



# Finance Committee Agenda

## City of Newton In City Council

**Monday, April 13, 2020**

The Finance Committee will hold this meeting as a virtual meeting on Monday, April 13, 2020 at 7:00 pm. To view this meeting use this link at the above date and time: <https://zoom.us/j/850416988>

One tap mobile

+16465588656,,850416988# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 850 416 988

### **Items scheduled for discussion:**

- #228-20      Appointment of Carl Valente to Financial Audit Advisory Committee**  
PRESIDENT ALBRIGHT appointing Carl Valente as a member of the Financial Audit Advisory Committee for a term of office to expire April 21, 2023.
- #221-20      Reappointment to the Anthony Salvucci Scholarship Fund**  
PRESIDENT ALBRIGHT requesting the reappointment of Councilor Lisle Baker, as a trustee of the Anthony Salvucci City Council Scholarship Fund for a term to expire on December 31, 2021. (60 days: 06/05/2020)
- #222-20      Appointment to the Anthony Salvucci Scholarship Fund**  
PRESIDENT ALBRIGHT requesting the appointment of Councilor Maria Scibelli-Greenberg, as a trustee of the Anthony Salvucci City Council Scholarship Fund for a term to expire on December 31, 2021. (60 days: 06/05/2020)

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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: [fairley@newtonma.gov](mailto:fairley@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.

- #223-20      Appointment of Councilor Markiewicz to OPEB Trust Committee**  
PRESIDENT ALBRIGHT appointing Councilor Christopher Markiewicz as a member of the Other Post-Employment Benefits Trust Fund for a term of office to expire December 31, 2021.
- #224-20      Authorization to expend a MED-Project LLC Grant in the amount of \$1,300**  
HER HONOR THE MAYOR requesting authorization to accept and expend one thousand three hundred-dollar (\$1,300) grant from MED-Project LLC Grant for the purpose of covering personnel costs associated with the collection and disposal of unwanted medication.
- #225-20      Authorization to expend a COVID-19 Emergency grant in the amount of \$100,000**  
HER HONOR THE MAYOR requesting authorization to accept and expend a one hundred thousand dollar (\$100,000) grant from the Massachusetts Department of Public Health COVID-19 Emergency Grant for the purpose of additional compensation in the form of overtime, additional personnel resources and the purchase of emergency supplies necessary to help City of Newton prepare for and respond to the COVID-19 pandemic.

Respectfully submitted,

Rebecca Walker Grossman, Chair

# Application Form

## Profile

Carl F Valente  
First Name Middle Initial Last Name

[Redacted]  
Email Address

84 Sumner Street  
Home Address Suite or Apt

Newton MA 02459  
City State Postal Code

### What Ward do you live in?

Ward 6

[Redacted] Home:  
Primary Phone Alternate Phone

Retired Town Manager  
Employer Job Title

### Which Boards would you like to apply for?

Financial Audit Advisory Committee: Submitted

## Interests & Experiences

Please tell us about yourself and why you want to serve.

### Why are you interested in serving on a board or commission?

I served in local government management positions for nearly all of my 40 year professional career. Even after I 'retired' I have done municipal consulting, primarily in the finance area. For the first 13 or so years my focus was in municipal finance. When I moved to chief executive positions, I continued to keep abreast in local government financial management and the network of finance professionals. I learned early on in my career, from one of my mentors, that just about everything in local government revolves around finances, a key competency for a municipal manager. I found that advice to be true to this day. There are few normative standards in municipal finance and no one correct way to manage a city or town finances. That being said, I would hope to be able to assist the City in overseeing its finances and financial management practices based on my experiences, my sense of best practices and an overall interest in this aspect of local government.

[cfv\\_resume\\_v2.docx](#)  
Upload a Resume

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## Carl F. Valente

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84 Sumner Street ~ Newton Center, MA 02459-1958  
[REDACTED] ~ [REDACTED]

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### **Professional Experience**

#### ***Town Manager, Lexington MA, 2005 to August 2018 (retirement)***

Perform local government chief executive duties for town of 32,000, including oversight of all Town operating departments, appointment and management of all Town staff and negotiations of all contracts.

- Prepare and recommend to Board of Selectmen the annual operating and capital budget.
- Conduct all collective bargaining with ten municipal unions, the Employee Health Insurance Coalition, and serve as voting member of the School Committee for the purpose of School Department collective bargaining contracts.
- Responsible for the Town's economic development efforts, including negotiating mitigation agreements related to significant commercial developments.

#### ***Town Manager, Weston MA, 2001 to 2005***

First Town Manager of town of 11,500 after Charter Change. Perform local government chief executive duties, including oversight of all Town operating departments under the jurisdiction of the Board of Selectmen.

