for the use of the branch library buildings. [11/07/08 @ 11:11 AM]

ACTION: **NO ACTION NECESSARY 5-0**

NOTE: Ald. Brandel referred to a memo that was provided to the Committee from the Law Department. It is attached to this report for reference. He said he was hoping that the Mayor would create some universal language that would govern the use of the branch library buildings in the future as well. He felt it would be most helpful for groups to know exactly what the parameters of use would be. Instead, the attached memo describes the experience thus far with the branch library buildings which includes licensing. He would like to see this built upon. Ald. Brandel said this document does address the basic questions he had when this item was first docketed.

Ald. Sangiolo asked if Nonantum and Newton Corner had worked out any arrangements thus far. Ald. Baker said he didn't think much was happening, but no one was sure. Ald. Brandel moved No Action Necessary on this item and the Committee voted in favor.

REFERRED TO PROGRAMS AND SERVICES AND FINANCE COMMITTEES

#267-06(3) ALD. PARKER, BURG, LINSKY, FISCHMAN, HESS-MAHAN, VANCE, HARNEY, JOHNSON, & DANBERG proposing Home Rule Legislation authorizing the City of Newton to apply the ordinance proposed in item #267-06(2) to assets held by the City's retirement system.

ACTION: **NO ACTION NECESSARY 5-0**

NOTE: Karyn Dean explained that Ald. Parker had recommended No Action Necessary on this item. She polled the co-docketers and none had any objection to the motion. The Committee voted in favor of No Action Necessary.

#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]

ACTION: **REFERRED TO 2010-2011 BOARD 5-0**

NOTE: Ald. Parker was tied up in another meeting and could not address this item. Ald. Baker recommended referring this item to the 2010-2011 and the Committee voted in favor.

#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]

ACTION: **REFERRED TO 2010-2011 BOARD 5-0**

NOTE: Karyn Dean explained that Ald. Yates had asked that this item be referred to the 2010-2011 Board. The Committee voted in favor of this motion.

THE FOLLOWING ITEMS HAVE BEEN RECOMMENDED FOR REFERRAL TO THE 2010-2011 BOARD BY UNANIMOUS VOTE OF THE COMMITTEE:

REFERRED TO FINANCE AND APPROPRIATE COMMITTEES

#376-09 HIS HONOR THE MAYOR submitting the FY11-15 Capital Improvement Program, totaling \$140,377,285 and the FY10 Supplemental Capital budget, which require Board of Aldermen approval to finance new capital projects over the next five years.

#363-09 ALD. SANGIOLO requesting a discussion to increase the tobacco seller license fee. [09/13/19 @ 1:07 PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

#360-09(2) PROGRAM & SERVICES COMMITTEE requesting a discussion to explore possible sources of revenue to fund an off leash dog park system in the City. [11/06/09 @ 10:44 AM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

#358-09 HIS HONOR THE MAYOR requesting authorization to appropriate and expend fifty five thousand dollars (\$55,000) from tax revenue from the local option meals tax to restore funding to the Senior Transportation Program. [10/09/09 @ 5:25 PM]

#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

#130-09 HIS HONOR THE MAYOR requesting authorization to appropriate and expend from Cable Receipts the sum of twenty-four thousand nine hundred eighteen dollars (\$24,918) for the purpose of purchasing equipment to provide for archived web casting of the Board of Aldermen and School Committee meetings. [4/28/09 @ 6:02 PM]

#125-09 THE POST AUDIT & OVERSIGHT COMMITTEE requesting creation of a public tree protection ordinance and amendment of the current tree ordinance as recommended in the Tree Preservation Ordinance Report. [04/17/09 @ 9:14 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 PS&T AND PROGRAMS & SERVICES COMMITTEES

#391-08 HIS HONOR THE MAYOR requesting Board of Aldermen approval to petition the General Court for an amendment to the legislation that governs the appointment of a Police Chief in the City of Newton in order to add two members to the committee: an additional representative of the Newton Superior Officers Association and an additional citizen member. [11/4/08 @ 12:31 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

#274-08 ALD. JOHNSON AND SANGIOLO proposing a RESOLUTION to His Honor the Mayor requesting that he create a plan to move the Child Care Commission to a self-sustaining model for FY2010. [07/17/08 @ 9:53 AM]

**REFERRED TO PROG. & SERV., ZONING & PLANNING, PUB. FACIL.,
PUB. SAFETY 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]

