



# Finance Committee Report

## City of Newton In City Council

**Monday, April 27, 2020**

Present: Councilors Grossman (Chair), Malakie, Humphrey, Kalis, Norton, Ciccone and Noel

Absent: Councilors Gentile

Also Present: Councilors Albright, Krintzman, Lipof and Markiewicz

City staff present: Chief Financial Officer Maureen Lemieux, Comptroller Sue Dzikowski, Director of Emergency Operations Bruce Proia, Director of Senior Services Jayne Colino, Director of Planning & Development Barney Heath, Director of Transportation for the Planning Department Nicole Freedman, and Economic Development Director, Devra Bailin

**#240-20      Authorization to expend a MassDOT 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 MassDOT's Community Transit Grant Program to assist financially with the City's NewMo program that provides transportation for older residents.

**Action:**      **Finance Approved 7-0**

**Note:**      Jayne Colino, Director of Senior Services, and Nicole Freedman, Director of Transportation for the Planning Department presented the request to accept and expend a \$100,000 grant from the MassDOT's Community Transit Grant Program to assist financially with the City's NewMo program. Ms. Freedman explained that the MassDOT's Community Transit Grant Program was looking to provide funding for transportation systems, especially ones that are geared towards the senior community. Additionally, Ms. Freedman explained that the money that the City already puts into the NewMo program will serve as the match, so no additional funds are required. Ms. Freedman added that this grant is for 12 months. The City has also been invited to apply for a second year of funding but because of the current financial climate Ms. Freedman is unsure how much grant funding would be available. Ms. Freedman noted because of COVID-19 the ridership is lower and that before COVID-19 the average number of riders was 430 per week. Ms. Colino explained that NewMo is no longer offering shared rides, all rides are now individual. Additionally, Ms. Colino explained that all the drivers and riders have been provided masks and wipes. A regular cleaning is being done to the vehicles between each passenger and each vehicle is periodically taken off the streets to do a deep cleaning. The contractor, Via, also offers paid sick time as an option to all drivers.

Councilor Norton motioned to approve which passed unanimously.

**#238-20 Authorization to expend a MassWorks grant in the amount of \$396,500**  
HER HONOR THE MAYOR requesting authorization to accept and expend a three hundred and ninety-six thousand five hundred dollar (\$396,500) grant from the Commonwealth's MassWorks Infrastructure Program for design and engineering services for extension of the Upper Falls Greenway and Pettee Square streetscape enhancements

**Action:** Finance Approved 5-0-1 (Councilor Ciccone not voting and Councilor Kalis abstaining)

**Note:** Barney Heath, Director of Planning and Development, presented the request to accept and expend a \$396,500 grant from the Commonwealth's MassWorks Infrastructure Program for design and engineering services for extension of the Upper Falls Greenway and Pettee Square streetscape enhancements. Mr. Heath explained this is a program to help complete infrastructure projects that assist with economic development efforts and that the City applied for two projects. One is to extend the Upper Falls Greenway north from where it ends on Easy Street to Curtis Street and the other project is Pettee Square that needs to be upgraded. The grant funds will be put towards working on the full feasibility through engineering to 100% design. The intention would be to go back to MassWorks for the construction costs for one or both projects.

The Committee asked the following questions.

Q: How are these projects related to the Northland project?

A: Mr. Heath explained that these are different projects; however, the Northland project was referenced as the economic development piece for the application. Additionally, Mr. Heath explained that the grant application does discuss how these projects will help to facilitate and, in some ways, mitigate the impacts from the Northland Project.

Q: Is there a risk of designing the project and not having the construction funds to finish the project?

A: Mr. Heath explained that it is a risk but since the City is receiving design funds from MassWorks there is the opportunity to go back for the construction cost.

Q: Will there be any green infrastructure in these projects?

A: Mr. Heath explained the Upper Falls Greenway has a stone dust path that provides a pedestrian and bike way connection to get people out of their cars. Pettee Square will follow a similar design approach that the City followed in West Newton on Walnut Street. This design would include landscaping, permeable pavers and structural soil for the street trees. Additionally, Mr. Heath explained that the goal is to construct these projects to be environmentally friendly. There will be a series of conceptual meetings with City staff, the public and the Council to discuss design features.

Q: What is being done to Pettee Square and why not wait on this project to see the impact Northland may have?

