

CITY OF NEWTON

IN BOARD OF ALDERMEN

PUBLIC FACILITIES COMMITTEE AGENDA

WEDNESDAY, MARCH 3, 2010

7:45 p.m.
ROOM 209

ITEMS TO BE DISCUSSED:

REFERRED TO CMTE ON COMM PRES, PUB. FAC, AND FIN COMMITTEES

- #41-10 THE COMMUNITY PRESERVATION COMMITTEE recommending that the sum of \$569,000, including \$1,000 for City of Newton legal costs, be appropriated from the FY10 historic resources, open space, and general reserves of the Community Preservation Fund to be expended under the direction and control of the Public Buildings Department for the purpose of rehabilitating the interior of the barn at Angino Farm. [01/25/10 @ 2: 22 PM]
CCP APPROVED AS AMENDED @ \$568,000 7-0 on 2-18-10

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #72-10 HIS HONOR THE MAYOR requesting authorization to appropriate and expend one hundred eleven thousand five hundred twenty-four dollars (\$111,524) from Free Cash for the purpose of supplementing the Public Buildings Department budget for contractual maintenance of City buildings.
[02/23/10 @ 7:21 PM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #73-10 HIS HONOR THE MAYOR requesting authorization to appropriate and expend sixty thousand dollars (\$60,000) from Free Cash for the purpose of paying for Licensed Site Professional (LSP) services and costs associated with the continued clean up and Department of Environmental Protection oversight at the following locations:

Cabot Elementary School\$10,000
Horace Mann Elementary School\$30,000
Newton South High School\$10,000
Elliot Street DPW Yard\$10,000

[02/23/10 @ 7:20 PM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #53-10 ALD. FULLER, SCHNIPPER, CROSSLEY & BAKER requesting a Resolution to His Honor the Mayor requesting the implementation of new parking meter payment methods and/or parking meter systems to eliminate the sole use of coins.
[02/09/10 @ 12:43 PM]

#208-08 ALD. GENTILE, SANGIOLO, SALVUCCI AND SCHNIPPER requesting a discussion on establishing a permanent Building Committee in the City of Newton. [05/16/08 @ 11:47 AM]

#385-07 ALD. SCHNIPPER AND GENTILE updating the Public Facilities Committee on the progress of the Newton North High School Project. [11/21/07 @ 10:23 AM]

ITEMS NOT YET SCHEDULED FOR DISCUSSION:

Public Hearing to be assigned for 03/17/10

#67-10 NATIONAL GRID requesting a grant of location to install and maintain 200' ± of 4" gas main in RAMSDELL STREET from the existing 4" gas main at Pole #145 easterly to the rear of 936 Boylston Street and 65' ± of 4" gas main in CURTIS STREET from the existing 4" gas main at 9 Curtis Street to the end of the traveled way. (Ward 5) [02/22/10 @ 11:22 AM]

Public Hearing to be assigned for 03/17/10

#288-09(2) DESIGN REVIEW COMMITTEE petition pursuant to Sec 5-58 for site plan approval to place four modular classrooms with associated connectors at Oak Hill Middle School in order to accommodate increased enrollment. [02/23/10 @ 7:20 PM]

REFERRED TO PROG & SERV AND PUBLIC FACILITES COMMITTEES

#68-10 ALD. FULLER, CROSSLEY, SCHNIPPER, DANBERG, FREEDMAN, JOHNSON, LAPPIN, SWISTON, BAKER, LINSKY, ALBRIGHT & YATES requesting a Resolution to His Honor the Mayor to conduct a comprehensive survey of the physical condition, maintenance and renovation/replacement needs of municipal buildings, roads, sidewalks, recreational, utility and other infrastructure elements throughout the city, resulting in a database for prioritizing, maintaining and tracking of maintenance, and capital projects. [02/23/10 @ 2:04 PM]

#50-10 ALD. CROSSLEY & HESS-MAHAN requesting the adoption of a policy to reduce energy use baseline inventory for municipal buildings, vehicles, street and traffic lighting by 20%, in order to satisfy the requirements to qualify as a Green Community under Mass General Law Ch. 25A, §10(c). [02/09/10 @ 7:25 PM]

#24-10 ALD. ALBRIGHT requesting a discussion regarding requiring any utility company that requests permission to bury wires in the street (to handle increased capacity or for any other reason) be required to: (1) choose a section of the street that has enough clearance to add additional conduit at the time of the work, or in the future, to bury additional conduit; (2) to add sufficient conduit to bury that utility's wires currently on the poles on that street at the time the work requested is undertaken. 01/11/10 @ 11:47 AM]

#418-09 ALD. ALBRIGHT requesting discussion with NStar Electric Company regarding standards for installing underground conduits and the possibility of providing additional conduit for future undergrounding projects.

- #23-10 ALD. YATES & DANBERG proposing a Resolution urging His Honor the Mayor to re-present the city's request for State bond money to be appropriated to implement the Needham Street reconstruction plan developed in partnership with the Needham Street property owners over the past decade. [01/04/10 @8:16 PM]
- #22-10 ALD. YATES & DANBERG requesting a report from current and former members of the Design Review Committee on the treatment of the members of the committee relevant to the Newton North High School Project. [01/04/10 @8:16 PM]
- #397-09 NSTAR ELECTRIC petitioning for a grant of location to install a new pole (233/4-1X on the northeasterly side of HOMER STREET opposite Grafton Street. (Ward 6) [11-10-09 @ 12:24 PM]

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.
- #367-09 PUBLIC FACILITIES COMMITTEE requesting discussion with the Law Department on how to resolve the dispute with NStar regarding whose responsibility it is to repair the streetlight connection between the manhole and the base of the streetlight. [10/21/09 @ 9:00 PM]
- #175-09 PUBLIC FACILITIES COMMITTEE requesting monthly updates from the Department of Public Works on the Commonwealth Avenue project. [06-03-09 @10:30 PM]
- #126-09 ALD. LAPPIN requesting an update on the status of repairs and rental of the Kennard Estate. [04/17/09 @ 2:49 PM]
- #111-09 ALD. ALBRIGHT AND MANSFIELD requesting discussion of recent information (made available to the Land Use Committee) from NStar related to double poles, focusing on the 350 double poles waiting only for removal of wires or streetlights by the City of Newton.

REFERRED TO PS&T, PUBLIC FACILITIES AND FINANCE COMMITTEES

- #60-09 ALD. SANGIOLO, GENTILE AND HARNEY requesting the installation of traffic islands on CONCORD STREET to be funded with the Cabot, Cabot and Forbes Traffic Mitigation Fund for Lower Falls (Ward 4). [02/03/09 @ 1:01 PM]

RECOMMITTED TO FINANCE AND PUBLIC FACILITIES ON 02/17/09

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #13-09 HIS HONOR THE MAYOR requesting authorization to appropriate and expend three hundred eighty-five thousand dollars (\$385,000) from bonded indebtedness to the Public Works Department for the purpose of replacing both the salt shed and the Quonset hut at Crafts Street. [12/30/08 @ 5:04 PM]

REFERRED TO PUBLIC FACILITIES AND PROGRAMS & SERVICES

#8-09 ALD. HESS-MAHAN LINSKY, ALBRIGHT, FREEDMAN, MANSFIELD, JOHNSON, HARNEY & VANCE proposing an ordinance requiring that the installation of synthetic in-filled turf athletic fields on city-owned property shall use sustainable, recyclable, lead-free, non-toxic products to the maximum extent feasible. [12/30/08 @ 9:55 AM]

#457-08 ALD. LAPPIN AND SALVUCCI requesting discussion with NStar regarding the timely repair of City streetlights and the development of a standard response timeframe. [11/20/08 @ 12:51 PM]

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 COMM. PRESERV, PUB. FAC. & FINANCE COMMITTEES

#147-08 COMMUNITY PRESERVATION COMMITTEE recommending that the sum of \$359,400, including \$2,000 for legal costs, be appropriated from the FY'08 Community Preservation Fund's historic resources and general reserves, for a project to rehabilitate and expand storage space for the research library and archives at the Newton History Museum, to preserve the existing collections, and enhance public access to the collections. [04/01/08 @ 4:10 PM]
COMMUNITY PRESERVATION APPROVED 6-0 on 4-29-08

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]

ITEM RECOMMITTED TO PUBLIC FACILITIES AND FINANCE ON 6/19/08

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

#11-08 HIS HONOR THE MAYOR requesting an appropriation in the amount of \$1,200,000 from bonded indebtedness for the purpose of funding the installation of four modular classrooms. [01/02/08 @ 4:53 P.M.]

B) \$1,225,000 from bonded indebtedness

NOTE: Letter received from Mayor on 1/4/08 requesting that appropriation amount be amended to \$1.3 million. Letters received 5/7 and 5/21 requesting that the funding source to capital stabilization for costs incurred for design work and the remaining \$1,225,000 from bonded indebtedness be voted no action necessary. Part A) \$75,000 from Capital Stabilization approved on 6/19/08.