- Develop and propose to the Board of Selectmen and Finance Committee a consolidated operating and capital budget for all general government departments.
- Develop programs and strategies to advance the general policies and directions of the Board of Selectmen.
- Provide leadership in bringing together senior staff for inter-departmental, customer driven solutions.
- Represent the Town before State and local officials, business representatives and citizen groups.

#### ***Town Administrator, Needham MA, 1990 to 2001***

Chief Administrative Officer of town of 28,000. Responsible for overseeing all operating departments under the jurisdiction of the Board of Selectmen.

- Develop all revenue and long-term financial projections.
- Develop and propose to the Board of Selectmen and Finance Committee the capital improvement plan.
- Develop programs and strategies to advance the general policies and directions of the Board of Selectmen.
- Conduct all collective bargaining with municipal unions.
- Serve as staff or member of numerous Town committees

#### ***Director of Finance, Needham MA, 1988 to 1990***

Chief Financial Officer responsible for planning and directing the Town's financial management operations, and for overseeing the Comptroller's Office, Treasurer/Collector's Office, Information Services and all Risk Management activities.

***Section Chief for Technical Assistance, Massachusetts Department of Revenue, Division of Local Services Boston MA, 1984 to 1988***

Directed a technical assistance and training program that worked toward building the financial management capacity of appointed and elected officials in Massachusetts cities and towns.

Organized and led a staff of six professionals to provide local officials with assistance in budgeting, cash management, capital planning, forecasting, reorganization studies and other financial management programs.

- Produced technical assistance manuals and conducted financial management workshops.
- At request of local officials, conducted studies of a community's overall financial condition, identifying strengths and weaknesses in the revenue, expenditure and debt structure.

***Director for Financial Management, International City/County Management Association (ICMA) Washington DC 1979 to 1984***

Directed technical assistance and training projects whose goals were to: 1) enhance the ability of municipal managers to understand and better manage the financial operations in their communities; and 2) enable municipal managers to examine creative alternatives for providing and funding municipal services. Authored or co-authored publications on local government financial management topics, including alternative service delivery techniques, exemplary financial management practices, and use of the Financial Trend Monitoring System (FTMS) for evaluating of municipal financial health.

***Cost and Price Analyst, Intern, US Army Computer Systems Selection and Acquisition Agency Boston MA Summer 1978***

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**Education**

Master of Public Administration, University of Hartford, 1978

Bachelor of Arts, Political Science, University of Connecticut, 1976

Credentialed Manager, International City/County Management Association, 2004-2018

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**Affiliations**

**International City/County Management Association (ICMA)**

- ICMA Emerging Leaders Development Program – Mentor

**Massachusetts Municipal Management Association (MMMA)**

- President, 2001
- Executive Committee, 1995-2001
- Chair of following committees: Program Committee (1994-1995), Scholarship Committee (1997-2001), Website Committee (2004 – 2018), Legal Assistance Fund Committee (2011-2018). Member: Future Managers Committee (2010 – 2018)

**Massachusetts Municipal Association (MMA)**

- President, 2001
- Board of Directors, 1995-1996 and 1999-2001
- Public Works and Transportation Policy Committee, 2005-2013



RUTHANNE FULLER  
MAYOR

**City of Newton, Massachusetts**  
**Office of the Mayor**

RECEIVED  
2020 MAR 17 AM 11:00  
CITY CLERK  
NEWTON, MA. 02459

**224-20**

Telephone  
(617) 796-1100

Telefax  
(617) 796-1113

TDD  
(617) 796-1089

E-mail  
[rfuller@newtonma.gov](mailto:rfuller@newtonma.gov)

March 17, 2020

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

Councilors:

I respectfully submit a docket item to your Honorable Council requesting authorization to accept and expend a MED-Project LLC Grant in the amount of \$1,300 for the purpose of covering personnel costs associated with the collection and disposal of unwanted medication.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller  
Mayor



*City of Newton*  
*Police Department*



TELEPHONE  
(617) 796-2101  
FAX # (617) 796-3679

*Office of the Chief of Police*

HEADQUARTERS  
1321 WASHINGTON STREET  
NEWTON, MASSACHUSETTS 02465

DAVID L. MacDONALD  
CHIEF OF POLICE

March 16, 2020

Hon. Mayor Ruthanne Fuller  
Newton City Hall  
1000 Commonwealth Ave.  
Newton, MA 02459-1449

**Re: Request to Accept and Expend Funds from the MED-Project LLC Grant Program**

I respectfully request to accept and expend funds in the amount of \$1,300.00 from MED-Project LLC's Grant Program. The funding will be used to cover personnel costs associated with the collection and disposal of unwanted medication.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "David L. MacDonald".