A: Mr. Heath explained that the department knew that parts of Pettee Square need to be updated, including the traffic signals. There will also be improvements to pedestrian access to the Square to make the crossings safer for pedestrians. Additionally, Mr. Heath explained that they are looking to do a street scape upgrade for businesses in that area and the Square overall before the Northland Project is completed. Devra Bailin, Economic Development Director, explained that since this project is scheduled out for 18 months the City was lucky that MassWorks was willing to fund the complete design of both projects. This makes it difficult to push the project out any further.

Q: Will there be any community engagement?

A: Mr. Heath explained that they will be working with the Upper Falls community and the businesses in that area.

The Committee made the following comments.

The Pettee Square project would make more sense if it were designed after the Northland project is built. The City might have to review the design of Pettee Square again after seeing the true impacts of Northland.

The Pettee Square changes were meant to be more of a cosmetic improvement to strengthen the local businesses. Once Northland is open there is a hope that the residents would be going to those local businesses so this project should get done sooner rather than later.

Councilor Humphrey motioned to approve which passed 5-0-1 with Councilor Ciccone not voting and Councilor Kalis abstained.

### **Referred to Programs & Services and Finance Committees**

**#239-20**

**Allocate \$500,000 to control the spread of COVID-19**

HER HONOR THE MAYOR requesting authorization to allocate five hundred thousand dollars (\$500,000) to a non-lapsing account dedicated to the City's efforts to control the spread of COVID-19; additionally re-classify the previously approved \$250,000 to the same account and allow the administration to disburse these funds to support compensation, supplies, or other accounts as necessary.

**Programs & Services voted as follows:**

**#239-20(1) \$250,000 – Approved 6-0-2 (Councilors Krintzman and Noel abstaining) on 04/22/20**

**#239-20(2) \$250,000 - Held 8-0 on 04/22/20**

**Action:**

**Finance Approved as Amended to \$750,000 from Free Cash 7-0**

**Note:** Maureen Lemieux, Chief Financial Officer, presented the request to allocate funds to control the spread of COVID-19. The Chair notes that the Mayor's office has amended their request to allocate \$750,000 to control the spread of COVID-19. The amended docket request and Ms. Lemieux's additional back-up is attached to this report.

Ms. Lemieux explained that she put together the attached memo with the intention of answering questions that Councilors had. Additionally, Ms. Lemieux explained that Bruce Proia, who was present for the discussion, has been instrumental in his role as the Director of Emergency Operations. Mr. Proia's focus has been on the Incident Command System. Ms. Lemieux explained that the City mobilized financially at the beginning of March and increased the credit limits to \$50,000 on the purchasing credit cards for specific individuals in the administration. Credit cards were given to Mr. Proia, Commissioner of Public Buildings Josh Morse, Chief Operating Officer Jonathan Yeo and Mayor Ruthanne Fuller, which all have a \$50,000 limit. Ms. Lemieux explained that for the majority of her time with the City the credit card limit has been set at \$5,000.

The expenditures that have been docketed to date are attached to this report. Ms. Lemieux explained that the City has spent just over \$300,000 and part of that is \$85,000 that should be reimbursed to the City relatively quickly. The \$85,000 was for Chrome-books for Newton Public School students and the money will be reimbursed by Newton Community Education. Additionally, \$120,000 has been spent largely on supplies, which include cleaning supplies and health supplies. Ms. Lemieux explained that the overtime amount that is listed is higher and that these overtime costs are mostly for the custodians that work for the Public Buildings Department. The overtime for the Health Department has been charged directly to a Health Grant. Additionally, Ms. Lemieux explained that the City has incurred increased overtime in the Fire Department, as the City is not sending firefighters assigned to a particular home station to a different station when additional staffing is needed, as is done in typical times. There have also been changes to where the medics will be held to ensure the safety of the EMTs and firefighters. Ms. Lemieux added that \$50,000 has been spent on a sanitizing cabinet that the Police Department purchased; this cabinet can sanitize uniforms, shoes and small pieces of equipment.

Additionally, Ms. Lemieux explained that the City has secured a Memorandum of Understanding (MOU) with Homewood Suites so that any of the City's first responders or other staff that have to be quarantined can stay at the hotel. The City is also working on ways to provide food for those in need in the City. The vendor that works with the schools for lunches and the City are working to expand the program to be able to get meals to seniors or any other resident that is vulnerable.

Ms. Lemieux explained that there are many grant opportunities that the City has and will apply for. With the reimbursable grants, the City needs to spend the money first and then go after the grant funding. Ms. Lemieux explained that even where the City qualifies for grants and/or reimbursement, the reimbursement process takes time and funds will not be reimbursed quickly.

