

CITY OF NEWTON

BOARD OF ALDERMEN

PROGRAMS AND SERVICES COMMITTEE AGENDA

WEDNESDAY, NOVEMBER 5, 2008

7:45PM – ROOM 222

ITEMS SCHEDULED FOR DISCUSSION:

Re-appointment by His Honor the Mayor

#361-08 DEBORAH HOWARD, 34 Fairfax St., Newton, re-appointed as a member of the URBAN TREE COMMISSION for a term to expire on July 30, 2011. [10-14-08 @ 2:17 PM] (60 days: 12/19/108).

Re-appointment by His Honor the Mayor

#362-08 JOSEPH MARGLIN, 82 Kenilworth St., Newton, re-appointed as a member of THE NEWTON COMMONWEALTH GOLF COURSE FOUNDATION for a term to expire on July 30, 2010. [10-14-08 @ 2:17 PM] (60 days: 12/19/08).

#305-08 HIS HONOR THE MAYOR requesting that Sections 27-22 and 27-23 of the Senior Citizen Volunteer Program of the City of Newton Revised Ordinances, 2007, be amended by replacing the “commissioner of health and human services” with the “director of senior services.” [08-26-08 @ 3:45 PM]

#292-08 ALD. YATES requesting that His Honor the Mayor appoint a Branch Library Preservation Task Force to develop a model plan of operations to enable any branch library to remain as a public-private partnership with a neighborhood-based organization and the Newton Free Library to provide uses of the branches with access to the Newton Free Library Collection and to the services of the Minuteman Library System. [07-14-08 @ 11:32 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.

HELD 5/7/08

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]

REFERRED TO LAND USE & PROGRAMS AND SERVICES COMMITTEES

- #274-07 ALD. SANGIOLO proposing that Article X of the Rules & Orders of the Board relative to Special Permit and Site Plan Approval Petitions be amended to require the applicant to post on the subject property a notice that would include but not be limited to identifying the subject matter and the date and time of the public hearing.
LAND USE APPROVED 7-0 on 2-12-08
RULES SUBCOMMITTEE APPROVED 4-0 on 10-22-08

ITEMS NOT YET SCHEDULED FOR DISCUSSION:

- #337-08(2) ALD. YATES AND PARKER requesting that the Newton Election Commission merge the Inactive voter list into the Active voter list as soon as possible so that Newton voters will not be inconvenienced during elections. [10-20-08 @ 11:10 AM]

REFERRED TO PROG. & SERV., PUB. FAC., AND LAND USE COMMITTEES

- #329-08 ALD. JOHNSON, ALBRIGHT & LINSKY requesting amendment to §20-13, *Noise Ordinance*, of the City of Newton Ordinances to prohibit the City from exceeding the parameters of time and decibel restrictions unless it receives approval from the Land Use Committee of the Board of Aldermen. [09-02-08 @ 12:00 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 PROG. & SERV. AND PUBLIC FACILITIES COMMITTEES

- #294-08 SUPERINTENDENT YOUNG requesting a vote of the Board of Aldermen to complement the vote of the School Committee to instruct him to submit a statement to the Massachusetts School Building Authority

confirming the City's top three priority elementary schools: Angier, Cabot and Zervas, with Angier being the first priority, by September 15, 2008.
[07-24-08 @ 2:21 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 PROGRAMS & 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

- #261-08 ALD. SANGIOLO requesting discussion with the Executive Department regarding moving the Director of Arts in the Parks' salary to the Arts in the Parks revolving account. [07-08-08 @ 1:29 PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #259-08 ALD. SANGIOLO requesting discussion with the Executive Department regarding moving the salaries of the Parks & Recreation Commissioner and the Recreation Programs Director to the revolving accounts for various programs.
[07-08-08 @ 1:28 PM]

