

CITY OF NEWTON

IN BOARD OF ALDERMEN

ZONING & PLANNING COMMITTEE REPORT

**BUDGET**

MONDAY, APRIL 27, 2015

Present: Ald. Johnson (Chairman), Sangiolo, Kalis, Leary, Danberg and Yates

Absent: Ald. Hess-Mahan and Baker

Also Present: Ald. Albright, Fuller and Brousal-Glaser

City Staff Present: Dori Zaleznik (Chief Administrative Officer), Aaron Goldman (Performance Manager), James Freas (Acting Director, Planning Dept.), Eve Tapper (Acting Associate Director, Planning Dept.), John Lojek (Commissioner, Inspectional Services), Norine Silton (Executive Asst., Planning Dept.), Rob Symanski (Financial Analyst), Jack Cowell (Financial Analyst), Alice Ingerson (CPA Program Manager), Karyn Dean (Committee Clerk)

**REFERRED TO FINANCE AND APPROPRIATE COMMITTEES**

#375-14(2) HIS HONOR THE MAYOR submitting in accordance with Section 5-1 of the City of Newton Charter the FY16 Municipal/School Operating Budget totaling \$361,997,264 passage of which shall be concurrent with the FY16-FY20 Capital Improvement Program (#375-14). [04/15/15 @ 5:08 PM]  
**EFFECTIVE DATE OF SUBMISSION 04/21/15; LAST DATE TO PASS THE BUDGET 06/05/15**

**REFERRED TO FINANCE AND APPROPRIATE COMMITTEES**

#375-14 HIS HONOR THE MAYOR submitting the FY16-FY20 Capital Improvement Plan pursuant to section 5-3 of the Newton City Charter. [10/15/14 @ 3:01 PM]

**REFERRED TO FINANCE AND APPROPRIATE COMMITTEES**

#375-14(4) HIS HONOR THE MAYOR submitting the FY 2016 – FY 2020 Supplemental Capital Improvement Plan. [04/15/15 @ 4:57 PM]

**BUDGET & CIP DISCUSSIONS**

**PLANNING & DEVELOPMENT**

The proposed City FY16 budget for the Planning and Development Department is \$1,523,936 which is a 4.7% increase over FY15. This increase is related almost entirely to changes in personnel costs and includes a new administrative position to support the Zoning Board of Appeals (ZBA). Federal funding is at \$3,172,610 which is a decrease of 3.74% from last year, with CDBG and HOME funds continuing to decline and ESG funds increasing just slightly.

### Staffing

Two new Housing Planners have just been hired, and as mentioned, a new position will be added for administrative support to the ZBA. A management consultant has just been hired to assess and evaluate the department to determine the overall staffing needs, if people are properly placed and the organizational process. There is an ambitious agenda of projects for the coming year and the department wants to be able to meet those demands.

Please refer to the detailed PowerPoint presentation that was presented by James Freas, Acting Director of Planning and Development. It is attached to this report.

### Transportation

Mr. Freas explained that the City received funding from the MassWorks Program for the improvements of the intersection at Oak and Christina Streets where they meet Needham Street. This is a significant project that has been the result of working with the Town of Needham. In the upcoming year, Mr. Freas anticipates finding funding to complete the construction of the entire corridor from Route 9 along Winchester Street all the way to, and inclusive of, the bridge over the Charles River.

This year, the department will be pursuing a multi-modal transportation strategy which includes expanding access to transit of all types, street design standards to better accommodate bicyclists and pedestrians, and continuing to take actions that improve the ability to drive within the community.

### Land Use

Development applications have increased with the improvement of the economy. Development Review Team (DRT) meetings have increased substantially, keeping in mind that some projects requiring more than one meeting. Zoning reviews have also gone up and have surpassed the number of special permits. The number of days to complete a special permit has remained relatively level between 2010 and 2014. Despite significant increases in the number of special permits since 2011, they are still being completed in a reasonable amount of time. The goal established through the DataStat program is to get 90% of special permit applications through within 90 days which would be a 4% increase over this year.

### Long Range Planning

A significant project in long range planning has been zoning reform. Mr. Freas is happy to report they have finished Phase 1 and it will be going to the Board for a vote. Along with that, the zoning map will also be corrected and updated. Phase 2 of zoning reform will be ongoing in the coming year.

### Economic Development

The priority project is the Austin Street development. The special permit application will be delivered next month along with the development team.

Additional items have been docketed by the Mayor relative to housing, and a housing strategy will also be pursued which will examine ways to achieve the 10% affordable housing goal and as well as ways to meet the needs of the City's changing demographic.

The department is continuing to support the Riverside project and moving it to the construction phase. They have worked with the development team there to submit a grant application to the federal government for the parking garage.

Work has been done with the newly reconstituted Biosafety Commission to help the project at the Atrium get a special permit in order to allow laboratory uses up to 100,000 square feet.

The N2 corridor continues to receive attention in the press and in the business community. This is the first project relative to economic development with another community (Needham). This has been expanded to work with Waltham and Watertown on what will be called the Charles River Mill District which will be launching later this spring. 55 Chapel Street is one of the most significant buildings for Newton within this new innovation district.

Working in partnership with these other communities is very beneficial. They are looking to partner on bigger issues of transportation and thinking about the Olympic bid in 2024.

#### Community Development and Housing

This is the focus of the Consolidated Plan which was presented in Committee earlier in the month. The report of this discussion and the detailed presentation made by Eve Tapper can be found online at <http://www.newtonma.gov/civicax/filebank/documents/66053>

Every year, there is an annual action plan which lays out specifically what projects will be funded. In the fall, annual performance report is released and submitted to HUD to report how the funds were over the previous fiscal year.

#### Homelessness Prevention

This past year, the Brookline/Newton/Waltham/Watertown Continuum of Care received a grant of \$1.49M. These funds go to service providers within these communities for homelessness prevention. The ESG grant comes specifically to Newton to address these issues with most going towards homeless prevention and rapid rehousing, which is a HUD priority.

#### Neighborhood Improvements

This year, some park improvements were completed in Nonantum and some pedestrian improvements in Newton Corner. In the upcoming year, the focus will be on the addition of the Upper Falls Neighborhood into this program. A Committee needs to be established and projects need to be identified.

#### Economic Development

There is no allocation from CDBG funds for economic development, instead \$140K will be used from the revolving loan fund for a job training and employment assistance program.

### Affordable Housing Development and Rehab

Funding is being provided to Myrtle Village which will be combined with funds from the CPA for 7 affordable units with 4 units being built with CDBG funds. Two units are being funded at Taft Avenue. Much needed improvements are being funded at Golda Meir House which supports 199 affordable units for low-income senior citizens.

The CPC is providing about \$1M for the first-time homebuyers program which provides gap funding for first-time homebuyers and locks properties in as permanently affordable. A tenant-based rental assistance program has just been formed with almost 220 applications taken in. This program assists family in moving out of hotels and motels paid for by the state, and providing them with a unit in Newton with rental assistance. Two families will be assisted.

Eight lower to moderate income households have been assisted in rehabilitation projects on their homes for emergency repairs, lead abatement, and building code concerns.

### Architectural Access Program

The Commission on Disability has funded a number of curb cut projects around the City.

### Public Services

In FY16, 20 programs and 15 non-profit and public agencies will be funded and the details of these are in the Annual Action Plan which can be found at <http://www.newtonma.gov/civicax/filebank/documents/65866>

### Conservation

New signs will be put up in all the conservation areas this summer which are attractive and user friendly. There will also be other improvements to the entrances of the conservation areas. A management plan will be presented to the Zoning & Planning Committee on May 11<sup>th</sup>.

*The Management Plan, May 11 report of the discussion, and presentation by the Senior Environmental Planner, Jennifer Steel, is now available and can be found at:*

<http://www.newtonma.gov/civicax/filebank/documents/66206/05-11-15%20Zoning%20&%20Planning%20Report%20NONBUDGET.pdf>

### Historic Preservation

Another phase of the historic buildings survey has been completed. Another application will be submitted for state funding this year for additional grant money for more survey work.

### Committee Questions/Comments

#### *Staffing*

Some Committee members would like to see the department receive funds for more staff. There was sentiment that the currently vacant positions should be filled as soon as possible. Mr. Freas said they are interviewing for many of the positions right now including Planning Director, Urban Designer and Housing Manager. They are about to advertise for the Long Range Planner position and as mentioned earlier, two Housing Planners have just been hired. The management consultant will be able to advise on how to better position the resources in the department from

personnel, project management, development review, community engagement, communication with Board. They want to be more efficient and to modernize the program. The RFP for the management consultant is posted on the City's website. Any changes recommended by the consultant would go into effect for the FY17 budget. The management consultant would not be involved in choosing the new Planning Director and interviews have been ongoing.

Some Committee members felt that, in general, for all the major plans coming forward for the department, the staffing was not going to be sufficient. Mr. Freas said prioritization will be part of what they will do over this coming year. The bigger project like the housing and transportation strategies are critical to many other plans so they are using consultants to support and expand their capacity in many different areas. Many of these things have to work in conjunction with each other and need to be developed cooperatively.

It was asked that the organizational chart be revised to a more readable format and provided back to Committee. They would really like to see who is in which position, and which positions are vacant. It is included in the attached presentation.

It was pointed out by the Chair that the list of FY15 accomplishments is impressive. There are many things that go on behind the scenes and are not seen by the Zoning & Planning Committee and that should be recognized. In the future, she would also like to see, in the budget book, how goals, desired outcomes and accomplishments relate to each other year to year.

### *Housing*

It was asked where "work-force" housing fit into any plans. Mr. Freas said it would be considered in the Housing Strategy which has two primary areas of focus which include getting to the 10% affordable housing, and looking at the changing demographic needs to support seniors, and the innovation economy workers. An item has also been docketed by the Mayor to explore opportunities to allow city employees to live here. Most city employees are moderate - income, do not qualify as low-income and cannot afford the market rate in Newton.

The Mayor had said he would like to reach the 10% affordable housing goal by 2021, which some members felt was ambitious and wondered what the plan would be and how that goal was set. Mr. Freas said the housing strategy, as mentioned, would be the plan to get to the goal. The housing strategy would be completed by December 2015.

It was asked what Community of Opportunity meant as mentioned by the Mayor. Mr. Freas said that a Community of Opportunity is a concept that any family could come here and take advantage of the resources available in the City to move from a low or moderate income household to being successfully established within the middle class. These are broad goals and concepts and will be more specific as strategies are formulated.

A Committee member asked what was happening with the 1.5% claim on developable land relative to affordable housing. Mr. Freas said he would get that information.

### *Conservation*

A Committee member asked about signage in the conservation areas. Mr. Freas explained that conservation lands will have new signage, and the larger parcels with trail networks will have trail markers in the next phase of the plan. The funding is not a problem, it is more of a time issue for staff. Committee members wondered if funding for a part-time staff would be helpful.

It was asked why the Sudbury Aqueduct trail hasn't been open for public access. Mr. Freas explained that an agreement has to be signed with the MWRA in order to allow access because it is their land. The trails run through many resident's backyards and they would like to have an opportunity to speak to those people to make sure there is an adequate level of comfort with the trails being used as a public resource. It was mentioned that the Newton Conservators have been running tours through there for years and neighbors are quite used to it. Mr. Freas said they will work with the Conservators and with the various neighborhood area councils.

### *Zoning Reform*

Zoning reform, Phase 2 will be worked on in FY16. Some Committee members were concerned that staffing issues would not allow any significant work to move forward on this until the fall. A consultant will be hired for the Phase 2 process and that has always been the plan. An RFP is being drafted to include input from the Zoning & Planning Committee. The position that would be working most closely with the consultant is currently a vacant position. The money for the consultant is not in the budget book, but Mr. Freas said the administration will appropriate the funds when the time comes.

### *Neighborhood Improvement Funds*

It was asked if any work was being done to add Thompsonville to the pool of eligible neighborhoods for funding. Mr. Freas said the challenge is that it is outside of the approach the City has been taking to allocate those funds. However, they could perhaps find a way to fund a project so long as it falls within the criteria that it must serve low and moderate income households.

### *Transportation*

It was asked what sort of plans are being made to improve access to transit and reduce the use of single-use vehicles. Mr. Freas said they are developing a transportation strategy and a housing strategy to work together. The plan will be started this year. Committee members also suggested more work with the surrounding communities on transportation meetings. Mr. Freas noted that the City worked with Needham on issues with Wells Avenue, nearby construction and snow causing traffic problems. They were able to cooperate and solve problems.

A Committee member said transportation is a particular problem in Lower Falls. Mr. Freas said community engagement will be part of the development of the transportation strategy and there will be opportunity to hear from that neighborhood.

*Charles River Mill District*

Committee member asked about the Charles River Mill District. Mr. Freas said they Board would be receiving an invitation to a kick-off event in the spring, very similar to the event that was held for the N2 corridor.

*Austin Street*

A Committee member wondered why Mr. Freas said “*we* will be submitting the Austin St. special permit”. Mr. Freas said the City has to sign the application as the property owner. The developer cannot submit the application without that signature from the Mayor. Therefore, the City has been working with the developer since the conclusion of the community meeting process to refine the development proposal and turn it into an application than can be submitted. It is fair to say that the proposal is from the Mayor and the developer.

*Needham Street*

Wells Ave and Needham Street have the greatest potential for growth in innovation economy businesses, start-ups, etc. A Committee member felt the Echo Bridge Office Park could be included in the scope. He was also concerned that the partnership with Needham has been better for Needham than Newton.

*CDBG*

A Committee member stated that an item was docketed to more regularly review the status of the CDBG fund. It seems the City has been slow to spend the money. It would be better to see every project over 5 years, what was allocated to it, how much was spent and encumbered and how much transferred year to year. This would provide a better overall picture. The Chair noted that a table in the budget book shows some detail on the CDBG fund, but not in the finer detail.

*ZBA*

Brooke Lipsitt, Chair of the Zoning Board of Appeals (ZBA) asked to address the Committee. She learned that the staffing for the ZBA was being moved from the Inspectional Services Department (ISD) to the Planning Department, but she, nor any other members of the ZBA, were consulted in any way.

Mr. Freas’ presentation highlighted that his department supports and staffs 28 boards and commissions which are comprised of an enormous number of dedicated citizens who volunteer to serve on them. The ZBA and its support staff do seem to belong in the Planning Department, however, there seems to be a failure to take advantage of the expertise of the members of boards and commissions by not consulting them about the staff support they get, about what they need, and about the quality of the staff support they receive in order to determine what the correct staffing should be.

Ms. Lipsitt explained that the ZBA has been staffed by the assistant to the Commissioner of Inspectional Services and has received superb support. One of the functions of the ZBA is to hear appeals of the decisions of the Commissioner of ISD and to have his assistant staffing the ZBA may give the appearance of a conflict, even though there actually is no conflict, but

appearances do matter. Also, the ZBA works quite closely with the Planning Department and have always had a wonderful working relationship with staff. She does not have any issue with the movement of the position, but felt input from the ZBA should have been solicited to determine the appropriate level of staffing in order to best serve their volunteer function. Perhaps the .8 position that was decided upon is adequate, but perhaps it should be more, or less.

Related to that point, Ms. Lipsitt explained that the ZBA staff person has not been provided with adequate funds to get materials to the ZBA members. There have been several significant petitions which require review of large plans and other extensive documentation. Complex projects, such as 40B petitions, may require 6 meetings that last 3-4 hours each. She felt it was appropriate to have delivery of materials to the ZBA members' homes, just as is done with the Aldermanic packets each week. She asked that funding be provided in this budget for this.

Some Committee members felt it did seem to be a better fit for the support person to be in Planning rather than ISD, because of the appeal situation that was described.