Ms. Lemieux explained that the docket request was amended to \$750,000 because of the Families First Act. This Act was effective April 1, 2020 and the City must allow employees up to 10 days of leave time that is not able to be charged to their sick, personal or vacation time. Ms. Lemieux explained that at this time she does not know how many employees will need those two weeks. After the first two weeks of being paid their full salary an employee can take up 12 weeks off with maximum pay of \$530 per week. Newton has explained to its employees that if they need to be out longer than 12 weeks, they can use their personal, sick or vacation time. This can potentially be a major cost to the City. There is not enough

money in each department to cover overtime costs. Ms. Lemieux explained that the City is going to do everything it can to recover as much of these funds as possible.

The Committee asked the following questions:

Q: Is the federal government reimbursing municipalities for the 10 days paid time off for employees affected by COVID-19?

A: Ms. Lemieux explained that she is hoping that the City gets reimbursed, but this will not happen fast enough to get the money out to employees. Additionally, Ms. Lemieux explained that even if this reimbursement does not come from the Families First Act, the City will be seeking other ways for these funds to be reimbursed.

Q: Where is the City with supplies? How much of these supplies are coming from the state and how much does the City have to pay for? Are prices escalating for these products?

A: Ms. Lemieux explained that Commissioner Morse has been dealing with this from the beginning. Commissioner Morse has reached out to many suppliers and was able to secure N95 masks when no one else was getting them. Ms. Lemieux did note that obtaining N95 masks has become more difficult and the City has started buying other masks. At the beginning the prices did spike but Ms. Lemieux stated that she believes these prices have leveled off. Mr. Proia explained that the City was proactive with ordering supplies and that was good because once the orders started to go into the Massachusetts Emergency Management Agency (MEMA) they became backlogged quickly. The City was able to receive one big and one smaller delivery from MEMA. Additionally, Mr. Proia explained that the one item that MEMA does not have is N95 masks. Instead MEMA provided Newton with KN95 mask which are built to a lesser spec than the N95 mask. Mr. Proia explained that the City has just come to an agreement with Battelle in Somerville, who are cleaning N95 masks. Battelle is also making sure to mark the masks that they clean so that the masks are not used longer than they should be. At some point these cleanings may apply to KN95 masks as well. Additionally, Mr. Proia explained that the City has months'-worth of supplies at the moment and are watching that inventory closely.

Q: Are the schools still being cleaned, even though they are not occupied?

A: Mr. Proia explained that the janitors are still working in the buildings but ultimately that is a question for the School Department.

Q: Regarding the Police and Fire Stations, are those cleanings being done by city employees or are any cleaning services being hired to do deep cleaning?

A: Mr. Proia explained that the Police station has had deep cleanings. The Fire Department bought a machine that hooks up to their decompressed air tank that sanitizes their vehicles and their equipment.

Q: Where is the City at with Free Cash and how did the administration pick the amount of \$750,000?

A: Ms. Lemieux explained the \$750,000 was an estimate based on what the City has already spent and what anticipated needs are at the time. Before the end of the fiscal year, Ms. Lemieux should have more clarity on what the future will look like. There is a possibility that Ms. Lemieux will need to come back to the Committee to ask for additional funding. If the \$750,000 requested is approved, the total amount that will be allocated from Free Cash is \$1,000,000 (including the \$250,000 that was previously approved and referenced in this docket item). Additionally, Ms. Lemieux explained that Free Cash is not usually certified until September or October, but the state is trying to get this done earlier this year. Communities do need to close their books before Free Cash can be certified. There is also a concern that the City would not have access to Free Cash during certain times in the next fiscal year and that Free Cash will experience significant reductions in the next couple of months. The City will need to reevaluate which projects can be funded by Free Cash because of the reduction it will face. Free Cash will be at approximately \$5.5 million if funds requested are approved.

Q: What happens if some of these funds are reimbursed?

A: Ms. Lemieux explained that the reimbursements that come from the Federal Emergency Management Agency (FEMA) will most likely go into the General Fund. The best case scenario is that the City will be able to put the reimbursement funds to work by September or October 2021.

Q: Is it reasonable to assume if Ms. Lemieux comes back to the Council for more funding there will be an expense sheet listing how the previously allocated funds were spent?

A: Ms. Lemieux explained that if she comes back for more funds, she will be able to provide an expense sheet for the \$1 million that will or has been spent

The Committee made the following comments.