- #253-07 ALD. LINSKY ALBRIGHT, JOHNSON, HARNEY, SANGIOLO, SALVUCCI, MANSFIELD, BURG, SCHNIPPER requesting (1) a review as to how provisions of applicable ordinances, specifically 5-58, were implemented during the course of the Newton North project, and (2) consider proposed revisions of 5-58 including, but not limited to:
- (a) timely provision of documentation by the public building department to the Board of Aldermen and Design Review Committee;
 - (b) establishment of liaison committees to facilitate communications and input from neighborhoods affected by projects subject to this ordinance;
 - (c) approval of final design plans by the Board of Aldermen of projects subject to this ordinance;
 - (d) oversight during the construction phase of projects subject to this ordinance by appropriate Board committee(s) both in respect to approval of change orders as well as design changes; and
 - (e) generation of a required record detailing the entire construction process by the public building department to guide present and future oversight of projects subject to this ordinance. [08/07/07 @ 3:12 PM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #76-07 HIS HONOR THE MAYOR requesting an appropriation in the amount of \$300,000 from Free Cash for the purpose of conducting a study of the municipal buildings throughout the city. [02-27-07 @ 4:16 PM]
- #54-07 ALD. SANGIOLO requesting discussion with the School Department and the Public Buildings Department about giving the School Department increased control over maintenance of school building facilities thereby allowing the School Department to have direct authority to deploy/hire staff to make necessary repairs to their school facilities. [02/09/07 @ 1:46 PM]
- #224-06(2) ALD. LINSKY, ALBRIGHT & JOHNSON, BAKER & SCHNIPPER requesting further deliberation on the conditions set forth in the Site Plan Approval Board Order relating to the Newton North High School project, considering possible expansion and modification of the conditions.
- #152-06 PS&T COMMITTEE requesting discussion re Road Classification Design Types (as outlined by the Planning and Development Department) for future use as an overall management tool for the City.
- #386-04 ALD. SANGIOLO, HESS-MAHAN, JOHNSON, AND DANBERG proposing an ordinance to require that designers selected have LEED certification and include high performance/life cycle analysis for all municipal construction projects in the City of Newton.
- #321-04(2) ALD. JOHNSON requesting a RESOLUTION to His Honor the Mayor requesting that he expeditiously as possible find funding to create traffic calming measures on Mill Street as requested by the Traffic Council.

REFERRED TO PROG. & SERV., PUB. FAC. 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.

Respectfully submitted,

Sydra Schnipper, Chairman



City of Newton, Massachusetts Community Preservation Committee

DOCKET
ITEM NO.

41-10

Setti D. Warren
Mayor

FUNDING RECOMMENDATION

DATE: 2 February 2010

TO: The Honorable Board of Aldermen

FROM: Community Preservation Committee

RE: **recommended Community Preservation funding for
ANGINO FARM BARN - Interior Rehabilitation**

PROJECT GOALS & ELIGIBILITY

This project will adapt the historic 19th-century barn at the City-owned Angino Farm for public programs and other activities required for the operation of this site as a community-supported agriculture farm, under a license granted by the Newton Farm Commission to Newton Community Farm, Inc.

In addition to adding water and sewer connections and heating, the project will: install a new "window wall" in the main barn door opening; restore the historic timber main floor and preserve the visibility of the historic timber framing in the north, west, and south walls; create a partial second floor/loft, accessible by stairs and lift, with a kitchen and accessible bathrooms below and office/library space above; adapt the roof of the north shed to serve as the floor of a new, 3-season screened addition; on the lower/field level, restore the historic windowed doors and add a produce washing station; finally, provide a new, accessible entrance (by regrading the driveway) and exit (through the new screened addition).

(For further discussion, see appendix.)

FUNDING RECOMMENDATION

On 20 January 2010 the Community Preservation Committee voted unanimously (9-0) to recommend the appropriation of **\$569,000**, including \$1,000 for City of Newton legal costs, from the fiscal 2010 historic resources, open space, and general reserves of the Community Preservation Fund under the direction and control of the Public Buildings Department.

Based on project budget and the original allocation of acquisition costs for the Farm, the CPC recommends that this appropriation be allocated as: 15% for historic resources (items capitalized on budget below), 75% for recreation, and 10% for open space.

Building	
3-season classroom addition (rebuild shed roof as new floor)	\$ 64,000
Floors: RESTORE HISTORIC MAIN FLOOR, build new floor on upper level	\$ 37,000
Stairs & lift to new upper level	\$ 42,000
Plumbing, electrical, heat (all levels)	\$ 87,000
Kitchen and two accessible bathrooms	\$ 63,000
New partitions and finishes, LEAVING HISTORIC EXT. WALLS VISIBLE; new window wall in main door opening	\$ 46,000
Lower level: RESTORE HISTORIC DOORS, PRESERVE/STRENGTHEN COLUMNS & SOUTH SILL	\$ 32,000
Site	
Water, sewer, gas connections	\$ 35,000
Sign, driveway regrading and other improvements/landscaping for accessibility	\$ 66,000
Total construction contract *	\$ 472,000
Soft Costs	
Design fee (final specifications & construction documents)	\$ 66,000
City project management	\$ 30,000
City legal costs	\$ 1,000
TOTAL CP FUNDS	\$ 569,000

* Assumes City procurement. All lines include general conditions, contractor OH&P, and 15% contingency.

OTHER RECOMMENDATIONS

The Community Preservation Committee further recommends that:

1. Funds be appropriated to the spending authority of the Public Buildings Department, which should designate as City project manager either a qualified firm on its list of on-call professionals and/or the Community Preservation Engineer in the Department of Public Works.

The cost of this project manager may be charged to project funds but shall not exceed \$30,000 (listed in the approved budget as "City project management"), and Public Buildings should use its best efforts to keep this cost below that maximum.

2. The City project manager work with Public Buildings, the City of Newton Law Department, and the Newton Farm Commission to
 - ◆ submit the project's concept plans for review by the Design Review Committee and the Mayor's Committee for People with Disabilities, and take the comments of these committees into account when commissioning final design specifications and construction documents
 - ◆ commission final design specifications and construction documents *either* from a qualified firm on the City's existing list of on-call architects, *or* from a firm selected through public bidding (in which case, the Designer Selection Committee must review the submitted bids).
 - ◆ bid and award the construction contract(s) through the City of Newton Purchasing Department
 - ◆ serve as the "owner's representative" at project meetings, make regular site visits, approve appropriate change orders and payment of invoices from project accounts
 - ◆ respond to all requests from the Community Preservation Committee or committees of the Board of Aldermen for progress reports and accounting of funds spent
 - ◆ within 1 month of completing all work on the project, submit to the CPC a report of how all funds were spent, comparing actual expenditures with those in the final design that served as the basis for construction bidding
3. The first task listed in recommendation **2** above occur within 2 months, and all project work be completed within 18 months, of the Board order appropriating the recommended funds, or by any extension of that deadline granted in writing by the Community Preservation Committee.
4. Any portion of the Community Preservation Fund grant not used for the purposes stated herein be returned to the Newton Community Preservation Fund.
5. The project sponsors work closely with the Community Preservation Committee and its staff to publicize the project, both before and after all funds have been spent.

ATTACHMENTS

(delivered to the clerks of the Committee on Community Preservation and Finance Committee)

- ◆ Proposal, including budget and concept plans
- ◆ Letters of support
- ◆ Supplemental information requested by the CPC
- ◆ Confidential Law Dept. memo on funding eligibility (in print only)

See also detailed findings on funding eligibility & priorities on following pages. →

Appendix:

DETAILED FINDINGS on FUNDING ELIGIBILITY & PRIORITIES

Community Preservation Act (MGL c.44B)

In its confidential memo to the Community Preservation Committee, the City of Newton Law Department noted that the original CPA funds used to acquire Angino Farm were allocated overwhelmingly to recreation land, with the remaining approximately 20 percent of the funding split between historic resources and open space. The Law Dept. concluded that the current proposal is eligible for funding on approximately the same basis: primarily for recreation, and secondarily as historic resources or open space. Since Angino Farm was acquired with CPA funds in the first place, the proposed project does not have to qualify primarily in the category of historic resources to make the barn's rehabilitation eligible for funding.

The Act defines rehabilitation as "making a resource functional for its intended use." The Farm was acquired with CPA funds to preserve its active use through community gardening and farming. All farms require indoor space for storage of equipment and produce, for other farm work, and for training. A community-supported farm involves – and needs to accommodate – a significantly larger number of people in such indoor activities than do most private farms. At this particular site, however, Jerry Angino had deeply involved the public, especially school children, in farmwork for decades before the site was acquired by the City. The community strongly supported using CPA funds to preserve this Farm partly to continue that tradition.

This Law Dept. memo is being forwarded to the Board of Aldermen along with this recommendation (on paper only, as a confidential document).

Newton Plans & Priorities

COMMUNITY PRESERVATION PLAN

The proposed project meets the following published priorities and goals of the CPC:

Fiscal 2010-12 Priorities

- ◆ combine two or more fundable resources:
- ◆ integrate planning for CP funds with other citywide plans
- ◆ give priority to projects that leverage CP funds
- ◆ make proposal review more efficient by using pre-proposals
- ◆ apply the Secretary of the Interior's *Standards for the Treatment of Historic Properties*

Long-Term Goals

- ◆ contribute to the preservation of Newton's unique character, boost the vitality of the community, and enhance the quality of life for residents
- ◆ demonstrate strong community support
- ◆ distribute CPA funds throughout the City
- ◆ provide multiple recreation opportunities in a given location
- ◆ enhance public access, including access for people with disabilities.
- ◆ consider both current and future needs
- ◆ preserve sight lines

DISCUSSION

As did the original acquisition of Angino Farm, this proposal combines active and passive recreation, the preservation of open space and sight lines, and the preservation of historic resources. The preservation of the Farm as an actively working landscape has been identified as a priority in Newton's *Comprehensive Plan*, *Open Space & Recreation Plan*, and *Heritage Landscape Report*.

The Farm was acquired with CPA funds but has been brought back to life and maintained with almost no City funds. All operating costs, including staff salaries and program equipment and materials, are funded privately. The stabilization and restoration of the barn's exterior and basic structure was both urgent, given its deteriorating condition when the City acquired it, and a prerequisite for any work on

its interior. That exterior work was completed entirely with private funds. In short, Angino Farm has set a “gold standard” for both funding leverage and resource stewardship.