A Committee member asked what sort of support the Planning Department provides to the ZBA. Ms. Lipsitt said the Planning Department has been generous in their time and expertise with analysis done on 40B cases. In most other cases, not much is necessary from the Planning Dept. The ZBA does not ask Planning to provide staff at their meetings for variances or appeals. She regularly meets with the Law Dept and the ZBA clerk in advance of meetings and when there are complex issues relative to zoning, she does ask a member of Planning to participate. They are very judicious about asking for time.

It was asked if the ZBA has received copies of the City's position on the 1.5% land use standard. Ms. Lipsitt said they have not received all of the many filings that have gone to the Law Dept., though they are available. Many of the 1.5% claim was put together by the Law, Planning and IT Departments. She as Chairman, and the Board in general have been kept posted on the progress of the claim. She does not have the expertise to analyze the claim but did look at the numbers at how they were arrived at.

A Committee member felt the ZBA should have more input from the Planning Department on cases of appeals of the Commissioners decision. Ms. Lipsitt did not agree. She explained that appeals are relative to interpretations and not intent. The charge of the ZBA is to apply what is in black and white to determine if the Commissioner's decisions are supported by language that has been developed and approved by the Board. At times, language is confusing and issues can end up in court and then they follow the guidance of the courts as well as the ordinances.

Ald. Johnson took a straw vote of the Committee in order to recommend approval for the Planning Department budget. The Committee voted in favor 5-0 with Ald. Sangiolo not voting.



## **INSPECTIONAL SERVICES**

The FY16 proposed budget for the Inspectional Services Department (ISD) is \$1,331,057 which maintains a flat budget from FY15.

John Lojek, Commissioner of Inspectional Services addressed the Committee and provided a PowerPoint presentation which is attached to this report.

### Staff Changes

- He explained that the Department just acquired the services of a scanning coordinator in conjunction with the City Clerk's office. Good progress is being made in scanning the public records into the permitting system.
- The ZBA support staff position will be moved to the Planning Department. It in fact, was never an actual position in ISD and was historically the responsibility of the Commissioner's administrative assistant. Until recently, the ZBA support work had been a very minor part of that position, but has become an almost full-time job. The Commissioner explained the shift in responsibilities to the administration and also expressed his concern that his assistant should not be the support staff for the body that reviews appeals of his decisions. Even though it was not a conflict, the appearance of it may seem as such. With those factors in mind, the decision was made to move the position to the Planning Department.
- The ADA 40 Coordinator position has been moved to the Law Department from ISD.

### Accomplishments FY15

Real-time recording of inspections have been made possible with new technology. All the inspectors are carrying laptops in the field and recording their results as they complete each job. This allows inspectors to know what work has been done and if they are needed for particular inspections.

Installations of 2800-3000 second water meters are being undertaken and they are just starting that process.

A phone call record-keeping system has been implemented to track calls to the office.

The new field hardware has been implemented and are trying to create an on-time inspection metric. So far, 80% of inspections are done within 24 hours of the request. They hope to improve on that, keeping in mind what is physically possible in a day's work.

A working group is being created with the code enforcement officer, the ADA Coordinator and a Periodic Inspector to work jointly on compliance.

### Desired Outcomes FY16

Special permits have been difficult to track especially if it occurred many years ago. He has spoken with the Clerk's office to start a conversation on ways to get that information linked to ISD files for access to inspectors.

Complete 100% of periodic inspections. Approximately 800 period inspections needs to be completed each year. These include public buildings, camps, restaurants, schools, large apartment buildings, etc.

### Permits

The department processed over 12,000 permits in all disciplines this year. Currently about 2,600 building permits have been processed with an expectation of about 3,100 by the end of the fiscal year. The electric inspections numbers will be approximately 2,800; and plumbing will be about 3800. With the new second water meters coming online, about 3,000 more inspections can be expected as well.

### Revenue

Commissioner Lojek said the bigger leaps in revenue are generated by the larger projects in the City like Chestnut Hill Square and The Street in the past couple of years. There has not been a huge project this year but he still estimates \$4.7M in permit revenue by July 1.

### Code Enforcement

The chart provided shows the number of complaints in particular categories. About 34% of all complaints are in the illegal apartments and construction without a permit categories. The most difficult thing to do is tell the enforcement officer to record everything. There are times they make a call and solve a problem without recording it because they are more action-oriented. The Commissioner reminds them to keep track so the numbers are accurate. The illegal apartments are of particular concern because they are often dangerous and unfortunately, ISD learns of them from the fire department.

The department is working with homeowners on nuisance properties. Issues include hoarding, some of the homeowners are elderly or may have mental health issues. The neighbors are upset with unkempt yards and piles of trash in yards in their neighborhoods, which need to be dealt with, but a certain amount of sensitivity has to be applied in these situations. Sometimes it takes longer than people would like to mitigate the problem, but the department does it's best to balance enforcement with being helpful and respectful.

### Committee Questions/Comments

#### *ZBA Support Staff*

The Committee asked how it was determined that a .8 position was appropriate for the ZBA staff support person. The Commissioner explained to the administration how much time was being spent on ZBA support, which was almost all of her time. Some support was still being given to the Commissioner's office, but very little. The administration felt .8 was the appropriate staffing level based on that information. Ald. Johnson suggested that Dori Zaleznik speak with Brooke

Lipsitt, Chair of the ZBA to determine if this seems adequate. Ms. Zaleznik said that when they were considering this, it wasn't clear that the ZBA staff person required a completely full-time position and if it turns out more is needed, they will re-evaluate. The position originally had been in the Planning Department so it seemed logical to move it back there as well. The current administrative assistant for the Commissioner will be staying in that position in ISD.

#### *Code Enforcement Task Force*

It was asked what the Code Enforcement Task Force has been doing. The Commissioner said Police, Law, Fire and Health departments are involved in the task force, and other departments are brought on as necessary. When there are multiple infractions it is important to have all those departments that might be helpful involved to solve a problem and to learn from each other. Ald. Danberg would like to know when they meet so she can join a meeting. She thinks this Task Force is an excellent idea.

A Committee member asked for a glossary of the terms in the Code Enforcement Summary. The Commissioner said he would provide it.

#### *Online Payments*

The Committee asked if there was any progress with online payments and services. The Commissioner noted that the IT department is working with the Community Plus vendor to accomplish this and he is not sure what the technical issues are exactly. He would very much like to see it happen soon.

#### *Construction Sites/Nuisance Properties*

It was asked what ISD does when a construction site seems to be put on hold for a long period of time without the work being completed. The Commissioner said if no progress is being made for 6 months, the building permit expires and is voided. If the project is boarded up it would fall under the abandoned property ordinance and can be approached that way. Fines would be levied based on determinations on site. An alderman reported that there is such a property near Newton Centre.

A Committee member would like to see a plan created to address nuisance properties. The Commissioner said there are only a couple of properties that fall into that category. An inspector is being sent out to the properties and the property owner does not answer the door. They will bring the social worker and health department to assist. They will continue to work with property owners to achieve a clean-up and be as respectful as they can.

It was asked what was happening with the property where all the boats were being stored and annoying the neighbors. The Commissioner said the father of the property owner died recently and there was confusion about it being a commercial property. The owner has been cited and he told her she would have a couple of weeks and then they would come back and assess fines. The new inspector is ramping up on all the current cases and taking on new cases so perhaps he has not gotten back to the neighbor with an update.

The Commissioner explained that the proper way to lodge a complaint is in writing and that is the best way for it to get the attention it needs. If it's a serious complaint then someone needs to take the time to fill out the form and get it back to ISD so action can be taken and tracked. People don't want their name attached to a complaint but they are told their name will never be revealed. A court order would be necessary for someone to maybe find out their name. A phone call complaint is difficult to track and follow through on and calling an alderman to lodge a complaint is not the proper way either and is not fair to the alderman. The form is online and can be sent electronically, mailed or dropped off.

A Committee member said there should be another staff person who can do that kind of follow up work and they keep offering the Commissioner if he needs more staff and it is always refused. Enforcement and inspection should also be kept separate so there are no uncomfortable situations.

#### *Scanning*

Files from 2005 through the present are scanned. Currently, as files come in they are scanned or submitted on disc. Large sets of plans are also being scanned by staff after hours and then eliminated. The new scanning person is taking old property files and getting them in order and scans them. The Commissioner estimates this will take until the end of 2016 to get all the old files done. It was asked if periodic checks of special permit compliance will be performed once they are all scanned and attached to property files. The Commissioner said that would be a huge project and there is no plan to do that. Right now, they try to insure that anything that has a special permit doesn't get a permit to do something that might be in violation of the conditions. A Committee member felt doing spot checks of about 100 a year would be reasonable. Another member thought a database should be developed to keep track of conditions with reminders of when payments or other conditions were due.

#### *Staff*

Ald. Crossley feels the department could use another staff person. A city of this size, in this economy has quite a bit of building going on. Perhaps the City should be divided into 4 regions instead of 3 with another inspector on board. She also said sewer mains need to be cleaned on a regular basis because of restaurant owners who do not maintain their equipment and grease and fat end up clogging the lines. If another inspector were on board to inspect the restaurants more regularly, much of this could be avoided and ultimately save money and time for the City. The Commissioner said, one idea is that a condition could be added to special permits that restaurant owners certify that they have a maintenance contract and submit that every year with the City.

It was asked if there was a standard that could be consulted to determine the recommended number of inspectors for a community of this size. The Commissioner said most cities around have fewer than Newton has. On the building side, he does not have a problem. The periodic inspector can fill in when other inspectors are on vacation or are out. The Deputy Commissioner and the Commissioner are also building inspectors so there is always back-up when necessary. There was more of an issue in the electrical and plumbing inspectors side before part-time money was allocated.

*Second Water Meters*

There was a concern about the influx of requests for second water meter inspections and if an outside person should be brought in to help. The Commissioner said they do have funds for part-time help. Bob Caruso, a former employee of the City, works one or two days a week. Hundreds of meters have been installed and inspected. A \$50 permit fee is necessary for a plumber to install the meter and then the inspector makes sure it is done correctly. A plumbing inspector can do 18-20 of those in a day.

*ADA Coordinator*

It was noted by Ald. Crossley that the new ADA Coordinator is legally blind and she felt that presented a challenge and she would need accommodation. She has more of a legal than a building construction background. Should there be a partnership of some sort to provide the inspectional service that she will need to put together the plan. Commissioner Lojek said the position will be in the Law Department so he is not overseeing that, but his staff is available to assist in any way. His inspectors are well versed in 521, the state code. He has created a working group of the enforcement officer, the period inspector and the ADA Coordinator. He is not aware of the plan to assess buildings for accessibility but believes it will be a big job.

Ms. Zaleznik said there will be expertise in ISD and the Building Department to assist the ADA Coordinator. Ms. Farley will be starting very soon. She did an evaluation of the State House in Boston and cleverly used volunteers with differing disabilities to assess the building. She then collated all that information to form a set of recommendations. She can make good use of volunteers and experts in other departments. She needs to have her service dog when she is out but otherwise can do what is necessary. The first order of business will be to create a transition plan, which is a desk job. They are prepared to accommodate for any field work.

It was asked why this position was moved to the Law Dept. from ISD. Ms. Zaleznik said the primary responsibilities are to create a plan for how to treat city buildings, to staff the Commission on Disability and for those things that require field work, to have the assistance of ISD and Public Buildings. This primary goal is to get the City organized and it made sense to put the position there. This also helps leverage the existing positions in ISD to be better utilized. For instance, the Commissioner will no longer be staffing the Commission on Disability.

*Responsiveness*

A Committee member explained that she hears from constituents that ISD is not responsive. Perhaps things are going on behind the scenes, but to the resident it seems like no one is answering their questions.

Ald. Crossley said she has had excellent experiences with the department and they are very responsive. This is a department which has to deal with the public in some of the most challenging way and a certain amount of tenacity and patience has to be employed with difficult situations.

*Fines*

A Committee member asked where fines are noted in the budget. The Commissioner stated that they are not listed there because the fines go into the general fund but held in a separate fund for education. There is generally not more than \$15K in that account. If someone is caught working without a permit, the fee is doubled and goes in as a permit fee so it does not show as a fine. Fines are considered revenue. The Committee requested an accounting of that information.

Ald. Johnson took a straw vote in order to recommend approval of the Inspectional Services Department. The Committee voted in favor 6-0.

**REFERRED TO ZONING & PLANNING AND FINANCE COMMITTEES**

#375-14(6) HIS HONOR THE MAYOR requesting that Sec. 17-6 **Fees for building, electrical, gas and plumbing permits.** of the Revised Ordinances of the City of Newton, 2012 be amended by deleting the section and inserting the following in to take effect July 1, 2015:

The fees for all building permits shall be computed at a rate of \$20.00 per one thousand dollars (\$1,000) of estimated construction cost or any fraction thereof, provided however, that in no event shall the fee be less than the minimum fee set out below.

**PERMIT FEE SCHEDULE**

All fees are "Per \$1,000.00 of Construction or Fraction Thereof"

1. Minimum Permit Fee – Residential (1 & 2 Family)	\$50.00
2. Minimum Permit Fee – Residential (3 Family and Up)	\$100.00
3. Minimum Permit Fee – Commercial	\$100.00
4. Building Permit (Including Signs)	\$20.00
5. Electrical Permit	\$20.00
6. Plumbing Permit	\$20.00
7. Gas Permit	\$20.00
8. Mechanical Permit	\$20.00
9. Demolition Permit	\$20.00
10. Sprinkler Permit	\$20.00
11. All other work requiring permits	\$20.00

If at any point, work has started before the issuance of a permit, the required fee shall be doubled.

**RE-INSPECTION FEE SCHEDULE**

1. Re-inspection fee –first re-inspection	\$50.00
2. Re-inspection fee – second and subsequent re-inspection	\$100.00

CERTIFICATION OF USE AND OCCUPANCY FEE SCHEDULE

1. Temporary or Partial Certificate of Use and Occupancy, \$50.00  
per unit, per month
2. Condominium Certificate of Inspection (not required for new construction) \$100.00

Estimated Construction Costs shall be computed by multiplying the gross floor area (sq. ft.) by the average square foot costs as published in the latest edition of "Means Cost Data" by R.S. Means Co., Duxbury, MA or other similar recognized national survey data. [04/15/15 @ 4:57 PM]

**ACTION:** **APPROVED 6-0**

**NOTE:** Commissioner Lojek explained that the fee schedule has not been re-visited for about 15 years. The fee schedule in the Town of Brookline 20 years ago were in line with the proposed new fees, so they are certainly reasonable. In addition, he was brought to the Financial Audit Committee earlier this year because of reconciliation problems with fees. The current fees quite often add up to very uneven and unwieldy amounts. Online permitting would be even more problematic with the odd numbers. This new schedule would make the calculations much easier and straightforward for everyone involved and eliminate accounting errors. This is not as much about raising revenue as it is for simplicity for customers and staff and bringing rates in line with neighboring communities.

Currently, Temporary Certificates of Occupancy are free and are quite resource intensive for the department as property owners request to renew them every 30-60 days. They don't want the assessor's office saying they are complete and get a full assessment and the Temporary CO keeps that at bay and doesn't cost them anything. The Temporary CO is a judgment call by the inspector in the building code and does not have to do it. Some communities do not allow them at all, which is probably unreasonable. If a building is safe and usable and workable, it's reasonable to issue a temporary CO while the last few conditions are being met. This is largely for commercial developers and he believes the fee is reasonable.

The Condominium Inspection Certificate is important because apartments are being converted to condominiums and are not being inspected. Many are not meeting building code. Ownership is changing and it is a public safety issue because he has seen some very dangerous conversions.

A Committee member asked if a demolition permit and a building permit are both being charged for demolitions. The Commissioner said the current demolition permit fee is a flat \$15. All of the buildings that were torn down at the Chestnut Hill Square cost just \$15. The new fees would be \$20 per \$1000 of the cost of the demolition, which is completely appropriate. Then would then need to get a building permit for a new structure. The executive office has comparisons of all the area communities. The Committee asked for this list but it was not made available by the time of this report.