The Chair of the Programs & Services Committee explained that Programs & Services was looking for a sense of how these funds would be spent. Chair Krintzman explained that the response the Committee received was that the administration was not certain, and it was more of a request to have some flexibility for unanticipated needs that needed to be addressed quickly. Different, more clarifying information, has come out of this meeting and some questions that were asked at Programs & Services meeting have now been answered. At the time, the Committee was not comfortable allocating the full \$500,000 without more information on the how the funds would be spent. The Programs & Services Committee was also asking for bi-weekly reports from the administration on how the money would be spent.

The Finance Committee discussed the Programs & Services Committee's resolution requesting bi-weekly updates to the Programs & Services Committee. Instead, the Finance Committee felt that Ms. Lemieux should update the Finance Committee at each Finance Committee meeting until the funds have been spent

Ms. Lemieux explained that she can update the Finance Committee at each Finance meeting if these can be oral updates.

The Committee thanked Ms. Lemieux, Mr. Proia and other city staff on the work they have been doing.

Councilor Kalis motioned to amend item #239-20 to allocate \$750,000 from Free Cash which passed unanimously.

Councilor Kalis motioned to approve as amended which passed unanimously.

**#241-20 Resolution requiring a cap of delivery fees charged to businesses**

Councilors Albright, Krintzman, Downs, Ryan, Crossley, Wright, Humphrey, Leary, Malakie, Bowman, Kelley, Grossman, Markiewicz, Danberg, Noel, Lipof requesting a resolution to the Mayor asking her to work with relevant departments to determine the feasibility of restricting third party delivery services from charging restaurants a fee per online order for use of its services that totals more than 10% of the purchase prices of such online orders.

**Action:** **Finance Approved 5-0-1 (Councilor Ciccone not voting and Councilor Norton abstained)**

**Note:** President of the Council, Susan Albright, explained that she learned about this issue a few weeks ago when having a conversation with the President of the Newton-Needham Chamber of Commerce, Greg Reibman. President Albright explained the delivery services are charging the restaurants up to 30% of a bill for delivery, in addition to fees the consumer pays. The restaurants are dealing with the current economic climate and not having as many customers. President Albright explained that she did speak with the Law Department, who did not fully support the Council getting involved with the service fees of the delivery companies. Since that conversation, Cambridge and Boston have been discussing passing a resolution or ordinance on this topic. Also San Francisco's Mayor did make a resolution that was based on the emergency order by the Governor of California. President Albright noted that she understands the issues that the Law Department is concerned with, but she has two thoughts on what Newton can do. The first would be to make a resolution similar to San Francisco, which would be linking the City's actions with the Governor's executive order. The second would be using Chapter 19 which licenses the taxis. The definition of a public automobile is a "passenger car used for transporting persons or goods." Because of this definition President Albright explained that there could be a way to license these delivery services in Newton and set a cap for the service fees. This may require a minor amendment to Newton's ordinances. Additionally, President Albright explained that the restaurants are an important part of Newton and this would be a way to help the restaurants stay afloat. President Albright also noted that some delivery services have been sharing the pain with restaurants by reducing their commissions.

The Committee asked the following questions:

Q: Have the delivery services been contacted regarding this issue?

A: President Albright explained that they did receive an email last week from Door Dash expressing that they would be dealing with this issue on their own. Additionally, President Albright explained that Door Dash is one of the companies that have reduced their commission by half. There are also some companies that are deferring the restaurants' payments by three months. President Albright explained that the issue with this is the restaurants are not making the kind of the money where they would have the ability to pay the commission to the delivery companies in three months.

Q: Has there been a discussion with the Newton-Needham Chamber of Commerce?

A: President Albright explained that this started because of a conversation she had with Greg Reibman, who is the President of the Newton-Needham Chamber of Commerce. Mr. Reibman explained that this is a matter of helping restaurants with their bottom line by cutting back these fees and added that resolutions, similar to the one that is being proposed, are being adopted all over the country. Additionally, Mr. Reibman explained that not everyone is physically able to choose to pick up orders from the restaurants and therefore avoid these additional fees.

The Committee made the following comments:

There should be more discussions with the delivery companies on this issue.

President Albright noted that the proposed resolution does ask the Mayor to explore this issue so that she and other city staff can have more contact with delivery companies.

These are gigantic delivery companies that do control a growing share of the restaurant business because of their ability to control how the consumers find restaurants in the first place and this has only become a bigger problem with the current crisis. The crisis is forcing restaurants to do some sort of delivery or curbside pick up and if Newton is not cracking down on the rising fees the City will see some of these restaurants either fail or have to fundamentally change their business model. This is not just a Newton issue but an issue that will be seen across the country and globally.

The Committee thanked President Albright for taking the lead on this issue.

