



Finance Committee Agenda

City of Newton In City Council

RECEIVED

By City Clerk's Office at 2:41 pm, Jan 18, 2018

Monday, January 22, 2018

POSTED
City Clerk

7 PM
Room 211

Items scheduled for discussion:

Chair's note: The Committee will meet jointly with the Zoning & Planning Committee to discuss Docket Items #86-18 and #85-18

Referred to Zoning & Planning and Finance Committees

#86-18

Add a full-time position in the Planning Department

HER HONOR THE MAYOR requesting authorization of the addition of one full-time employee position in the Planning & Development Department to create a Director of Transportation Planning position.

Referred to Zoning & Planning and Finance Committees

#85-18

Appropriate funds to develop an action plan for Washington Street Corridor

HER HONOR THE MAYOR requesting authorization to appropriate and expend five hundred thousand dollars (\$500,000) from Free Cash for the purpose of developing an actionable plan for the Washington Street Corridor that addresses land use, economic development, transportation, fiscal impacts, and other issues that may arise, as well as a new zoning district(s).

#58-18

CPA funding request for \$60,000 to repair a fence at Newton Cemetery

COMMUNITY PRESERVATION COMMITTEE recommending the appropriation of sixty thousand dollars (\$60,000) from the Community Preservation Fund's historic resources budget reserve and fund balance to the Planning & Development Department for a grant to the Newton Cemetery to restore and rehabilitate the Whipple-Beal cast iron fence, as described in the proposal submitted to the Community Preservation Committee in September 2017.

#84-18

Authorization to settle a claim for \$10,000

HER HONOR THE MAYOR requesting authorization to settle a claim of ten thousand dollars (\$10,000) funded through the School Department budget as full and final settlement of a claim against the Newton Public Schools and the City of Newton.

Note: A motion for Executive Session may be entertained

The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: ifairley@newtonma.gov or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.

#83-18 Transfer of \$30,000 to purchase a new van for the IT Department
HER HONOR THE MAYOR requesting authorization to transfer the sum of thirty thousand dollars (\$30,000) from the Information Technology Full-time Salaries Account to the Information Technology Automobiles/Light Trucks Account to enable the Information Technology Department to purchase a new van.

#82-18 Acceptance of a grant from the MASS DEP for sustainable materials recovery
HER HONOR THE MAYOR requesting authorization to accept and expend the Sustainable Materials Recovery Program Municipal Grant of seven thousand dollars awarded by the Massachusetts Department of Environmental Protection to be used to establish a new municipal swap-shop for household goods.

Referred to Public Facilities and Finance Committees

#87-18 Appropriate \$120,000 for design engineering services for West Newton Square
HER HONOR THE MAYOR requesting authorization to appropriate and expend one hundred twenty thousand dollars (\$120,000) from Free Cash for the purpose of funding additional final design engineering services for the West Newton Square rehabilitation project.
Public Facilities Approved 6-0 (Gentile, Lappin abstaining)

Referred to Public Facilities and Finance Committees

#89-18 Transfer of \$2 million for snow and ice removal expenses
HER HONOR THE MAYOR requesting authorization to transfer the sum of two million dollars (\$2,000,000) from the Budget Reserve – Snow and Ice Removal Account to the following accounts:
Rental - Vehicles
(0140110-5273)..... \$1,400,000
Regular Overtime
(0140110-513001)..... \$600,000
Public Facilities Approved 8-0

All other items before the Committee will be held without discussion.

Respectfully submitted,

Leonard J. Gentile, Chair



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

#86-18

Telephone
(617) 796-1100

Fax

(617) 796-1113

TDD/TTY

(617) 796-1089

Email

rfuller@newtonma.gov

January 11, 2018

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

RECEIVED
Newton City Clerk
2018 JAN 11 PM 3:57
DAVID A. OLSON, CMC
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to authorize the increase of 1 FTE (Full Time Equivalent) in the Planning and Development Department. In order to fully address the city's many complex transportation initiatives the position of DPW Transportation Director will be divided into two positions – planning and operations.

The Director of Transportation Planning will focus on advancing implementation of the City's transportation priorities including: Complete Streets Review, Street Design Guide, Bicycle Facilities (including bike lanes and bike share), Public Transit Improvement, Smart Parking Management and various Transportation Demand Management initiatives and will be housed in the Planning Department. The Director of Transportation Operations will remain in the Department of Public Works and will oversee the operational aspects of the Transportation Division including Traffic Signalization, Street Lights, Line Painting, and Village Enhancement Projects.

Due to a vacancy in the first half of the fiscal year in the Planning Department, no additional funding is needed in the FY18 budget. Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

#85-18
Telephone
(617) 796-1100
Fax
(617) 796-1113
TDD/TTY
(617) 796-1089
Email
rfuller@newtonma.gov

January 11, 2018

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to authorize the appropriation and expenditure of \$500,000 of June 30, 2017 Certified Free Cash for the purpose of developing a plan for the Washington Street corridor.

This funding will enable the City to develop an actionable plan addressing land use, economic development, transportation, fiscal impacts and other issues as may arise as well as a new zoning district(s) that will be delivered to the City Council for consideration and adoption.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller

Ruthanne Fuller
Mayor

RECEIVED
Newton City Clerk
2018 JAN 11 PM 3:57
DAVID A. OLSON, CMC
NEWTON, MA 02459



Setti D. Warren
Mayor

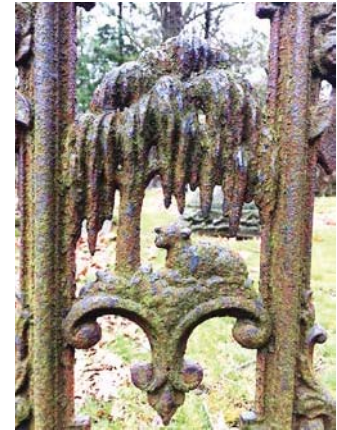
City of Newton, Massachusetts
Department of Planning and Development
1000 Commonwealth Avenue Newton, Massachusetts 02459

#58-18 Telephone
(617) 796-1120
Telefax
(617) 796-1142
TDD/TTY
(617) 796-1089
www.newtonma.gov

Barney S. Heath
Director

Community Preservation Committee Funding Recommendation for Newton Cemetery – Whipple-Beal Cast Iron Fence

date: 4 December 2017
from: Community Preservation Committee
to: The Honorable City Council



PROJECT GOALS & ELIGIBILITY

This project will restore and rehabilitate Newton Cemetery's last remaining decorative cast iron fence (detail at right), which surrounds the cemetery's first burial (1856), in the Whipple-Beal family lot. The project's CPA eligibility was established by the Newton Historical Commission's unanimous 28 September 2017 vote finding the fence significant in the history and culture of Newton.

