



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 Engineers works to save money and improve the building environment; determine ways to operate facilities efficiently to save money and share 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 coordinate 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. Selected a Construction Manager At Risk for the construction of a new Newton North High School.
2. Procured funding for the final design, project management, legal services, site evaluation and construction of the new Newton North High School.
3. Completed the design and bid the installation of new windows at Fire Station #4.
4. Completed the design and bid the installation of a new roofing system a Fire Station #4.
5. Completed the design and bid the installation of a new roofing system at Fire Station #7.
6. Completed the Peirce School new window installation project.
7. Installed energy efficient boilers at Horace Mann, Memorial-Spaulding and Ward Schools.
8. Completed design/bid of the Mason-Rice School new window and door replacement project.
9. Completed design/bid of the Zervas School new window and door replacement project.
10. Completed design/bid for the replacement of the emergency generator at Peirce School.
11. Completed design/bid for the installation of eight (8) modular classrooms at Bowen, Cabot, Horace-Mann, Peirce and Zervas schools.
12. Completed the restoration, relocation to its original site near the Newton Corner Library and installation of the Jackson Homestead Gazebo.
13. Completed design/bid and repair of the 21 fire poles at various Fire Stations.
14. Completed the installation of a new energy efficient boiler at the Public Buildings Department.
15. Completed the design of repairs to the Gath Pool leaking concrete structure and metal gutter system.
16. Continued removing free oil product from the ground at the Cabot and Horace-Mann Schools as a continuation of the 21E clean-up.
17. Continued removing oil and gasoline vapors from the ground at the Elliot Street DPW Yard.
18. Designed and bid the installation of new fuel storage tanks at the Elliot Street DPW Yard.

19. Completed the RFP for a 26 Municipal Building Facility Evaluation Study.

GOALS AND OBJECTIVES

High School Projects

1. Complete the commissioning and closeout of Newton South High School
2. Complete the final construction documents for the design of the new Newton North High School
3. Commence the construction of a new Newton North High School

Energy Conservation Measures

Obtain funding for city side municipal projects (grants / utilities); continue with the solar on schools campaign; 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

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

DEPARTMENT:

115 - PUBLIC BLDG DEPARTMENT

**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	1,324,587	1,408,547	1,386,779	43,174	1,429,953	1,459,298	29,345	2%
52 - EXPENSES	476,752	630,486	554,887	83,167	638,054	625,337	-12,717	-2%
SUB-TOTALS:	1,801,338	2,039,034	1,941,666	126,340	2,068,006	2,084,635	16,629	1%
57 - FRINGE BENEFITS	252,902	230,458	269,937	0	269,937	287,366	17,429	6%
SUB-TOTALS:	252,902	230,458	269,937	0	269,937	287,366	17,429	6%
DEPARTMENT TOTALS:	2,054,241	2,269,492	2,211,603	126,340	2,337,943	2,372,001	34,058	1%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
0111501 PUBL BLDG ADMIN.	603,442	556,051	628,360	5,436	633,796	719,443	85,647	14%
0111502 MUNICIPAL BLDG MAINT.	1,026,202	1,175,390	1,051,478	112,693	1,164,171	1,115,343	-48,828	-4%
0111503 CUSTODY OF SURPLUS BLDG	70,543	148,835	133,877	4,916	138,793	133,877	-4,916	-4%
0111504 SCHOOL BLDG MAINT.	0	0	0	0	0	0	0	0%
0111505 DESIGNER SELECTION	1,469	0	1,130	400	1,530	1,130	-400	-26%
0111506 CITY HALL MAINT/OPERATION	352,585	389,215	396,758	2,895	399,653	402,208	2,555	1%
DEPARTMENT TOTALS:	2,054,241	2,269,492	2,211,603	126,340	2,337,943	2,372,001	34,058	1%