Councilor Noel motioned to approved which passed 5-0-1 with Councilor Ciccone not voting and Councilor Norton abstaining.

**#236-20**

**Appointment of Councilor Humphrey to the Twombly House Fund**

PRESIDENT ALBRIGHT appointing Councilor Bill Humphrey, 712 Chestnut Street, Newton as a Trustee of the TWOMBLY HOUSE FUND TRUST for a term of office to expire December 31, 2021.

**Action:**

**Finance Held 5-0 (Councilor Ciccone not voting and Councilor Humphrey recused)**



**Note:** The Committee discussed holding item #236-20 until more information can be provided. Councilor Kalis motioned to hold which passed 6-0 with Councilor Ciccone not voting and Councilor Humphrey recused.

**#237-20**      **Appointment of Councilor Humphrey to the Emerson Community Center Trust**  
PRESIDENT ALBRIGHT appointing Councilor Bill Humphrey, 712 Chestnut Street, Newton as a Trustee of the EMERSON COMMUNITY CENTER TRUST for a term of office to expire December 31, 2021.

**Action:**      **Finance Held 5-0 (Councilor Ciccone not voting and Councilor Humphrey recused)**

**Note:** The Committee discussed holding item #237-20 until more information can be provided. Councilor Noel motioned to hold which passed 6-0 with Councilor Ciccone not voting and Councilor Humphrey recused.

The Committee adjourned at 9:03 p.m.

**Respectfully submitted,**

**Rebecca Walker Grossman, Chair**

**Cassidy Flynn**

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**From:** Julia Malakie  
**Sent:** Monday, April 27, 2020 12:31 PM  
**To:** Cassidy Flynn; Rebecca Walker Grossman; David Kalis; Lenny; Lenny Gentile; Leonard J. Gentile; Allan Ciccone Jr.; Brenda Noel; Emily Norton; Bill Humphrey  
**Subject:** Re: Docket Request Amendment to #239-20 and Memo from the Programs & Services Committee

Hello Cassidy,

Would this amount, whatever it ends up being, also be from Certified Free Cash, as the earlier \$250K was?

Could we get a history of where Certified Free Cash started at the beginning of FY20, what amounts (Covid and non-Covid) have been transferred to date, and where it is now?

Could we get any sort of breakdown for what has been spent so far of the \$250K previously transferred, and the accepted state grant of \$200K, what it's been spent on? Previous docket items have listed salaries, overtime, N95 masks, PPE, sanitizer, cleaning supplies, computers & technology to enable city employees to work from home, Chromebooks for NPS students, and maybe other programs for residents, but we don't have a sense of even order-of-magnitude amounts. Are Zoom fees also included?

Will the technology/hardware items be non-recurring?

Will Chromebooks for students be under the NPS budget?

How long will supply of PPE items last at current supply and use rates, and what is the target to have on hand?

Thank you.

Julia Malakie  
Councilor, Ward 3

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**From:** Cassidy Flynn <cflynn@newtonma.gov>  
**Sent:** Friday, April 24, 2020 2:57 PM  
**To:** Rebecca Walker Grossman <rwgrossman@newtonma.gov>; David Kalis <dkalis@newtonma.gov>; Lenny <lennypmgi@aol.com>; Lenny Gentile <LGentile@fbchomeloans.com>; Leonard J. Gentile <lgentile@newtonma.gov>; Allan Ciccone Jr. <acicconejr@newtonma.gov>; Brenda Noel <bnoel@newtonma.gov>; Emily Norton <enorton@newtonma.gov>; Julia Malakie <jmalakie@newtonma.gov>; Bill Humphrey <bhumphrey@newtonma.gov>  
**Subject:** Docket Request Amendment to #239-20 and Memo from the Programs & Services Committee

Good Afternoon,

Attached is additional back-up for item #239-20.

Thank you,  
**Cassidy Flynn**  
**Committee Clerk**  
**Newton City Council**  
**(617) 796-1213**



RUTHANNE FULLER  
MAYOR

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

**239-20**

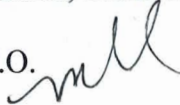
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E-mail  
[rfuller@newtonma.gov](mailto:rfuller@newtonma.gov)

To: Councilor Rebecca Walker Grossman, Chair, Finance Committee  
Councilor Joshua Krintzman, Chair, Programs & Services Committee

From: Maureen Lemieux, C.F.O. 

Date: April 26, 2020

Subject: Docket Item # 239-20

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As you all know, although the Programs & Services Committee amended this docket item downward last week from a request of \$500,000 to \$250,000, we have subsequently submitted a request to increase the amount requested from \$500,000 to \$750,000.