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]
- #224-08 HIS HONOR THE MAYOR requesting to submit Home Rule Legislation to establish a permanent fund for the maintenance of artificial turf fields at Newton South High School. [06-10-08 @ 5:12 PM]
- #154-08 ALD. JOHNSON requesting to establish a definition and appropriate usage of the Committee of the Whole of the Board of Aldermen as are all committees of the Board. [4-10-08 @9:09 AM]
- #153-08 ALD. JOHNSON requesting to establish a definition and appropriate usage of the Long Range Planning Committee of the Board of Aldermen as are all committees of the Board. [4-10-08 @9:09AM]
- #130-08 ALD JOHNSON, SANGIOLO AND BRANDEL requesting establishment of a new Rule of Board of Aldermen requiring that referral of any and all new business, communications, petitions and orders docketed before the Board of Aldermen be restricted to one or more of the standing committees of the Board of Aldermen: Land Use, Programs and Services, Public Safety and Transportation, Zoning and Planning, Finance, Real Property Reuse, Post Audit and Oversight, Public Facilities and Committee on Community Preservation. [03-24-08 @ 9:11 AM]
- #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]
- #111-08(2) ALD. JOHNSON and PARKER requesting regularly scheduled updates and discussion each month in regard to the offering of a RESOLUTION to the Mayor, President of the Board of Aldermen, and Chair of the School

Committee that they, during the budget development and review process, identify short term tactics to improve the City's operational efficiency and effectiveness. In addition, they establish a citizen advisory group to assist in planning for additional tactics and strategies to improve the City's operational efficiency and effectiveness in future fiscal years, and report progress to the Board of Aldermen, School Committee and the public before any vote is taken by the citizens of Newton for any operational override. [04-01-08 @ 11:22 AM]

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]

REFERRED TO PROGRAMS AND SERVICES AND FINANCE COMMITTEES

#397-07

ALD. JOHNSON AND COLETTI requesting to increase the fee for dogs being off-leash except where dogs are legally able to be off-leash.

[12-04-07 @ 12:22 AM]

HELD 1/23/08

#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]

#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 AND 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 ALD. HESS-MAHAN requesting creation of an ordinance prohibiting the use of portable gasoline-powered leaf blowers within the City limits. **PROGRAMS & SERVICES APPROVED AS AMENDED 4-2-2 (Brandel, Sangiolo opposed; Baker, Merrill abstaining) on 3/19/08 RECOMMITTED TO PROGRAMS & SERVICES ON 4-22-08 HELD 07-09-08**
- #370-06 ALD. SANGIOLO, PARKER, MANSFIELD requesting home rule legislation to allow advisory questions to be asked in a Newton special election.

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.
- #329-05(2) ALD. PARKER & JOHNSON requesting further amendment to the noise ordinance to: improve enforceability and effectiveness of the ordinance; remove the source-based exemption for noise generated by birds, and; address the differential treatment of construction noise on weekends. [08-26-08 @ 3:15 PM]

REFERRED TO PROGRAMS AND SERVICES AND FINANCE COMMITTEES

- #264-03(3) ALD. JOHNSON AND BAKER requesting update on the work of the Taxation Aid Committee established by the Board of Aldermen in March 2004 in administering aid to the elderly taxation fund.

**REFERRED TO PROGRAMS & SERVICES, PUBLIC FACILITIES
AND FINANCE COMMITTEES**

- #309-01 ALD. PARKER requesting increase in the income eligibility level of the 30% water/sewer discount for low-income senior citizens.
- #346-99 ALD. SANGIOLO requesting creation of an ordinance that would prohibit dogs (leashed or unleashed) from all elementary school playgrounds.

Respectfully Submitted,

Marcia Johnson, Chairman



David B. Cohen
Mayor

City of Newton, Massachusetts
Office of the Mayor

361.08

Telephone
(617) 796-1100

Telefax
(617) 796-1113

TDD
(617) 796-1089

E-mail
dcohen@newtonma.gov

October 7, 2008

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

Ladies and Gentlemen:

I am pleased to reappoint Deborah Howard, 34 Fairfax Street, Newton, MA 02465 as a member of the Urban Tree Commission for a term to expire on July 30, ~~2008~~.

Thank you for your attention to this matter.