RECOMMENDED FUNDING

On 16 November 2017 by a vote of 5-1 (members Beryl Gilfix and Susan Lunin absent, Jim Robertson opposed, Parks & Recreation appointment vacant) the Community Preservation Committee recommended appropriating the requested \$60,000 for this project from the Community Preservation Fund's current reserve and fund balance for historic resources, to the Planning & Development Department for a grant to Newton Cemetery for any CPA-eligible purpose stated or implied in this summary budget :

Newton Cemetery Whipple-Beal Fence Restoration	
Uses	
3D Laser Scan (Feldman Land Surveyors, est. value), Newton Cemetery staff time & materials *	\$9,500
Soft Costs: Design & Specifications (consultant estimate)	\$5,000
Hard Costs: Restoration (including 10% contingency)	\$55,000
Interpretive Signage (not CPA-eligible)	\$5,000
Total:	\$74,500
Sources	
CPA funds	\$60,000
Donated services & materials (see * above)	\$9,500
Friends of Newton Cemetery (Note: Mr. Eliot Beal has committed a donation of 10% of total costs, or \$7,450. The Friends will put the difference between this and the amount at right toward future maintenance.)	\$5,000
Total:	\$74,500

website www.newtonma.gov/cpa

contact Alice E. Ingerson, Community Preservation Program Manager

email aingerson@newtonma.gov phone 617.796.1144

SPECIAL ISSUES CONSIDERED BY THE CPC

Public benefits & funding leverage Newton Cemetery, founded in 1855, is open to the public at no charge every day from dawn to dusk, on the same schedule as Newton's public parks. The cemetery is Newton's only accredited arboretum and sponsors or hosts numerous free walking tours, often in collaboration with Historic Newton, the Newton Conservators and the Newton Senior Center. The Whipple-Beal fence and lot are often featured on history walks. Mr. Eliot Beal has committed to cover 10 percent of the cost to restore the decorative cast iron fence around his family's lot and, in collaboration with the cemetery, to grant the City of Newton a permanent historic preservation restriction on the restored fence.

Future potential CPA requests Private owners are responsible for the maintenance of their own lots and monuments in Newton Cemetery. Not surprisingly, however, the cemetery itself must occasionally assume responsibility for private monuments that are many decades old, as families disperse or their circumstances change. The cemetery was unable to provide the rough cost estimate and funding plan requested by the CPC for the cumulative scope of these potential future responsibilities. CPC member Jim Robertson saw the current project as worthwhile but opposed the current request because he felt it set a precedent for an unknown total of future requests for primarily CPA funding of other private projects within the cemetery.

ADDITIONAL RECOMMENDATIONS (*funding conditions*)

1. The CPC assumes all recommended funds will be appropriated within 6 months, and the project will be completed within 24 months, after the date of this recommendation. If either deadline cannot be met, Newton Cemetery should request an extension in writing from the CPC.
2. The phased release of CPA funds will be governed by a detailed grant agreement that includes but is not limited to these provisions: initial release of CPA funds contingent on final commitment of all non-CPA funding listed in the submitted proposal; procurement of services through the City of Newton Purchasing Dept; compliance throughout the project with the Secretary of the Interior's Standards for the restoration, rehabilitation and reconstruction of historic properties; and release of the final 10 percent of CPA funding contingent on recording a permanent preservation restriction for the Whipple-Beal Fence, to be held by the Newton Historical Commission, as well as presentation of a final report to the CPC.
3. Any CPA funds appropriated but not used for the purposes stated herein will be returned to the Newton Community Preservation Fund.

KEY OUTCOMES

The Community Preservation Committee will evaluate this project based on how well it meets the conditions numbered 1 and 2 above.

ATTACHMENTS

(delivered to the clerks of the Programs & Services Committee and Finance Committee)

- Proposal submitted to the CPC (selected sections; full submission available on webpage below)
- Slide presentation to the CPC on 16 November 2017
- Copy of the CPC's project webpage, with links to additional information:

www.newtonma.gov/gov/planning/cpa/projects/newton_cemetery.asp#Whipple-Beal

Please note that, other than letters of support solicited by the proposal sponsor, the only written comments received on this proposal were from the League of Women Voters, which supported the request. Those comments are included on the webpage above but are not included with this recommendation.

Newton, Massachusetts CPA program project webpage – **bold, green text** links to full-text documents

Newton Cemetery

contacts:

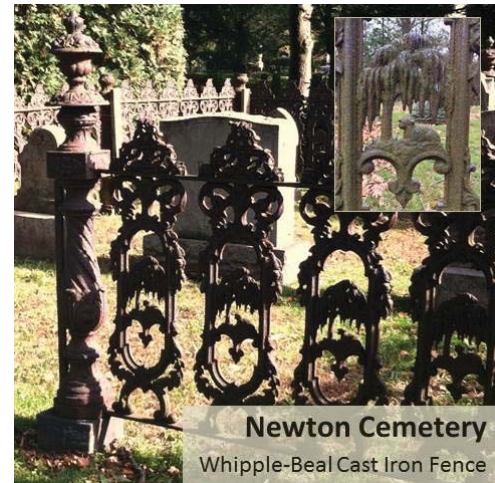
- Mary Ann Buras, President
Newton Cemetery Corporation
791 Walnut Street, Newton Centre, MA 02459
email: mab@newcemcorp.org
phone: 617.332.0047
website: www.newcemcorp.org

Whipple-Beal Cast Iron Fence

Newton Cemetery Section K, Lot 154, Main Avenue

goals:

Restore and as necessary reconstruct the decorative cast iron fence around the Whipple-Beal family lot in the private Newton Cemetery, which was established in 1855. This lot includes the cemetery's first burial, Jessie Annie Whipple, who died at the age of 3 months and was buried in October 1856, as well as the burials of her brothers Orrin (died at 2 months, 1857) and Willie (died at 12 hours, 1861). Similar fences were very popular during the Victorian era, but this is the last remaining decorative fence of any kind in Newton Cemetery.



funding:

\$60,000 CPA (historic resources)

\$9,500 value of staff time and materials to be contributed by Newton Cemetery, plus other donated services ([3-D laser scan](#))

\$5,000 fundraising by Friends of Newton Cemetery, for interpretive signage

Note: A Beal descendent has committed to donating 10% of total project costs. The Friends will commit the difference between this donation and the amount at left toward future maintenance of the fence.

