Finance Committee Agenda

City of Newton
In City Council

Monday, February 22, 2021

The Finance Committee will hold this meeting as a virtual meeting on Monday, February 22, 2021 at 7:00 pm. To view this meeting using Zoom use this link: https://us02web.zoom.us/j/81944006325 or call 1-646-558-8656 and use the following Meeting ID: 819 4400 6325

Item scheduled for discussions:

Referred to Public Facilities and Finance Committees

#65-21 **Approve $1,000,000 for snow and ice removal**

HER HONOR THE MAYOR requesting authorization to transfer the sum of one million dollars ($1,000,000) from Acct # 0110498-579400 Comptroller's Reserve for Snow/Ice Removal as follows:

Regular Overtime
(0140123-513010) $500,000
Rental Vehicles/Contractors
(0140123-527300) $500,000

Public Facilities Approved 6-0 (Councilor Norton not voting) on 02/17/21

Referred to Public Facilities and Finance Committees

#66-21 **Appropriate $447,000 for the Sewer Pump Station Rehabilitation CIP Project 1**

HER HONOR THE MAYOR requesting authorization to appropriate and expend the sum of four hundred and forty-seven thousand dollars ($447,000) from the Sewer Fund Surplus-available for appropriation account to fund the Engineering Design of the Sewer Pump Station Rehabilitation CIP Project 1.

Public Facilities Approved 6-0 (Councilor Norton not voting) on 02/17/21

#63-21 **Authorize $10,594.80 to settle a claim against the City**

HER HONOR THE MAYOR requesting authorization to appropriate and expend ten thousand five hundred ninety-four dollars and eighty cents ($10,594.80) for the full and final settlement of a claim made by Dr. Moulazadeh against the city.

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: jfairley@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.

#64-21 **Authorize $9,831.42 to settle a claim against the City**
HER HONOR THE MAYOR requesting authorization to appropriate and expend nine thousand eight hundred thirty-one dollars and forty-two cents ($9,831.42) for the full and final settlement of a claim made by Arbella Mutual Insurance Co against the city.

Referred to Programs & Services and Finance Committees

#68-21 **Appropriate $100,000 for the March 16, 2021 Special Municipal Election**
HER HONOR THE MAYOR requesting authorization to transfer the sum of one hundred thousand dollars ($100,000) from Acct # 0110498-579000 to a project account to be managed by the City Clerk's Office to fund the city-wide special municipal election on March 16, 2021 to fill two City Council vacancies.
Programs & Services Approved 8-0 on 02/17/21

#395-20 **Request for updates on budget and possible reimbursements at Newton Public Schools**
The President of the Council, on behalf of the City Council, requesting updates to the Finance Committee from the Chief Financial Officer regarding budget expenditures and possible reimbursements related to school reopening at each meeting this fall.
Finance Held on 02/08/21

Chair's Note: *Chief Financial Officer Maureen Lemieux will provide an update on the expenditure of funds for COVID-19 as related to item #239-20.*

Respectfully submitted,

Rebecca Walker Grossman, Chair

RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

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(617) 796-1089
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rfuller@newtonma.gov

February 19, 2021

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

Councilors:

As our costs have increased, I respectfully request that your Honorable Council amend Docket # 65-21 by replacing the request for $1,000,000 with a request for $1,892,500, to be distributed as follows:

- $750,000 to Regular Overtime Acct # 0140123-513001
- $1,142,500 to Rental Vehicles/Contractors Acct # 0140123-527300

Backup regarding costs incurred to date is attached.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller

Ruthanne Fuller
Mayor

65-21

City of Newton, Massachusetts
Office of the Mayor

RUTHANNE FULLER
MAYOR

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February 8, 2021

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 transfer the sum of $1,000,000 from Acct # 0110498-579400 Comptroller's Reserve for Snow/Ice Removal as follows:

Amount	To Account #	Account Description
$500,000	0140123-513010	Regular Overtime
$500,000	0140123-527300	Rental Vehicles/Contractors

As of February 5, 2021, the city has responded to 18 snow and ice events totaling 39.7 inches of snowfall this fiscal year/winter. The city has spent a total of $2,731,282.93 on snow and ice events. In addition, we had previously transferred $400,000 from the reserve to cover Forestry storm related expenditures from the fall.

The FY2021 Budget contains $4.5 million in Snow & Ice funds in two places:

- $3.0 million in the DPW Budget
- $1.5 million in the Comptroller's Reserve for Snow & Ice Removal

In addition, there is $1.6 million available from the two additional sources that will be held in reserve for the FY2021 winter season so the City has $6.1 million available to address snow, ice and storm costs before Free Cash will be required:

- $0.7 million Carry-Forward funds available from the FY2020 Snow & Ice appropriation
- $0.88 million in FEMA reimbursements for costs incurred in 2018 Winter emergencies caused by snow and ice storms

We are requesting these funds now as the next few weeks include a number of snow events.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller

Ruthanne Fuller
Mayor

City of Newton

DEPARTMENT OF PUBLIC WORKS
OFFICE OF THE COMMISSIONER
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449

Ruthanne Fuller
Mayor

To: Maureen Lemieux, Chief Financial Officer
Jonathan Yeo, Chief Operating Officer