The Newton Farm Commission and its nonprofit licensee, Newton Community Farm, Inc., invested significant effort in developing a pre-proposal. That work paid off in a final proposal that the CPC found clear and persuasive, which in turn minimized the need for supplemental information requests and questioning before the Committee voted unanimously to support the project.

This is one of the first proposals to meet the CPC’s new requirements for historic resources based on the Secretary of the Interior’s *Standards*. It clearly relates the proposed work to the preservation of the site’s most historically significant features, particularly to its active use as a working landscape and its simple buildings, which were constructed partly with material recycled from older buildings and designed for function rather than display.

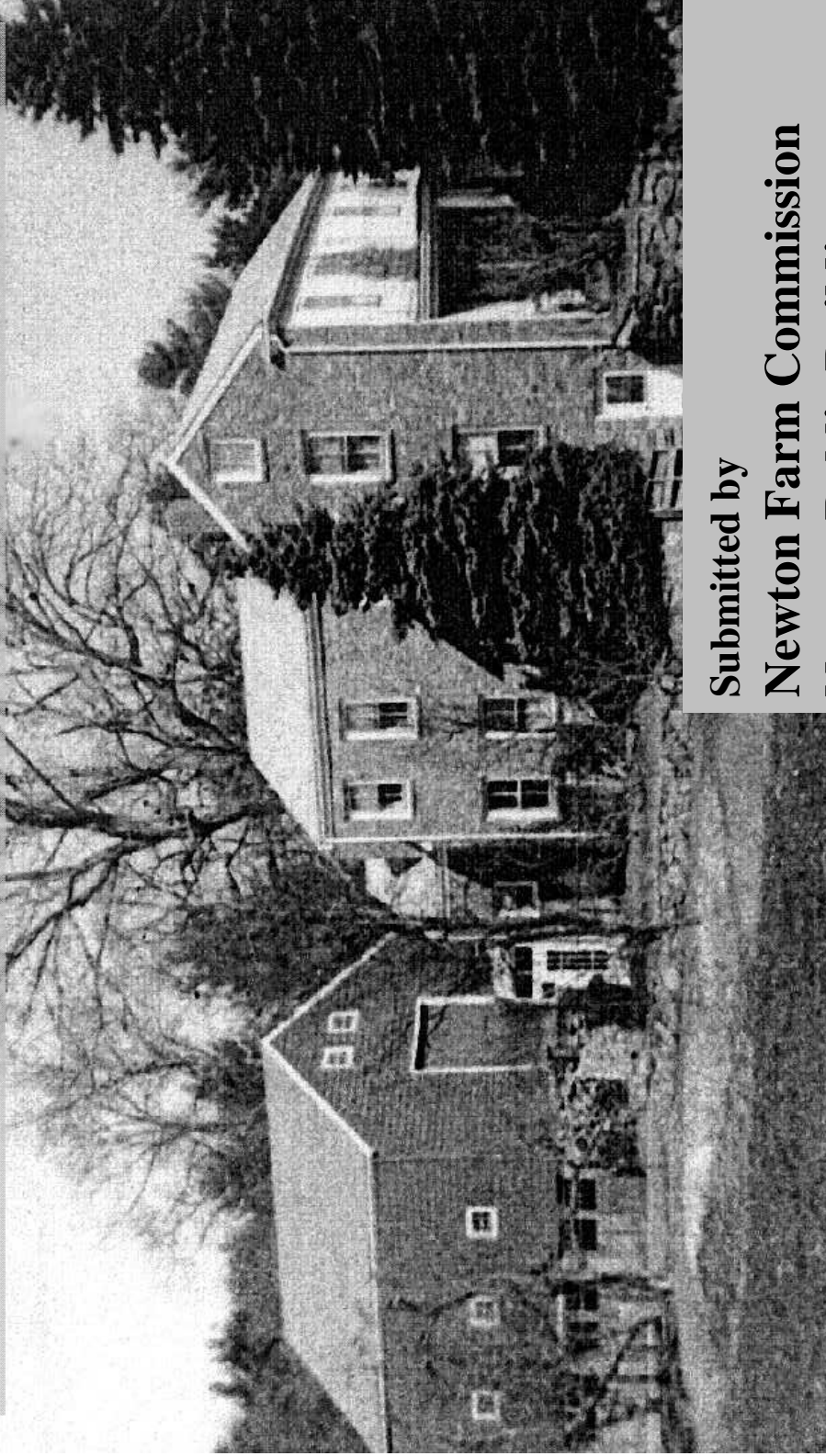
From one perspective, the original purchase of the farm contributed to a geographic imbalance of CPA funds: most open space acquired with these funds has been on Newton’s south side. However, this pattern is itself historically significant. The concentration of public transportation in other parts of the City led to rapidly rising land values, which displaced farms and farmers by the late 19th century. Angino Farm survived as the last working farm in Newton in part precisely because of its location on the city’s south side.

Many people in Newton originally questioned whether community-supported agriculture could be viable on such a tiny site in a densely-developed city. Angino Farm has won over nearly all of these skeptics, attracting financial support and active participation from residents of all ages and walks of life, including those with mobility challenges. Many people travel regularly to the farm from the opposite corners of the City.

Finally, as the Farm Commission and Newton Community Farm, Inc., originally envisioned, the Farm has become a catalyst for better stewardship of public and private landscapes throughout the city. Farm programs are helping residents understand and manage their own front and back yards, as well as public open spaces including schoolyards, simultaneously as “edible landscapes” and wildlife habitat.

Angino Barn Rehabilitation

Community Preservation Proposal, Fiscal 2010



**Submitted by
Newton Farm Commission
Newton Public Buildings**

Angino Barn Rehabilitation



Before
Purchase by
City....



Angino Barn Rehabilitation

Since



Angino Barn Rehabilitation

Request for Funding

- Requesting \$568,000 CP funding, leveraged by \$230,000 private funding

Funding Categories

- Rehabilitation of Historic Resource (barn)
- Preservation of Open Space (scenic value)
- Preservation of Recreational Land (passive recreation)

- Newton Farm Commission & Newton Public Buildings



Angino Barn Rehabilitation

Newton Farm Commission

- Established to oversee Angino Farm, purchased with CP funds in 2005
- Enabling Ordinance Purposes:
 - Bring locally-grown produce to the City
 - Educate and serve as outdoor classroom for sustainable agricultural practices
 - Preserve historic character and culture of last working farm in Newton

Angino Barn Rehabilitation

Newton Farm Commission

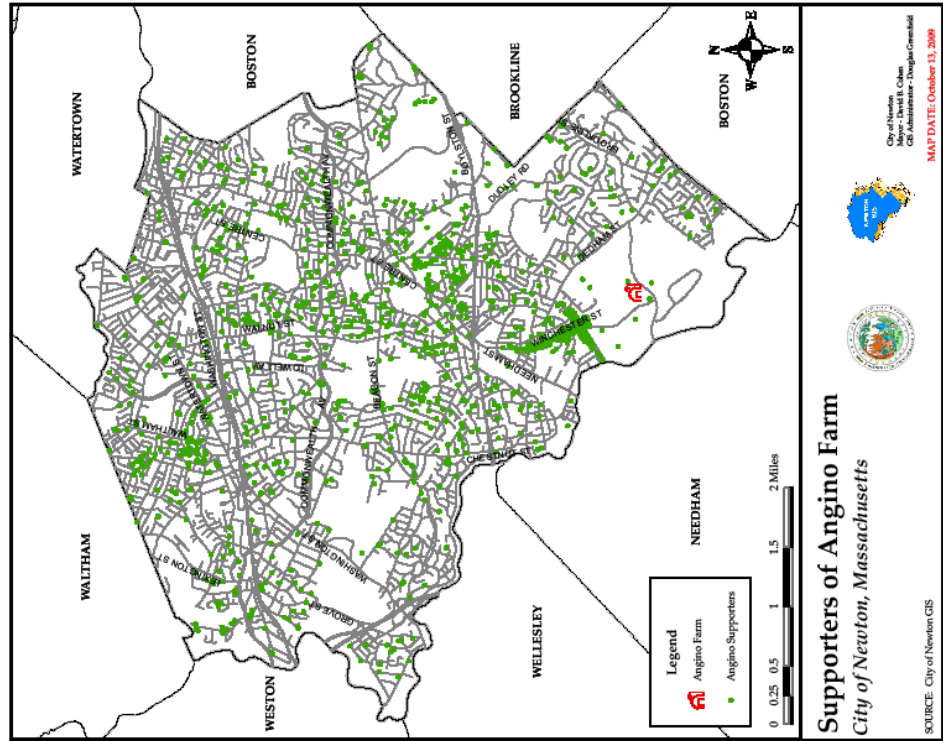
- Through bidding process contracted with Newton Community Farm (NCF), nonprofit operator
- Oversees operation of Farm by NCF including review of building plans, reports on operations, financial statements



Angino Barn Rehabilitation

- Through efforts of NCF and Greg Maslowe, Farmer, farm is successful beyond expectations
- Financial stability due to CSA model (122 families), participation in local farmers markets, produce stand on farm
- Offer recreational & educational programs to community (children and adults)
- Immense volunteer community

Angino Barn Rehabilitation



MAP DATE: October 13, 2009

SOURCE: City of Newton GIS

Angino Barn Rehabilitation

- Admired by other farms in area
- All agricultural operations carried out on environmentally sustainable basis
- BUT ...
- Need facilities to accommodate growing success and continue to engage community