REFERRED TO PROGR & SERVICES AND FINANCE COMMITTEES

#272-08 ALD. JOHNSON proposing a RESOLUTION to His Honor the Mayor 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 Human Resources Departments. [07-17-08 @ 9:53 AM]

REFERRED TO PROG. & SERV. AND PUBLIC FACILITIES COMMITTEES

#271-08 ALD. JOHNSON proposing a RESOLUTION to His Honor the Mayor requesting that he work with the Board of Aldermen, the Parks and Recreation Department, and the Department of Public Works in order to determine the most effective and efficient way to organize the work of managing our public resources. [07/17/08 @ 9:53 AM]

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]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #258-08 ALD. SANGIOLO requesting discussion with the Executive Department regarding reorganization of senior transportation services and establishment of intra-village transportation systems.
[07/08/08 @ 1:29 PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #207-08 ALD. BRANDEL AND SANGIOLO proposing that the following question be put before the Newton voters:
“Shall the City of Newton be allowed to exempt from the provisions of Proposition 2 ½ the amounts required to pay for the bond issuance in order to fund Newton North High School?” [05/21/08 @ 12:58 PM]

- #129-08 ALD. JOHNSON, SANGIOLO AND BRANDEL requesting establishment of a new Rule of Board of Aldermen stating that any new item submitted but not yet approved or accepted by the Full Board of Aldermen is prohibited from any formal or informal discussion by any formal, informal or special committee of the Board.
[03-24-08 @ 9:11 AM]

- #262-07 ALD. VANCE AND HESS-MAHAN seeking approval by the Board of Aldermen of a home rule petition to the General Court that would authorize an amendment to the charter of the City of Newton that would change the length of terms of the members of the Board of Aldermen to three years and would provide for electing one-third of the aldermen, one from each ward, every year. [08/22/07 @ 3:53 PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #83-07 ALD. YATES requesting that the City of Newton take all possible steps to persuade the General Court to adopt the proportion of Governors Municipal Partnership that would allow the City to reduce employee health insurance costs by joining the Group Insurance Commission.
[02/27/07 @ 10:21 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]

- #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]

#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]

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

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.

#346-99 ALD. SANGIOLO requesting creation of an ordinance that would prohibit dogs (leashed or unleashed) from all elementary school playgrounds

Respectfully Submitted,

John Freedman, Acting Chairman

Karyn Dean

From: "Craig AJ Manseau" <cmanseau@newtonma.gov>
To: kdean@newtonma.gov
Date sent: Thu, 19 Nov 2009 10:22:37 -0500
Subject: Projected Election Cost
Priority: normal

Good Morning Karyn,

Regarding our conversation concerning the reason why the upcoming projected special election cost is approximate \$16,000.00 less than the special local election of May 20, 2008.

Local elections require the Election Commission to purchase ballots and provide the voters with a ballot mailer at a combine cost of approximately \$16,000. The Secretary of the Commonwealth's Office provides the ballots and no mailer is required.

I hope this information will answer the question why the cost is less for the two upcoming special elections. If you have any further questions or concerns please contact me.

Respectfully, Craig AJ



Memorandum

To: Rules Subcommittee
From: David A. Olson
Re: Docket Item #258-09
Date: October 16, 2009

Rules Subcommittee Members,

At your meeting on Monday, October 19, 2009 at 7:00 pm, you will be taking up docket item:

#258-09 CLERK OF THE BOARD requesting that Article II, Section 2A(1)B(1), **Procedures regarding Board action on traffic and parking petitions** and Article V, Section 3, **Procedures for referral and reporting of traffic and parking petitions**, of the Rules of the Board, be amended to reflect the procedures as outlined in Ordinance Z-12, passed on December 7, 2007. [08/06/09 @ 3:12 PM]

I have requested that two sections of the Board Rules be amended to reflect the new Traffic Council procedures that are defined in Ordinance Z-12 which the Board passed in December of 2007.

The first request is the deletion of Article II, Section 2, B(1). With the adoption of ordinance Z-12 the Board amended Chapter 19 of the City Ordinances and gave the authority to approve traffic related items to the Traffic Council.

Ordinances Sec. 19-26. Authority and role of Traffic Council

(a) Subject to the provisions of section 19-30, the traffic council shall have sole authority to adopt, amend and repeal regulations governing operation and parking of vehicles at particular locations on streets and public grounds under the control of the city, and for such purposes, the traffic council shall constitute the rule-making body of the city under the provisions of section 18 of chapter 90 of the general laws and section 2 of chapter 85 of the general laws.

