



PUBLIC BUILDINGS

DEPARTMENT DESCRIPTION

In accordance with the revised ordinances, Chapter 5, Article I, Section 5-2, the Public Buildings Department, through its Public Buildings Commissioner, is responsible for the construction, alteration, repair and maintenance of all public buildings, except as otherwise provided for by the City Charter.

Prepare short and long term Capital Improvement Plan, review and implement energy conservation measures, analyze maintenance issues, procure materials to sustain the 85 operational buildings and provide utility costs for the former Highlands Library.

These services are accomplished by in-house and outside contracted skilled craftsmen. Both in-house and outside, design professionals provide the estimates, design and inspection of various projects under our jurisdiction.

Custodial equipment, furniture and program equipment in buildings is the responsibility of the user department.

The Department consists of the following six functional elements:

1. Public Building Maintenance and Energy Conservation Administration

The staff in this division of the Department administers the daily operations of the Public Buildings Department's six (6) functional elements, including the maintenance of school buildings. It designs and implements effective management procedures and record systems; provides long range planning of capital repairs and improvements to public buildings; creates and implements sound preventative maintenance policies and procedures; and provides repair service, including emergency calls.

The Public Buildings Department is committed to energy efficiency, while improving municipal facilities. Under the direction of the Building Commissioner, the Energy Engineer works to save money and improve the building environment; determines ways to operate facilities efficiently to save money and shares this information with building operators; educates and encourages building operators to conserve natural resources. The Energy Engineer also works to support local, State and national energy efficiency and renewable efforts by taking advantage of rebate/grant programs. The Engineer provides staff support to the Newton Citizens Commission on Energy, the Sustainable Newton Committee, and Renewable Resources Committee and coordinates high performance design in new construction and renovation projects.

2. Public Facility Maintenance and Operations

This division provides preventative maintenance and repair service, including emergency calls, in all City of Newton owned facilities as well as the utility costs for all facilities that come under the operational jurisdiction of the Public Buildings Department. It directs, monitors, and coordinates contractual repair and maintenance work. It administers all contractual improvement work in all City of Newton owned facilities and all objectives as required by City Ordinance Chapter 5, Article I, Section 5-2, ensuring compliance with applicable programs under Massachusetts Construction Law.

The Public Buildings Department handles over 7,500 maintenance and repair service calls per year for 85 operational facilities. These services are accomplished by in-house and contracted skilled craftsmen. This department

does not deal with furniture, program equipment or custodial equipment, repairs or replacement in facilities not under our department's jurisdiction.

Maintenance Division Responsibilities:

2,450,000	Square Feet of Building Area
\$250,333,335	Building Value
\$43,361,016	Contents
20	Vehicles

This element carries the operating expenses for the following facilities:

1. Public Buildings Department Office and stockroom
52 Elliot Street, Newton Highlands, MA 02461
2. Public Buildings Storage Garage
525 Winchester Street, Newton Highlands, MA 02461
3. Metal Storage Building
R149 Pleasant Street, Newton Centre, MA 02459

3. Custody, Care and Maintenance of Surplus Bldg.

This element provides funds to maintain City surplus facilities: Newton Cultural Center, Brigham House, (the former Highlands Library), (Utility costs only), as well as any additional facilities that may close, at a maximum temperature of 50 degrees in the winter months (to prevent freezing of pipes, etc.), the cost of such fuel, the security system operation and minimum electrical and gas requirements.

It provides utilities and contractual services for the securing and maintaining of any facilities that may become surplus until such time as their re-use or sale.

At this time, this functional element is funded, in part, to cover the costs of providing utilities only, up to \$6,000, for

the former Highlands Library. (Portion of this building is currently being used by the Human Services Department's Youth Outreach Program) In addition, the building maintenance of the Newton Cultural Center has been incorporated into this functional element.

4. Designer Selection/Review

In accordance with the revised ordinances, Chapter 5, Article III, Designer Selection Committee; Section 5-35 and Chapter 5, Article IV, Design Review Committee, Section 5-54, the Designer Selection and Design Review Committees provide recommendations to the Mayor whenever an Architect is to be engaged by the City for any purpose, and to coordinate the Design Review process for any public facility which has been submitted to the Committee by the Mayor, Board of Aldermen and any public agency or committee within the City.

5. School Facility Maintenance

This element provides preventative maintenance and repair service, including emergency calls, in all City of Newton schools. It directs, monitors, and coordinates contractual repair and maintenance work and summer projects. It administers all contractual improvement work in all City of Newton owned facilities and all objectives, as required by City Ordinance Chapter 5, Article I, Section 5-2, and ensures compliance with applicable programs under Massachusetts Construction Law.

6. City Hall Maintenance and Operation

This element provides custodial, preventative maintenance, and repair services as well as utility costs (except telephone) for City Hall.

This division is administered by the Public Buildings Department and is a separate functional element to show actual costs of maintaining and operating City Hall. All costs for building cleaning, cleaning supplies, utilities and contractual maintenance, i.e., operating costs, for City Hall are, for organizational purposes, carried in this element.