David L. MacDonald  
Chief of Police



Remittance Info: Inv #GA-317

MED-PROJECT USA  
1800 M St NW  
400S  
Washington, DC 20036  
8336337765

JPMorgan Chase Bank, N.A.  
Verify: 888-237-9615  
80-7162/3222

0041709340

3/11/2020

COPY

PAY TO THE ORDER OF CITY OF NEWTON POLICE DEPARTMENT

\$ 1300.00

One Thousand Three Hundred and 00/100

DOLLARS

0001887 01 AB 0.418 \*\*AUTO H7 0 5051 02465-201121 -C01-P01888-I

VOID AFTER 90 DAYS



CITY OF NEWTON POLICE DEPARTMENT  
1321 WASHINGTON STREET  
NEWTON, MA 02465-2011

*Rei Zant*

IP

⑈0041709340⑈ ⑆322271627⑆ 215376176⑈

From: MED-PROJECT USA  
Pay To: CITY OF NEWTON POLICE DEPARTMENT  
Invoice # GA-317  
Total

Bill Amount  
\$1,300.00

Date: 3/11/2020  
Check #: 41709340  
Payment Amount  
\$1,300.00

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- Collaboration: exchange notes and questions with customers

**MED-Project™**  
Medical-on Education & Disposal

MED-Project LLC  
1800 M Street, NW | Suite 400 S | Washington, DC 20018  
Phone: (833) 633-7765 | Fax: (202) 633-1812  
[www.bill.com/meproj](http://www.bill.com/meproj)

City of Newton Police Department  
1321 Washington Street  
Newton, MA 02465

**SENT VIA MAIL**

Re: MED-Project LLC Grant Program - Application Approval Notification

MED-Project LLC is pleased to inform you that your 2020 funding grant application for collection and disposal of unwanted medicine is approved.

Please contact Brad MacDonald, Northeast Regional Director for MED-Project, at [brad@bill.com](mailto:brad@bill.com) or [www.bill.com/meproj](http://www.bill.com/meproj) with any questions concerning the funding grant award.

Sincerely yours,

Dr. Victoria Travis, PhannD, MS, MDA  
National Program Director





## Massachusetts Grant Application - David MacDonald

### PHARMACEUTICAL TAKE-BACK PROGRAM

The Commonwealth of Massachusetts approved the MED-Project drug stewardship program (the "Program"), as submitted in the Product Stewardship Plan by MED-Project LLC (the "Plan") for the management and disposal of unwanted household generated opioids and benzodiazepine medications, as regulated by the Massachusetts Department of Public Health (the "Department").

Enrollment in MED-Project's Program is now open to all Law Enforcement Agencies ("LEAs") within the Commonwealth of Massachusetts to apply and receive grants for the collection and disposal of unwanted household medications.

### PROGRAM OVERVIEW

LEAs may choose from one of three options as described below:

#### *Option 1 (Funding-Only Grant):*

MED-Project will provide an annual funding grant of \$1300 in support of the LEA's existing program for unwanted household medicine collection kiosk at the LEA site where unwanted medicine is collected and subsequently disposed of at a disposal site. The purpose of this grant is to pay for the collection and disposal of unwanted household medicines where the LEA directly manages the disposal of the collected medicine. MED-Project will provide \$1300 to LEAs who submit a complete application between January 1, 2020, and July 1, 2020. Any complete applications received between July 2, 2020 and December 31, 2020, will receive \$650. Funding grants will be renewable each year provided a new complete application is submitted.

or

#### *Option 2 (Kiosk and Funding Grant):*

MED-Project will provide an unwanted medicine kiosk\*\*\* and an annual funding grant of \$1300. The purpose of this grant is to pay for the collection and disposal of unwanted household medicines where the LEA directly manages the disposal of the collected medicine. MED-Project will provide \$1300 to LEAs who submit a complete application between January 1, 2020, and July 1, 2020. Any complete applications received between July 2, 2020 and December 31, 2020, will receive \$650. Funding grants will be renewable each year provided a new complete application is submitted.

or

#### *Option 3 (Service Grant):*

MED-Project will fund up to 12 unwanted household medicine collection box and liner kits per year. All box and liner shipping and disposal is including in the service grant. MED-Project will also supply an unwanted medicine collection kiosk\*\*\*. LEAs may request more than 12 box and liner kits in a year by entering into a separate, self-paid agreement with the vendor. MED-Project will apply to the Massachusetts Department of Environmental Protection on behalf of the LEA for a Waiver of the Household Hazardous Waste Center Requirements for a Permanent Residential Waste Medication Collection Kiosk ("MassDEP Waiver") in accordance with 310 CMR 30.1102. The MassDEP Waiver will be provided to the LEA. To qualify for the service grant, the LEA will operate an unwanted household medicine collection kiosk, and package and ship full unwanted household medicine collection kiosk box and liner to authorized disposal facilities.