Unfortunately, I was not able to attend the Programs & Services meeting on this item. We expected it to be a discussion on the operational aspects, and not a discussion on the Finances, as we expected to have this conversation with all of you at the Finance Committee. We understand that you and many of your colleagues have questions. We want to be sure that you feel that you have sufficient information to agree to this request, and I am therefore providing the following information.

As you know, following the date of his "mandatory retirement" the Mayor asked former Fire Chief Bruce Proia to stay on in a part time capacity as the Director of Emergency Operations, while Chief Lucchetti settled in as Chief of the Fire Department. Chief Proia has been instrumental throughout the years in developing an Incident Command System (ICS) for any emergency situations that the City has had to address.

The Incident Command System (ICS) is a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, finance and administration. It is a fundamental form of management, with the purpose of enabling incident managers to identify the key concerns associated with the incident—often under urgent conditions—without sacrificing attention to any component of the command system.

The ICS creates a chain of command for decisions as well as clear lines of authority for decision making responsibilities. The IC command chart identifies the chain of command, while not

exceeding the span of control of any one individual. The goal when implementing the ICS structure for this crisis was to organize and manage the problem by not letting departments, and or personnel, free wheel with their decision-making process. Under ICS there should be common terminology and controlled management for all involved parties to follow. Former Fire Chief Bruce Proia and Deborah Youngblood, Commissioner, Health and Human Services have been named as the COVID-19 Incident Co-Commanders.

Attached you will find:

- Incident Command Organizational Chart
- Report from Josh Morse, Chair ESF 7 – Logistics, Chair ESF 11 – Food Service, Chair ESF Logistics 12 – Utilities
- Financial Update

As you will see, we have already spent more then \$300,000 in our response to the COVID-19 Pandemic. In addition to the categories that are currently captured on our cost tracking sheet, there are many other considerations.

We have recently issued our adjusted leave policy, as required by recent legislation, which requires the City to provide significant paid leave to our employees, leave time that cannot be charged to either their sick or vacation leave banks.

We have changed protocols for our Police and Fire Departments during this unprecedented time so as to minimize exposure. We no longer allow firefighters to cover any overtimes that are required on apparatus that is not housed at the firefighters “home” station. This causes an increased cost of overtime, but it is the right decision for our first responders.

Again, to minimize the exposure of our firefighters, we have moved the members of Cataldo’s Medic 1 and Medic 2 to temporary quarters. To accomplish this effectively, we have installed a station alerting system. Station alerting is made up of 2 parts, a tone (alarm to get everyone's attention) and a vocal alarm (to hear the actual dispatchers). We have purchased equipment to accomplish this effectively so as to continue to serve our community.

We have purchased “half shield face masks”. These masks are reusable and good for 6 months greatly reducing our need for disposable N95s. After 6 months they use a \$5.50 replacement filter, and most importantly, they were available immediately.

We have signed a Memorandum of Understanding with Homewood Suites for 1<sup>st</sup> responders and other employees who need to remain away from their homes due to COVID-19.

Food Insecurity is becoming an overwhelming concern for our seniors, members of our population who are homebound, and those unable to get food for whatever reason. We are focusing on what will be required on our part, both logistically and financially, to ensure that disadvantaged members of our society will have enough to eat through the next few weeks and possibly even months.

We know that we have employees who have been, and will continue to work many, many extra hours each week in this complicated time. We will need additional resources throughout the summer, such as several nurses to staff the Health Department so that we can continue our contact tracing efforts.



And hopefully sooner rather than later, we will be looking to reopen our City and pivoting to understanding what recovery issues the City will face ..... what will our business and non-profit community need to get back on their feet, what will education look like, what will our new normal be.