Other fees in the City are being considered as well, such as special permit fees (docketed in Land Use and Finance Committees) but the administration wanted to get these done as soon as possible because of the reconciliation errors that had been occurring and at the recommendation of the Audit Committee.

The Committee voted to approve the new fees as proposed. This item will be going to Finance Committee.

Meeting adjourned.

Respectfully Submitted,

Marcia T. Johnson, Chairman



# Department of Planning and Development



## **BUDGET PRESENTATION**

Zoning and Planning Committee

April 27, 2015

# This Year's Budget Changes

2

## City-funded changes

- Budgeted FY16 \$1,523,936
- Budgeted FY15 \$1,455,602
- **FY16 Increase of \$68,334 (4.7%)**

## Federally-funded changes

- CDBG \$1,768,620 (-1.17%)
- HOME \$1,125,677 (-9.2%)
- ESG \$159,511 (+11%)
- Total \$3,172,610
- **FY16 decrease of \$118,802 (-3.74%)**

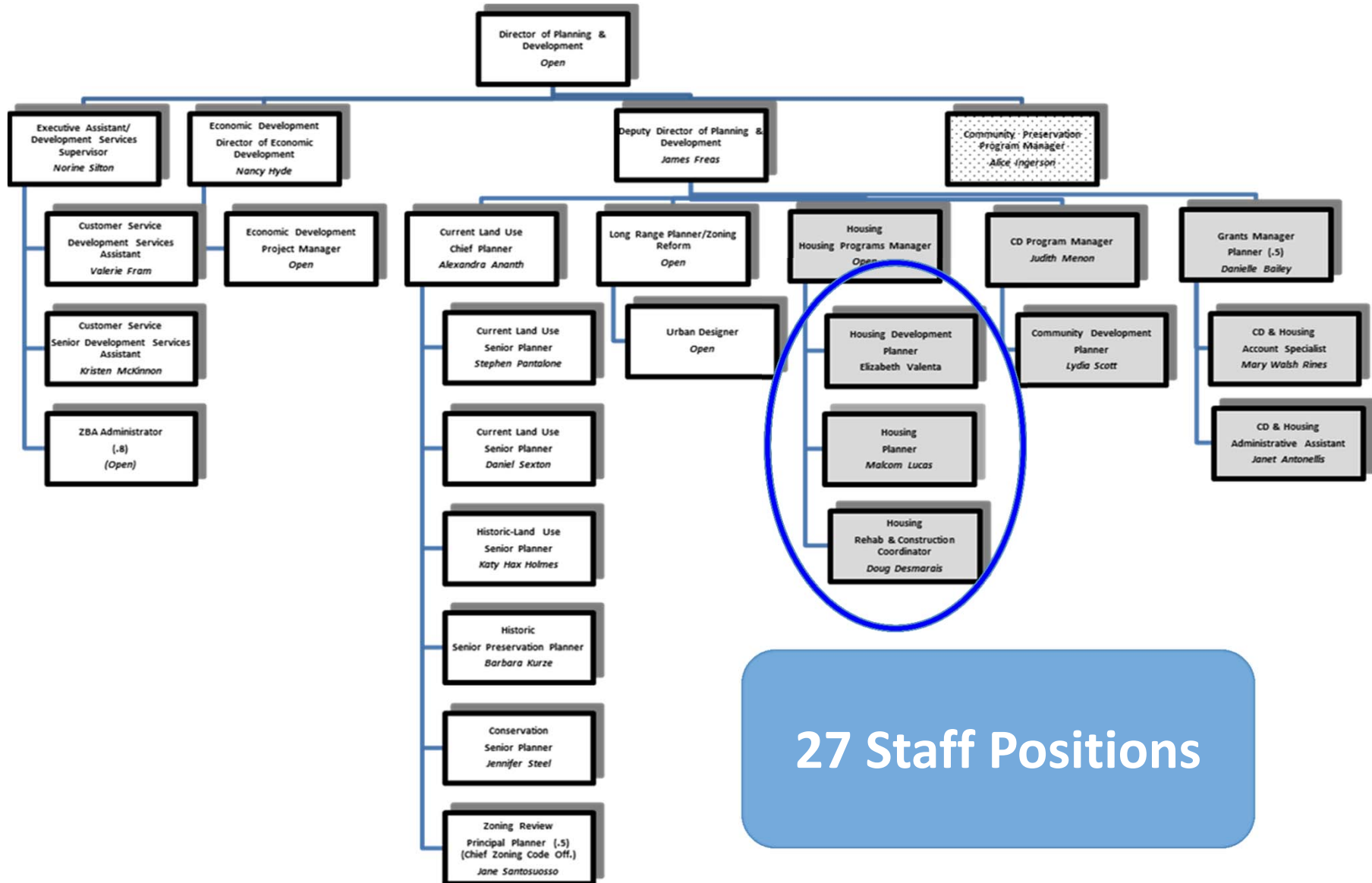
# Mission Statement

3

*Support the City's planning and policy-making function, contributing expertise in urban and community design, environmental policy, historic preservation, and housing and economic development while ensuring implementation of the City's adopted plans, policies, and regulations.*



# Department of Planning and Development\*



27 Staff Positions

\* The Planning Department will be working with a management consultant to, in part, assess the current departmental structure and propose changes. Grey boxes indicate federally-funded positions. The Dotted box is funded by Newton's Community Preservation Fund.

# Committees and Commissions assisted by Planning Department

6

## Board Committees

- Land
- Real
- Zoni
- Auburn
- Brookli
- Continuum of Care
- Chestnut Hill Historic District Commission
- Commission on Dis
- Community Preser
- Conservation Com
- Economic Develop
- Economic Development
- Committee
- Fair Housing Committee
- Farm Commission (Angino)
- Human Services Advisory Committee

**28 Committees**

**12 for Community  
Development &  
Housing**

- Newton Corner Advisory Committee
- Newton Historical Commission
- Newton Housing Partnership
- Newton Upper Falls Historic District Commission
- Newtonville Advisory Committee
- Newtonville Historic District Commission
- Quantum Advisory Committee
- Planning and Development Board
- Transportation Advisory Group (TAG)
- Upper Falls Advisory Committee
- Urban Design Commission
- West Newton Advisory Committee
- Zoning Board of Appeals

# Outcomes

7

1. Support the Vitality & Economic Development of Villages and Commercial Centers.
2. Facilitate Understanding & Consistency of Zoning Regulations.
3. Protect Natural Resources.
4. Enhance & Protect City's Historic Resources.
5. Outcomes of the Consolidated Plan.

# Goals

8

1. Achieve 10% affordable housing by 2021.
2. Meet the needs of Newton's changing demographic.
3. Support growth in the innovation economy.
4. Expand Newton as a community of opportunity.



# Principles

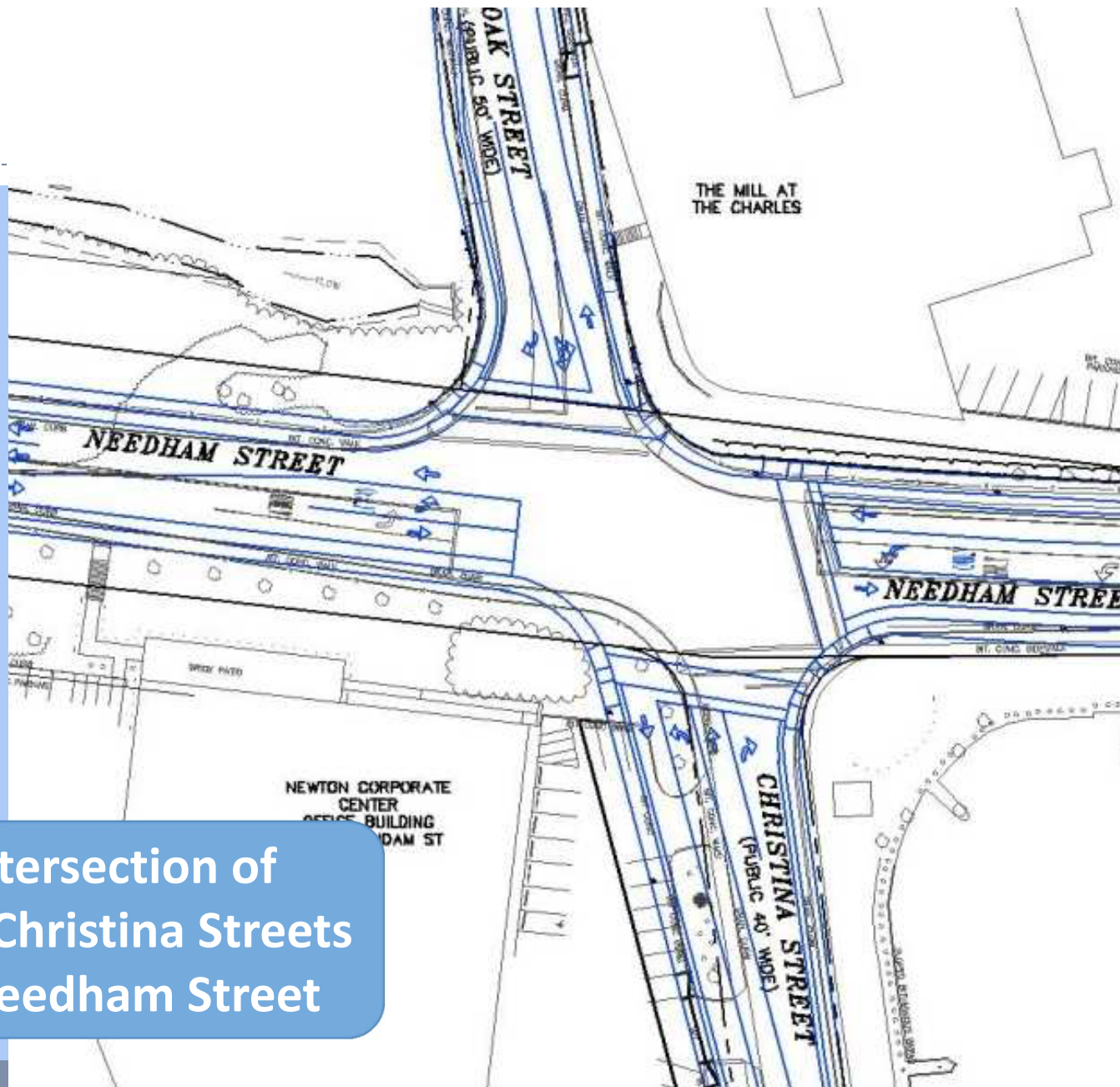
9

1. Data driven decision-making and result tracking.
2. Expand opportunities for community engagement.
3. Focus on high-quality design.

# Land Use & Transportation

10

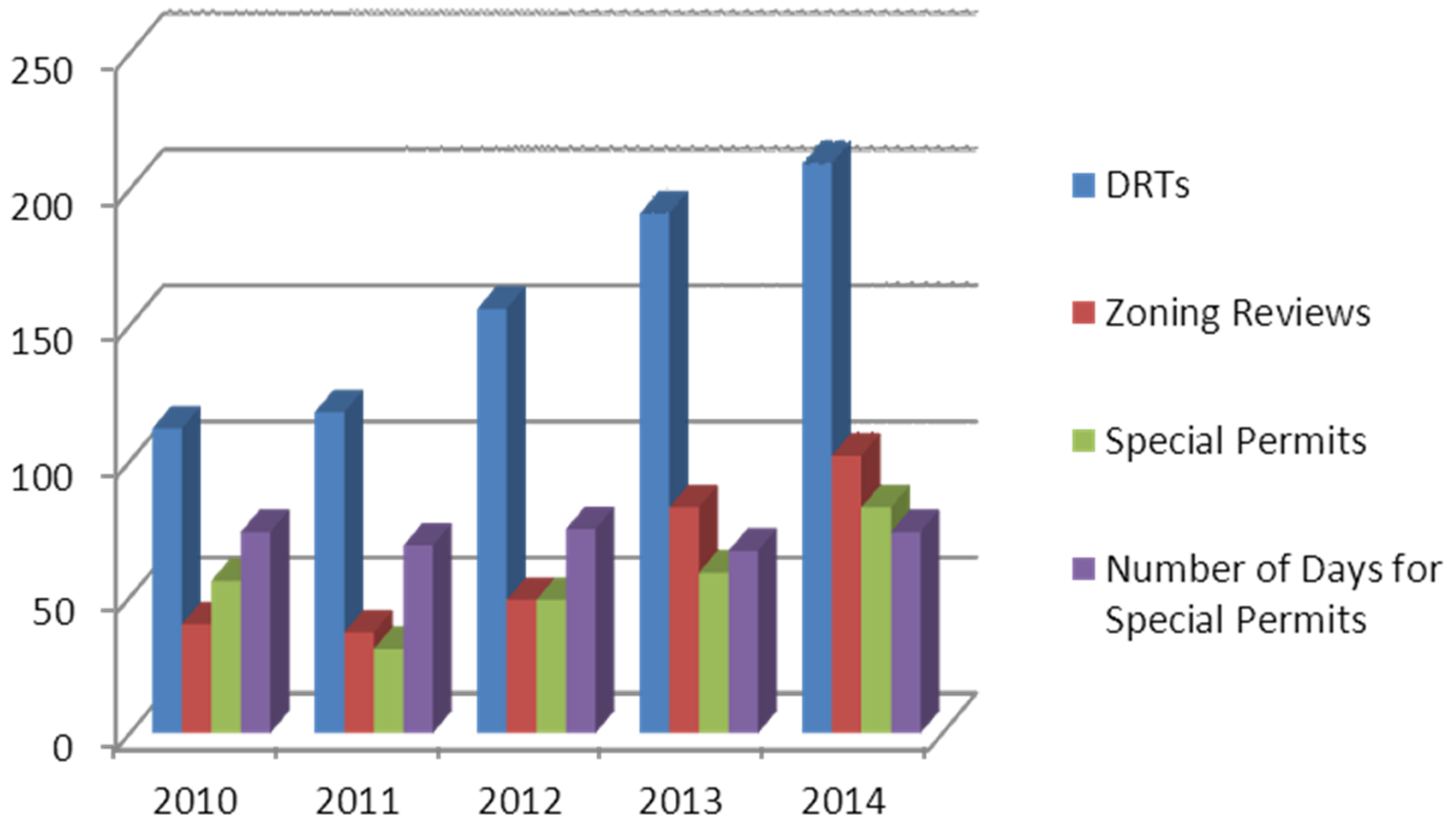
Intersection of  
Oak/Christina Streets  
& Needham Street