Very truly yours,

David B. Cohen
Mayor

Cc: Katherine Howard, Chairman
Fran Towle, Commissioner
Parks & Recreation

08 OCT 14 PM 2:17
CITY CLERK
NEWTON, MA 02159

2011

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.ci.newton.ma.us



DEDICATED TO COMMUNITY EXCELLENCE

Urban Tree Comm.-
361.08

Deborah V. Howard
34 Fairfax Street
West Newton, Massachusetts 02465
~~617-244-7269~~
795.1504

EDUCATION

Master of Arts, BIOLOGY, 1963, Boston
University, Boston, Massachusetts

Bachelor of Arts, ZOOLOGY, Wellesley College,
Wellesley, Massachusetts

EMPLOYMENT

March 1989 to
present; *retired in*
2001

Founded Deborah Howard Gardens, a business
specializing in landscape gardening, design
and construction of flower, shrub, wildflower,
grass and other plantings

December 1987 to
March 1989

Deputy Undersecretary for Environmental
Affairs, Executive Office of Environmental
Affairs, Commonwealth of Massachusetts

Assisted Undersecretary general matters
pertaining to the Secretariat; in particular,
acted as liaison to Commissioners, oversaw
planning and implementation of
Secretariat-wide data management and
communications upgrade, land management and
acquisition and all matters pertaining to the
Department of Food and Agriculture and
pesticides.

January 1985 to
December 1987

Senior Assistant Secretary, Executive Office
of Environmental Affairs, Commonwealth of
Massachusetts

Oversaw a variety of substantive and
procedural areas in the Secretary's office:
land use, maintenance and acquisition by state
agencies within the Secretariat; acted as
liaison for the Secretary to the Massachusetts
Water Resources Authority, of which he was
Chairman of the Board; directed budget and
administration section within Secretary's
office; provided liaison with Departments of
Food and Agriculture and Fisheries, Wildlife
and Environmental Law Enforcement and on
pesticide, agricultural, wildlife and
ecological issues.

April 1983 to
January 1985

Senior Policy Analyst, Executive Office of
Environmental Affairs, Commonwealth of
Massachusetts

Responsible for policy development,
specifically as regards the acquisition and
management of land, the implementation of the
Commonwealth's food and agriculture policy and
the development of plans for specific resource
protection. Within these larger areas, I
worked on urban open space and recreation
policy, funding of state recreation areas,
pesticide regulation and coastal open space
issues.

June 1975 to
April 1983

Director, Environmental Affairs Department,
Massachusetts Audubon Society, Lincoln,
Massachusetts

Oversaw regional environmental programs,
project directors administering various
grants, environmental fellows and interns;
provided liaison with Society Board of
Directors on all programs; represented Society
to members, government, organizations, and
general public on environmental matters;
formulated and recommended Society policy on
these matters; lobbied at state and Federal
level on issues of concern to the Society.

1970 to June 1975

Assistant to the Director, Natural History
Services Department, Massachusetts Audubon
Society, Lincoln, Massachusetts

Developed programs for lay public to enhance
their enjoyment and activity in the natural
history area; inaugurated statewide project to
map breeding bird distribution in
Commonwealth; ran tern management program in
Massachusetts for Society.

1964 to 1970

Research Associate, Massachusetts Audubon
Society, Lincoln, Massachusetts

Obtained funds for five-year study of urban
birds; assisted with seabird banding projects;
analyzed and wrote up statistical information
on bird populations.



David B. Cohen
Mayor

City of Newton, Massachusetts
Office of the Mayor

#362.08

Telephone
(617) 796-1100

Telefax
(617) 796-1113

TDD
(617) 796-1089

E-mail
dcohen@newtonma.gov

October 9, 2008

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

Ladies and Gentlemen:

I am pleased to reappoint Joseph Marglin, 82 Kenilworth Street, Newton, MA 02458, as a member of the Newton Commonwealth Golf Course Foundation for a term to expire on July 30, 2008. *2010*

Thank you for your attention to this matter.