\$74,500 TOTAL PROJECT COST

Funding Process

2017

2 May 2017 - [pre-proposal](#), including maps, photos and analysis of historic significance

29 September-15 November 2017 - **full proposal**, posted as two files:

- [proposal with budgets & letters of support](#) (including project summary/proposal form, project budgets & funding sources, sponsor finances & qualifications; letters updated 15 November 2017)
- [site & history](#) (including photos, maps, historic significance, site ownership, backup for project scope & costs, plan for historic preservation restriction); minor updates 25 October 2017

15 November 2017 - [community letters](#) received about this proposal to date

16 November 2017 - [presentation to the CPC](#) (includes photos)

4 December 2017 - [CPC funding recommendation](#)

Project News

2017

May 2017 - page about the Whipple-Beal fence on Newton Cemetery website:

www.newcemcorp.org/plan/whipple-beal-fence

May 2017 - 3-dimensional scan of the Whipple-Beal fence (*.mp4 movie file)

Whipple-Beal Fence Restoration



Newton Cemetery

presentation to Newton
Community Preservation Committee
Public Hearing, 16 November 2017

About Newton Cemetery



- Founded in 1855 during the rural garden cemetery movement that began with Mount Auburn Cemetery
- A private, nonprofit, non-sectarian cemetery
- Still active with interment options, space for Newton Veterans, cremation services, and nondenominational chapel



About Newton Cemetery

- 100 acres next to the Library
- Open to the public every day free of charge
- Accredited arboretum
- City's #1 attraction on TripAdvisor
- Eligible for National Register of Historic Places



About Newton Cemetery

- Friends of Newton Cemetery sponsors tree tours, bird walks and Historic Newton history walks
 - Over 1,000 participants in the last three years
 - Whipple Beal lot and fence featured on tours



About Newton Cemetery

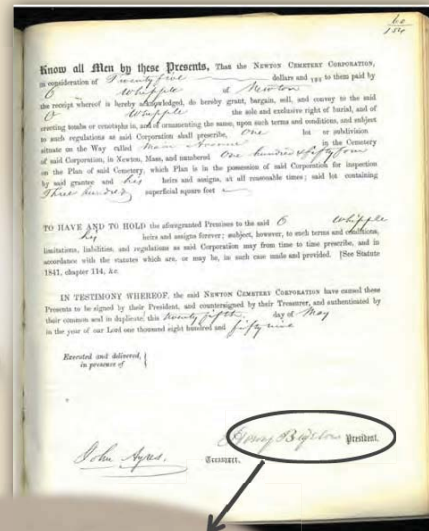
Newton Cemetery's "partnership" with the City includes:

- Care and maintenance
- Cemetery discounts
- Free private tours
- Horticultural donations

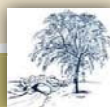


The Whipple Beal Lot

- Lot purchased by Orrin Whipple
- Deed signed by Cemetery's 1st President, Dr. Henry Bigelow
- Bigelow School
- 1st Superintendent of Schools



Henry Bigelow President.



The Whipple Beal Lot



Jessie Annie Whipple
Newton Cemetery's 1st Burial
Buried October 20, 1856



The Whipple Beal Fence

- Newton's only remaining burial lot decorative fence
- Significant feature of landscape commemoration history



The Whipple Beal Fence



- Common in Victorian-era garden cemeteries
- Protected monuments from grazing animals
- Created “outdoor rooms” for families to gather



The Whipple Beal Fence



- Ten sections with fluted posts, rails and medallions
- Medallions show lambs resting under weeping willow trees, a traditional theme of the era
- Willow represents sorrow and mourning
- Lamb represents innocence and virtue



Fence Existing Condition

- Fence held up with 2x4's
- Posts attached to 2x4's with wire
- Fence is not plumb
- Several posts severely twisted



Fence Existing Condition

Most of the paint is gone and there is biological growth.



The iron is extremely corroded and rusted.



Fence Existing Condition

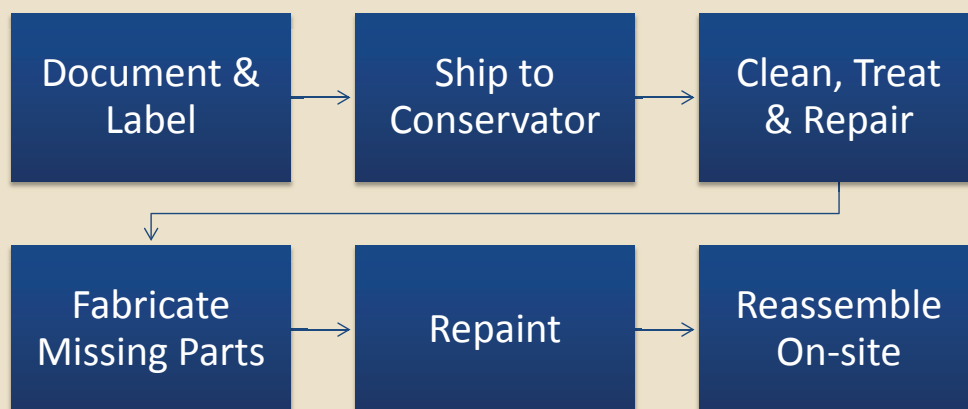
Numerous pieces are missing.



Corroded foundation attachments.