# Development Permitting

13



# Long Range Planning

14

Newton, Massachusetts  
Chapter 30: Zoning Ordinance

FINAL DRAFT March 25, 2015



# Newton, Massachusetts Chapter 30: Zoning Ordinance

FINAL DRAFT March 25, 2015





# Economic Development

17

# Austin Street & Housing Strategy

18



# N<sup>2</sup> CORRIDOR

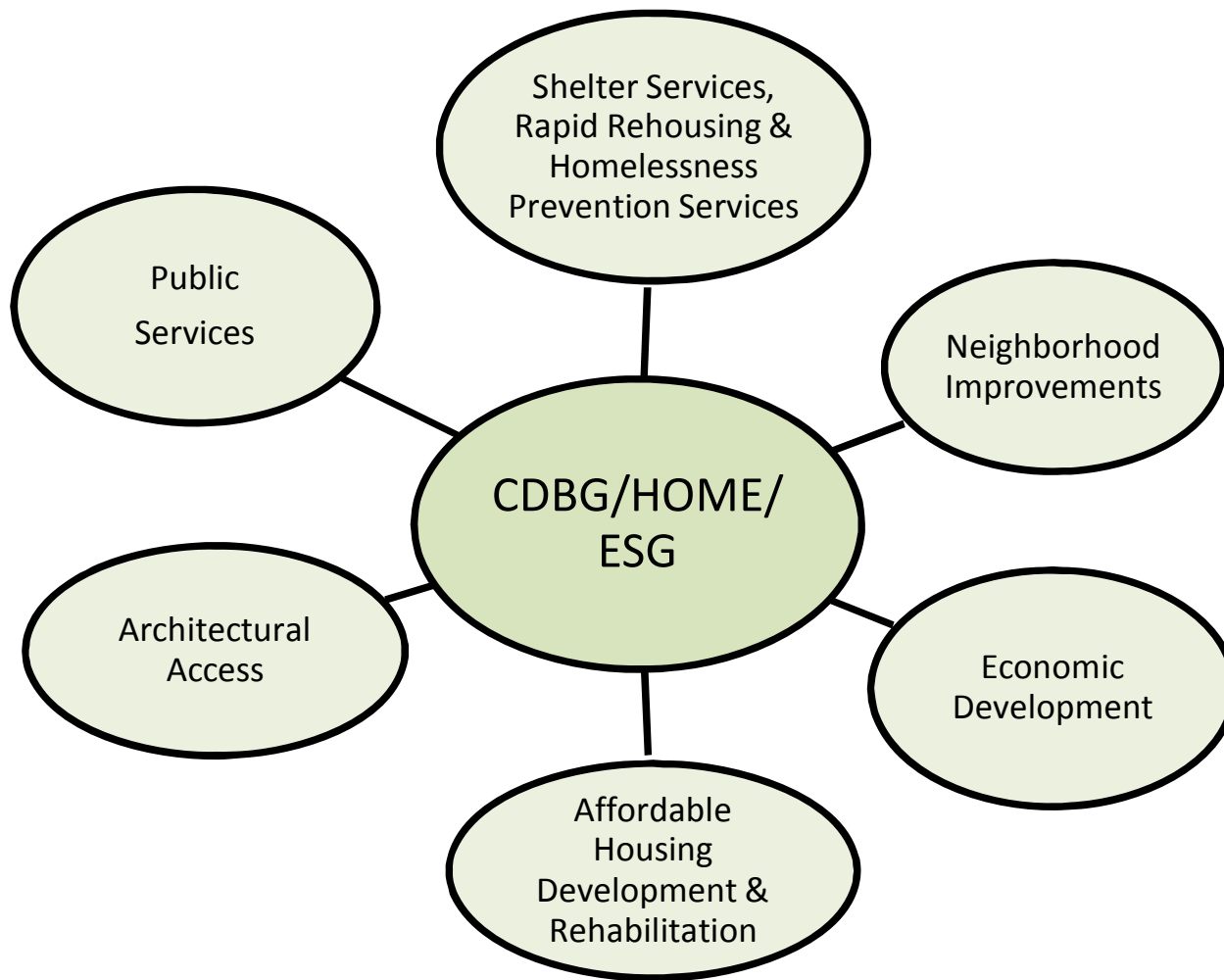


**Riverside Station**  
A green, transit-oriented community

BH N

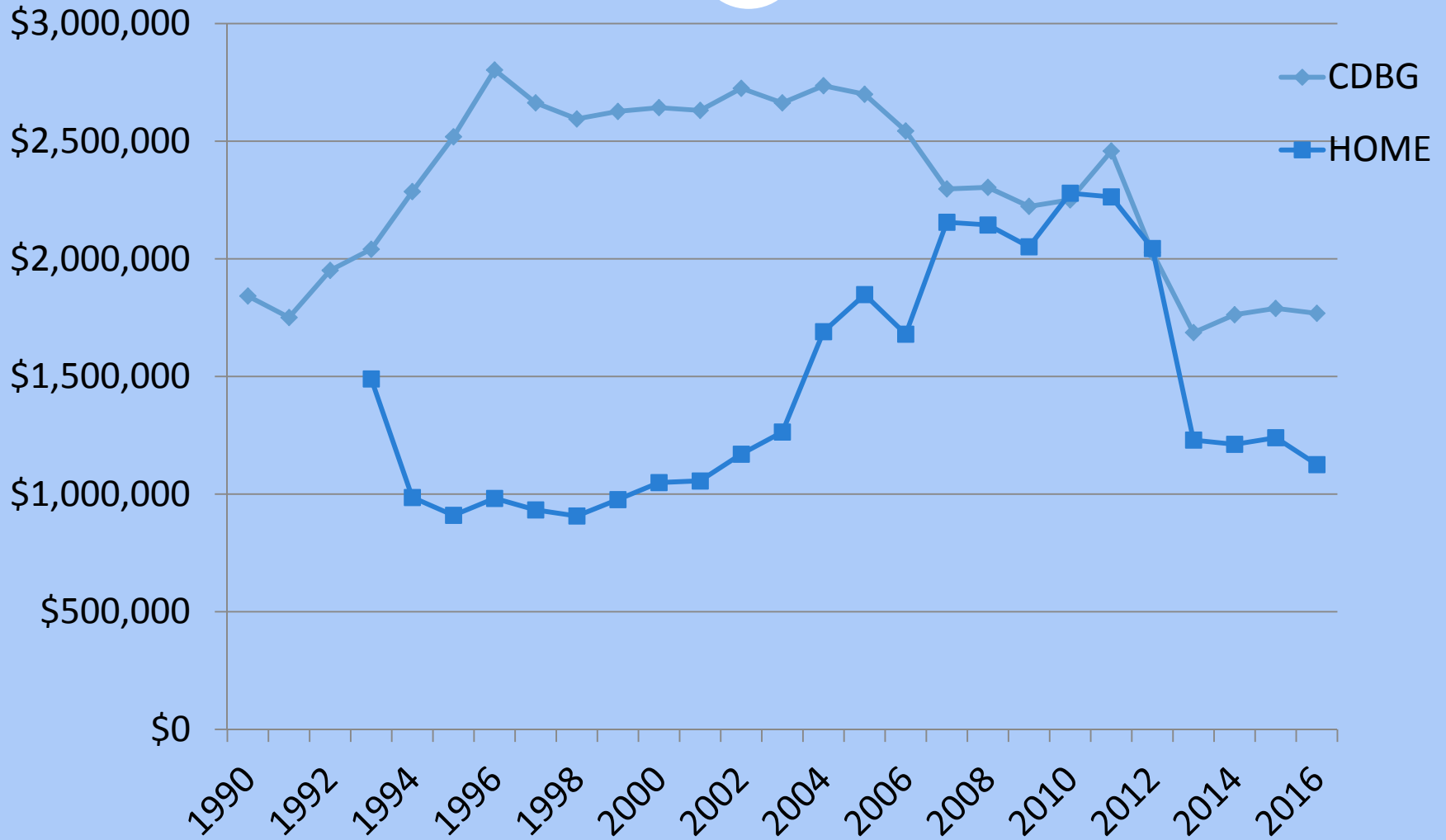
# Community Development & Housing

20



# Annual Changes to Newton's CDBG & HOME Allocation

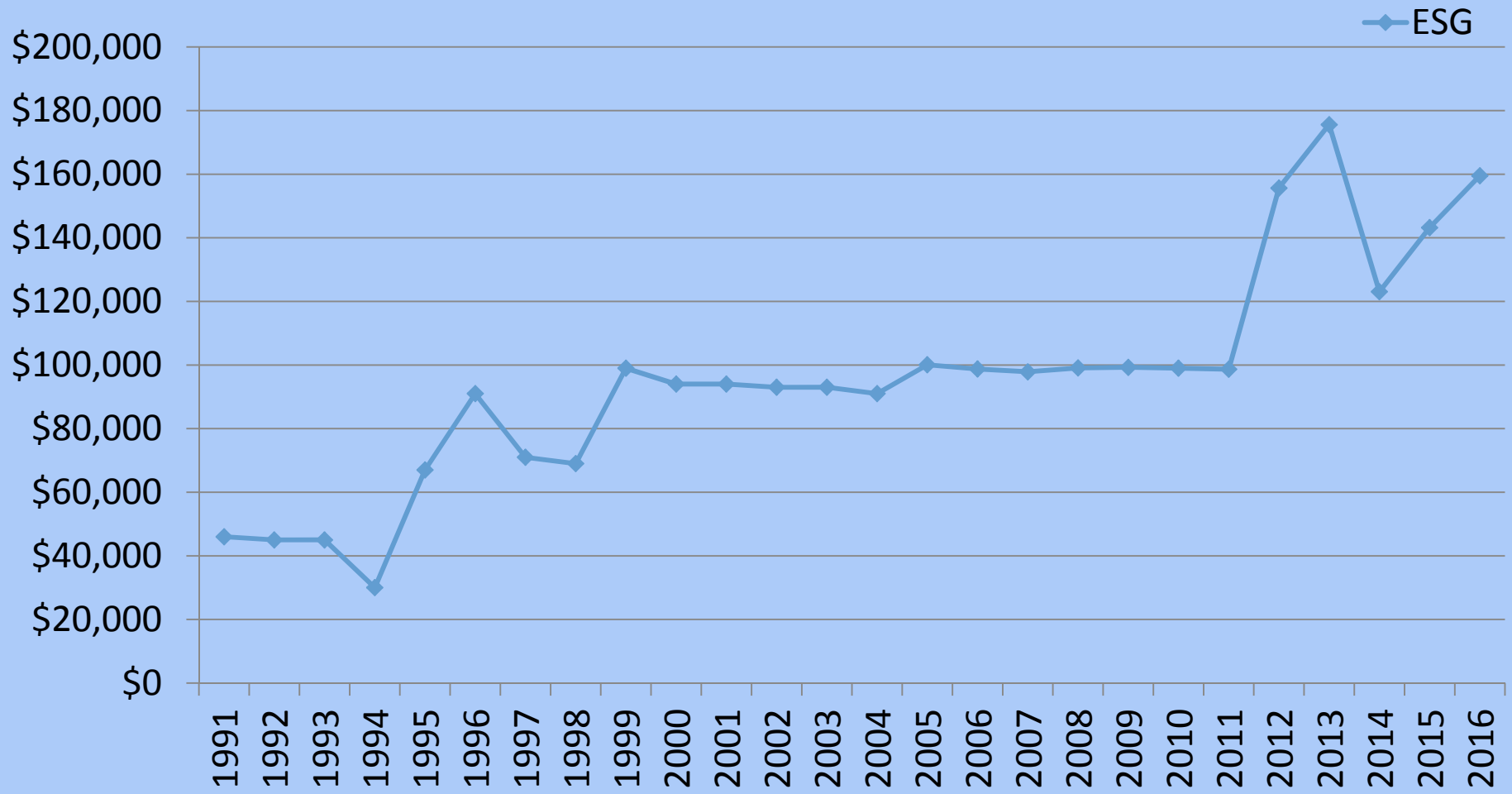
FY1990 - 2016



# Annual Changes to Newton's ESG Allocation

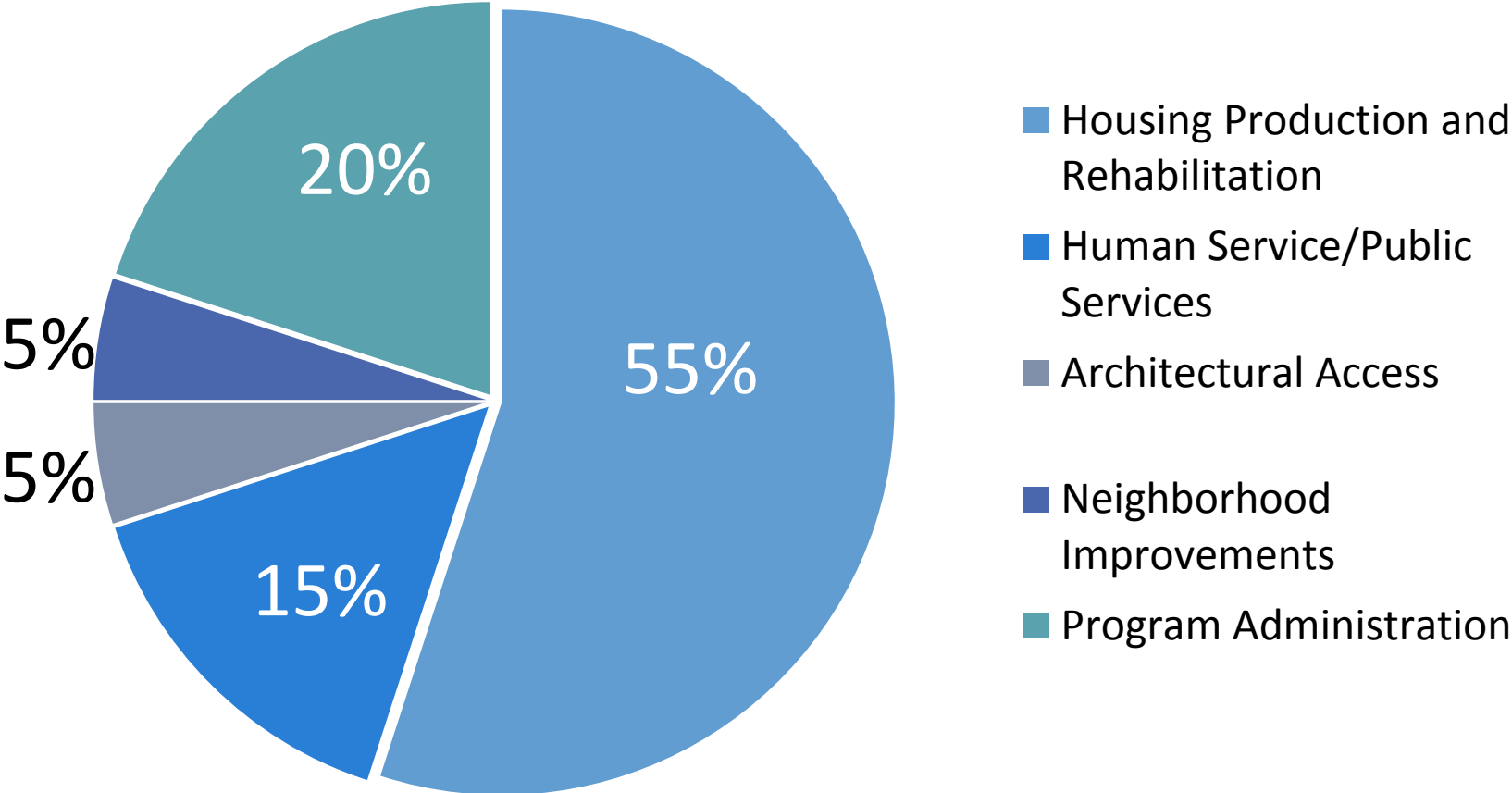
FY1990 - 2016

23



# Recommended CDBG Allocations, FY16-20

### Proposed Allocations by Program Area





# Consolidated Plan & Annual Action Plans

25



# Homelessness Prevention Services

26

## Continuum of Care FY15


Brookline

Newton

Waltham


Watertown

**\$1.49 Million**



**Let's Make Everyone Count!**

National Street and Shelter Point-in-Time Count  
January 2015



U.S. Department of Housing  
and Urban Development

For additional information,  
visit the HUD Exchange at  
[www.hudexchange.info](http://www.hudexchange.info)