Very truly yours,

David B. Cohen
Mayor

Cc: Francis J. Rice, Chairman
Fran Towle, Commissioner
Parks & Recreation

08 OCT 14 PM 2:17
CITY CLERK
NEWTON, MA. 02159

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.ci.newton.ma.us



DEDICATED TO COMMUNITY EXCELLENCE

362.08

Joseph H. Marglin
82 Kenilworth Street
Newton, MA 02458-2723
(617) ~~989-1843~~ 244-1611
jhmarglin@~~msb~~^{FSB}.com

Professional Profile:

- ◆ A footwear professional with extensive experience and a successful track record as an *Account Executive*
- ◆ An excellent communicator, skilled at opening and maintaining accounts and cultivating lasting business relationships with retailers, store owners and buyers
- ◆ Product knowledge includes men's dress and casual and women's casual footwear
- ◆ Able to utilize knowledge of market and fashion trends to anticipate and meet customer's needs
- ◆ Knowledge of footwear industry encompasses *manufacturing, production, purchasing, distribution, sales, and administration*

Employment History:

Dexter Shoe, Dexter, ME 1981 – 2002

Independent Sales Representative

- ◆ Sold men's dress and casual shoes and women's casual shoes throughout New England
- ◆ Opened and maintained all aspects of independent retail accounts
- ◆ Developed lasting and trusting business relationships with accounts
- ◆ At its peak, successfully grew New England into a \$4 million territory

Dorson Fleischer, Manchester, NH 1979 – 1981

Account Executive

- ◆ Maintained all national chain store accounts, including JC Penny, for a women's volume shoe manufacturer

Gran Sol, Inc., Woburn, MA 1971 – 1979

Sales & Administration

- ◆ Developed sales accounts and participated in the administration of this manufacturer and importer of women's casual boots and shoes

Additional Experience:

Copley Shoe CO., Wakefield, MA

Sales Management and Distribution for Women's Dress Shoe Manufacturer

B.E. Cole CO., Norway, ME

Production and Manufacturing of Women's Shoes

Kleven Shoe Sales, div. of Genesco, Spencer, MA

Manufacturing and Purchasing

Education:

Colby College, Waterville, ME

Bachelor of Arts - Psychology

Computer Skills:

Windows, Microsoft Office, Order Entry, E-mail and Internet experience

Affiliations:

Boston Shoe Travelers Association – Past President



David B. Cohen
Mayor

City of Newton, Massachusetts
Office of the Mayor

305.08

Telephone
(617) 796-1100
Telefax
(617) 796-1113
TDD
(617) 796-1089
E-mail
dcohen@newtonma.gov

August 26, 2008

08 AUG 26 PM 3:46
CITY CLERK
NEWTON, MA. 02159

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

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to amend city ordinances to place the senior tax work-off program under the Director of Senior Services.

Amend Sections 27-22 and 27-23 by deleting the references to the commissioner health and humans services and replacing it with the director of senior services.

Section 27-22. Volunteer positions.

The head of each city department and the chair of each city board or commission may, on or before the 45th day following the passage of this article and from time to time thereafter, furnish to the ~~commissioner of health and human services~~ *director of senior services*, on a form provided by said ~~commissioner~~ *director*, a list of volunteer positions available in each department, board or commission respectively. Said list shall include a description of the nature of each position, a list of skills such position requires, when the position will be available, the total hours for the position and such other information the ~~commissioner~~ *director* may require. Persons may volunteer pursuant to section 27-20 by filling out the application form furnished by the ~~commissioner~~ *director*.

Section 27-23. Non-financial eligibility.

The ~~commissioner of health and humans services~~ *director of senior services* shall establish non-financial employment eligibility criteria and may require reviews of criminal offender record information as she deems necessary. If an applicant is deemed financially eligible by the assessors, his acceptance into this program shall be further subject to the approval of both the ~~commissioner~~ *director*, or her designee, and that of the appropriate department head or board or committee chair.

Thank you for your consideration of this matter.

Very truly yours.