Angino Barn Rehabilitation

- NCFI has raised over \$430,000 to support farm operations and capital improvements
- Recently completed rehabilitation of Barn exterior (*Phase I, privately funded*)



Angino Barn Rehabilitation

Other Completed Projects

- Rehab of farmhouse including insulation and new kitchen
- Irrigation of fields
- Farmstand and kiosk
- Expanded greenhouse
- Accessible learning garden underway



Angino Barn Rehabilitation

Currently Seeking Funds for *Phase II*, to Rehabilitate a Historic Resource (Barn)

- Structural repairs in lower level working bays
- Restore bay doors
- Rebuild shed roof to preserve northern bay
- Historically restore main level flooring



Angino Barn Rehabilitation

Will Allow For Enhancement of Recreation Opportunities on Farm

- Will serve volunteers and visitors and increase utilization of farm
- Allow workshops on site throughout year
- Historical supplement to farm activities



Angino Barn Rehabilitation

Project Components

- Accessible bathrooms
- Workshop spaces
- Demonstration kitchen
- Farming library
- Produce washing station
- Heat and utilities
- Site improvements for accessibility



Angino Barn Rehabilitation

Preservation Aspects

- Iconic view of barn across field
- Openness of barn interior
- Exposed historic framing, walls and roof
- Historic barn door
- Historic floor
- Functional use of lower bays



Angino Barn Rehabilitation

Recreational Aspects

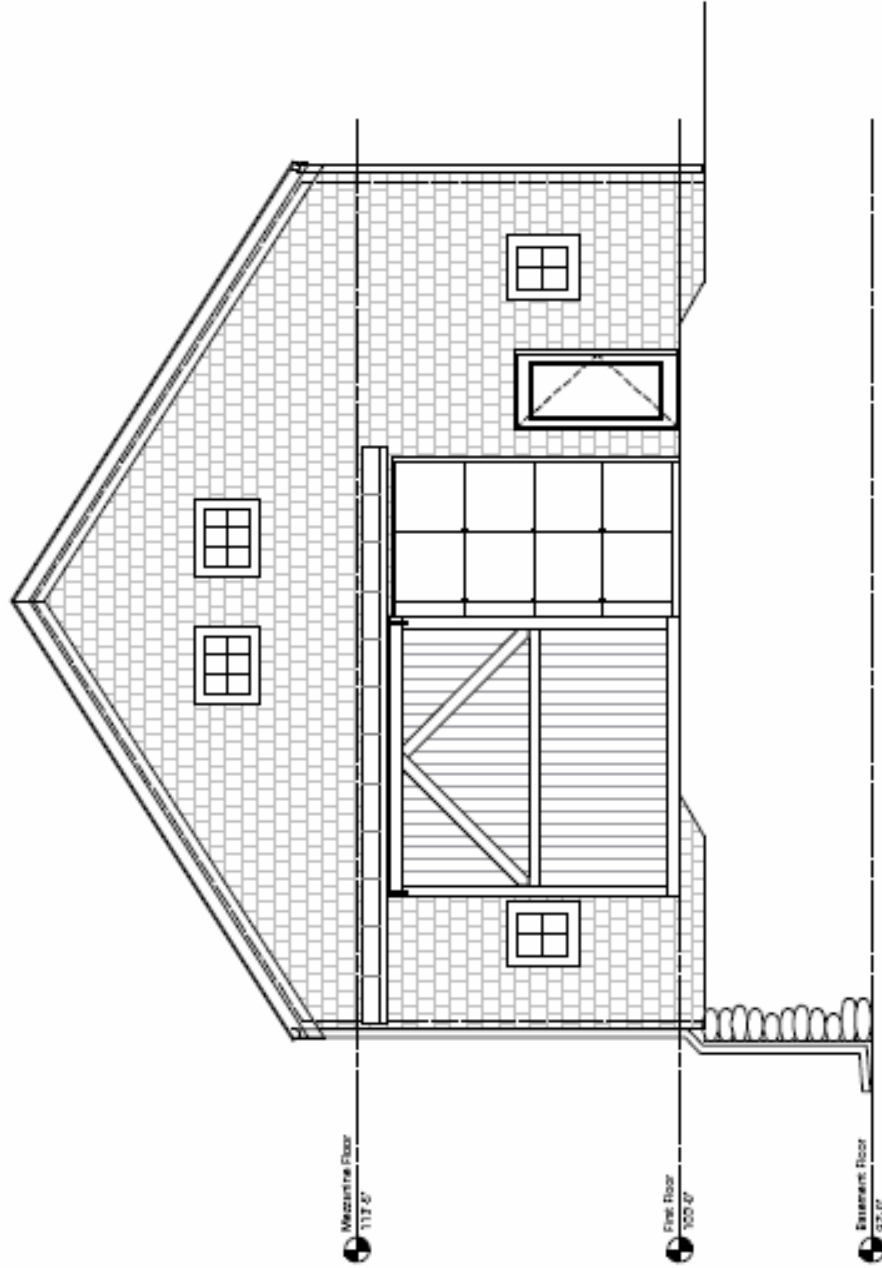
- Accessibility of site including bathrooms
- Heat will make barn and farm usable throughout year
- Enhance enjoyment of open space



