



## **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 and 1 leased building (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. Hired an HVAC Technologist to assist in the review of all Heating, Ventilation and Air Conditioning systems and their operation in municipal and school facilities, reducing HVAC service calls and the need for outside contractors.
2. Commenced the construction of a new Newton North High School using a Construction Manager-at-Risk.

3. Procured funding for the final design, project management, legal services, site evaluation and construction of the new Newton North High School.
4. Administered the completion of the final construction documents for the design of the new Newton North High School.
5. Assisted in obtaining a GMP for the new Newton North High School
6. Completed the installation of new windows and roof at Fire Station #4, 195 Crafts Street.
7. Completed the installation of a new roofing system at Fire Station # 7, 144 Elliot Street.
8. Completed the installation of new windows and doors at the Mason-Rice School.
9. Completed the installation of new windows and doors at the Zervas School.
10. Completed the installation of eight (8) modular classrooms at Bowen, Cabot, Horace Mann, Peirce and Zervas schools.
11. Completed the design for the installation of four (4) modular classrooms at Angier, Bowen, Burr, and Mason - Rice schools.
12. Designed and prepared for bid the installation of new fuel storage tanks at the Elliot Street DPW Yard.
13. Prepared the Request For Qualifications for a 26 Municipal Building Facility Evaluation Study.
14. Designed and prepared for bid the building renovations to Fire Station #4, 195 Crafts Street.
15. Designed, bid and 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.

16. Completed the commissioning and closeout of NewtonSouth High School.
17. Completed and Bid the Phase 1 replacement of exterior windows and doors at Brown Middle School.
18. Completed the design and bid of the boiler replacements at the Newton Cultural Center at Carr School, 225 Nevada Street.
19. Selected a performance based contracting company for Energy Savings.
20. Continued removing free oil product from the ground at the Cabot and Horace Mann Schools as a continuation of the 21E clean-up.
21. Continued removing oil and gasoline vapors from the ground at the Elliot Street DPW Yard as a continuation of the 21E clean-up.

## **GOALS AND OBJECTIVES**

### **Newton North High School Project**

1. To continue the administration of the construction contract for the new sustainable state-of-the-art high school facility.
2. To continue to communicate the planning and progress of the many different facets of this project back to the Administration and the Board of Aldermen.
3. To continue the dialogue with the many different stakeholders, including abutters, involved with the design, planning and construction for the educational and community use of this new state-of-the-art high school facility.

### **Energy Conservation Measures**

1. Commence the implementation of the recommended Energy Conservation measures received from the performance based contracting company;
2. Develop a comprehensive maintenance plan to address all HVAC issues within the City.
3. Continue with the solar on schools campaign at the ; partner with other departments on utility conservation measures. (i.e., lowering day time and after hour thermostat settings, shutting off lighting when not required, etc.)

### **Schooldude Products**

1. To aid energy conservation and equipment longevity, we will implement the following products; Preventative Maintenance Direct (PM Direct), Inventory Direct, and Planning Direct.

### **Other Objectives**

1. Commence the construction renovations to Fire Station #4, 195 Crafts Street.
2. Installation of four (4) modular classrooms at Angier, Bowen, Burr and Mason-Rice Schools.
3. Installation of Phase 1 of the new windows and doors at Brown Middle School.
4. Installation of above ground fuel storage tanks and removal of existing underground fuel storage tanks at the Elliot Street DPW yard.
5. Installation of new boilers at the Newton Cultural Center at Carr School, 225 Nevada Street.

DEPARTMENT:

115 - PUBLIC BLDG DEPARTMENT

**CITY OF NEWTON BUDGET  
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	1,408,547	1,373,571	1,459,298	59,437	1,518,735	1,380,709	-138,026	-9%
52 - EXPENSES	630,486	692,211	625,337	156,094	781,431	747,372	-34,059	-4%
58 - DEBT AND CAPITAL	0	0	0	0	0	5,000	5,000	100%
<b>SUB-TOTALS:</b>	<b>2,039,034</b>	<b>2,065,782</b>	<b>2,084,635</b>	<b>215,531</b>	<b>2,300,166</b>	<b>2,133,081</b>	<b>-167,085</b>	<b>-7%</b>
57 - FRINGE BENEFITS	230,458	256,146	287,366	0	287,366	259,002	-28,364	-10%
<b>SUB-TOTALS:</b>	<b>230,458</b>	<b>256,146</b>	<b>287,366</b>	<b>0</b>	<b>287,366</b>	<b>259,002</b>	<b>-28,364</b>	<b>-10%</b>
<b>DEPARTMENT TOTALS:</b>	<b>2,269,492</b>	<b>2,321,927</b>	<b>2,372,001</b>	<b>215,531</b>	<b>2,587,532</b>	<b>2,392,083</b>	<b>-195,449</b>	<b>-8%</b>

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
0111501 PUBL BLDG ADMIN.	556,051	628,459	719,443	-9,552	709,891	706,243	-3,648	-1%
0111502 MUNICIPAL BLDG MAINT.	1,175,390	1,135,334	1,115,343	222,837	1,338,180	1,069,428	-268,752	-20%
0111503 CUSTODY OF SURPLUS BLDG	148,835	127,413	133,877	-17,410	116,467	174,013	57,546	49%
0111504 SCHOOL BLDG MAINT.	0	0	0	0	0	0	0	0%
0111505 DESIGNER SELECTION	0	1,533	1,130	0	1,130	1,130	0	0%
0111506 CITY HALL MAINT/OPERATION	389,215	429,189	402,208	19,657	421,865	441,269	19,404	5%
<b>DEPARTMENT TOTALS:</b>	<b>2,269,492</b>	<b>2,321,927</b>	<b>2,372,001</b>	<b>215,531</b>	<b>2,587,532</b>	<b>2,392,083</b>	<b>-195,449</b>	<b>-8%</b>

PUBL BLDG ADMIN.	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	433,036	503,314	564,472	-10,226	554,246	536,844	-17,402	-3%
52 - EXPENSES	75,029	63,121	73,290	3,699	76,989	90,603	13,614	18%
58 - DEBT AND CAPITAL	0	0	0	0	0	5,000	5,000	100%
<b>SUB-TOTALS:</b>	<b>508,064</b>	<b>566,435</b>	<b>637,762</b>	<b>-6,527</b>	<b>631,235</b>	<b>632,447</b>	<b>1,212</b>	<b>0%</b>
57 - FRINGE BENEFITS	47,987	62,024	81,681	-3,025	78,656	73,796	-4,860	-6%
<b>SUB-TOTALS:</b>	<b>47,987</b>	<b>62,024</b>	<b>81,681</b>	<b>-3,025</b>	<b>78,656</b>	<b>73,796</b>	<b>-4,860</b>	<b>-6%</b>
<b>Element Totals:</b>	<b>556,051</b>	<b>628,459</b>	<b>719,443</b>	<b>-9,552</b>	<b>709,891</b>	<b>706,243</b>	<b>-3,648</b>	<b>-1%</b>

MUNICIPAL BLDG MAINT.	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	816,189	712,063	744,966	81,192	826,158	691,829	-134,329	-16%
52 - EXPENSES	207,338	263,929	204,912	139,033	343,945	234,236	-109,709	-32%
<b>SUB-TOTALS:</b>	<b>1,023,528</b>	<b>975,992</b>	<b>949,878</b>	<b>220,225</b>	<b>1,170,103</b>	<b>926,065</b>	<b>-244,038</b>	<b>-21%</b>
57 - FRINGE BENEFITS	151,863	159,341	165,465	2,612	168,077	143,363	-24,714	-15%
<b>SUB-TOTALS:</b>	<b>151,863</b>	<b>159,341</b>	<b>165,465</b>	<b>2,612</b>	<b>168,077</b>	<b>143,363</b>	<b>-24,714</b>	<b>-15%</b>
<b>Element Totals:</b>	<b>1,175,390</b>	<b>1,135,334</b>	<b>1,115,343</b>	<b>222,837</b>	<b>1,338,180</b>	<b>1,069,428</b>	<b>-268,752</b>	<b>-20%</b>