Fence Restoration Plan



All work in accordance with the American Institute for Conservation of Artistic and Historic Works Standards of Practice



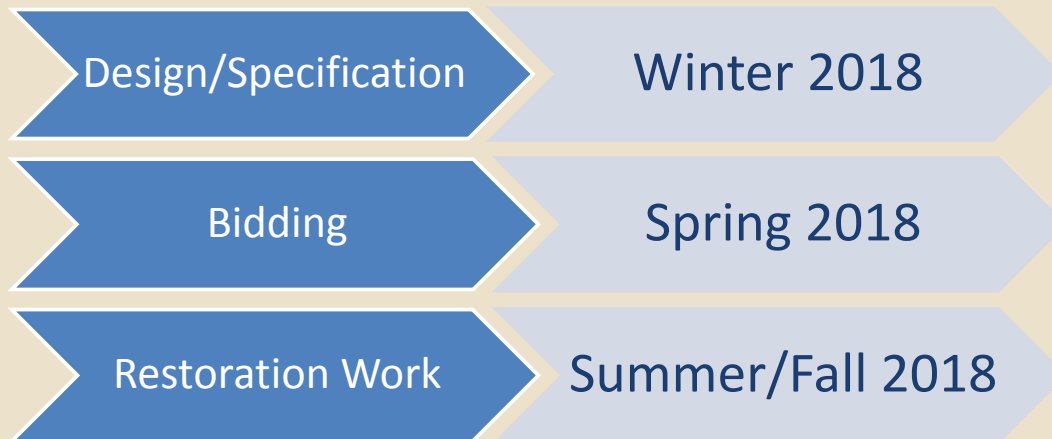
Fence Restoration Budget

Item of Work	Funding Source	Amount
Design & Specifications	CPA	\$5,000
Fence Restoration	CPA	\$55,000
3D Laser Scan	FONC	\$2,000
Newton Cemetery Staff Time	NCC	\$7,500
Interpretive Signage at Fence	FONC	\$5,000
	TOTAL	\$74,500



Fence Restoration Schedule

Pending CPA Funding:



Whipple-Beal Fence Restoration





Setti D. Warren
Mayor

#58-18

**Newton, Massachusetts Community Preservation Program
FUNDING REQUEST**

PRE-PROPOSAL

PROPOSAL

(For staff use)
date rec'd:

*29 September
2017*

Last updated September 2015.

Please submit this completed file directly – do not convert to PDF or other formats.

For full instructions, see www.newtonma.gov/cpa or contact us:

Community Preservation Program Manager,
City of Newton Planning & Development Department, 1000 Commonwealth Ave., Newton, MA 02459
aingerson@newtonma.gov 617.796.1144

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

Project TITLE	Whipple/Beal Fence Restoration		
Project LOCATION	Newton Cemetery, Section K-154 791 Walnut Street, Newton Center, MA 02459		
Project CONTACTS	Name & title or organization	Email	Phone
Project Manager	Mary Ann Buras President, Newton Cemetery	mab@newcemcorp.org	(617) 332-0047 x21
Other Contacts	Eliot Beal Gr.Gr.Grandson of Original Cemetery Lot Owner	eliotbeal@aol.com	(617) 633-1541
Project FUNDING	A. CPA funds requested: \$60,000	B. Other funds to be used: \$14,500	C. Total project cost (A+B): \$74,500
Project SUMMARY	<p>Explain how the project will use the requested CPA funds. You may provide more detail in attachments, but your PROJECT SUMMARY MUST FIT IN THE SPACE BELOW. Use a cover letter for general information about the sponsoring organization's accomplishments.</p> <p>The project will use the funds to restore the historic Whipple/Beal fence at Newton Cemetery, a cast iron fence currently in a state of deterioration. The Whipple Beal lot is one of the most historically important lots in the cemetery. The lot is not only the site of the first interment (in 1856), but it is surrounded by the <i>last</i> remaining piece of decorative iron fencing in Newton Cemetery.</p> <p>The fence is approximately 20'x15' and comprised of 10 sections that are made of fluted posts, rails and decorative medallions that depict a traditional cemetery theme of the era. Each post sits on a granite base. The majority of the original paint has deteriorated significantly and the fence is dirty with visible biological growth. The iron is extremely corroded and rust covers at least 90% of the surface, which is still actively corroding. The fence and posts are no longer plumb and do not sit appropriately on the granite bases that form the foundation. The fence is currently being stabilized with wooden 2x4's set into the ground.</p> <p>The CPA funds would be used to hire the consultant required for assembling the project specifications outlining the scope of work (also necessary for the bid process) and the conservators who would be awarded the contract to perform the fence restoration. The Friends of Newton Cemetery received the contribution of the 3D Laser Scan (to within ¼" accuracy), which clearly documents the details of the fence in its existing condition. Newton Cemetery would provide the personnel required for the oversight and management of the project as well as the skilled staff required to perform the re-work and stabilization of the granite bases that serve as the fence foundation. The Friends of Newton Cemetery will conduct fundraising for interpretive signage so the visiting public could learn about the historic significance of the fence and the restoration process.</p>		