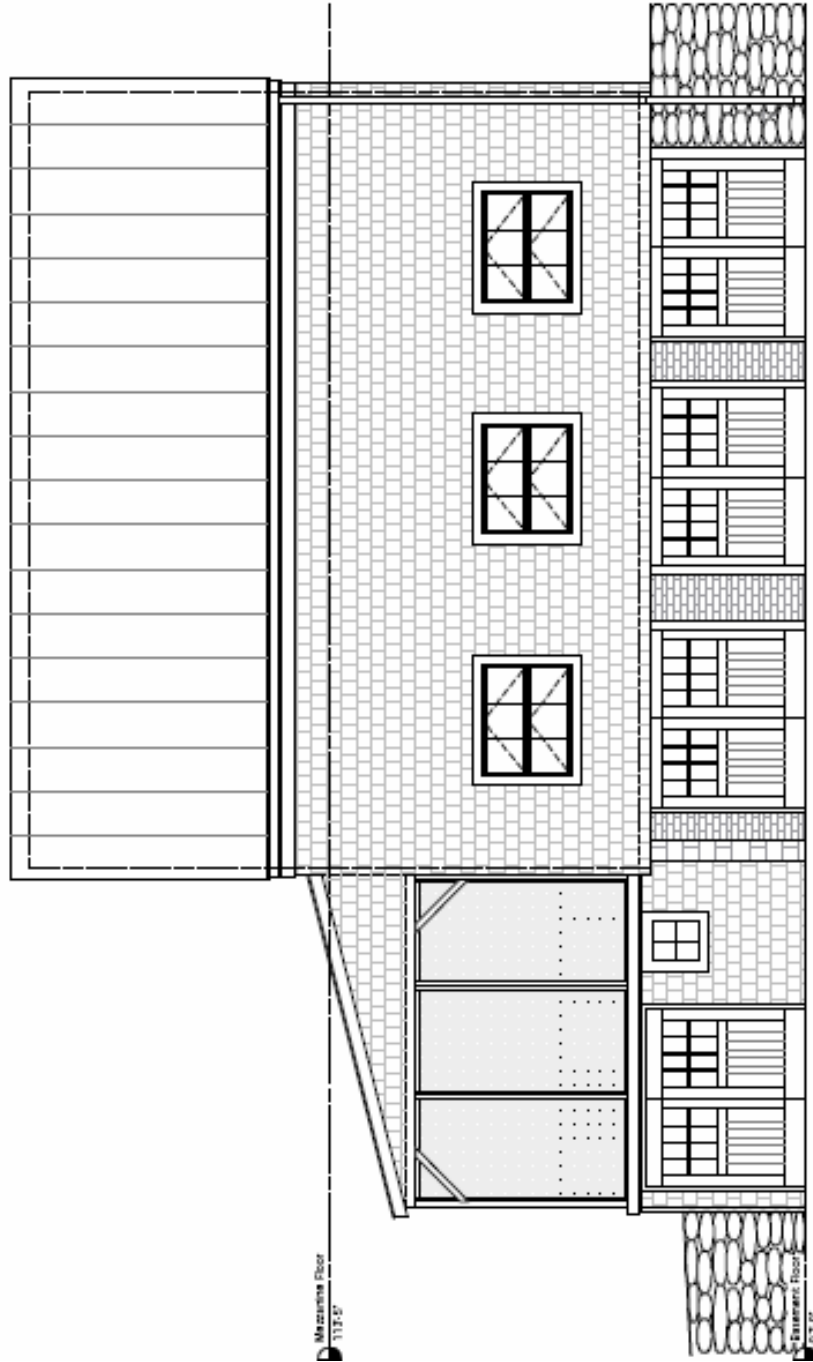
Angino Barn Rehabilitation



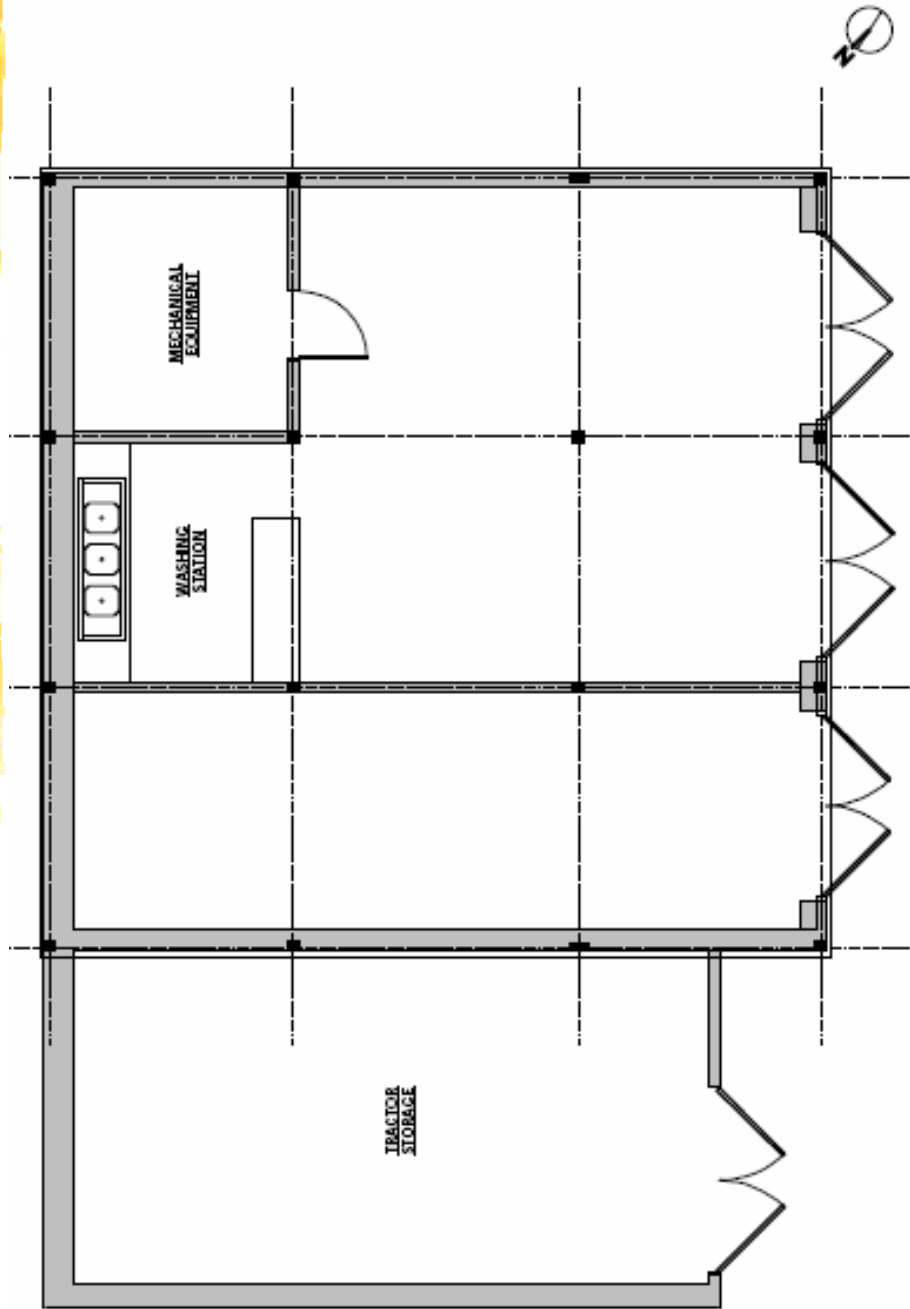
Angino Barn Rehabilitation



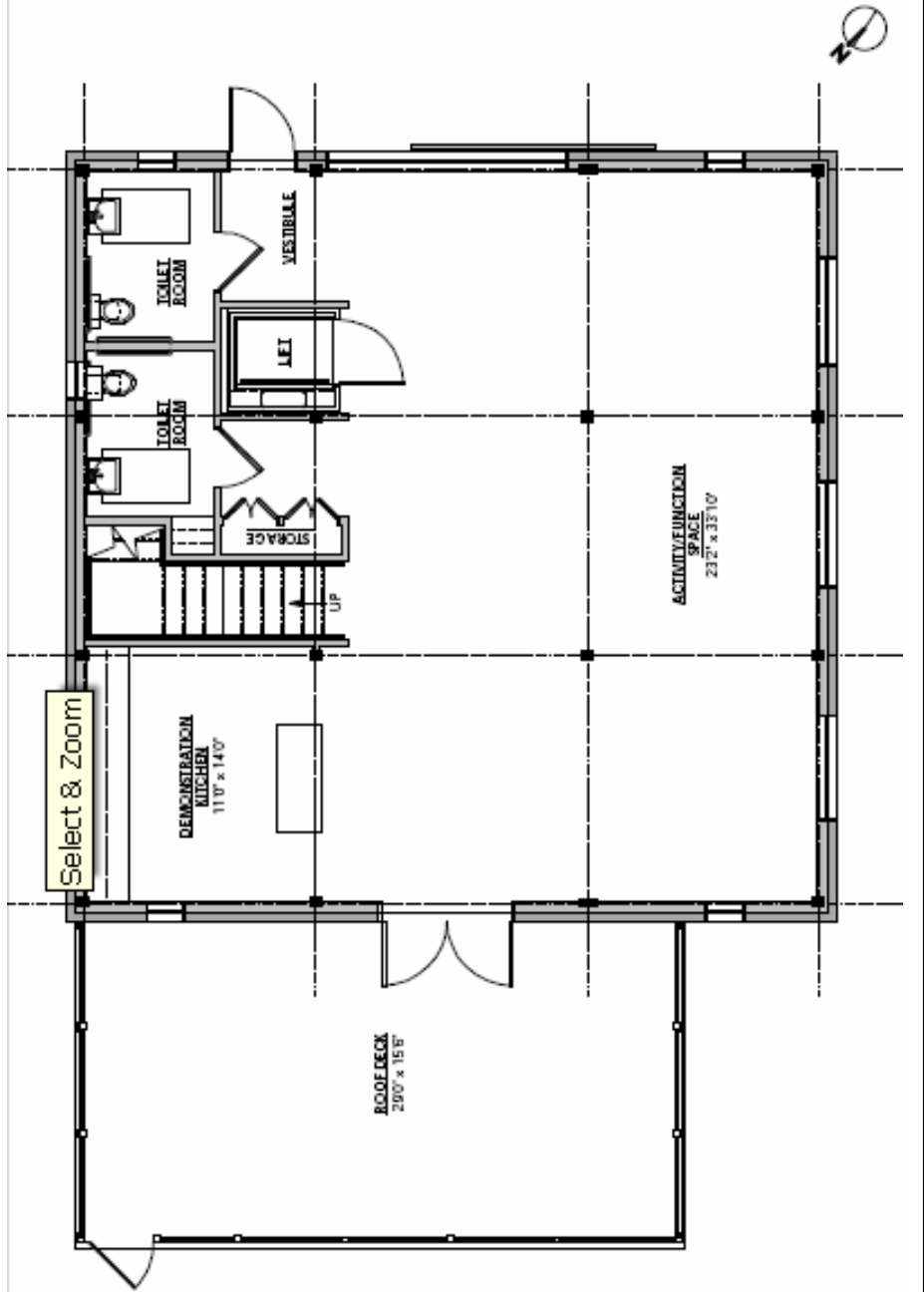
Angino Barn Rehabilitation



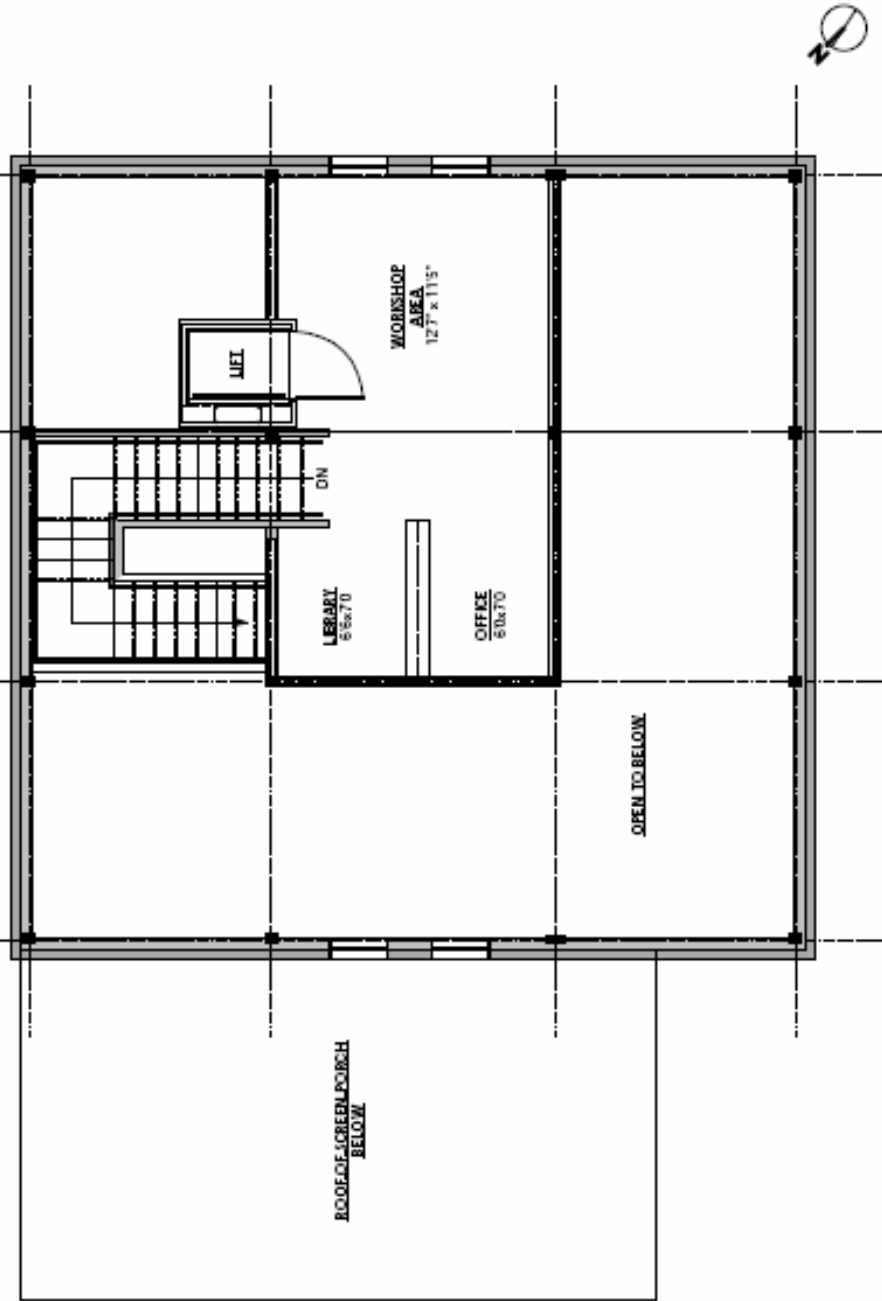
Angino Barn Rehabilitation



Angino Barn Rehabilitation



Angino Barn Rehabilitation



Angino Barn Rehabilitation

Building		
Rebuild shed roof to preserve lower barn bay		\$ 27,000
Strengthen lower floor columns & south sill		\$ 11,000
Floors: historically restore main floor, new flooring at upper floor		\$ 37,000
Stairs to upper floor		\$ 15,000
Handicapped access lift to upper floor		\$ 27,000
Secondary egress / 3-season classroom		\$ 37,000
Basic plumbing		\$ 10,000
Electrical: power, lighting, fire detection		\$ 29,000
Kitchen and two handicapped accessible bathrooms		\$ 63,000
Main door daylight wall		\$ 30,000
Partitions and finishes, preserving open walls		\$ 16,000
Heat main floor and lower floor		\$ 32,000
Sink, lights and outlets on lower floor for farm operations		\$ 16,000
Historically restore lower level doors		\$ 21,000
Site		
Water supply connection		\$ 7,000
Sewer line connection		\$ 17,000
Gas supply connection		\$ 11,000
Sign on street		\$ 3,000
Driveway regrading and site improvements/landscaping for accessibility		\$ 63,000
Total construction contract *		\$ 472,000
Soft costs		
Design fee		\$ 66,000
City Project Management		\$ 30,000
Total Funds Requested from CPC		\$ 568,000

* All construction costs are 2011 estimates, assume City Procurement, and include general conditions, contractor OH&P, and 15% contingency.



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#72-10
Telephone
(617) 796-1100

Facsimile
(617) 796-1113

TDD/TTY
(617) 796-1089

E-mail
s.warren@newtonma.gov

10 FEB 23 PM 7:27
CITY CLERK
NEWTON, MA 02459

February 23, 2010

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 appropriate \$111,524 from Free Cash for the purpose of supplementing the FY10 appropriation in the Public Buildings Department budget for contractual maintenance of City buildings.


This fiscal year, an extraordinary amount of funds have been spent on HVAC equipment, roofing and related repairs, pest control, overhead door repairs and other maintenance items.

Thank you for your consideration of this matter.

Very truly yours,


Setti D. Warren
Mayor

From: Free Cash
01-3497 \$111,524
To: Public Building Expenses
0111502-52407 \$111,524


2/24/2010

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE



PUBLIC BUILDINGS DEPARTMENT

#72-10

Telephone: (617) 796-1600

Fax: (617) 796-1601

TTY: (617) 796-1089

52 ELLIOT STREET

NEWTON HIGHLANDS, MA 02461-1605

Setti D. Warren

Mayor

January 25, 2010

10 FEB 23 PM 7:22
CITY CLERK
NEWTON, MA. 02159

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

RE: Public Buildings Department FY10 Contractual Services Funding Shortfall

Dear Mayor Warren:

The Public Buildings Department respectfully requests the sum of \$111,524 to cover the shortfall in contractual maintenance for FY10.

This fiscal year, an extraordinary amount of funds have been spent on HVAC equipment, roofing and related repairs, pest control, overhead door repairs and other maintenance items.

Attached is a summary of expenses for the contractual maintenance account.

Should you have any questions regarding this matter, please feel free to contact my office.

Sincerely,

Arthur F. Cabral
Interim Commissioner of Public Buildings

AFC:dla

Enclosure