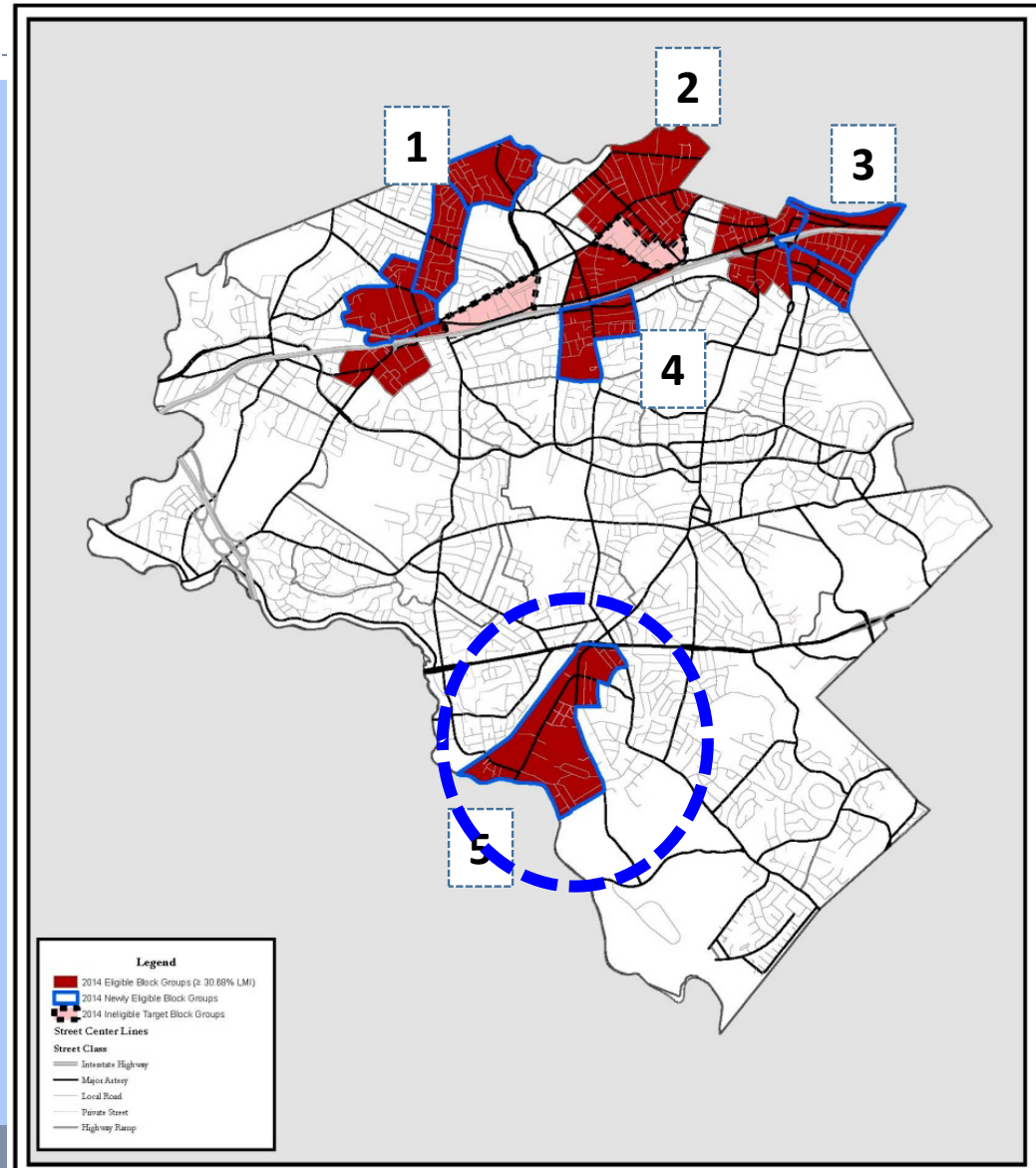
# Homelessness Prevention Services

27

ESG Component	FY15	FY16 (proposed)
Shelter Services (providers to be determined through RFP)	\$63,674	\$63,804
Homelessness Prevention & Rapid Re-Housing (providers to be determined through RFP)	\$58,788	\$70,982
Street Outreach	\$10,000	\$11,166
Administration	\$10,740	\$11,963
Homelessness Management Information Systems (HMIS)	\$0	\$1,595
<b>Total</b>	<b>\$143,202</b>	<b>\$159,511</b>

# Neighborhood Improvements

1. West Newton
2. Nonantum
3. Newton Corner
4. Newtonville
5. Upper Falls



# Economic Development (CDBG)

29

- Develop job training program
  - Approx. \$140,000 available funding in revolving loan fund
  - No new grant funding allocation in FY16
  - Work with local employer to create jobs for low- and moderate-income residents
  - Job training and placement assistance was highest-ranked economic development priority need

# Affordable Housing Development & Rehab Program



Myrtle Village (12,18-20 Curve St.)



Golda Meir House



54 Taft Avenue

# Housing and Community Development

## Housing

31

- **First-Time Homebuyer Program**
  - \$1,057,000 in new Homebuyer funds recommended by CPC in spring 2015
  - Guidelines will be revised for fall 2015
  
- **Tenant-based Rental Assistance Program (TBRA)**
  - Provide assistance to 2 families

# Affordable Housing Development & Rehab Program

32

- Provided assistance to 8 low- and moderate-income households for hazard abatement, emergency repairs, code compliance and accessibility improvements



Before

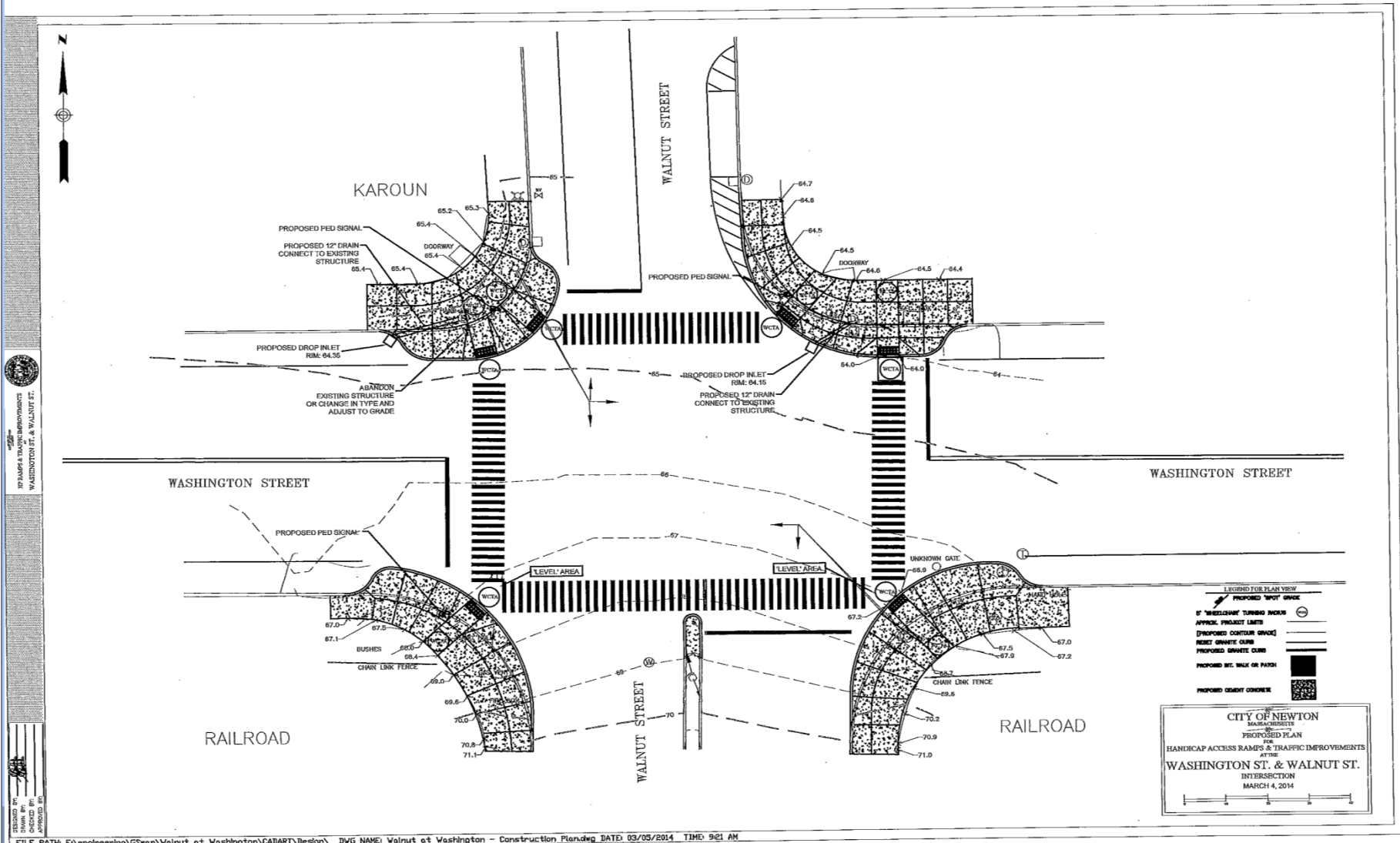


In Progress



# Architectural Access

33



IP: JAMES & TRAVIS ENGINEERS  
WASHINGTON ST. & WALNUT ST.

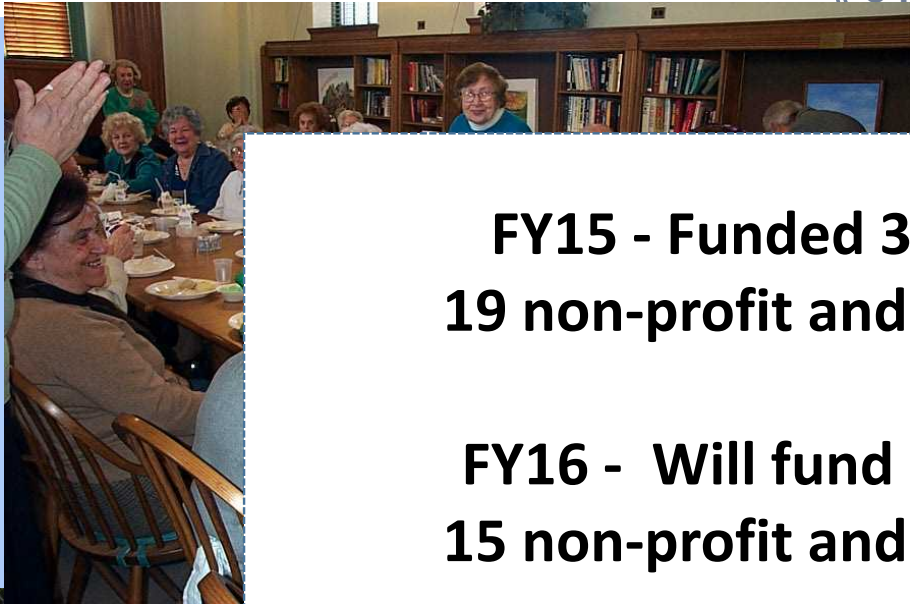
DESIGNED BY: [Signature]  
CHECKED BY: [Signature]  
APPROVED BY: [Signature]

# Public Services

34

**FY15 - Funded 30 programs at  
19 non-profit and public agencies**

**FY16 - Will fund 20 programs at  
15 non-profit and public agencies**



# Conservation

35



## Newton Conservation Land

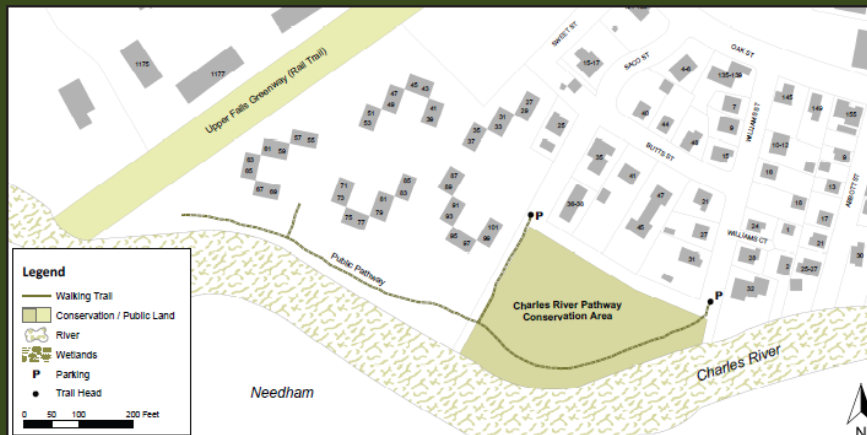
*Enjoy this nature reserve from dawn to dusk*

*Leave no trace of your visit*

*Dogs must be on leashes*

*Dog waste must be carried out*

# Charles River Conservation Area



For more information, contact the Newton Conservation Commission at (617) 796-1120

# Historic Preservation

37



**Early Industrial Period buildings (1850-1870)**

# Questions

39

**City of Newton**  
**Setti D. Warren, Mayor**

**Inspectional Services Department**

**John D. Lojek, Commissioner**



## **DEPARTMENT DESCRIPTION**

Our long-standing motto: “Strict code enforcement makes the city safer,” reveals the mission of the Inspectional Services Department (ISD). We strive to build a safe environment for the citizens of the City of Newton by enforcing all applicable state and local codes and ordinances in a fair and equitable manner. We strive to provide professional, courteous and user-friendly customer service.

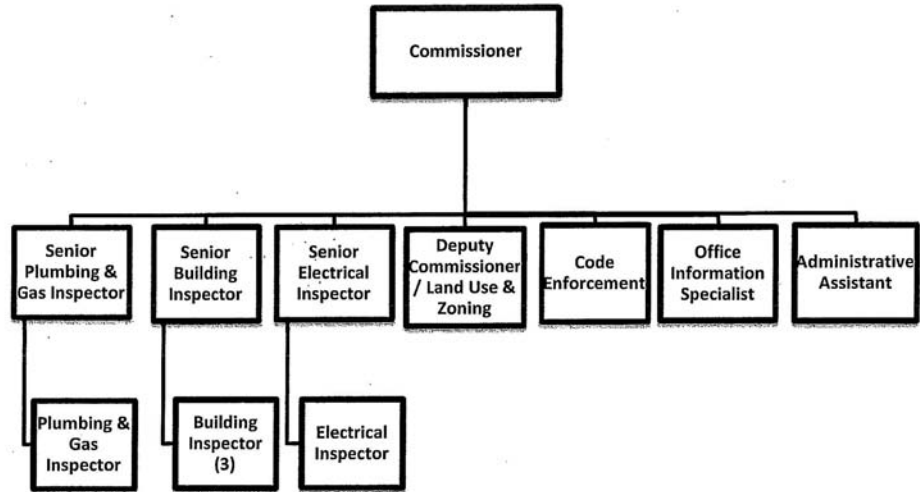
Our code enforcement efforts ensure the public that the highest standards of public safety are achieved during construction. Inspectional Services provides a valuable public resource for record keeping, technical information, and review for compliance with codes and ordinances. Through an integrated approach with the Planning and Development and City Solicitor’s Departments, we provide clear and understandable interpretations of the zoning ordinances and decisions of Department personnel and the Commissioner of Inspectional Services with regard to the State Building Code.

Inspectional Services takes a proactive approach toward code enforcement while employing a constructive engagement management style in dealing with compliance resolution. Inspectional Services is committed to the education and advancement of all of its employees in technical areas as well as in all aspects of public relations and customer service.

## **DEPARTMENT DESCRIPTION (cont'd)**

- Provide prompt, accurate and understandable building and zoning information to the public and building professionals.
- Examine plans for Zoning and Building Code compliance.
- Issue permits for the construction of new buildings, as well as demolition, renovation and additions to existing buildings and structures.
- Inspect buildings and structures while in the process of construction, reconstruction, renovation and demolition, as well as periodic and licensing inspections of existing places of public assembly.
- Investigate and act upon complaints of zoning and building code violations, including legal actions and Zoning Board of Appeals cases.
- Staff various committees and commissions of the City to provide technical support.
- Report quarterly to the Mayor and the Board of Aldermen, with a comparative statistical analysis of all zoning and land use complaints and numbers and types of permits issued.
- Maintain the official building files of all real property in the City of Newton, while allowing public access.