David B. Cohen
Mayor

DBC: srb

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.ci.newton.ma.us



DEDICATED TO COMMUNITY EXCELLENCE

City of Newton



David B. Cohen
Mayor

HEALTH AND HUMAN SERVICES DEPARTMENT

J. David Naparstek, Commissioner

1294 Centre Street
Newton, MA 02459-1544

Telephone 617.796.1420 Fax 617.552.7063
TDD/TTY 617.796.1089

#305.08



Public Health
Prevent. Promote. Protect.

June 20, 2008

Honorable David B. Cohen, Mayor
City of Newton
City Hall
1000 Commonwealth Avenue
Newton, MA 02459

08 AUG 26 PM 3:46
CITY CLERK
NEWTON, MA. 02159

RE: Request to Docket an Item Relative to the Senior Citizen Volunteer Program

Dear Mayor Cohen

I hereby request that you docket an item before the Board of Aldermen that will change Sections 27-22 and 27-23 of the Revised Ordinances to read "director of senior services" in place of "the commissioner of health and human services" and "director" in place of "commissioner."

Jayne Colino, Beverly Droz, Dan Funk, and I met to discuss how to best administer the senior tax work-off program. This proposed revision to the ordinance will place a program for Newton seniors into the department that provides other similar senior-focused programs. In addition, there has been a reduction in staff support to the director of human and volunteer services, who has been administering the program.

Thank you.

Very truly yours

J. David Naparstek
Commissioner of Health and Human Services

Cc: Jayne Colino, Director of Senior Services
Beverly Droz, Director of Human and Volunteer Services
Dan Funk, City Solicitor
Dolores Hamilton, Director of Human Resources
Elizabeth Dromey, Director of Assessing

Email: dnaparstek@newtonma.gov

#292.08

Programs & Services Committee Report
September 3, 2008

#292-08 ALD. YATES requesting that His Honor the Mayor appoint a Branch Library Preservation Task Force to develop a model plan of operations to enable any branch library to remain as a public-private partnership with a neighborhood-based organization and the Newton Free Library to provide uses of the branches with access to the Newton Free Library Collection and to the services of the Minuteman Library System. (07-14-08 @ 11:32 PM]

ACTION: **HELD 8-0**

NOTE: Ald. Yates said that this item was the first paragraph of Resolution #25 in the budget discussions. He said that the community seemed very enthusiastic about finding another paradigm for these branches and felt leaving the book collections as they were would be valuable. He also felt that many of the beneficiaries of the branch libraries were residents who may find the location or the structure of the Main Library difficult to cope with. Using the social services librarian at the branch libraries for the duties that would not be appropriate for the volunteers to undertake could prove to be very helpful. Considering that the community was enthusiastic, he saw an opportunity to work together to find a solution for preservation.

Community Based Option

Mayor Cohen indicated that the Library Trustees have said that the existing collections could be made available to community groups, but that the city could not spend any money on these efforts to run the former branches. Therefore, if the community groups could come up with the funds to pay for utilities and other costs associated with their use, and provide the staffing, the City would be amenable to working with them. As mentioned earlier, there was approximately \$15,000 in the library budget that has been set aside for utilities and these monies would be appropriated to the various buildings to help with expenses. The Minuteman system would not be willing to directly serve these community-run facilities. The Mayor thought that by giving the community group a library card, patrons could go into a branch library, order a book from the Main Library and use the card to check that book out when it came in. That might be a way to access the resources of the Minuteman network indirectly. He said they have a meeting scheduled next week with the Minuteman people to discuss how they might be able to work with volunteer groups.

Mayor Cohen wanted to reiterate that the budgetary decision to close the branch libraries had been made and any efforts to restore usage of these buildings in other forms would not reverse that decision. He felt it was most productive to move forward in this community based direction.