CC: Robert Rooney, Chief Operating Officer
Sarah Ecker, Interim Chief Budget Officer ✓
Josh Morse, Facilities and Operations Supervisor

FY10 Budget - Contractural Maintenance for Municipal Buildings (except City Hall & former Carr School) & Estimated Expenses

SERVICE CONTRACT	FY 10 BUDGET	ACTUAL COSTS THROUGH 1/22/10	ESTIMATED COSTS 1/25/20-6/30/10	FY10 ESTIMATED TOTAL COSTS	ADDITIONAL FUNDING REQUEST
HVAC REPAIRS	\$ 45,000.00	\$ 73,900.00	\$ 53,000.00	\$ 126,900.00	\$ 81,900.00
OVERHEAD DOORS	\$ 10,000.00	\$ 8,096.00	\$ 5,000.00	\$ 13,096.00	\$ 3,096.00
PEST CONTROL	\$ 3,000.00	\$ 3,850.00	\$ 2,500.00	\$ 6,350.00	\$ 3,350.00
PUMP & MOTOR REPAIRS	\$ 2,500.00	\$ 1,078.00	\$ 1,322.00	\$ 2,400.00	\$ (100.00)
ROOFING REPAIRS	\$ 12,500.00	\$ 7,230.00	\$ 21,000.00	\$ 28,230.00	\$ 15,730.00
GLASS REPAIR/REPLACEMENT	\$ 3,500.00	\$ 1,175.00	\$ 1,325.00	\$ 2,500.00	\$ (1,000.00)
ASBESTOS REMOVAL/REPAIR	\$ 2,000.00	\$ 800.00	\$ 1,200.00	\$ 2,000.00	\$ -
MAIN LIBRARY CHILLER/ICE STORAGE MAINTENANCE	\$ 31,000.00	\$ 12,900.00	\$ 18,060.00	\$ 30,960.00	\$ (40.00)
SECURITY SYSTEM MONITORING	\$ 7,750.00	\$ 3,810.00	\$ 3,790.00	\$ 7,600.00	\$ (150.00)
SECURITY SYSTEM REPAIRS	\$ 3,000.00	\$ 806.00	\$ 1,750.00	\$ 2,556.00	\$ (444.00)
ELEVATOR MONTHLY INSPECTIONS/SERVICE	\$ 13,250.00	\$ 7,004.00	\$ 7,000.00	\$ 14,004.00	\$ 754.00
MASONRY REPAIRS	\$ 2,500.00	\$ 6,445.00	\$ 1,500.00	\$ 7,945.00	\$ 5,445.00
DRAIN CLEANING/STOPPAGES	\$ 3,500.00	\$ 1,898.00	\$ 1,750.00	\$ 3,648.00	\$ 148.00
PLASTERING REPAIRS	\$ 2,000.00	\$ 3,710.00	\$ 750.00	\$ 4,460.00	\$ 2,460.00
EXTERIOR DOOR REPAIRS/REPLACEMENT	\$ 3,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	\$ (1,000.00)
MISCELLANEOUS REPAIRS	\$ 4,000.00	\$ 2,875.00	\$ 2,500.00	\$ 5,375.00	\$ 1,375.00
	\$ 148,500.00	\$ 135,577.00	\$ 124,447.00	\$ 260,024.00	\$ 111,524.00

10 FEB 23 PM 7:22
 CITY CLERK
 NEWTON, MA. 02159

#72-10



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts

Office of the Mayor

10 FEB 23 PM 7: 20

CITY CLERK
NEWTON, MA. 02159

#73-10 phone
(617) 796-1100

Facsimile
(617) 796-1113

TDD/TTY
(617) 796-1089

E-mail
swarren@newtonma.gov

February 23, 2010

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 appropriate \$60,000 from Free Cash to cover the cost of a License Site Professional and costs associated with the continued clean up and DEP oversight of the following 21E sites:

Cabot Elementary School	\$ 10,000
Horace Mann Elementary	30,000
Newton South High School	10,000
Elliot Street DPW Yard	10,000

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

From: Free Cash
01-3497 \$60,000

To: Environmental
Remediation
C115020-5301 \$60,000

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE



PUBLIC BUILDINGS DEPARTMENT

#73-10

Telephone: (617) 796-1600

Fax: (617) 796-1601

TTY: (617) 796-1089

52 ELLIOT STREET

NEWTON HIGHLANDS, MA 02461-1605

10 FEB 23 PM 7:20

CITY CLERK
NEWTON, MA. 02159

Setti D. Warren
Mayor

January 25, 2010

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

RE: Environmental Remediation/Veeter Root and Fuel Tank Replacement

Dear Mayor Warren:

The Public Buildings Department respectfully requests the sum of \$ 150,000 to cover the cost of a License Site Professional and costs associated with the continued clean up and DEP oversight of the following 21 E sites for the period December 1, 2009 through June 30, 2010, as well as the replacement of Veeter Root oil tank leak detection systems at five locations and fuel tank replacement/removal at two locations.