PUBL BLDG ADMIN.	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	488,610	433,036	491,239	9,895	501,134	564,472	63,338	13%
52 - EXPENSES	45,772	75,029	73,290	-4,234	69,056	73,290	4,234	6%
SUB-TOTALS:	534,382	508,064	564,529	5,661	570,190	637,762	67,572	12%
57 - FRINGE BENEFITS	69,060	47,987	63,831	-225	63,606	81,681	18,075	28%
SUB-TOTALS:	69,060	47,987	63,831	-225	63,606	81,681	18,075	28%
Element Totals:	603,442	556,051	628,360	5,436	633,796	719,443	85,647	14%

MUNICIPAL BLDG MAINT.	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	683,392	816,189	746,461	32,779	779,240	744,966	-34,274	-4%
52 - EXPENSES	189,049	207,338	134,187	79,085	213,272	204,912	-8,360	-4%
SUB-TOTALS:	872,441	1,023,528	880,648	111,864	992,512	949,878	-42,634	-4%
57 - FRINGE BENEFITS	153,761	151,863	170,830	829	171,659	165,465	-6,194	-4%
SUB-TOTALS:	153,761	151,863	170,830	829	171,659	165,465	-6,194	-4%
Element Totals:	1,026,202	1,175,390	1,051,478	112,693	1,164,171	1,115,343	-48,828	-4%

CUSTODY OF SURPLUS BLDG	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	0	0	0	0	0	0	0	0%
52 - EXPENSES	70,543	148,835	133,877	4,916	138,793	133,877	-4,916	-4%
SUB-TOTALS:	70,543	148,835	133,877	4,916	138,793	133,877	-4,916	-4%
57 - FRINGE BENEFITS	0	0	0	0	0	0	0	0%
SUB-TOTALS:	0	0	0	0	0	0	0	0%
Element Totals:	70,543	148,835	133,877	4,916	138,793	133,877	-4,916	-4%

SCHOOL BLDG MAINT.	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
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 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
52 - EXPENSES	1,469	0	1,130	400	1,530	1,130	-400	-26%
SUB-TOTALS:	1,469	0	1,130	400	1,530	1,130	-400	-26%
Element Totals:	1,469	0	1,130	400	1,530	1,130	-400	-26%

CITY HALL MAINT/OPERATION	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	152,585	159,322	149,079	500	149,579	149,860	281	0%
52 - EXPENSES	169,919	199,284	212,403	3,000	215,403	212,128	-3,275	-2%
SUB-TOTALS:	322,503	358,607	361,482	3,500	364,982	361,988	-2,994	-1%
57 - FRINGE BENEFITS	30,081	30,609	35,276	-605	34,671	40,220	5,549	16%
SUB-TOTALS:	30,081	30,609	35,276	-605	34,671	40,220	5,549	16%
Element Totals:	352,585	389,215	396,758	2,895	399,653	402,208	2,555	1%

DEPARTMENT:
115 - PUBLIC BLDG DEPARTMENT

**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2007 BUDGET		2008 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Public Buildings Comm	H14	1	108,387	1	108,804
511001	Budget & Project Spec	H10	1	80,759	1	81,070
511001	HVAC Technician	H08	1	65,112	1	65,363
511001	Build Maint Supervisor	C11	1	71,994	1	72,271
511001	Facilities Manager	C10	1	60,138	1	61,450
511001	Administrative Assist.	S06	1	45,016	1	45,189
511001	Principal Bookkeeper	S06	1	45,016	1	45,189
511001	Energy Engineer	S11	1	70,266	1	70,536
511001	Sr Building Custodian	S07	1	49,207	1	49,396
511001	Building Custodian	S05	2	82,372	2	82,689
Account Totals:			11	678,268	11	681,957
511002	Storekeeper	R05	1	39,947	1	41,103
511002	Carpenter	R08	3	138,149	3	138,681
511002	Electrician	R07	4	178,874	4	179,562
511002	Mason	R06	1	44,679	1	44,851
511002	Oil Burner Tech	R07	2	89,437	2	89,781
511002	Painter	R05	1	44,679	1	44,851
511002	Plumber	R07	3	129,996	3	131,497
511002	Steamfitter	R07	1	44,718	1	44,890
Account Totals:			16	710,480	16	715,216
Report Totals:			27	1,388,748	27	1,397,173