\*\*\*For Options 2-3, if the LEA has already received a kiosk via a previous grant application to MED-Project, it will not receive an additional kiosk as part of the grant option it selects and will only receive the funding or service component of the selected grant option.

**Applicants accepted to participate in this stewardship program will need to accept some responsibilities and compliance with the steps listed below.**

### PROGRAM ESSENTIALS

To complete the application, an authorized official will need to electronically sign a certification statement that:

- He or she, on behalf of the law enforcement agency, understands the information and responsibilities for participating in the Massachusetts MED-Project Service or Funding Grant program, as stated above in this application;

- If I am requesting a Service Grant, the law enforcement agency shall sign a standard service agreement with vendor.

**LEA RESPONSIBILITIES**

Applicants for this stewardship program must accept the LEA Responsibilities listed below and comply with the Program Essentials listed in the following section.

**All Options:**

1. Sign certification statement to receive grant;
2. Read and understand Title 21 Code of Federal Regulations Part 1317 -- Disposal;
3. Ensure proper placement of the unwanted household medicine collection kiosk according to Drug Enforcement Administration ("DEA") requirements.
4. Ensure proper operation of the unwanted household medicine collection kiosk which includes: periodic monitoring to determine when it is full; removing and replacing the inner box and liner when full;
5. Authorize MED-Project to verify the Employment Identification Number / Tax Identification Number of the LEA;
6. Maintain all records as required by DEA regulations; and
7. Follow all applicable laws, rules and regulations.

**Option 2 (Kiosk and Funding Grant) In addition to All Options 1-7 above:**

1. Receive and install the unwanted household medicine collection kiosk according to DEA requirements.

**Option 3 (Service Grant): In addition to All Options 1-7 above:**

1. Sign agreement to receive service grant with MED-Project;
2. Sign standard service agreement with vendor
3. Receive and install (or request installation of) the unwanted household medicine collection kiosk according to DEA requirements and Mass DEP; and
4. Operate the unwanted household medicine collection kiosk in accordance with the MassDEP Waiver that will be obtained by MED-Project and provided to the LEA; and
5. Ensure proper operation of the unwanted household medicine collection kiosk which includes: periodic monitoring to determine when it is full; removing and replacing the inner box and liner when full; contacting common carrier to arrange for liner pickup; and securely storing the liner until it is retrieved by common carrier.

**Application Acceptance**

Full Name: David MacDonald  
Email: chiefsoffice@newtonma.gov

Leave this empty:

David MacDonald



OK per Chief to type in signature



MED Project <https://med-project.org>

### Signature Certificate

Document name: Massachusetts Grant Application - David M...

Unique Document ID: 9FF616FA7D3A2C8B57F3BF9811A58BE88C459F49



Build, Track, Sign Contracts.



**David MacDonald**

Party ID: 159b31f7-9228-465c-8a0e-d807d6ee0497

Security Level: E-mail

Awaiting signature

#### Timestamp

#### Audit

February 20, 2020 6:25 am PST

Massachusetts Grant Application - David MacDonald Uploaded by Bradley MacDonald - bmacdonald@med-project.org IP 72.188.228.153

February 20, 2020 6:25 am PST

Document viewed by David MacDonald - chiefsoffice@newtonma.gov IP 209.6.175.194



This audit trail report provides a detailed record of the online activity and events recorded for this document.

<https://med-project.org/>



RUTHANNE FULLER  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

**225-20**

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(617) 796-1100

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E-mail  
[rfuller@newtonma.gov](mailto:rfuller@newtonma.gov)

March 30, 2020

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

Councilors:

I respectfully submit a docket item to your Honorable Council requesting authorization to accept and expend a Mass Dept of Public Health COVID-19 Emergency Grant in the amount of \$100,000 in order to support additional compensation in the form of overtime and additional personnel resources as well as the purchase of emergency supplies necessary to help City of Newton prepare for and respond to the COVID-19 pandemic.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in black ink that reads "Ruthanne Fuller".

Ruthanne Fuller  
Mayor

RECEIVED  
2020 MAR 30 PM 4:13  
CITY CLERK  
NEWTON, MA. 02459