Cabot Elementary School (LSP Services)	\$ 10,000	
Horace Mann Elementary (LSP Services)	30,000	
Newton South High School (LSP Services)	10,000	
Elliot Street DPW Yard (LSP Services)	10,000	
Hawthorn FH (Veeter Root Replacement)	9,000	} ON HOLD
Former Nonantum Library (Veeter Root Replacement)	9,000	
Former Auburndale Library (Veeter Root Replacement)	9,000	
Recreation Headquarters (Veeter Root Replacement)	9,000	
Senior Center (Veeter Root Replacement)	9,000	
City Hall (Oil Tank Replacement)	30,000	
Fire Station #10 (Gasoline Tank Removal)	15,000	
Total	\$150,000	

These projects have been identified in the Capital Improvement Program. Should you have any questions regarding this request, please contact my office.

Very truly yours,

Arthur F. Cabral
Interim Commissioner of Public Buildings

AFC:dla

CC: Robert Rooney, Chief Operating Officer
Sarah Ecker, Interim Chief Budget Officer ✓
Josh Morse, Facilities and Operations Supervisor

Parking Meters: Five-Year Capital Plan

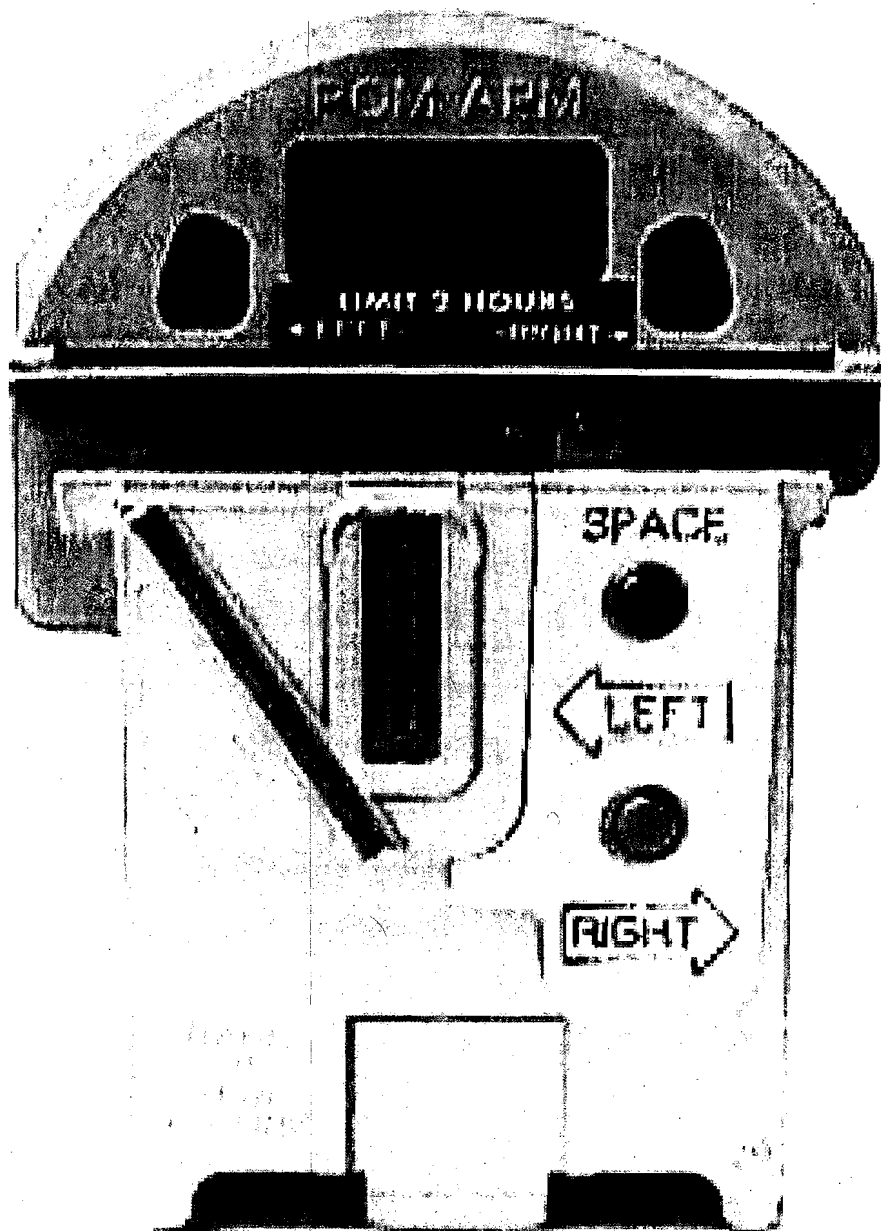
Objective: Accept both coin & electronic payment at ALL metered parking spaces in the City of Newton

Funding Source: Parking Meter Receipts

Funding Process: Mayoral request for special appropriation via Board of Aldermen

Year	Task	Cost
FY10	Expand monthly permit programs for long-term parking at City meters for Newton employees and residents	
	Install pay station in Cypress municipal parking lot*	\$ 20,000
	Install programmable meters that charge current hourly rates	\$ 90,000
	Identify, select, and procure preferred card technology	
FY11	Install pay station in Pearl St parking lot	\$ 20,000
	Install card readers in all on-street parking meters	\$ 70,000
FY12	Install pay stations for 2-3 municipal parking lots	\$ 100,000
FY13	Install pay stations for 2-3 municipal parking lots	\$ 100,000
FY14	Install pay stations for 2-3 municipal parking lots	\$ 100,000
FY15	Install pay stations for 2-3 municipal parking lots	\$ 100,000
TOTAL		\$ 600,000

* Funding appropriated, but not expended to date.



SCHOOL BUILDING COMMITTEE

When a local determination is made that a school project is needed, a city, town, or regional school district ("District") shall appoint a School Building Committee for the purpose of generally monitoring the MSBA application process and to advise the District during the course of a project.

School Building Committee Composition

The School Building Committee shall be formed in accordance with the provisions of the District's local charter and/or by-laws and it is recommended that the District make a reasonable effort to include one or more of the following individuals:

- The local chief executive officer of the District, or, in the case of a town whose local chief executive officer is a multi-party body, said body may elect one of its members to serve on the school building committee;
- The town administrator, town manager, or city manager, where applicable;
- At least one member of the school committee to provide an overview of the general desires of the school committee and to ensure direct involvement of the school committee (Required by Massachusetts General Law Chapter 71 Section 68);
- The superintendent of schools or his/her designee to provide a historical overview of what has worked and what hasn't worked for the school department;
- The local official responsible for building maintenance or his/her designee to examine building design and construction in terms of longevity and maintenance concerns;
- A representative of the office or body authorized by law to construct school buildings in that city, town or regional school district, or for that independent agricultural and technical school;
- The school principal from the subject school to provide guidance on how the building must function to meet overall educational needs;
- A member who has knowledge of the educational mission and function of the facility;
- A local budget official or member of the local finance committee who understands construction finance and cost-benefit analysis in order to provide guidance relative to scope decisions and their effect on both short- and long-term costs; and
- Members of the community with architecture, engineering and/or construction experience to not only provide input relative to the effect of the project on the community but also to examine building design and construction in terms of its constructability.

Please note that at least one member of the School Building Committee must be designated as a Massachusetts Certified Public Purchasing Official for Design and Construction Contracting in the Massachusetts Certified Public Purchasing Official Program as administered by the Inspector General of the Commonwealth of Massachusetts.

School Building Committee Responsibilities

The School Building Committee responsibilities will include: selecting the project manager, selecting the architect, completing the needs assessment/feasibility study, making recommendations or decisions as to project scope, making recommendations or decisions on site selection, monitoring the project design, monitoring construction progress and payment requisitions, monitoring furniture and equipment procurement, monitoring the project's schedule and budget, preparing proposals for presentation to the town meeting or city council for approval for the necessary funding, making recommendations or decisions for approving changes, and communicating with the local governmental unit, the school committee, and other municipal entities through the chair.

MSBA Approval of the School Building Committee

The District shall submit the School Building Committee information to the MSBA for approval before the District can move forward in the MSBA's application process. MSBA approval will be based on several factors, including, but not limited to:

1. past performance of the school building committee, the building committee, whether temporary or permanent, or any other committee responsible for the oversight, management, or administration of the construction of public buildings, and its individual members, and
2. the extent to which there is representation of the municipal government, school district personnel with management, educational and maintenance expertise, and representation of members of the local community with design and construction experience.

If the District receives MSBA approval of the School Building Committee, the District must notify the MSBA in writing within 20 calendar days of any changes to the membership or the duties of said committee.

Contact Information for School Building Committee Questions

If you have questions about the MSBA's School Building Committee requirements or would like to request a School Building Committee Composition form, please contact Diane Sullivan at _____ or 617-720-4466.

Newton Ordinances

Secs. 5-20—5-34. Reserved.

ARTICLE III. DESIGNER SELECTION COMMITTEE

Sec. 5-35. Established; purpose.

A designer selection committee is hereby established to make recommendations to the mayor whenever an architect is to be engaged by the city for any purpose, and the mayor shall consult with this committee and shall select said architect from these recommendations. At least three (3) recommendations shall be offered and the mayor may request three (3) additional recommendations from which he shall make his selection. (Rev. Ords. 1973, § 2-346)

Cross references—Commissions and committees generally, Ch. 2, Art. VII; regulations governing appointment to and service on commissions and committees, § 2-8

Sec. 5-36. Composition, appointment and compensation of members.

When the public facility to be constructed is not under the jurisdiction of the school committee, the designer selection committee shall consist of six (6) members, three (3) of whom shall be appointed by the mayor, and three (3) of whom shall be selected by the board of aldermen. For school facilities, three (3) additional members shall be selected by the school committee. All of the persons serving on this committee shall serve without compensation and shall be residents of the city. (Rev. Ords. 1973, § 2-347)

Sec. 5-37. Terms of members, vacancies, procedures.