292.08

Wellesley Model and Fundraising

Ald. Sangiolo noted that Sandy Pooler had spoken to Wellesley about how they were re-opening their two branches and staying within the Minuteman network. They had done private fundraising which included paying for staff members. She asked if the City had looked at their model. Mayor Cohen said that he would be willing to have the branches run by volunteer groups and other options seemed problematic. He felt this was the option that would work best and it was what the community groups were interested in. Fundraising staff salaries was an undertaking that he felt would be extremely difficult to maintain in the long term. Ald. Sangiolo said it was important for her to get accurate numbers so that she could put together a plan for fundraising that could convince the Mayor that this model might work.

Audrey Cooper said that if anything was done under the auspices of the library, then it had to be done equally for all of the recently closed branches. She also noted that their fundraising efforts have been extensive but have not yielded huge amounts of money, aside from the Capital Campaign for the new library which was very successful. Ald. Parker felt that renting these buildings for functions could be a significant source of funds and greatly augment any fundraising efforts.

Policy

Ald. Brandel felt there needed to be a written policy of standards and processes that could be uniformly followed by the community groups for the use of these buildings. Mayor Cohen agreed that there needed to be some guidelines for each community especially if the spaces were going to be used by community groups for functions and programs. Mayor Cohen said he would work with the Programs & Services Committee to work out a model plan of operations.

Community Comment

Richard Belkin spoke about the Newton Corner Branch Library. He said their neighborhood association has tried to increase their involvement with the library for community use and they could be relied upon to provide maintenance services. Any costs required to maintain and improve the building during this transitional time could be provided. He said that the exterior was restored with federal and state funding and they would like to offer their services to continue any upkeep that would be necessary.

Ald. Brandel moved to hold this item and the committee voted in favor of hold.

#245.06

Programs & Services Committee Report
April 23, 2008

REFERRED TO PROGRAMS AND SERVICES AND FINANCE 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.

ACTION: **HELD 6-0 (Ald. Merrill not voting)**

NOTE: Ald. Hess-Mahan said this topic was discussed in Long Range Planning Committee as well. The notion was to write into the Charter a requirement to do financial forecasts as well as long range planning. It used to be that the City did 5-year financial forecasts routinely, but it was not in the ordinances or a Charter provision. At some point, one of the Mayors stopped doing it. As part of the process of planning for NNHS, the Long Range Planning committee worked with the Mayor and other aldermen on creating a new financial forecast. That process involved David Wilkinson, City Comptroller, and the Budget Officer and they are now updated annually. What many other communities had was an ordinance or Charter provision that required both a financial forecast and financial planning. There were some examples attached to the agenda for other communities. Moody's investor services noted that it was a good practice to have these documents prepared. The Governmental Financial Officers Association has a set of recommended practices and they recommend this as well. The Finance Director in Saco, ME, who is now working for Governmental Accounting Standards Board, began doing strategic planning for Saco. She worked with department heads and convinced other city staff that this was a good thing to do. They set out their goals and then they discussed their progress. They would get feedback from everyone including the public via a professional consultant. They sent out cards in the tax statements that asked if people would be interested in being a part of this strategic planning mission group and they got 80 or 90 responses. In about 3 years they put together a strong strategic plan. This information was attached to the agenda and more information can be found on Saco's website.

Ald. Johnson said the Mayor, just like the Board, was temporary. This was more about what was right for the City and this would not be the Mayor's decision whether or not this type of thing was done, although she would of course like to know his views on it. She also felt there would need to be a public meeting after budget season. She agreed that the work done in Saco was admirable. She thought this was a recommendation from the Blue Ribbon Commission as well. Newton needed to figure out what it wanted to be and work hard at that. This would put wording in the Charter or in an ordinance that this

245.06

Programs & Services Committee Report
April 23, 2008

needed to be done for the benefit of the City. Ald. Freedman was in favor of this as well. He suggested specifying a time range, as in a 5-year plan. Ald. Baker pointed out that having the 5-year plan in the past helped the Blue Ribbon Commission to do their job. He felt it was worth pursuing and worth talking to the Executive Department about it. Long Range Planning had been working on this and he felt they could do some more work and report back to this Committee. Long Range Planning's conclusion on this had been that the Executive needed to be involved in the forecast.