With the adoption of the text in Chapter 19 Sec 26(a) of the City Ordinances, the text of Article II, Section 2, b.(1) of the Board Rules should be deleted as it is no longer valid:

ARTICLE II - BOARD MEETINGS AND PROCEDURES

Section 2 – Order of Business

B. First Call of Committee Reports

(1) Procedures regarding Board action on traffic and parking petitions.

At the time that the Chairman of the Public Safety and Transportation Committee on first call moves the acceptance of that committee report, such Chair shall include the acceptance of the report of the Traffic Council, excepting any items already identified for second call.

Items which have been considered and been the subject of a recommendation made to the Board by the Traffic Council may be finally acted upon by the Board or referred to the Committee on Public Safety and Transportation for such committee's report. However, once the Traffic Council has made its recommendation on a traffic or parking petition, the Board may not recommit that item to the Traffic Council.

The second Request is the deletion of Article 5, Section 3 of the Board Rules. Again the changes adopted by the Board in Ordinance Z-12 now provide a definition of the process in Chapter 19:

Section 19-29. Docketing of petitions.

Upon the receipt of a petition concerning a matter within the jurisdiction of the traffic council, the clerk of the board of aldermen shall make an initial determination whether it complies with the requirements of the foregoing section. In the event that it so complies, the clerk of the board shall promptly place the matter on the agenda of the traffic council, and simultaneously notify the board of aldermen that the matter has been docketed with the traffic council. (Ord. No. Z-12, 12-03-07)

With the adoption of the text in Chapter 19 Sec 29 of the City Ordinances, the text of Article V, Section 3 of the Board Rules should be deleted as it is no longer valid:

ARTICLE V - CLERK OF THE BOARD

Section 3. Procedures for referral and reporting of traffic and parking petitions.

A. Upon the receipt of a petition concerning a matter which comes within the jurisdiction of the Traffic Council, the Clerk shall place the matter on the agenda of the Traffic Council and simultaneously place the same item on the Board's Docket.

B. Whenever the Traffic Council submits to the Board its report regarding recommendation(s) for action on traffic and parking petitions, the Clerk shall include a notation regarding such report on the Reports Docket, and shall include and distribute such report as part of the Friday packet provided for in Section 2. above.

292.08
#292-08(2)

CITY OF NEWTON
LAW DEPARTMENT
INTEROFFICE MEMORANDUM

To: Members of the Programs & Services Committee

From: Daniel M. Funk, City Solicitor *DMF*
Eileen M. McGettigan, Assistant City Solicitor *emcg*

Re: Former Branch Library Licensing Policies

Date: November 13, 2009

Three principles guided the negotiation and drafting of licenses for the three former branch libraries: (1) consistency with zoning; (2) revenue-neutrality; and (3) equity among the various community groups.

First, as City properties, the libraries are in the public use district. Accordingly, only non-profit community organizations could be considered in the absence of a zoning change. These organizations could, in turn, in furtherance of their purpose, use the building for a community library, or offer classes to the community by hiring yoga, dance, or language instructors on behalf of their organization.

Second, because the libraries were closed due to budgetary concerns, the buildings, if they continued to be used by the City or other organizations, had to be revenue-neutral. While market rate license fees would not be charged, the City could not be operating these buildings at a loss. Therefore, the Public Buildings Department, using historical utility data, calculated an hourly cost to operate each building, together with a monthly maintenance cost, to cover the cost of periodic repairs. This maintenance fee, coupled with the hourly utility cost, would be the license fee. If a building was already occupied by a community group, such as the Friends of the Library in the Auburndale Branch and the Food Pantry at the Waban Branch, the group's license fee would be prorated accordingly.

Finally, to the extent possible, all groups would be treated the same. While the license fee amount would vary because of different means of heating and/or the presence of another community group, all groups would be held to similar contractual obligations. For example, all groups would be required to provide their own custodial services. Trash would continue to be collected by the City provided that group members placed the trash curbside for collection. Similarly, the City would continue to cut the lawn and plow the parking lots of all properties; however, snow removal from stairs and walkways would be the responsibility of the community groups. Groups would be responsible for all costs of alterations necessary to adapt the building to their particular use. Each license

#292-08(2)

was "non-exclusive"; in other words, the City or other community groups could use the premises provided that such additional use did not interfere with the primary licensee. In addition, groups were required to obtain liability insurance. By applying the same legal obligations to each organization, the City attempted to be consistent in its licensing of the former branch libraries to different community organizations.