ACCOMPLISHMENTS

1. The HVAC Technologist has assisted in the review of all Heating, Ventilation and Air Conditioning systems and their operation in municipal and school facilities, and has reduced HVAC service calls and the need for outside contractors as well as reducing the fuel consumption at various facilities.
2. Continued to oversee the construction of a new Newton North High School using a Construction Manager-at-Risk.
3. Construction commenced for the installation of new windows and doors at the Brown Middle School.
4. Completed the design and prepared for bid the installation of new fuel storage tanks at the Elliot Street DPW Yard. Work commenced in February 2009.
5. Prepared the Request For Qualifications for Architectural Services for the Renovations to Fire Station #7, 144 Elliot Street.
6. Selected the architect and commenced the design of the renovations to Fire Station #7, 144 Elliot Street.
7. Prepared the Request For Qualifications for Architectural Services and selected the Architect for the Renovations to the Newton History Museum at the Jackson Homestead, 527 Washington Street.
8. Designed, bid and commenced the construction of building renovations to Fire Station #4, 195 Crafts Street.
9. Completed the Phase 1 Mechanical, Electrical and Plumbing improvements to Fire Stations: #1; 241 Church Street, #2; 1750 Commonwealth Ave., #3; 31 Willow Street, #7; 144 Elliot Street and #10; 755 Dedham Street.
10. Completed the commissioning and closeout of Newton South High School.
11. Completed the installation of boiler replacement at the Newton Cultural Center at Carr School, City Hall and the Underwood School.
12. Selected a performance based contracting company for Energy Savings.
13. Continued removing free oil product from the ground at the Cabot and Horace Mann Schools as a continuation of the 21E clean-up.
14. Continued removing oil and gasoline vapors from the ground at the Elliot Street DPW Yard as a continuation of the 21E clean-up.
15. Designed and bid the roof replacement above the Bowen School Auditorium.
16. Designed and bid the boiler replacement at the Angier School.
17. Designed, bid and completed the gas conversions at City Hall, Newton Cultural Center at Carr School, Angier School, Bigelow Middle School, Brown Middle

School, Cabot School, Education Center, Franklin School, Memorial Spaulding School, Oak Hill Middle School, and Williams School

18. Closed out the Newton South High School Renovation and Addition Project

GOALS AND OBJECTIVES

1. To substantially complete the construction and prepare for the move of the existing school, and the purchasing of new Furnishings, Equipment and Technology for the new Newton North High School.
2. Complete the recommended Energy Conservation Measures, as received from Noresco, the performance based contracting company, for the F.A. Day Middle School and prepare Energy Audits at several municipal and school buildings.
3. Continue with the “Solar on Schools” campaign at the Oak Hill and Brown Middle schools; partner with other departments on utility conservation measures by installing automatic control systems to monitor energy, lighting, heat, ventilation and air conditioning.
4. Complete the renovations to Fire Station #4, 195 Crafts Street.
5. Commence and complete renovations to Fire Station #7 and History Museum at the Jackson Homestead
6. Commence and complete the boiler replacement at the Angier School.
7. Commence and complete the roof replacement at the Bowen School.

8. Complete the installation of new windows and doors at Brown Middle School.

DEPARTMENT:

115 - PUBLIC BLDG DEPARTMENT

**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS				2009 To 2010	
51 - PERSONAL SERVICES	1,373,571	1,518,242	1,380,709	13,771		1,394,480	1,460,745	66,265	5%
52 - EXPENSES	692,211	760,527	747,372	480		747,852	687,365	-60,487	-8%
58 - DEBT AND CAPITAL	0	0	5,000	0		5,000	1,000	-4,000	-80%
SUB-TOTALS:	2,065,782	2,278,769	2,133,081	14,251		2,147,332	2,149,110	1,778	0%
57 - FRINGE BENEFITS	256,146	255,587	259,002	0		259,002	274,151	15,149	6%
SUB-TOTALS:	256,146	255,587	259,002	0		259,002	274,151	15,149	6%
DEPARTMENT TOTALS:	2,321,927	2,534,356	2,392,083	14,251		2,406,334	2,423,261	16,927	1%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS				2009 To 2010	
0111501 PUBL BLDG ADMIN.	628,459	693,100	706,243	33,347		739,590	708,608	-30,982	-4%
0111502 MUNICIPAL BLDG MAINT.	1,135,334	1,273,977	1,069,428	-4,930		1,064,498	1,133,096	68,598	6%
0111503 CUSTODY OF SURPLUS BLDG	127,413	117,633	174,013	-9,415		164,598	149,601	-14,997	-9%
0111504 SCHOOL BLDG MAINT.	0	0	0	0		0	0	0	0%
0111505 DESIGNER SELECTION	1,533	812	1,130	380		1,510	1,130	-380	-25%
0111506 CITY HALL MAINT/OPERATION	429,189	448,835	441,269	-5,131		436,138	430,826	-5,312	-1%
DEPARTMENT TOTALS:	2,321,927	2,534,356	2,392,083	14,251		2,406,334	2,423,261	16,927	1%