Ald. Baker said he would like to separate the forecast from the planning. The forecast was easier to get clarity and should be part of the City financing package. The long range plan was a good idea but how it was done and shaped may affect what they did in terms of an ordinance or Charter amendment. Ald. Johnson wanted to hear from the Mayor and department heads as well as the public through a hearing. Ald. Parker felt it should be an ordinance and the Mayor could veto it if he wanted but not ask him beforehand.

Process

Ald. Parker would like to ask the Law Dept. to draft an ordinance which required that there be a 5 year financial forecast each year. He would like to create a parens (2) and (3). The parens (2) would be "Programs and Services Committee requesting ordinance amendment to require the Mayor, on an annual basis, to submit a 5-year financial forecast to the Board of Aldermen; and parens (3) would be "Programs and Services Committee requesting an ordinance amendment to require the Mayor, on an annual basis, to submit a strategic plan to the Board of Aldermen". He thought the 5-year financial forecast piece would be easy to do in a couple of sentences with a little guidance as to when it should be done each year. The parens (3) might take more time. He would like to have a parens (2) to vote on at the next meeting. The parens (3) may take until the fall. The Committee voted in favor 6-0 to approve creation of the 2 new docket items. The draft ordinances will be available for the next Programs and Services Committee meeting on May 7th.

#245.06

Programs & Services Committee Report
May 7, 2008

REFERRED TO PROGRAMS AND SERVICES AND FINANCE 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.

ACTION: **HELD 7-0 (Ald. Parker not voting)**

NOTE: Ald. Johnson explained that after this item was discussed in the last meeting, there was some confusion about what was to be done in splitting this item into two additional docket items. Ald. Baker said it was his understanding that 2 items were voted out to be docketed. Ald. Johnson said that rather than move forward with something that might have been confusing, she felt it was better to have a continued discussion at the next meeting to clarify things further. Ald. Baker agreed to hold the item for further clarification of the new docket items. The Committee voted in favor of holding the item

274.07

Land Use Committee Report
October 16, 2007

REFERRED TO LAND USE & PROGRAMS & SERVICES COMMITTEES

#274-07 ALD. SANGIOLO proposing that Article X of the Rules & Orders of the Board relative to Special Permit and Site Plan Approval Petitions be amended to require the applicant to post on the subject property a notice that would include but not be limited to identifying the subject matter and the date and time of the public hearing.

ACTION: HELD 8-0

NOTE: Alderman Sangiolo explained that this item is the result of a petition where it appeared that the parties in interest did not receive proper notification. She felt this would provide an additional layer in the dissemination of information to the public. Attached to the agenda was an ordinance from the City of Cambridge, where the petitioner is responsible under the aegis of the city for posting and maintaining notification on property subject to a special permit petition. The Chairman said this is common in many other areas. Ms. Young suggested that if Newton were to adopt such a requirement it be part of the special permit rules. Alderman Fischman asked if notices could be sent certified mail. Ms. Young pointed out that Chapter 40A requires "notice" to abutter-to-abutter within 300 feet of the property. Using Bloomingdales on Route 9 as an example, Ms. Finucane noted that one petition on Route 9 can require notification to 1500 people. The cost and time involved would be prohibitive and for recipients could require a trip to the post office. The Committee was favorable to a rules amendment and agreed to hold the item until the Law Department developed specific language to approve and send to the Programs & Services Committee.

#274.07

**Land Use Committee Report
February 12, 2008**

REFERRED TO LAND USE & PROGRAMS & SERVICES COMMITTEES

#274-07 ALD. SANGIOLO proposing that Article X of the Rules & Orders of the Board relative to Special Permit and Site Plan Approval Petitions be amended to require the applicant to post on the subject property a notice that would include but not be limited to identifying the subject matter and the date and time of the public hearing.