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

Project TITLE		Whipple/Beal Fence Restoration	
USE of CPA FUNDS		HISTORIC RESOURCES	
CHECK ALL THAT APPLY.	preserve	X	
	rehabilitate/ restore	X	
COMMUNITY NEEDS	From each of at least 2 plans linked to the Guidelines & Forms page of www.newtonma.gov/cpa , provide a brief quote with plan title, year, and page number, showing how this project meets previously recognized community needs. You may also list other community benefits not mentioned in any plan.		
<p>1.) <u>Newton's Heritage Landscapes Report, April 2009/March 2010: (Attachment #1, highlighted text)</u></p> <ul style="list-style-type: none"> o p1: "definition of heritage landscape"—" 'special places, created by human interaction with the natural environment, that help define the character of the community and reflect its past.' Heritage landscapes are dynamic and evolving; they reflect the history of the community and provide a sense of place; they show the environmental features that influenced land use patterns; and they often (but not always) have scenic qualities." o p1: "diverse landscapes are central to Newton's character, yet they are vulnerable and ever-changing. For this reason it is important to take steps towards their preservation by identifying those that are particularly valued by the community" o p43: Newton Cemetery, Appendix-Burial Grounds and Cemeteries <p>2.) <u>Terra Firma-Putting Historic Landscape Preservation on Solid Ground, ©2011: (Attachment #2, highlighted text)</u></p> <ul style="list-style-type: none"> o p5: "Historic cemeteries serve an important civic function even long after the last plot is sold. Active and inactive cemeteries are valuable public open spaces, scenic locales, genealogical resources, and important historic landscapes, with many vested in their preservation. o p14: "Protecting Iron Fences: Iron fences are an important contributing feature to the historic character and fabric of the landscape, yet their care is often overlooked during cemetery restoration ..." <p style="text-align: center; color: red;">Attachments in support of this section are posted with site history & photos on the Newton CPC website.</p>			
COMMUNITY CONTACTS	List at least 3 Newton residents or organizations willing and able to comment on the project and its manager's qualifications. No more than 1 should be a supervisor, employee or current work colleague of the project manager or sponsor. Consult staff on the community contacts required for your specific proposal.		
Name & title or organization	Email	Phone	Mailing address
Lalor Burdick, Chairman Newton Cemetery Corporation	l.burdick@comcast.net	(617) 584-4633	180 Dudley Road Newton Center, MA 02459
Susan Abele, (retired) Curator of Manuscripts and Photographs Historic Newton	susan.abele@gmail.com	(918) 284-4811	23 Russell Court Newtonville, MA 02460
Michael Feldman, President & CEO Feldman Surveyors	mfeldman@feldmansurveyors.com	(617) 527-9255	42 Judith Road Newton Center, MA 02459
Catherine Offenber, ASLA, Principal, CRJA – IBI Group	coffenberg@crja.com	(617) 244-9590	211 Greenwood Street Newton, MA 02459
Lisa Dady, Director-Historic Newton	ldady@newtonma.gov	(617) 796-1450	527 Washington Street Newton, MA 02458
Donald Tsiang	tsiangs@aol.com	(617)244-0560	950 Watertown Street Newton, MA 02465

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

Full proposals must include separate, detailed budgets in addition to this page.

Project TITLE	Whipple/Beal Fence Restoration	
SUMMARY CAPITAL/DEVELOPMENT BUDGET		
Uses of Funds		
Design & Specifications (Consultant)		\$5,000
3D Laser Scan		\$2,000
Administrative and Project Management (Newton Cemetery staff time)		\$7,500
Fence Restoration (Contractor Bids)		\$55,000
Interpretive Signage at Whipple Beal Lot		\$5,000
D. TOTAL USES (should equal C. on page 1 and E. below)		\$74,500
Sources of Funds	Status (requested, expected, confirmed)	
CPA funding	Requested	\$60,000
Newton Cemetery In-Kind funding for Supervision & Management	Committed	\$7,500
Friends of Newton Cemetery In-Kind Contributions & Fundraising	In planning	\$7,000
E. TOTAL SOURCES (should equal C. on page 1 and D. above)		\$74,500
SUMMARY ANNUAL OPERATIONS & MAINTENANCE BUDGET (cannot use CPA funds)		
Uses of Funds (see ATTACHMENT B-1: Maintenance Plan & Budget for Whipple Beal Fence)		
Yearly inspection, touch-up paint if necessary, wash every 2 years (annual estimate)		\$250.00
Lightly sand and re-paint the surface in 20 +/- years: \$5,000 (estimate)		\$250.00
Completely strip and re-paint in 30-35 years: \$15,000 (estimate)		\$500.00
F. TOTAL ANNUAL COST (should equal G. below)		\$1,000.00
Sources of Funds		
Newton Cemetery operating budget & Friends of Newton Cemetery fundraising		\$1,000.00
G. TOTAL ANNUAL FUNDING (should equal F. above)		\$1,000.00
Project TIMELINE	Phase or Task	Season & Year
	Full proposal to CPC	Fall 2017
	Friends Fundraising	Spring 2017-Spring 2018
	Design	Winter 2017/18
	Bidding	Winter – Spring 2018
	Restoration Work	Summer – Fall 2018

ATTACHMENT B-1

CAPITAL BUDGET - WHIPPLE/BEAL FENCE RESTORATION

(Supplement to "SUMMARY CAPITAL/DEVELOPMENT BUDGET")

Item of Work	Funding Source	Hard Cost	Soft Cost	Total
Design & Specifications	CPA			\$5,000
Consultant estimate			\$5,000	
Fence Restoration	CPA			\$55,000
Consultant estimate		\$50,000		
Contingency-10%		\$5,000		
3D Laser Scan	FONC			\$2,000
Feldman Land Surveyors, In-kind donation to FONC (estimated value)			\$2,000	
Newton Cemetery Staff Time	NCC			\$7,500
Project Management (65hrs @ \$100/hr)			\$6,500	
Labor: Reset granite footings (24hours @ \$35/hr)			\$840	
Material: Reset granite footings (estimate)			\$160	
Interpretive Signage at Whipple Beal Lot				\$5,000
Allowance		\$5,000		
	TOTAL:	\$60,000	\$14,500	\$74,500

CPA = Community Preservation Act

FONC = Friends of Newton Cemetery

NCC = Newton Cemetery

ATTACHMENT B-1

Maintenance Plan & Budget for Whipple Beal Fence

(Supplement to "SUMMARY ANNUAL OPERATIONS & MAINTENANCE BUDGET")

The long-term maintenance plan and budget for the Whipple Beal Fence includes the following:

- o An annual visual inspection of the fence.
Estimate: 1 hour of Newton Cemetery staff time per year
- o Touch-up paint if necessary, as determined by annual visual inspection.
Estimate: 3 hours of Newton Cemetery staff time per year
- o Wash the fence every two years.
Estimate: 2 hours of Newton Cemetery staff time per year

The above items will be completed by Newton Cemetery's monument staff. The annual figure of \$250 is for the six hours of estimated staff time and minimal material costs. It is an average over ten years that includes annual increases of 3%. There is no need to hire additional employees to perform this work as it can all be done with the staff currently included with the annual cemetery operations budget.

- o Lightly sand and re-paint the surface of the fence approximately twenty years after renovation.
Estimate: \$5,000
- o Completely strip and re-paint the fence approximately 30-35 years after renovation.
Estimate: \$15,000

The proposed scope and estimates for the two items above were received from a qualified conservator capable of performing the work. This work would not be completed by Newton Cemetery. The figures of \$250 and \$500 included in the proposal are what the Friends of Newton Cemetery anticipates needing to set aside annually to have an appropriate amount of funds available when the time comes for the work to be done.