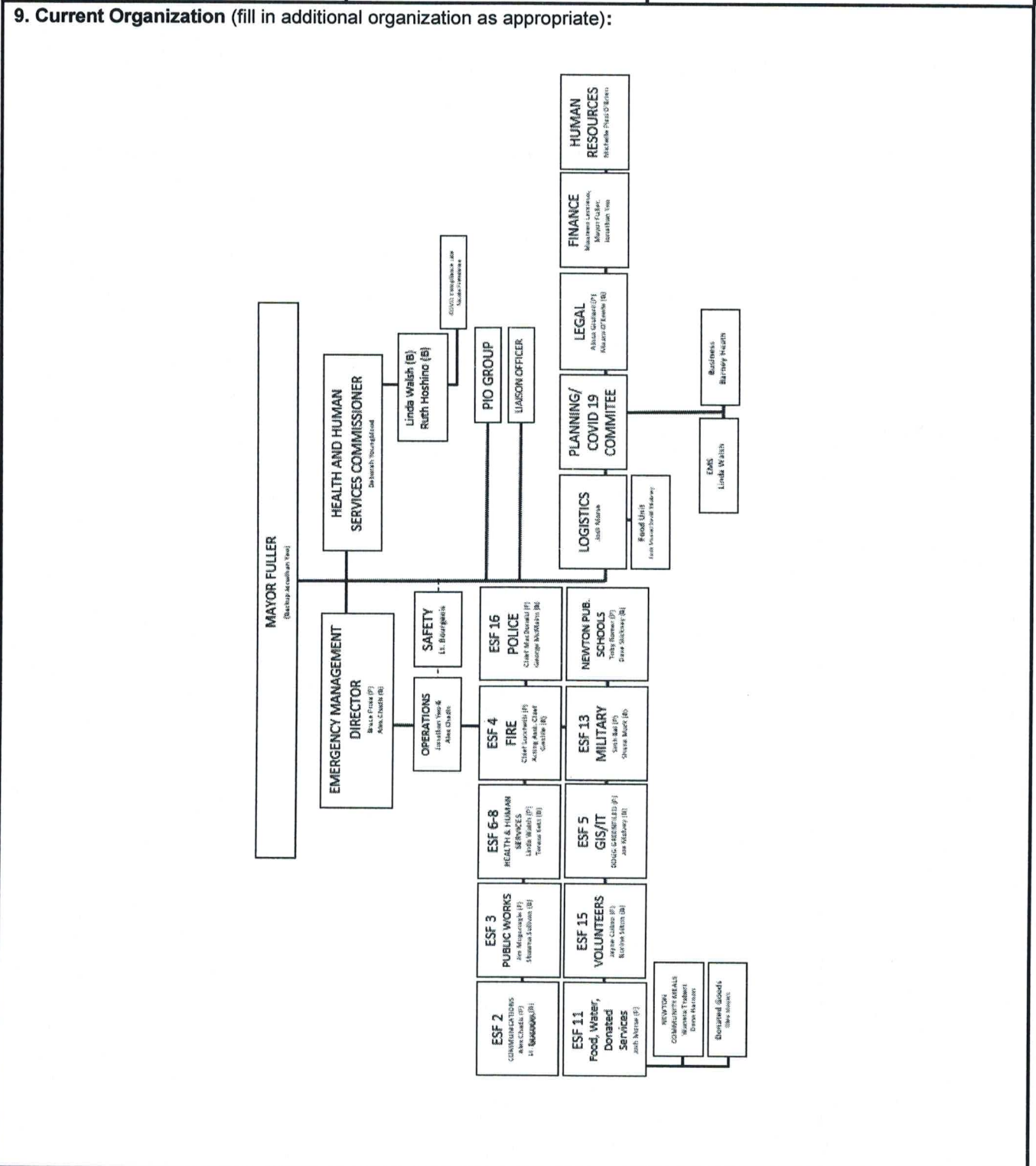
Many of the needs that we will have over the next few months are not known at this moment. What we do know is that several pieces of legislation have been passed at both the state and federal levels. What we also know, is that to date, all of these pieces of legislation cover unplanned and unbudgeted expenses associated with COVID-19. Most are reimbursable grants, and none to date address revenue loss.

What does this mean? It means that we must respond to this crisis, much as we would a winter blizzard, and then seek reimbursement for all eligible costs. We will pursue all avenues, Public Health Grants, CARES Act, FEMA reimbursements, etc.

I look forward to discussing all of this information and any other questions you may have at the Finance Committee meeting tonight.

# INCIDENT BRIEFING (ICS 201)

<b>1. Incident Name:</b> City of Newton COVID19 Response	<b>2. Incident Number:</b>	<b>3. Date/Time Initiated:</b> Date: 3/5/2020 Time: 00:00
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<b>6. Prepared by: Name:</b>	<b>Position/Title:</b>	<b>Signature:</b>
<b>ICS 201, Page 3</b>		<b>Date/Time:</b> Date

**239-20**

**Logistics Emergency Support Function Covid-19 Snapshot**  
**Joshua Morse, Commissioner, Public Buildings**  
**ESF-7 (Logistics) Chair**  
**ESF-11 (Food Service) Chair**  
**ESF-12 (Utilities) Chair**