ACTION: **APPROVED 7-0**

NOTE: This item was discussed on October 16, 2007, when Alderman Sangiolo explained it was the result of a petition on Paul Street where it appeared that the parties in interest did not receive proper notification. Ms. Havens explained that it the amendment is the result of a joint effort of the staff, the Committee Chair, and the President to improve notification procedures. The revised procedures would distinguish between major projects, as already defined in the rules, and other standard petitions. The rules for posting sign panels are tailored to the standard projects, whereas petitions for major projects would be asked to propose with the application the specific locations and content of the notices to be posted. In all cases, the Planning Department would determine the exact location of the panels on the site consistent with the provision of the rules.

Ms. Haven showed some examples of panels that could be used, with preprinted text and spaces to fill in details about each petition. She said they would be printed on card stock, with a weather-resistant coating, similar to many political signs, Ald. Brandel suggested that the "Public Hearing" heading be in as large a font as practicable. Ald. Hess-Mahan expressed preference for a 2 ft. X 3 ft. size (larger than Ms. Havens had illustrated), and Chair Mansfield suggested that the orientation be "landscape," rather than "portrait," to make the sign more readable from a distance. Ald. Brandel then moved approval of the request, and the motion carried unanimously.

274-07

PETITION #274-07**POSTING OF PROPERTIES**

Prior to most public meetings, residents and business owners are notified by mail of proposed changes in their neighborhoods. Nonetheless, Board members often hear complaints from residents who say they are not aware of projects that concern them. To better inform the public, there has been discussion about also requiring posting of public meeting notices on subject properties in advance of hearings. Below is draft language to establish some practices for posting of impending reviews. *(Sample signs will be presented at the meeting.)*

Amend Article X by inserting the following text as Section 6, and renumbering current Section 6 as Section 7:

Section 7. Additional Notification Requirements.

Any applicant for site plan approval or a special permit shall be required to erect and maintain in legible condition, one or more public notification panels at the site for which the site plan approval or special permit relief is requested. The panels shall be secured by the applicant from the Department and shall be paid for by the applicant. For Major Projects, the method of installation and the location(s) of any panel(s) shall be shown on the plans included in the application documents. For all Projects, the Department shall determine the exact location(s) of the panel(s) on the site consistent with the provisions of this section.

The following requirements shall apply to all public notification panels:

- (a) **Location and Number.** Panels shall be securely mounted on the subject lot at the street line or within the property where readable from the public way and without the necessity of trespass onto private property. For lots having street frontage of two hundred (200) feet or less, one panel shall be installed. One additional panel shall be installed for each additional five hundred (500) feet of street frontage. Lots with more than one street frontage shall have panels installed on each frontage. The panels shall be considered erected on order of a governmental agency pursuant to Section 30-20(c)(2)(a) of the Newton Zoning Ordinance. The Department staff may require the relocation of any panel if necessary to improve the visibility of the panel.
- (b) **Schedule and Duration.** The required panels shall be installed as required in this Section 7, not less than fourteen (14) days before the date of the public hearing. They shall be maintained in legible condition by the applicant until a Notice of Decision has been filed with the City Clerk by the Board of Aldermen acting as special permit granting authority. Panels that are stolen, destroyed, or rendered illegible shall be promptly replaced by the applicant. Panels shall be promptly removed by the applicant after the Notice of Decision has been filed or the petition for the site plan approval or special permit have been withdrawn.
- (c) **Contents of Panels.** All panels shall include the name of the City department where further information may be obtained; where the full application can be inspected; and where further comments can be directed. The site specific text of the panel shall include the name of the applicant; street address or other information adequate to identify the location or area subject of the application; the date, time and place of the public hearing; the subject matter of the hearing; the nature of the action or relief required; the place where the full application may be inspected; docket number of the application; the phone number and email address of the city department or contact person where further information may be obtained. Reasonable modifications of the text requirements of this paragraph (c) shall be permitted to enable the most important information to be provided in the most legible form.
- (d) **Graphic and Construction Standards.** The Department shall develop a design for the panels and a method of installation. On Major projects, the Department may modify the design of the panels and method of installation for a particular site if necessary to improve the visibility of the panel. Panels shall be made of materials adequately weather resistant and durable for the time they are required to be posted. The text of the panels shall be in indelible ink.