CUSTODY OF SURPLUS BLDG	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	0	0	0	0	0	0	0	0%
52 - EXPENSES	148,835	127,413	133,877	-17,410	116,467	174,013	57,546	49%
<b>SUB-TOTALS:</b>	<b>148,835</b>	<b>127,413</b>	<b>133,877</b>	<b>-17,410</b>	<b>116,467</b>	<b>174,013</b>	<b>57,546</b>	<b>49%</b>
57 - FRINGE BENEFITS	0	0	0	0	0	0	0	0%
<b>SUB-TOTALS:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Element Totals:</b>	<b>148,835</b>	<b>127,413</b>	<b>133,877</b>	<b>-17,410</b>	<b>116,467</b>	<b>174,013</b>	<b>57,546</b>	<b>49%</b>

SCHOOL BLDG MAINT.	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	0	0	0	0	0	0	0	0%
<b>SUB-TOTALS:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
57 - FRINGE BENEFITS	0	0	0	0	0	0	0	0%
<b>SUB-TOTALS:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Element Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

DESIGNER SELECTION	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
52 - EXPENSES	0	1,533	1,130	0	1,130	1,130	0	0%
<b>SUB-TOTALS:</b>	<b>0</b>	<b>1,533</b>	<b>1,130</b>	<b>0</b>	<b>1,130</b>	<b>1,130</b>	<b>0</b>	<b>0%</b>
<b>Element Totals:</b>	<b>0</b>	<b>1,533</b>	<b>1,130</b>	<b>0</b>	<b>1,130</b>	<b>1,130</b>	<b>0</b>	<b>0%</b>

CITY HALL MAINT/OPERATION	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	159,322	158,193	149,860	-11,528	138,332	152,036	13,704	10%
52 - EXPENSES	199,284	236,216	212,128	30,772	242,900	247,390	4,490	2%
<b>SUB-TOTALS:</b>	<b>358,607</b>	<b>394,409</b>	<b>361,988</b>	<b>19,243</b>	<b>381,231</b>	<b>399,426</b>	<b>18,195</b>	<b>5%</b>
57 - FRINGE BENEFITS	30,609	34,780	40,220	413	40,633	41,843	1,210	3%
<b>SUB-TOTALS:</b>	<b>30,609</b>	<b>34,780</b>	<b>40,220</b>	<b>413</b>	<b>40,633</b>	<b>41,843</b>	<b>1,210</b>	<b>3%</b>
<b>Element Totals:</b>	<b>389,215</b>	<b>429,189</b>	<b>402,208</b>	<b>19,657</b>	<b>421,865</b>	<b>441,269</b>	<b>19,404</b>	<b>5%</b>

DEPARTMENT:  
115 - PUBLIC BLDG DEPARTMENT

**CITY OF NEWTON BUDGET  
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2008 BUDGET		2009 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Public Buildings Comm	H14	1	117,754	1	121,309
511001	Budget & Project Spec	H10	1	86,722	1	90,682
511001	HVAC Technician	H08	1	62,399	1	64,755
511001	Build Maint Supervisor	C11	1	72,271	1	72,271
511001	Facilities Manager	C10	1	61,450	0	0
511001	Administrative Assist.	S06	1	47,249	1	48,675
511001	Principal Bookkeeper	S06	1	47,249	1	48,675
511001	Energy Engineer	S11	1	73,751	1	75,977
511001	Sr Building Custodian	S07	1	44,133	1	45,437
511001	Building Custodian	S05	2	86,457	2	89,067
<b>Account Totals:</b>			<b>11</b>	<b>699,436</b>	<b>10</b>	<b>656,849</b>
511002	Storekeeper	R07	1	44,903	1	44,903
511002	Carpenter	R09	3	142,744	3	142,744
511002	Electrician	R09	4	190,325	4	190,325
511002	Mason	R08	1	46,222	1	46,222
511002	Oil Burner Tech	R09	2	95,163	2	95,163
511002	Painter	R05	1	37,306	0	0
511002	Plumber	R09	3	139,407	3	140,541
511002	Steamfitter	R07	1	38,632	0	0
<b>Account Totals:</b>			<b>16</b>	<b>734,702</b>	<b>14</b>	<b>659,899</b>
<b>Report Totals:</b>			<b>27</b>	<b>1,434,139</b>	<b>24</b>	<b>1,316,747</b>