ATTACHMENT B-2

Non CPA Funding Funds Committed

Item	Source	Type	Estimated Value	Committed?	Funding Status
1. 3D Laser Scan	Feldman Land Surveyors	In-Kind	\$2,000	Yes	Complete
2. Administrative & Project Management	Newton Cemetery	In-Kind	\$7,500	Yes	Ongoing
3. Interpretive Signage	Friends of Newton Cemetery	Cash Donation	\$5,000	Yes	Complete

1. The Friends of Newton Cemetery received the contribution of the 3D Laser Scan from Feldman Land Surveyors. The scan is valuable for the project and cemetery records as it documents the details of the fence in its existing condition to within ¼" accuracy. The scan is available to view on the Newton Cemetery website: <https://www.newcemcorp.org/plan/whipple-beal-fence>
2. Newton Cemetery will provide the personnel required for the oversight and management of the project as well as the skilled staff required to perform the re-work and stabilization of the granite bases that serve as the fence foundation.
3. The Friends of Newton Cemetery has secured the additional funds needed to implement and complete the project should Newton Cemetery be awarded the CPA grant. Through fundraising efforts directed at individuals and corporations interested in the mission of the Friends of Newton Cemetery, including preservation, the organization has raised \$14,000 in 2017. A portion of this amount is dedicated to the Whipple/Beal Fence Restoration project. In addition, Mr. Eliot Beal has made a commitment to the Friends of Newton Cemetery for 10% of the project cost.



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

#84-18

Telephone
(617) 796-1100

Fax

(617) 796-1113

TDD/TTY

(617) 796-1089

Email

rfuller@newtonma.gov

January 8, 2018

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to authorize the settlement of a claim for the amount of \$10,000 to be paid from the Newton Public Schools FY2018 Budget as full and final settlement of a claim against the Newton Public Schools and the City of Newton.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

RECEIVED
Newton City Clerk
2018 JAN 28 PM 4:57
David A. Olson, Clerk
Newton, MA 02459

LAW DEPARTMENT



CITY OF NEWTON, MASSACHUSETTS
CITY HALL
1000 COMMONWEALTH AVENUE
NEWTON CENTRE, MA 02459
TELEPHONE (617) 796-1240
FACSIMILE (617) 796-1254

CITY SOLICITOR
DONNALYN B. LYNCH KAHN

DEPUTY CITY SOLICITORS
OUIDA C.M. YOUNG
ANGELA BUCHANAN SMAGULA
JEFFREY A. HONG
ASSISTANT CITY SOLICITORS
MARIE M. LAWLOR
ROBERT J. WADDICK
MAURA E. O'KEEFE
ALAN D. MANDL
JULIE B. ROSS
JILL M. MURRAY
JONAH M. TEMPLE

November 13, 2017

Mayor Setti D. Warren
City of Newton
1000 Commonwealth Avenue
Newton Centre, MA 02459

Re: Student Litigation Claim

Dear Honorable Mayor Warren:

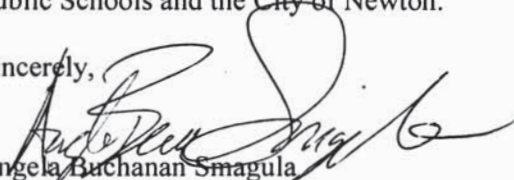
The claim in the above-referenced matter stems from an incident on October 6, 2016 on a school bus between an assistant coach and a student athlete. The student suffered minor injuries with related medical bills. The police were called to the scene. The student went to the hospital that evening.

On October 10, 2016, the minor child made a claim for bodily injuries pursuant to M.G.L. c. 258 § 4 and emotional distress seeking \$100,000 in damages.

The parties have been exploring settlement and have arrived at a negotiated compromise of \$10,000 which we believe is reasonable.

Therefore, I respectfully request that you docket this item requesting authorization to settle this claim for \$10,000 from the School Department budget as full and final settlement of this claim against Newton Public Schools and the City of Newton.

Sincerely,


Angela Buchanan Smagula
Deputy City Solicitor

cc: Superintendent David Fleishman
Heather Richards, Director of Human Resources, NPS
Ruth Goldman, Chair, Newton School Committee



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

#83-18

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(617) 796-1100

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(617) 796-1089

Email

rfuller@newtonma.gov

January 8, 2018

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to authorize the transfer of \$30,000 from Acct # 0111101-511001 Information Technology Full Time Salaries to Acct # 0111101-58501 I.T. Automobiles/Light Trucks to enable the Information Technology Department to purchase a new van. The current van is no longer road worthy.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

RECEIVED
Newton City Clerk
2018 JAN 8 PM 4:57
David A. Olson, CMC
Newton, MA 02459



Ruthanne Fuller, Mayor
Joseph P. Mulvey
Chief Information Officer

CITY OF NEWTON, MASSACHUSETTS
DEPARTMENT OF INFORMATION TECHNOLOGY

Telephone (617) 796-1180
Facsimile (617) 796-1196
TDD/tty # (617) 796-1089

Date: January 8, 2018
To: Maureen Lemieux, CFO
From: Joseph Mulvey
Re: Information Technology Department Van

Good Afternoon, Maureen,

In July of this past summer our department vehicle, an older Econoline Tradesman's van was deemed unsafe for transport.

Our department has depended upon the kindness and cooperation of other departments in lending us spare vehicles at their convenience. This inconvenience does not lend itself well to the responsive support my department is accustomed to giving. We are using our own vehicles literally all the time as requests come in. I am not comfortable with this and am concerned about the liability of the city as well as vehicles of my employees.

Respectfully, I am requesting funding in the amount of \$30,000 to allow the Department of Public Works to procure an acceptable vehicle for which we may call our own.

Please feel free to consider using surplus payroll funding to cover the cost of this vehicle replacement.