PUBL BLDG ADMIN.	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS				2009 To 2010	
51 - PERSONAL SERVICES	503,314	554,527	536,844	25,999		562,843	548,712	-14,131	-3%
52 - EXPENSES	63,121	68,951	90,603	2,280		92,883	77,624	-15,259	-16%
58 - DEBT AND CAPITAL	0	0	5,000	0		5,000	1,000	-4,000	-80%
SUB-TOTALS:	566,435	623,478	632,447	28,279		660,726	627,336	-33,390	-5%
57 - FRINGE BENEFITS	62,024	69,622	73,796	5,067		78,863	81,272	2,409	3%
SUB-TOTALS:	62,024	69,622	73,796	5,067		78,863	81,272	2,409	3%
Element Totals:	628,459	693,100	706,243	33,347		739,590	708,608	-30,982	-4%

MUNICIPAL BLDG MAINT.	ACTUAL 2007	ACTUAL 2008	2009			RECOMMENDED 2010	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	712,063	820,560	691,829	-12,228	679,601	758,463	78,862	12%
52 - EXPENSES	263,929	302,356	234,236	4,963	239,199	219,196	-20,003	-8%
SUB-TOTALS:	975,992	1,122,916	926,065	-7,265	918,800	977,659	58,859	6%
57 - FRINGE BENEFITS	159,341	151,061	143,363	2,335	145,698	155,437	9,739	7%
SUB-TOTALS:	159,341	151,061	143,363	2,335	145,698	155,437	9,739	7%
Element Totals:	1,135,334	1,273,977	1,069,428	-4,930	1,064,498	1,133,096	68,598	6%

CUSTODY OF SURPLUS BLDG	ACTUAL 2007	ACTUAL 2008	2009			RECOMMENDED 2010	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	0	0	0	0	0	0	0	0%
52 - EXPENSES	127,413	117,633	174,013	-9,415	164,598	149,601	-14,997	-9%
SUB-TOTALS:	127,413	117,633	174,013	-9,415	164,598	149,601	-14,997	-9%
57 - FRINGE BENEFITS	0	0	0	0	0	0	0	0%
SUB-TOTALS:	0	0	0	0	0	0	0	0%
Element Totals:	127,413	117,633	174,013	-9,415	164,598	149,601	-14,997	-9%

SCHOOL BLDG MAINT.	ACTUAL 2007	ACTUAL 2008	2009			RECOMMENDED 2010	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	0	0	0	0	0	0	0	0%
SUB-TOTALS:	0	0	0	0	0	0	0	0%
57 - FRINGE BENEFITS	0	0	0	0	0	0	0	0%
SUB-TOTALS:	0	0	0	0	0	0	0	0%
Element Totals:	0	0	0	0	0	0	0	0%

DESIGNER SELECTION	ACTUAL 2007	ACTUAL 2008	2009			RECOMMENDED 2010	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2009 To 2010	
52 - EXPENSES	1,533	812	1,130	380	1,510	1,130	-380	-25%
SUB-TOTALS:	1,533	812	1,130	380	1,510	1,130	-380	-25%
Element Totals:	1,533	812	1,130	380	1,510	1,130	-380	-25%

CITY HALL MAINT/OPERATION	ACTUAL 2007	ACTUAL 2008	2009			RECOMMENDED 2010	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	158,193	143,154	152,036	0	152,036	153,570	1,534	1%
52 - EXPENSES	236,216	270,776	247,390	2,272	249,662	239,814	-9,848	-4%
SUB-TOTALS:	394,409	413,930	399,426	2,272	401,698	393,384	-8,314	-2%
57 - FRINGE BENEFITS	34,780	34,905	41,843	-7,403	34,440	37,442	3,002	9%
SUB-TOTALS:	34,780	34,905	41,843	-7,403	34,440	37,442	3,002	9%
Element Totals:	429,189	448,835	441,269	-5,131	436,138	430,826	-5,312	-1%

DEPARTMENT:
115 - PUBLIC BLDG DEPARTMENT

**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2009 BUDGET		2010 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Public Buildings Comm	H14	1	121,309	1	121,917
	Budget & Project Spec	H10	1	90,682	1	92,504
	HVAC Technician	H08	1	64,755	1	66,059
	Build Maint Supervisor	C11	1	77,846	1	78,236
	Administrative Assist.	S06	1	48,675	1	48,919
	Principal Bookkeeper	S06	1	48,675	1	48,919
	Energy Engineer	S11	1	75,977	1	76,358
	Sr Building Custodian	S07	1	45,437	1	47,550
	Building Custodian	S05	2	89,067	2	89,514
Account Totals:			10	662,423	10	669,976
511002	Storekeeper	R07	1	44,893	1	44,893
	Carpenter	R09	3	142,760	3	142,760
	Electrician	R09	4	190,346	4	190,346
	Mason	R08	1	46,229	1	46,229
	Oil Burner Tech	R09	2	95,173	2	95,173
	Plumber	R09	3	140,544	3	141,707
Account Totals:			14	659,945	14	661,108
Report Totals:			24	1,322,369	24	1,331,084