Members of the designer selection committee shall serve coterminous with the terms of their respective appointing authority. Vacancies in the committee shall be filled by appointment in the same manner by the designated appointing authority as the original appointments for the period of the unexpired term. The committee shall elect a chairman annually and establish rules and procedures. Committee members shall serve at the pleasure of their respective appointing authority. The public buildings department shall provide such assistance to the committee as is necessary for the exercise of the committee's responsibilities. Records of the committee shall be public documents. The committee shall make reports no less than annually to the respective appointing authorities. (Rev. Ords. 1973, § 2-348; Ord. No. 190, 12-20-76; Ord. No. 317, 2-20-79; Ord. No. S-301, 2-1-88)

ARTICLE IV. DESIGN REVIEW COMMITTEE

Sec. 5-54. Established.

(a) A design review committee is hereby established to coordinate the design review process for any public facility which has been submitted to the committee by the mayor, board of aldermen or any other public agency or committee within the city.

(b) The design review committee shall examine the specifications prepared by the using agency and shall consult with the planning, public buildings and other city departments, or if appropriate, may request the public buildings commissioner to hire outside consultants to assist the design review committee in studying the feasibility of the proposed facility and shall consider to the extent the committee deems appropriate a range of solutions such as renewal, renovation or replacement within realistic budgetary limits and shall make a recommendation. The design review committee's study of the feasibility of the proposed facility shall include a review of indoor environmental health issues. The design review committee may make recommendations for specific program requirements for the proposed facility to address indoor environmental health issues. The design review committee shall include in its feasibility study a review of the proposed facility's use of natural resources and energy. The design review committee may make recommendations as to site planning, building design, or construction that contribute significantly to the proposed facility's efficient use and conservation of natural resources and energy.

Whenever an architect is proposed to be engaged by the city in any design or consulting capacity, the design review committee shall review the contract between the city and the architect prior to its execution to assure that the scope of the work, as described in said contract, complies with the program requirements for the proposed public facility.

(c) The design review committee shall review the architect's solution for compliance with the program and time schedule solution. The committee shall have periodic meetings with the architect and hold periodic presentations and reviews and shall make reports as the project moves through the various stages of design to contract development. Prior to the issuance of bid documents, design review recommendations to the architect shall be made by the design review committee in writing to the commissioner of public buildings for his approval and issued from his office. The commissioner of public buildings shall not permit the construction contract to be advertised for public bid until the design review committee certifies in writing that the plans and specifications substantially meet the program requirements of the project.

(d) During the construction of the public facility, the commissioner of public buildings shall consult with the design review committee concerning any changes in the plans or specifications that may affect the design or program of the facility and the committee shall act promptly on all matters before it. (Rev. Ords. 1973, § 2-361; Ord. No. 8, 8-12-74; Ord. No. 190, 12-20-76; Ord. No. S-301, 2-1-88; Ord. No. V-216, 12-21-98; Ord. No. Y-29, 7-9-07)

Sec. 5-55. Composition, appointment and compensation of members.

(a) Voting membership. The design review committee shall consist of twelve (12) permanent voting members, four (4) appointed by the mayor, four (4) selected by the board of aldermen, and four (4) selected by the school committee. There shall be two (2) additional voting members for each facility under design review, who are community representatives who shall represent the interests of the community in which the proposed facility is to be located, and who reside in the immediate area of the facility. One community representative shall be appointed by the mayor and one shall be selected by the board of aldermen. In the event that more than one facility shall comprise a project, and where the board of aldermen determines that the resulting number of community representatives for said project is unreasonably large, it may reduce the total number of community representatives required to not fewer than two. (Ord. No. R-142, 4-21-81)

(b) Nonvoting membership. There shall be the following nonvoting members of the design review committee: one alderman, one school committee member for school department building projects, the planning director or his designee, the head of the using agency or his designee, and the public buildings commissioner or his designee. The public buildings commissioner shall also serve as secretary of the design review committee. (Rev. Ords. 1973, § 2-362; Ord. No. 8, 8-12-74; Ord. No. S-301, 2-1-88)

Cross references—Regulations governing appointment and service on commissions and committees, § 2-8

Sec. 5-56. Terms, vacancies and rules.

(a) The members of the design review committee, excepting the community representatives, shall serve coterminous with the terms of their respective appointing authority. Vacancies in the committee shall be filled by appointment in the same manner by the same designated appointing authority as the original appointments for the period of the unexpired term. The term of community representatives shall expire upon final acceptance by the city of the facility for which they were appointed.

(b) The design review committee shall have such assistance as is reasonably necessary for the exercise of its responsibilities provided by the department of public buildings. The records of the design review committee shall be public documents. The design review committee shall elect a chairman annually and establish rules and procedures. Members shall serve at the pleasure of their respective appointing authority.

- (c) It is the intent of this section that those participating in the design review process as voting members shall be a diversified group of interested citizens, independent of and not directly employed by city government, and that some of these members shall be professionally qualified.
- (d) To the extent that citizens make themselves available to serve, there shall be at least one (1), but not more than two (2) voting members from each of the following professions: architect, general construction manager, electrical engineer, mechanical engineer, structural engineer, landscape architect. Professional qualifications of voting members are desirable in the fields of city planning, traffic engineering and real estate development, but shall not be required.
- (e) Whenever a vacancy in voting membership occurs, the appointing authority shall make inquiry of the public buildings commissioner and the chairman of the design review committee as to whether an appointee with particular Chapter 5 – page 6 professional qualifications is required, and after written response, the appointment shall be made so that the membership of the design review committee will be professionally balanced and will comply with the requirements and the intent of this section. Community representatives shall be appointed without regard for professional qualifications.
- (f) No voting member of the design review committee shall hold an elected or salaried position with the city.
- (g) All members shall serve without compensation and all voting members shall be residents of the city. All members shall serve until their successors take office.
- (h) The two (2) voting members who are community representatives shall vote only on those matters concerning facilities for which they are appointed. (Rev. Ords. 1973, § 2-363; Ord. No. 8, 8-12-74; Ord. No. 190, 12-20-76; Ord. No. S-301, 2-1-88)

**Comparison Chart
Requirements under the MSBA vs. Existing
Design Review/Designer Selection**

MSBA

Chief Executive Officer of the District;
Town Administrator, if applicable;
At least one member of the School Committee;
Superintendence of Schools or his/her
designee;
Official responsible for Building Maintenance
or designee;
A representative of the office/body authorized
by law to construct school buildings;
The school principal from the subject school;
A member who has knowledge of the
educational mission and function of the
facility;
Budget Official or member of Finance
Committee;
Members of the community with architecture,
engineering and/or construction experience

*One of the members must be designated as a
Mass Certified Public Purchasing Official for
Design and Construction Contracting in the
Mass Certified Public Purchasing Official
Program as administered by the Inspector
General

Designer Selection Committee

3 appointed by Mayor
3 selected by Board of Aldermen (BOA)
3 selected by School Committee (SC)

*All members serve coterminous with the
terms of their respective appointing authority

Design Review Committee

Two types of Membership:
Voting and Non-Voting

Voting: 12 permanent members

- 4 appointed by the mayor
- 4 selected by the BOA
- 4 selected by the SC
- 2 additional members who are
community reps and reside in the
immediate area of the proposed
facility* – (1 selected by Mayor and 1
selected by BOA)
- if more than 1 facility – BOA can
determine if membership is too large
and can reduce total number of
community reps to not fewer than 2

Non-Voting:

- one Alderman
- one SC member
- Planning Director or his/her designee
- Head of the using agency or designee
- Public Buildings Commissioner or
designee

*All members serve coterminous with the
terms of their respective appointing authority
except community reps whose term expires
upon final acceptance by the city of the facility
for which they were appointed

MSBA

Designer Selection Committee

Design Review Committee

Duties and Responsibilities

Duties and Responsibilities

Duties and Responsibilities

Select Project Manager;
Select Architect;
Complete Needs Assessment/Feasibility Study;
Recommend/Decide Project Scope;
Recommend/Decide site selection;
Monitor Project Design;
Monitor Construction progress and payment requisitions;
Monitor furniture and equipment procurement;
Monitor Project's Schedule and budget;
Prepare proposals for presentation to City Council for approvals for funding;
Recommend/Decide approve changes
Communicate with local government unit, school committee and other municipal entities through the chair.

Make at least 3 recommendations to select an architect to the Mayor – Mayor makes the selection.

Coordinate the design review process for any public facility within the city;
Examine specifications prepared by the using agency;
Consult with Planning, Public Buildings and other city departments or request Public Buildings Commissioner to hire outside consultants to:

- Assist the design review committee in studying the feasibility of the proposed facility
- Consider a range of solutions such as renewal, renovation or replacement **within realistic budgetary limits** and make a recommendation

Review indoor environmental health issues, use of natural resources, and energy and recommend specific program requirements to address them (site planning, building design or construction);

Review architect contract to assure scope of work complies with program requirements;
Review architect's solution for compliance with program and time schedule and meet with architect periodically and report progress;
Submit recommendations to the architect through the Public Buildings Commissioner for his approval prior to issuance of bid docs;
Certify in writing that the plans and specifications substantially meet program requirements prior to advertisement and bid of construction contract;

MSBA

Designer Selection Committee

Design Review Committee

Duties and Responsibilities

Duties and Responsibilities

Duties and Responsibilities

Consult with Public Buildings Commissioner during construction regarding changes in plans or specifications affecting the design or program of the facility