My thanks for your consideration,

Joseph P. Mulvey, CIO
Information Technology Department
City of Newton, MA



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

#82-18

Telephone
(617) 796-1100

Fax

(617) 796-1113

TDD/TTY

(617) 796-1089

Email

rfuller@newtonma.gov

January 8, 2018

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to authorize the acceptance and expenditure of the sum of \$7,000 from the MassDEP Sustainable Materials Recovery Program Drop-Off Equipment Grant funds. These funds will be used for the establishment of a new municipal swap-shop for household goods.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

RECEIVED
Newton City Clerk
2018 JAN 8 PM 4:57
David A. Olson, CMC
Newton, MA 02459

City of Newton



Ruthanne Fuller
Mayor

DEPARTMENT OF PUBLIC WORKS
OFFICE OF THE COMMISSIONER
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449

January 2, 2018

To: Mayor Ruthanne Fuller
Maureen Lemieux, CFO

From: Jim McGonagle, Commissioner of DPW

Dear Mayor Fuller,

I write to request that the Honorable Council docket for consideration a request to accept the MassDEP Sustainable Materials Recovery Program Drop-off Equipment Grant funds in the amount of \$7,000 which will be used for a reuse "swap shop" at the Newton Resource Recovery Center.

Thank you for your consideration of this matter.

Sincerely,

Jim McGonagle
Commissioner of Public Works

Jim McGonagle
Commissioner

Telephone: (617) 796-1009 • Fax: (617) 796-1050 • jmcgonagle@newtonma.gov



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Kathy E. Poole
Assistant Governor

Matthew A. Beatty
Secretary

Martin Suuberg
Commissioner

November 15, 2017

Mayor Setti D. Warren
City of Newton
1000 Commonwealth Avenue
Newton Centre, MA 02459

Dear Mayor Warren,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the City of Newton a Sustainable Materials Recovery Program Municipal Grant. The City of Newton will receive up to \$6,000 for a shed for the establishment of a new municipal swap shop for household goods and up to \$1,000 for education materials to publicize the new program.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. The SMRP solicitation, issued April 1, 2017, offered funding to cities, towns and regional entities - as well as certain non-profit organizations that provide services to them - for recycling, composting, reuse and source reduction activities that will increase diversion of municipal solid waste and household hazardous waste from disposal. MassDEP received applications from 69 municipalities, regional groups and non-profits. With \$4.9 million in requested funds, the evaluation and award process was extremely competitive.

The terms and conditions of your grant are outlined in the attached document, which contains key dates and deadlines specific to your award. This information has also been provided to the municipal recycling contact copied below. Should you have any questions, please call Tina Klein at 617-292-5704.

Thank you for your commitment to advancing recycling and waste reduction in Massachusetts. Together our efforts will reduce greenhouse gas emissions, conserve natural resources and save energy, while also supporting jobs and reducing disposal costs for waste generators and municipalities.

Sincerely,

Martin Suuberg
Commissioner

cc: Waneta Trabert, Recycling Manager



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention
Sustainable Materials Recovery Program

Checklist for Drop-off Equipment Grant Award

This document contains important grant deadlines and requirements.

Name of Municipality: _____

Instructions for the Municipal Recycling Contact:

- Fill out this checklist, have it signed by an authorized municipal official, and return it to MassDEP no later than March 1, 2018. Once received, we'll send you a Grant Agreement.
- Return the signed Grant Agreement to MassDEP no later than April 1, 2018.
- Do not expend funds for which you intend to seek grant reimbursement until AFTER a Grant Agreement has been executed.
- All funds must be spent and invoices received by MassDEP by December 31, 2018.

STEP ONE: Program Approval

Check the box below to signify that the necessary approvals have been secured.

- The municipality has notified the MassDEP Regional Office and/or local Board of Health and received authorization, if required, to install the granted equipment and collect the material at its transfer station or conditionally exempt recycling facility.

STEP TWO: Target Materials to be Collected

In the space below, list the recyclable material(s) to be collected with the awarded equipment:

If you were awarded equipment for a Reuse Swap Shop or Universal Waste Shed, indicate the type of shed or structure you intend to purchase in the space below:

STEP THREE: Collection and Processing Locations

*In the spaces below, provide the name, address, and type of facility where the awarded roll-off, compactor and/or shed **will be located**:*

Facility Name: _____

Facility Address: _____

Facility Type: _____

(i.e., transfer station, conditionally exempt recycling operation)

In the spaces below, provide the name and address of the facility that will **process the collected material** (i.e., processor, end-market). Mark "N/A" for a ReUse Swap Shop.

Processing Facility/Vendor Name: _____

Processing Facility Address: _____

Processing Facility Telephone: _____

STEP FOUR: Intent to Purchase

When do you intend to purchase the drop-off equipment you were awarded?

Date: _____

STEP FIVE: Educational Materials (if awarded)

Provide a budget breakdown for how you intend to use the educational funds awarded: (e.g. Signage at transfer station, flyers, posters, postage, etc.)

Item: _____ Amount: \$ _____

Item: _____ Amount: \$ _____

Item: _____ Amount: \$ _____

STEP SIX: Signature of Authorized Official

I have reviewed and am familiar with the information contained in this checklist. The information contained in this checklist is to the best of my knowledge, true, accurate and complete. I am fully authorized to make this attestation on behalf of the Grantee municipality.

Print Name: _____ Title: _____

By: _____
(Signature) (Date)

Contact Lydia Meintel-Wade with any questions: 617-556-1011 or Lydia.Meintel-Wade@State.MA.US

Return the completed checklist to:

Brooke Nash, MassDEP, Consumer Programs, One Winter Street, 7th Floor, Boston, MA 02108



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention
Sustainable Materials Recovery Program

Checklist for Recycling Dividends Program Grant Award

This document contains important grant deadlines and requirements

STEP ONE: EXECUTING THE CONTRACT

It is the responsibility of the municipal Recycling Contact to ensure that the RDP Contract is signed by an individual currently holding one of the Titles listed on page 1 of the enclosed Authorized Signatory Listing form, which your municipality filed with MassDEP in the spring of 2017. If the person(s) listed on the form has changed (for example, a new Mayor has been elected), the municipal official with the same title may sign the RDP Contract. A new Authorized Signatory Listing form IS NOT REQUIRED.

For reference, a copy of your Authorized Signatory Listing has been sent to the municipal Recycling Contact.