In response to the Covid-19 pandemic, the City of Newton took many proactive steps to protect our first responders, essential employees, and City as a whole. Our response to the novel Coronavirus started in late January. Through our Incident Command Structure and Emergency Support Functions, we organized early response efforts and recognized that personal protective equipment, (PPE), and cleaning supplies would need to be sourced and procured early and often. To that end, we began procuring these items in early February. Departments were able to supply their staff with the necessary items based on their existing inventory until mid-March. Over the past four weeks, the Incident Command Structure, through the Logistics Emergency Support Function, has issued the following:

Fabric Masks	1,205
N95/KN95 Masks	1,380
Tyvek Suits	175
Disposable Gloves	8,300
Face Shields	240
Hand Sanitizer - Applications	42,730
Disinfecting Wipes	81,000
Sanitizing Wipes	109,000
Sanitizing Spray Cans	164
Disinfecting Solution - gallons	3,400
Hand Soap - gallons	142
Paper Towels - square feet	7,100
Thermometers	110

Since this is a novel virus, we find ourselves needing to react and respond daily to the changing nature of the demands that each department is facing, as well as the evolving guidance from the Federal and State government and medical professionals. This requires both funds, and flexibility in the expenditure of those funds, to protect our employees and Newton as a whole. Our efforts to ensure first responders and essential employees have the necessary PPE and cleaning supplies is literally saving lives. We are on the front lines of stopping the spread of Covid-19, and as such we need to make sure we are always well-equipped to bring the fight to this horrible virus.

## Overview: COVID-19 Expenditures

<b>Supplies</b>	
Supplies - Cleaning	\$ 30,902.13
Supplies - Health	\$ 81,233.77
Supplies - Other	\$ 8,273.12
<b>Total Supplies</b>	<b>\$ 120,409.02</b>
<b>Personnel</b>	
Personnel	\$ 15,185.94
<b>Total Personnel</b>	<b>\$ 15,185.94</b>
<b>Capital</b>	
Capital	\$ 136,838.22
<b>Total Capital</b>	<b>\$ 136,838.22</b>
<b>Services</b>	
Services	\$ 31,710.42
<b>Total Services</b>	<b>\$ 31,710.42</b>
<b>Total Cost</b>	<b>\$ 304,144</b>



**#241-20****Resolution requiring a cap of delivery fees charged to businesses.**

Councilors Albright, Krintzman, Downs, Ryan, Crossley, Wright, Humphrey, Leary, Malakie, Bowman, Kelley, Grossman, Markiewicz, Danberg, Noel, Lipof requesting a resolution to the Mayor asking her to work with relevant departments to determine the feasibility of restricting third party delivery services from charging restaurants a fee per online order for use of its services that totals more than 10% of the purchase prices of such online orders.

- Whereas: The City of Newton has been dedicated to supporting locally owned or operated businesses and the character and diversity they bring to our city; and
- Whereas: The Governor's "[Stay at Home Advisory](#)" on March 23<sup>rd</sup> declared that all restaurants may only be open for takeout and delivery in an effort to stop the spread of COVO-19; and
- Whereas: Restricting restaurants to takeout and delivery has placed a sudden and severe financial strain on small businesses that already operate on thin margins under normal circumstances; and
- Whereas: Third party delivery services, with which local restaurants have very little bargaining power, charge restaurants commission fees up to 30% or revenue from any order place on their application or website; and
- Whereas: Restaurants already struggling have experienced an increase in orders through delivery apps from a low percent of total sales (5%-20%) to as much as 80% of total sales, which leads to an inability to cover costs; and
- Whereas: Some recent promotions put on by third party delivery services lack transparency; including some advertised as supporting local business during the COVID-19 crisis, which are deceptive since the promotions [do not lower the fees](#) charged to the restaurant; and
- Whereas: San Francisco's supplemental COVID-19 [emergency declaration](#) capped fees for delivery apps to 15% and New York City, Cambridge, and lawmakers are proposing a cap of 10%; and
- Whereas: If immediate action is not taken, the City of Newton is in danger of losing the diverse range of its local restaurants to the COVID-19 crisis; now therefor be it ordered that;

Therefore be it Resolved:

The Mayor is requested to work with relevant departments to determine the feasibility of restricting third party delivery services from charging restaurants a fee per online order for use of its services that totals more than 10% of the purchase prices of such online order; and further it be

Further Resolved:

That all delivery services be required to disclose how the dollars of each order be allocated, to ensure that consumer know where their money is going; and further be it

Further Resolved:

That any restriction would last at least through the duration of the “Stay At Home Advisory” until restaurants are allowed to serve customers dining in their establishment at full capacity, at which point the cap of 10% will be reevaluated.