# INSPECTIONAL SERVICES



## Inspectional Services

### Mission Statement

To provide a safe environment for the citizens of the City of Newton by enforcing all applicable state, local building, and zoning codes and ordinances in a fair and equitable manner ensuring the public that the highest standards of public safety are achieved during construction.

### Fiscal Year 2015 Accomplishments

**Inspections** - Ensure real time recording of inspection results; incorporate new technology into field inspections.

**Code Enforcement** - Develop a proactive code enforcement strategy; create working group to coordinate violations; create metric for periodic compliance.

**Customer Service** - Increased visibility and familiarity of ISD process and procedure; host area-wide code education programs.

**ADA/504 Coordination** - Full time ADA Coordinator has been hired to complete ADA Transition plan. This position will now report to the Law Department.

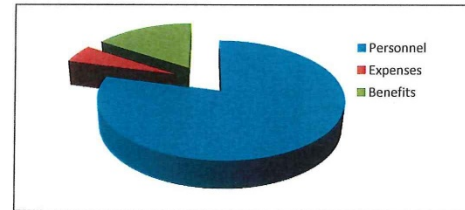
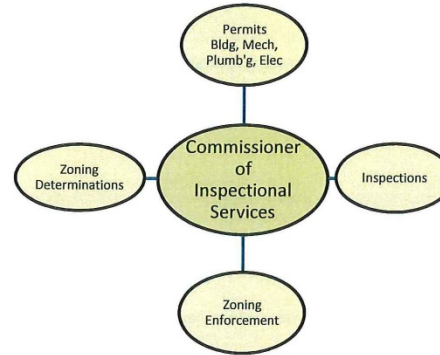
### Fiscal Year 2016 Desired Outcomes

**Inspections** - Ensure real time recording of inspection results; continue to incorporate new technology into field inspections. Ensure timely and efficient inspections for all installations of second residential water meters.

**Code Enforcement** - Develop a proactive code enforcement strategy; create working group to coordinate violations; create metric for periodic compliance.

**Customer Service** - Increase visibility and familiarity of ISD process and procedure; host city-wide code education programs.

**Efficiency** - Continue scanning of property files to make searching for files simple and efficient.



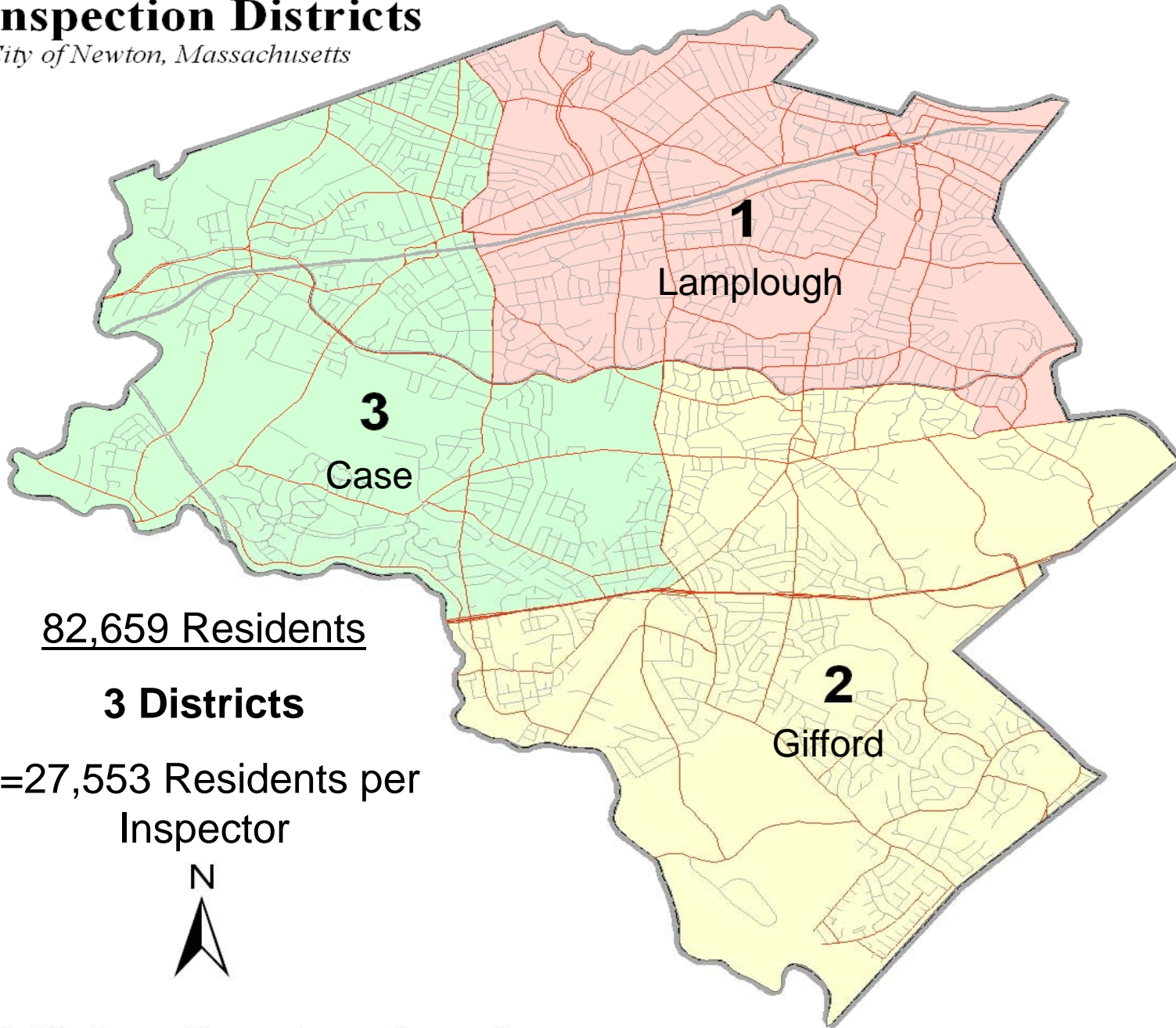
Department Detail	Actual				<-Adj Budget->		<-Proposed->	
	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2015	FY2016
<b>Expenditure by Core Function</b>								
Personnel	\$ 876,149	\$ 866,466	\$ 893,535	\$ 968,585	\$ 1,077,055	\$ 1,053,248		
Expenses	\$ 37,912	\$ 42,034	\$ 50,281	\$ 64,045	\$ 62,304	\$ 68,999		
Benefits	\$ 139,776	\$ 139,926	\$ 132,641	\$ 167,157	\$ 191,428	\$ 208,810		
<b>Total</b>	\$ 1,053,837	\$ 1,048,426	\$ 1,076,457	\$ 1,199,787	\$ 1,330,787	\$ 1,331,057		
<b>% Incr</b>		-0.51%	2.67%	11.46%	10.92%	0.02%		
<b>Personnel</b>								
Full-Time	13	13	13	13	13	13		
Part-Time	0	0	0	1	1	0		
<b>Total</b>	13	13	13	14	14	13		

<b>FY2015 Accomplishments - Inspectional Services</b>		
<b>Outcome #1: Ensure timely and thorough inspections</b>	<b>Target</b>	<b>Result</b>
<b>Strategy #1: Phone log recording</b>		
Create phone call recording procedure for incoming calls, etc.	Aug 2014	Completed 10/14
Use scheduling module to record inspection schedule	Sep 2014	+/- 50% compliance
<b>Strategy #2: Real time recording of inspection results</b>		
Integrate new field hardware / computers	Feb 2015	Completed 10/14
Create on-time inspection metric - 80% within 24 hours of request	Nov 2014	+/- 50% compliance
Incorporate re-inspection fee policy	Sep 2014	Completed 10/14
<b>Outcome #2: Proactive Code-Enforcement</b>	<b>Target</b>	<b>Result</b>
<b>Strategy #1: Develop new methods to identify code violations</b>		
Make broader use of the Joint Code Enforcement Task Force to identify problem areas and properties	Sep 2014	Ongoing
Create an internal working group to pursue violations. Code Enforcement Officer, ADA Coordinator, Periodic Inspector	Aug 2014	Ongoing
Percentage of R-2 inspections completed	80%	Completed 75%
<b>Strategy #2: Create brochure and materials on illegal apartments</b>		
Create educational presentation to universities on illegal and dangerous units	Aug 2014	In Planning stage
<b>Outcome #3: Increased Customer Service</b>	<b>Target</b>	<b>Result</b>
<b>Strategy #1: Make building records available on-line</b>		
Continue scanning incoming permits, plans, records to property files	Ongoing	Ongoing
Maintain established standards for permit issuance	Ongoing	Completed
<b>Strategy #2: Increase visibility and familiarity of ISD process and procedure</b>		
Create informal opportunities for customer interaction with ISD / Planning	2	One scheduled (ADA training w/MAAB)
<b>Outcome #4: Increase ADA / 504 Compliance</b>	<b>Target</b>	<b>Result</b>
<b>Strategy #1: Complete ADA Transition plan for Newton</b>		
Integrate code violations with Code Enforcement and periodic inspection	Jan 2015	Full time ADA Coordinator to start May 4th, will report to Law Department

<b>FY2016 Desired Outcomes - Inspectional Services</b>	
<b>Outcome #1: Ensure timely and thorough inspections</b>	<b>Target</b>
<b>Strategy #1: Increased use of computer scheduling</b>	
Work with IT to update results of system capabilities	Ongoing
Monitor individuals inspector's progress in system use	September 2015
Provide regular training for staff	Monthly
<b>Strategy #2: Evaluate forms of scheduling and communication</b>	
Voice Mail, text and email for more effective methods of scheduling inspections	November 2015
<b>Outcome #2: Increased Customer Service</b>	<b>Target</b>
<b>Strategy #1: Maintain metrics for permit issuance</b>	
Incorporate online permitting for high volume contractors	March 2016
Cross train staff in permit issuance	September 2015
<b>Strategy #2: Make building records available on-line</b>	
Accelerate scanning of property files	Goal of 35% completion by end of FY16 (have completed 10% so far)
Monitor system capability and accuracy	Monthly
<b>Outcome #3: Increase Code enforcement/ public safety</b>	<b>Target</b>
<b>Strategy #1: Emphasize pro-active code enforcement</b>	
Create outreach program to colleges and property owners groups	August 2015
Create Special Permit database/file upload	January 2016
Accomplish 100% of approximately 800 periodic inspections	June 2016
<b>Strategy #2: Create Code Enforcement working group</b>	
Code Enforcement, Periodic and ADA/504 personnel	October 2015

# Inspection Districts

*City of Newton, Massachusetts*



82,659 Residents

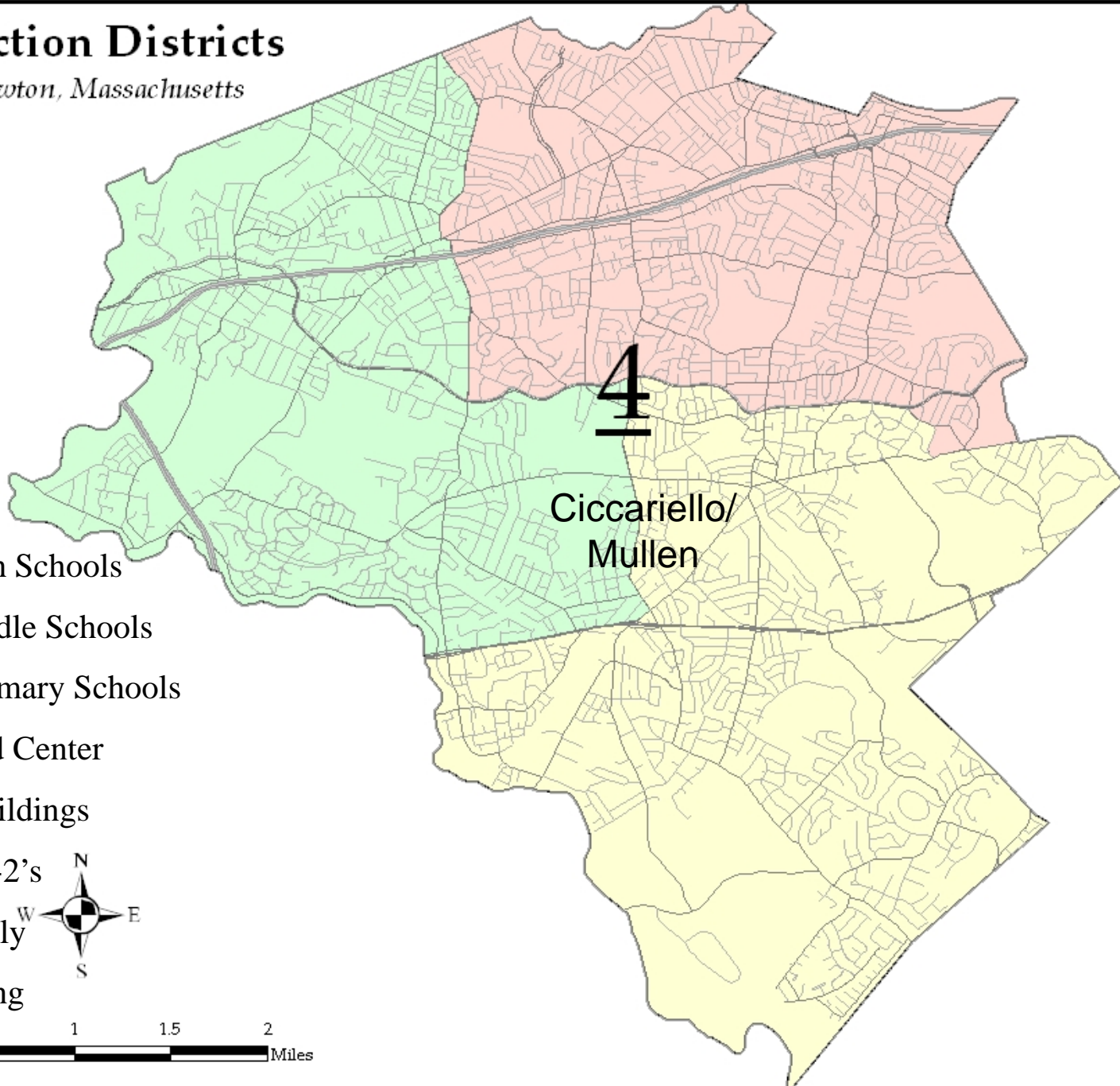
**3 Districts**

=27,553 Residents per  
Inspector

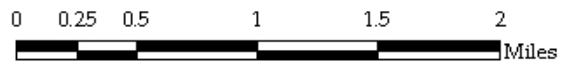


# Inspection Districts

*City of Newton, Massachusetts*

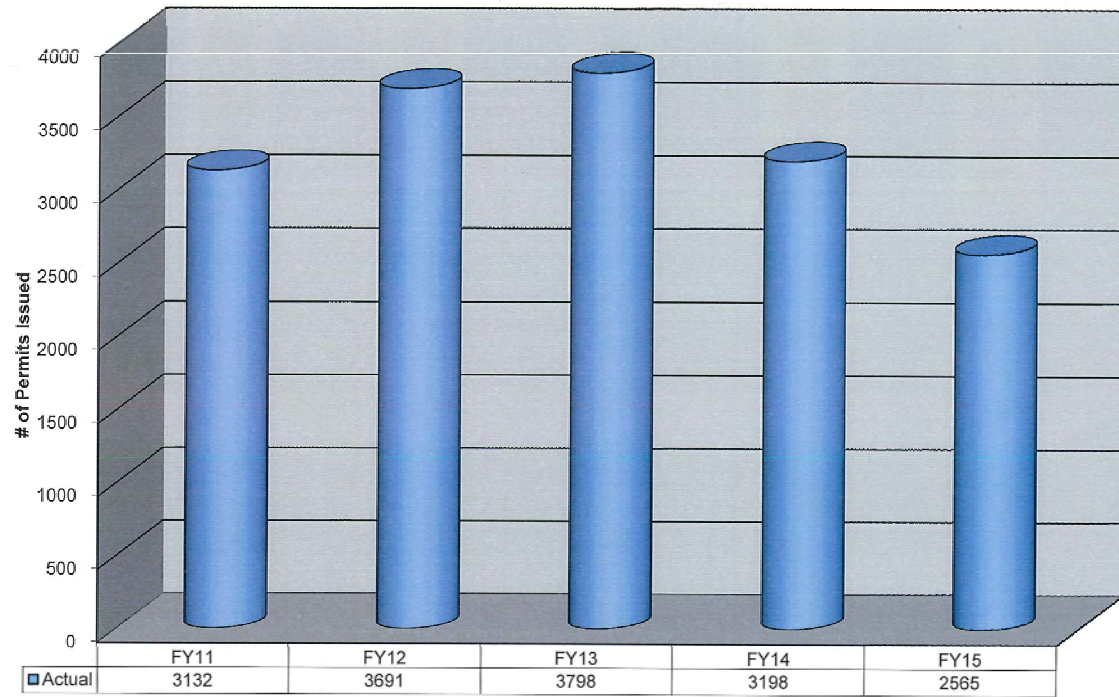


- (2) High Schools
- (4) Middle Schools
- (15) Primary Schools
- (1) Ed Center
- City Buildings
- 400+ R-2's
- Assembly
- Licensing