*The signed original RDP Contract must be returned to the address listed below **no later than December 31, 2017 or funds will be forfeited.***

STEP TWO: TRACK EXPENDITURES BY APPROVED EXPENSE CATEGORY

- This is not a reimbursement-based grant. Your award payment will be processed as soon as the RDP Contract is returned.
- However, you are required to keep track of approved expenditures, by expense categories. See Section 8 – Use of Funds, for a list of approved expense categories, and Section 9 for record keeping requirements.
- Be prepared to be audited.

STEP THREE: REPORT EXPENDITURES AND REMAINING BALANCE

- Funds do not need to be spent in the fiscal year awarded; they may be accumulated across fiscal years in order to make a larger purchase than is possible with one year's award. The municipality is required to report all expenditures from the previous calendar year no later than February 15th.

Contact Dawn Quirk with any questions: 617-292-5557 or Dawn.Quirk@state.ma.us

Return completed documents to: Dawn Quirk, MassDEP, Consumer Programs, One Winter Street, 7th Floor, Boston, MA 02108



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

#87-18

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(617) 796-1100

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TDD/TTY

(617) 796-1089

Email

rfuller@newtonma.gov

January 8, 2018

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to authorize the appropriation and expenditure of \$120,000 from June 30, 2018 Certified Free Cash to for additional final design engineering services for the West Newton Square rehabilitation project.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

RECEIVED
Newton City Clerk
2018 JAN 8 PM 4:58
David A. Olson, CMC
Newton, MA 02459

City of Newton



DEPARTMENT OF PUBLIC WORKS
OFFICE OF THE COMMISSIONER
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449

Ruthanne Fuller
Mayor

January 8, 2018

To: Mayor Ruthanne Fuller

From: James McGonagle, Commissioner
Louis M. Taverna, P.E., City Engineer

Subject: Request for Docket Item for Additional Project Funds
Final Design Engineering Services
West Newton Square Project, HDR Engineers, Inc.

I request a total of \$120,000 for additional final design engineering services for the West Newton Square rehabilitation project.

Brief Description of the Project: HDR Engineers are currently finalizing the engineering design for the West Newton Square rehabilitation project. Their current design fee is \$354,059. As a result of numerous meetings, workshops, changes and enhancements to the design effort, HDR requires an additional \$120,000 in fees to complete the final design engineering services, including development of plans and specifications for bidding purposes. This does not include engineering services during construction, or resident inspection services during construction, which will be estimated at a later date.

The project schedule is as follows: Completion of final design by spring 2018, bidding in spring 2018, and construction to begin in summer 2018.

Please docket this request with the Honorable City Council for their consideration.

Sincerely,

James McGonagle
Commissioner Public Works

City of Newton



DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
OFFICE OF THE CITY ENGINEER
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449

Ruthanne Fuller
Mayor

January 12, 2018

To: Mayor Ruthanne Fuller

From: James McGonagle, Commissioner Public Works
Louis M. Taverna, P.E., City Engineer

Subject: Request for Docket Item for Additional Project Funds
Final Design Engineering Services,
West Newton Square Project, HDR Engineers, Inc.
Design Costs to Date and Cost to Complete

Department of Public Works hired HDR Engineering, Inc. in June 2016 for concept design for the West Newton Square enhancement project.

Contract value = \$168,441 \$168,441 expended (through December 2016).

Department of Public Works hired HDR Engineering, Inc. in January 2017 for preliminary and final design for the West Newton Square enhancement project.

Contract value = \$354,059 \$308,200 expended (through 11/25/17), \$45,859 remains, and is expended through December 2017 (invoice upcoming).

Due to enhancements, changes and revisions to the project over the past year, HDR requires additional man-hours effort to complete the final design plans and specifications. These include changes and revisions to the proposed bike lanes, through lane configurations, parking spaces, and left turn lanes on Cherry Street and Elm Street, and traffic studies and analyses for the above.

Estimated additional cost to complete = approximately \$120,000, as follows:

Civil Engineering, \$50,000
Traffic Engineering, \$50,000
Streetscape Architecture, \$20,000

cc: Nadia Kahn
Danielle Delaney
Shawna Sullivan
Barney heath
Rachel Blatt



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

#89-18
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(617) 796-1100
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rfuller@newtonma.gov

January 8, 2018

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

RECEIVED
Newton City Clerk
2018 JAN 8 PM 4:57
David A. Olson, CMC
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to authorize the transfer of \$2,000,000 from Acct # 0110498-5794 Budget Reserve – Snow & Ice Removal to the following accounts:

Acct # 0140110-5273	Rental – Vehicles	\$1,400,000
Acct # 0140110-513001	Regular Overtime	\$ 600,000

As of January 3, 2018 the City has spent a total of \$803,611.94.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

City of Newton



DEPARTMENT OF PUBLIC WORKS

OFFICE OF THE COMMISSIONER

1000 Commonwealth Avenue
Newton Centre, MA 02459-1449

Ruthanne Fuller
Mayor

To: Mayor Fuller

From: Jim McGonagle, Commissioner of DPW

Subject: Snow Docket

Date: January 3, 2018

Mayor Fuller,

I write to request that you docket for consideration a request to authorize the transfer of \$2,000,000 for Snow & Ice operations to the following accounts.

Acct # 0140110-5273	Rental - Vehicles	\$1,400,000
Acct # 0140110-513001	Regular Overtime	\$600,000

As of January 3rd, the city has responded to five winter storm/ice events totaling 11.2 inches of snowfall. The city has spent a total of \$803,611.94 with an average cost of \$71,751.07 per inch of snow. The current snow expenses are detailed below.

Budgeted		Expenses	
Total Personnel	\$ 283,300.00	Total Personnel Costs	\$ 265,878.08
Total Contractors	\$ 233,513.65	Total Contracted Costs	\$ 291,270.00
Salt	\$ 258,030.00	Salt	\$ 103,306.06
Equipment	\$ 243,447.85	Equipment Expenses	\$ 143,157.80
Total Snow Budget	\$ 1,018,291.50	Total Snow Costs	\$ 803,611.94

Thank you

Jim McGonagle
Commissioner of Public Works

Jim McGonagle
Commissioner