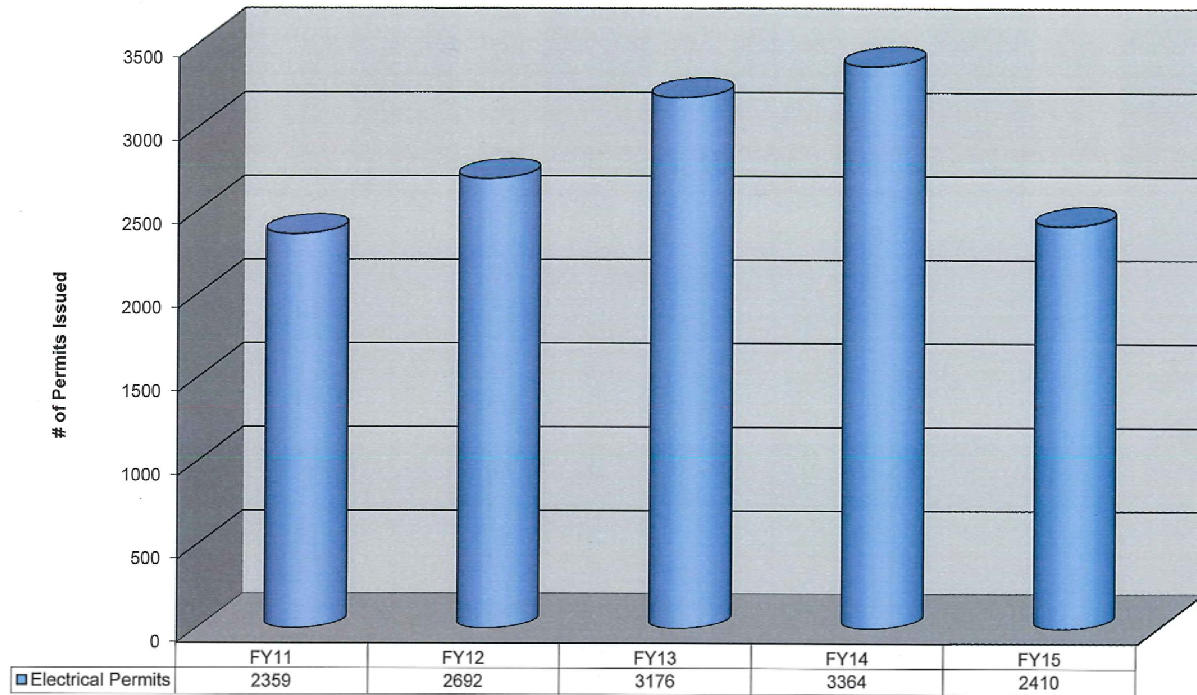




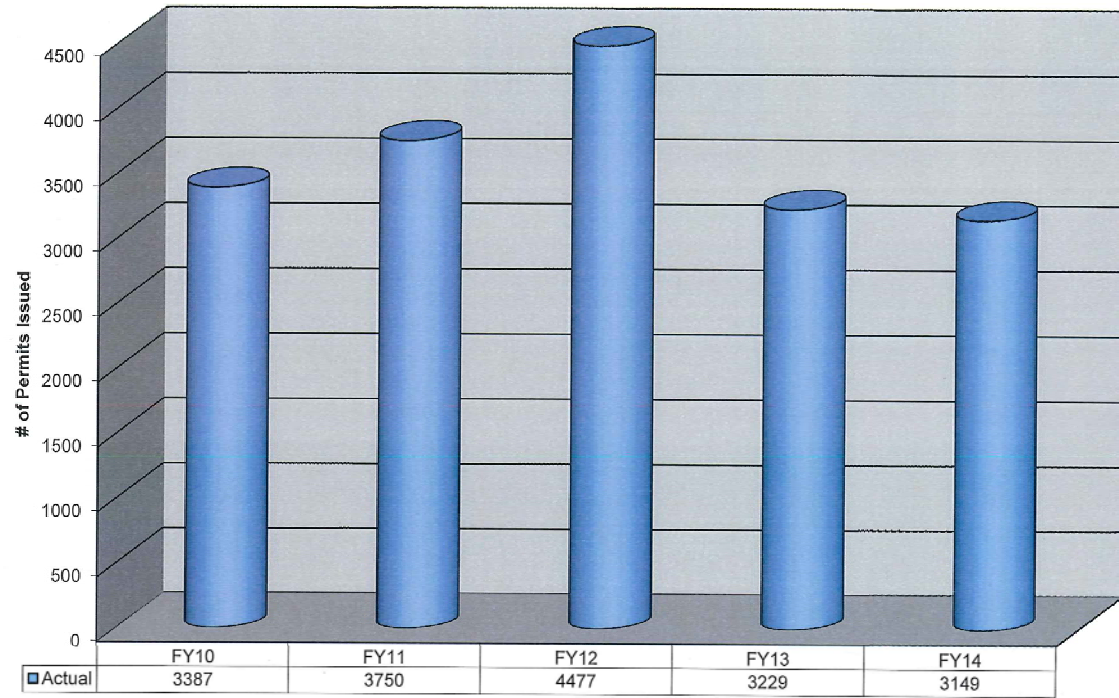
Building Permits Issued by Fiscal Year as of 4/24/15



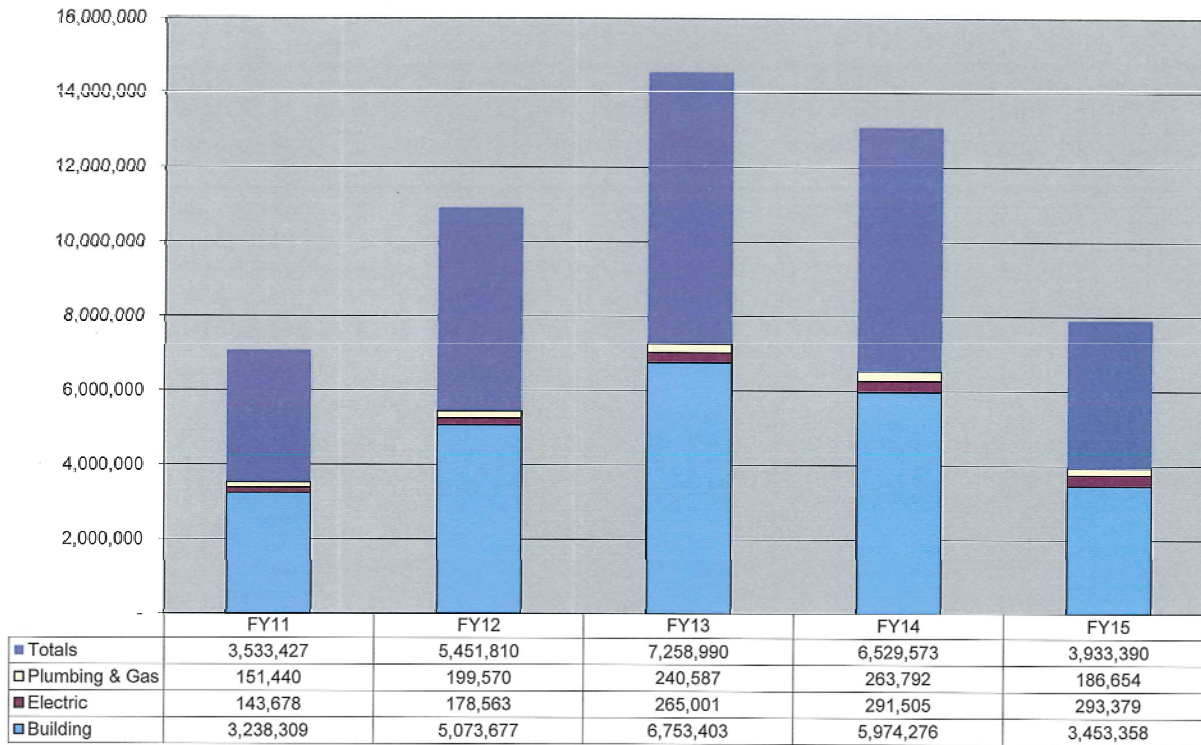
Electrical Permits Issued by Fiscal Year as of 4/24/15



Plumbing/Gas Permits Issued by Fiscal Year as of 4/24/15



**Total Actual Revenue FY11-15 (As of 4/24/15)**



### Code Enforcement Summary

Detail Filter: Date >= "2014-07-01" and Date <= "2015-04-24"

Complaint Code Description	Count (Cases)
ABAND	2
ACCVIOL	2
APART	27
BLDGVIOL	6
BOARDH	2
BUS-HOME	1
BUS-ILL	9
CONSTNOPER	31
CONSTZONE	6
DV	1
ELECVIOL	2
FENCE	2
GRADE-CHG	12
LGTVIOL	2
LIFESAF	1
No Complaint Code Declared	9
NOCO	2
NOISE	4
NOPERMIT	5
PARK-COMM	2
PARK-RES	7
PLMBGASVIO	2
SIGN	1
STRUC	1
TRASH	4
UNSAFE	12
VIOLSP	5
ZON	9



12.10.2012

Upland Avenue



15.09.2014

Charles Street



12.19.2014

White Avenue



FUND: 01 - GENERAL FUND  
 DEPARTMENT: 220 - INSPEC SERVICE DEPARTMENT

CITY OF NEWTON BUDGET  
 DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2013	ACTUAL 2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
<b>INSPEC SERVICE DEPARTMENT SUMMARY</b>						
51 - PERSONAL SERVICES	893,535	968,585	1,077,055	778,304	1,053,248	-23,807
52 - EXPENSES	50,281	64,045	62,304	39,556	68,999	6,695
57 - FRINGE BENEFITS	132,841	167,157	191,428	146,876	208,810	17,383
<b>TOTAL DEPARTMENT</b>	<b>1,076,456</b>	<b>1,199,787</b>	<b>1,330,787</b>	<b>964,735</b>	<b>1,331,058</b>	<b>271</b>
<b>INSPECTIONAL SVS ADMIN</b>						
51 - PERSONAL SERVICES	290,289	333,672	464,617	314,726	424,436	-40,181
52 - EXPENSES	35,926	48,527	43,875	27,200	53,700	9,825
57 - FRINGE BENEFITS	45,637	61,593	79,492	54,314	77,156	-2,336
<b>TOTAL INSPECTIONAL SVS ADMIN</b>	<b>371,852</b>	<b>443,792</b>	<b>587,984</b>	<b>396,240</b>	<b>555,292</b>	<b>-32,693</b>
<b>BLDG CODE/ZONING ENFMT</b>						
51 - PERSONAL SERVICES	303,695	333,829	306,170	227,831	303,766	-2,404
52 - EXPENSES	4,207	5,217	5,532	3,297	4,410	-1,122
57 - FRINGE BENEFITS	39,238	58,943	60,848	46,920	63,594	2,746
<b>TOTAL BLDG CODE/ZONING ENFMT</b>	<b>347,140</b>	<b>397,989</b>	<b>372,550</b>	<b>278,048</b>	<b>371,770</b>	<b>-780</b>
<b>MECHANICAL INSPECTIONS</b>						
51 - PERSONAL SERVICES	299,551	301,084	306,268	235,746	325,047	18,779
52 - EXPENSES	7,708	7,438	9,496	7,814	10,889	1,393
57 - FRINGE BENEFITS	47,766	46,621	51,088	45,642	68,061	18,973
<b>TOTAL MECHANICAL INSPECTIONS</b>	<b>355,023</b>	<b>355,143</b>	<b>366,853</b>	<b>289,203</b>	<b>403,996</b>	<b>37,144</b>
<b>BLDG/ZONING ADJUD.</b>						
52 - EXPENSES	2,441	2,863	3,400	1,245	0	-3,400
<b>TOTAL BLDG/ZONING ADJUD.</b>	<b>2,441</b>	<b>2,863</b>	<b>3,400</b>	<b>1,245</b>	<b>0</b>	<b>-3,400</b>

FUND: 01 - GENERAL FUND  
DEPARTMENT: 220 - INSPEC SERVICE DEPARTMENT

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL FY2013	ACTUAL FY2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
<b>220 - INSPEC SERVICE DEPARTMENT</b>						
<b>0122001 - INSPECTIONAL SVS ADMIN</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	271,572	295,725	432,075	287,285	385,161	-46,914
511101 PART TIME < 20 HRS/WK	0	21,806	0	0	0	0
511102 PART TIME > 20 HRS/WK	1,950	0	0	0	0	0
513001 REGULAR OVERTIME	14,017	13,868	15,000	13,249	10,000	-5,000
513001D OVERTIME/SPEC PROJEC	0	0	10,000	7,900	25,000	15,000
514001 LONGEVITY	1,750	875	1,650	900	1,775	125
515005 BONUSES	0	0	800	800	0	-800
515006 VACATION BUY BACK	0	0	3,792	3,792	0	-3,792
515101 CLOTHING ALLOWANCE	0	500	0	0	1,500	1,500
515102 CLEANING ALLOWANCE	1,000	1,000	1,500	1,000	1,000	-500
<b>TOTAL PERSONAL SERVICES</b>	<b>290,289</b>	<b>333,672</b>	<b>464,617</b>	<b>314,726</b>	<b>424,436</b>	<b>-40,181</b>
<b>EXPENSES</b>						
52401 OFFICE EQUIPMENT R-M	135	205	730	38	300	-430
52403 MOTOR VEHICLE R-M	85	0	0	0	0	0
52405 COMPUTER EQUIPMT R-M	0	0	270	270	0	-270
5274 RENTAL - EQUIPMENT	1,018	844	1,500	1,500	1,500	0
5301 CONSULTANTS	240	431	2,830	1,285	600	-2,230
5304 DOCUMENT PRESERVATI	2,900	2,000	5,000	5,000	15,000	10,000
5313 TEMP STAFFING SERVICE	3,022	5,880	0	0	0	0
5319 TRAINING EXPENSES	1,339	1,156	1,250	1,250	1,300	50
53401 TELEPHONE	1,478	1,444	1,700	994	1,600	-100
53402 CELLULAR TELEPHONES	10,785	8,943	10,000	5,528	10,000	0
5341 POSTAGE	3,743	3,993	4,500	2,527	4,500	0
5342 PRINTING	2,059	2,264	2,500	1,380	2,700	200
5420 OFFICE SUPPLIES	2,635	3,318	3,600	1,988	4,000	400
5480 GASOLINE	1,289	2,010	1,860	1,131	2,400	540
5484 VEHICLE REPAIR PARTS	1,939	3,165	3,471	3,471	5,000	1,529
5581 UNIFORMS/CLOTHING	386	19	360	0	360	0
5585 COMPUTER SUPPLIES	2,008	11,085	3,000	0	3,000	0
5692 BOOKS/MANUALS/PERIOD	450	1,274	669	317	800	131
5710 VEHICLE USE REIMBURSE	23	147	95	92	100	5
5730 DUES & SUBSCRIPTIONS	394	549	540	430	540	0
<b>TOTAL EXPENSES</b>	<b>35,926</b>	<b>48,527</b>	<b>43,875</b>	<b>27,200</b>	<b>53,700</b>	<b>9,825</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	1,052	1,069	1,436	1,150	1,691	255
57HLTH HEALTH INSURANCE	39,504	53,459	68,584	46,296	65,900	-2,684
57LIFE BASIC LIFE INSURANCE	151	137	170	118	114	-57
57MEDA MEDICARE PAYROLL TAX	3,997	4,439	5,871	4,130	5,583	-288
57OPEB OPEB CONTRIBUTION	933	2,489	3,431	2,620	3,868	437
<b>TOTAL FRINGE BENEFITS</b>	<b>45,637</b>	<b>61,593</b>	<b>79,492</b>	<b>54,314</b>	<b>77,156</b>	<b>-2,336</b>
<b>TOTAL INSPECTIONAL SVS ADMIN</b>	<b>371,852</b>	<b>443,792</b>	<b>587,984</b>	<b>396,240</b>	<b>555,292</b>	<b>-32,693</b>

**CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL**

	ACTUAL FY2013	ACTUAL FY2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
<b>0122002 - BLDG CODE/ZONING ENFMT</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	300,445	329,031	275,245	220,491	298,966	23,721
511101 PART TIME <20 HRS/WK	0	0	25,000	1,341	0	-25,000
513005 WORK FOR OTHER DEPT	0	173	0	0	0	0
514001 LONGEVITY	1,750	2,625	2,725	2,800	2,800	75
515005 BONUSES	0	0	1,200	1,200	0	-1,200
515101 CLOTHING ALLOWANCE	1,500	2,000	2,000	2,000	2,000	0
<b>TOTAL PERSONAL SERVICES</b>	<b>303,695</b>	<b>333,829</b>	<b>306,170</b>	<b>227,831</b>	<b>303,766</b>	<b>-2,404</b>
<b>EXPENSES</b>						
5319 TRAINING EXPENSES	35	1,058	857	668	1,000	143
5460 GASOLINE	2,583	2,747	2,950	2,044	2,950	0
5580 PUBLIC SAFETY SUPPLIES	78	110	100	-9	0	-100
5581 UNIFORMS/CLOTHING	1,052	937	1,075	400	0	-1,075
5588 PHOTOGRAPHIC SUPPLIE	0	100	0	0	0	0
5730 DUES & SUBSCRIPTIONS	260	265	350	195	260	-90
5771 PROFESSIONAL LICENSE	200	0	200	0	200	0
<b>TOTAL EXPENSES</b>	<b>4,207</b>	<b>5,217</b>	<b>5,532</b>	<b>3,297</b>	<b>4,410</b>	<b>-1,122</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	1,052	1,603	1,628	1,265	1,691	63
57HLTH HEALTH INSURANCE	33,730	50,813	52,632	40,949	55,170	2,538
57LIFE BASIC LIFE INSURANCE	123	132	114	85	114	0
57MEDA MEDICARE PAYROLL TAX	4,334	4,842	4,583	3,220	4,446	-137
57OPEB OPEB CONTRIBUTION	0	1,553	1,891	1,402	2,173	282
<b>TOTAL FRINGE BENEFITS</b>	<b>39,238</b>	<b>58,943</b>	<b>60,848</b>	<b>46,920</b>	<b>63,594</b>	<b>2,746</b>
<b>TOTAL BLDG CODE/ZONING ENFMT</b>	<b>347,140</b>	<b>397,989</b>	<b>372,550</b>	<b>278,048</b>	<b>371,770</b>	<b>-780</b>

**CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL**

	ACTUAL FY2013	ACTUAL FY2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
<b>0122003 - MECHANICAL INSPECTIONS</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	270,927	284,032	265,568	221,264	285,547	19,979
511101 PART TIME < 20 HRS/WK	8,447	16,127	35,000	8,400	35,000	0
513001 REGULAR OVERTIME	0	209	0	0	0	0
513005 WORK FOR OTHER DEPT	0	591	0	382	0	0
514001 LONGEVITY	4,550	2,950	2,500	2,500	2,500	0
515003 SPECIAL LEAVE BUY BAC	6,000	6,000	0	0	0	0
515005 BONUSES	0	0	1,200	1,200	0	-1,200
515006 VACATION BUY BACK	7,128	8,675	0	0	0	0
515101 CLOTHING ALLOWANCE	2,500	2,500	2,000	2,000	2,000	0
<b>TOTAL PERSONAL SERVICES</b>	<b>299,551</b>	<b>301,084</b>	<b>306,268</b>	<b>235,746</b>	<b>325,047</b>	<b>18,779</b>
<b>EXPENSES</b>						
5319 TRAINING EXPENSES	545	480	1,025	1,025	795	-230
5432 SMALL TOOLS	431	0	472	472	345	-127
5480 GASOLINE	4,763	6,116	5,672	4,051	6,200	528
5580 PUBLIC SAFETY SUPPLIES	99	0	0	0	1,400	1,400
5581 UNIFORMS/CLOTHING	1,108	385	1,810	1,810	1,075	-735
5730 DUES & SUBSCRIPTIONS	487	327	518	457	620	102
5771 PROFESSIONAL LICENSE	273	130	0	0	454	454
<b>TOTAL EXPENSES</b>	<b>7,706</b>	<b>7,438</b>	<b>9,496</b>	<b>7,814</b>	<b>10,889</b>	<b>1,393</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	1,380	1,229	1,582	1,237	1,691	109
57HLTH HEALTH INSURANCE	43,441	39,540	41,242	38,359	56,171	14,829
57LIFE BASIC LIFE INSURANCE	165	160	172	127	170	-1
57MEDA MEDICARE PAYROLL TAX	2,405	3,525	4,424	3,197	4,717	293
57OPEB OPEB CONTRIBUTION	395	2,167	3,668	2,722	5,311	1,643
<b>TOTAL FRINGE BENEFITS</b>	<b>47,766</b>	<b>46,621</b>	<b>51,088</b>	<b>45,642</b>	<b>68,061</b>	<b>16,973</b>
<b>TOTAL MECHANICAL INSPECTIONS</b>	<b>355,023</b>	<b>355,143</b>	<b>366,853</b>	<b>289,203</b>	<b>403,996</b>	<b>37,144</b>
<b>0122004 - BLDG/ZONING ADJUD.</b>						
<b>EXPENSES</b>						
5304 DOCUMENT PRESERVATI	344	0	0	0	0	0
5341 POSTAGE	523	932	1,000	545	0	-1,000
5342 PRINTING	10	25	100	6	0	-100
5343 ADVERTISING/PUBLICATIO	1,565	1,839	2,000	594	0	-2,000
5420 OFFICE SUPPLIES	0	66	300	100	0	-300
<b>TOTAL EXPENSES</b>	<b>2,441</b>	<b>2,863</b>	<b>3,400</b>	<b>1,245</b>	<b>0</b>	<b>-3,400</b>
<b>TOTAL BLDG/ZONING ADJUD.</b>	<b>2,441</b>	<b>2,863</b>	<b>3,400</b>	<b>1,245</b>	<b>0</b>	<b>-3,400</b>
<b>TOTAL INSPEC SERVICE DEPARTMENT</b>	<b>1,076,466</b>	<b>1,199,787</b>	<b>1,330,787</b>	<b>964,735</b>	<b>1,331,058</b>	<b>271</b>

FUND: 01 - GENERAL FUND  
 DEPARTMENT: 220 - INSPEC SERVICE DEPARTMENT

CITY OF NEWTON BUDGET  
 PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	2015			2016		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ADMINISTRATIVE ASSISTAN		1.0	46,281	S06	1.00	48,765
	BUILDING INSPECTOR		3.0	199,198	IBI	3.00	214,509
	DEPUTY COMMISH INS SVC		1.0	85,769	H10	1.00	88,679
	INSPECTIONAL SERV COMM		1.0	114,190	H13	1.00	118,072
	LAND USE AND ZONING AGE		1.0	76,129	H08	1.00	73,113
	OFFICE INFO COORDINATOR		1.0	53,621	S06	1.00	56,532
	PLUMB/GAS FITTING INSP		2.0	127,328	IBI	2.00	135,343
	SENIOR BUILDING INSPECT		1.0	77,229	ISI	1.00	84,457
	SR WIRE INSPECTOR		1.0	74,921	ISI	1.00	85,081
	WIRE INSPECTOR		1.0	63,106	IBI	1.00	65,122
	<b>Account Totals:</b>		<b>13.0</b>	<b>917,772</b>		<b>13.00</b>	<b>969,673</b>
511101	PART TIME		0.0	35,000	QQQ	0.00	35,000
	<b>Account Totals:</b>		<b>0.0</b>	<b>35,000</b>		<b>0.00</b>	<b>35,000</b>
	<b>Report Totals:</b>		<b>13.0</b>	<b>952,772</b>		<b>13.00</b>	<b>1,004,673</b>

**CITY OF NEWTON BUDGET  
PERSONNEL DETAIL**

Account	Position Title Employee Name	Benefits Date			Holiday		Grade	F.Y.	FTE	GROSS
		Hire Date	Yrs. Service	Longevity	OPEB	Add Comp				
<b>220 - INSPEC SERVICE DEPARTMENT</b>										
<b>0122001 - INSPECTIONAL SVS ADMIN</b>										
511001	INSPECTIONAL SERV COMM	6/21/2005	10.03		0			FY 2015	1.00	114,190
	LOJEK, JOHN	6/21/2005	10.03	775	0	0	H13-17	FY 2016	1.00	118,072
	ADMINISTRATIVE ASSISTAN	10/3/2006	8.75			0		FY 2015	1.00	46,281
	VEZEAU, DIANE	10/3/2006	8.75	0	1,585	0	S08-05	FY 2016	1.00	48,785
	OFFICE INFO COORDINATOR	10/7/2002	12.74			0		FY 2015	1.00	53,621
	LOUGEE, SHERRI	10/7/2002	12.74	1,000	0	0	S08-10	FY 2016	1.00	56,532
	LAND USE AND ZONING AGE	6/17/2013	2.04			0		FY 2015	1.00	76,129
	CICCARIELLO, ANTHONY	6/17/2013	2.04	0	2,283	0	H08-06	FY 2016	1.00	73,113
	DEPUTY COMMISH INS SVC	9/29/2008	6.76			0		FY 2015	1.00	85,769
	NORTON, DAVID	9/29/2008	6.76	0	0	0	H10-10	FY 2016	1.00	88,679
	Account Totals:					0		FY 2015	5.00	375,989
				1,775	3,868	0		FY 2016	5.00	385,161
	<b>TOTAL INSPECTIONAL SVS ADMIN</b>					0		FY 2015	5.00	375,989
				1,775	3,868	0		FY 2016	5.00	385,161
<b>0122002 - BLDG CODE/ZONING ENFMT</b>										
511001	BUILDING INSPECTOR	10/27/2003	11.68			0		FY 2015	1.00	69,392
	CASE, WILLIAM	10/27/2003	11.68	900	0	0	IBI-11	FY 2016	1.00	75,259
	BUILDING INSPECTOR	6/17/2013	2.04			0		FY 2015	1.00	60,415
	VACANT	6/17/2013	2.04	0	2,173	0	IBI	FY 2016	1.00	63,990
	BUILDING INSPECTOR	3/11/2002	13.32			0		FY 2015	1.00	69,392
	LAMPLOUGH, CHARLES	3/11/2002	13.32	900	0	0	IBI-11	FY 2016	1.00	75,259
	SENIOR BUILDING INSPECT	11/1/1999	15.67			0		FY 2015	1.00	77,229
	GIFFORD, ALAN	11/1/1999	15.67	1,000	0	0	ISI-11	FY 2016	1.00	84,457
	Account Totals:					0		FY 2015	4.00	276,428
				2,800	2,173	0		FY 2016	4.00	298,966
	<b>TOTAL BLDG CODE/ZONING ENFMT</b>					0		FY 2015	4.00	276,428
				2,800	2,173	0		FY 2016	4.00	298,966
<b>0122003 - MECHANICAL INSPECTIONS</b>										
511001	PLUMB/GAS FITTING INSP	4/4/2011	4.24			0		FY 2015	1.00	67,000
	TIRELLA, GIOVANNI	4/4/2011	4.24	0	0	0	ISI-06	FY 2016	1.00	72,314
	SR WIRE INSPECTOR	2/22/1988	27.37			0		FY 2015	1.00	74,921
	MCDONALD, WILLIAM	2/22/1988	27.37	2,500	0	0	ISI-11	FY 2016	1.00	85,081
	WIRE INSPECTOR	7/2/2013	2			0		FY 2015	1.00	63,106
	CERONE, DAVID	4/18/2013	2.2	0	2,116	0	IBI-06	FY 2016	1.00	65,122
	PLUMB/GAS FITTING INSP	7/15/2014	0.96			0		FY 2015	1.00	60,328
	CAMMISARO, PAUL	7/15/2014	0.96	0	2,048	0	IBI-05	FY 2016	1.00	63,029
	Account Totals:					0		FY 2015	4.00	265,355
				2,500	4,165	0		FY 2016	4.00	285,547

**CITY OF NEWTON BUDGET  
PERSONNEL DETAIL**

Account	Position Title Employee Name	Benefits Date		Holiday			Grade	F.Y.	FTE	GROSS
		Hire Date	Yrs. Service	Longevity	OPEB	Add Comp				
511101	PART TIME	7/1/2015	0			0		FY 2015	0.00	35,000
	VACANT	7/1/2015	0	0	1,146	0	QQQ	FY 2016	0.00	35,000
	<b>Account Totals:</b>					0		FY 2015	0.00	35,000
				0	1,146	0		FY 2016	0.00	35,000
	<b>TOTAL MECHANICAL INSPECTIONS</b>					0		FY 2015	4.00	300,355
				2,500	5,311	0		FY 2016	4.00	320,547
	<b>TOTAL INSPEC SERVICE DEPARTMENT</b>					0		FY 2015	13.00	952,772
				7,075	11,352	0		FY 2016	13.00	1,004,673





## Karyn Dean

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**From:** David C. Wilkinson  
**Sent:** Friday, May 15, 2015 11:04 AM  
**To:** Karyn Dean  
**Subject:** RE: ISD Fines accounting

Karyn,

State building code fines are reserved for appropriation - \$16,030 accumulated and available for appropriation (\$7,000 of this sum collected to date this fiscal year).

ISD has also collected \$29,700 in special permit violation fines this fiscal year – all of which relate to the Hotel Indigo.

I hope this helps.

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**From:** Karyn Dean  
**Sent:** Friday, May 15, 2015 10:36 AM  
**To:** David C. Wilkinson  
**Subject:** ISD Fines accounting

Hi David

Ald. Sangiolo has asked for an accounting of the money that has been collected in fines from ISD. This was part of the budget meeting. Can you help me with this?

John Lojek said it goes into an education fund within the general fund? He thought about \$15K was in there.

Thank you!!

Karyn

Karyn Dean  
Committee Clerk  
Newton Board of Aldermen  
1000 Commonwealth Ave.  
Newton, MA 02459  
617-796-1219