From: Jim McGonagle, Commissioner of Public Works

Subject: Snow

Date: 2/5/21

I write to respectfully request that the Mayor docket for consideration a request to authorize the transfer of $1,000,000 for snow and ice operations. As of February 5, 2021, the city has responded to 18 snow and ice events totaling 39.7 inches of snowfall. The city has spent a total of $2,731,282.93. The current snow expenses are detailed below:

	Budgeted	Expenses
Total Personnel	$ 700,000.00	$ 549,259.29
Total Contractors	$ 1,375,720.78	$ 1,415,471.00
Salt	$ 400,000.00	$ 117,500.00
Equipment	$ 617,470.85	$ 649,052.64
Total	**$ 3,093,191.63**	**$ 2,731,282.93**

Sincerely,

Jim McGonagle
Commissioner of DPW

Jim McGonagle
Commissioner
Telephone: (617) 796-1009 • Fax: (617) 796-1050 • jmcgonagle@newtonma.gov

66-21

City of Newton, Massachusetts
Office of the Mayor

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rfuller@newtonma.gov

February 8, 2021

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 appropriate and expend the sum of $447,000 from the Sewer Fund Surplus - Available for Appropriation Account to fund the Engineering Design of the Sewer Pump Station Rehabilitation CIP Project 1.

As you will see from the attached, the City commissioned an assessment to evaluate the mechanical, electrical and HVAC components of our eleven wastewater pump stations, one stormwater pump station, and three potable water booster stations which were last rehabilitated 30 years ago. These funds will be used to move forward with the design for the first phase of projects that the assessment identified.

Backup includes the Pump Station Condition and Performance Assessment Final Report.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller

Ruthanne Fuller
Mayor

DEPARTMENT OF PUBLIC WORKS
OFFICE OF THE COMMISSIONER
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449

February 8, 2021

To: Maureen Lemieux, Chief Financial Officer

From: James McGonagle, Commissioner of Public Works
Theodore J. Jerdee, Utilities Director
Jack Cowell, Financial Director DPW

Subject: Request to Docket funding in the amount of $447,000.00 for the City of Newton Pump Station Rehabilitation CIP Project 1-Engineering Design.

Brief Description:

The City of Newton Department of Public Works-Utilities Division operates and maintains eleven (11) wastewater pump stations, one (1) stormwater pump station and three (3) potable water booster stations throughout the City. The mechanical, electrical and HVAC components of these stations were last rehabilitated in 1990-1991. The City entered into an engineering agreement with Brown & Caldwell to perform a Pump Station Condition and Performance Assessment in order to develop a 10-year Capital Improvement Plan

The scope of work for the design (attached) for CIP Project 1 consists of the following:

- Replace heating, ventilation and dehumidification at Quinobequin Road, Elliot Street, Islington Road and Edgewater Park wastewater pump stations.
- Replacement of the discharge piping within the wet wells of the Hamlet Street and Grayson Lane wastewater pump stations.
- Replacement of the main influent gate valves at the Quinobequin Road and Elliot Street wastewater pump stations.
- Replacement of the wet well isolation gate valves at the Elliot Street wastewater pump station.
- The replacement of the Oldham Road Pump Station.

Please docket this request with the Honorable City Council for their consideration.

Sincerely,

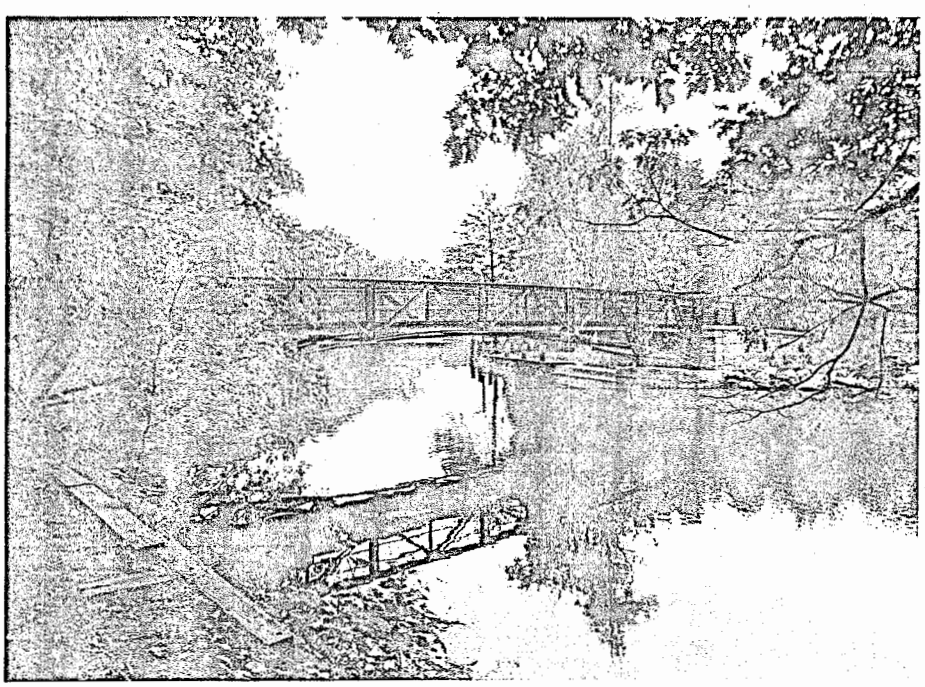
James McGonagle
Commissioner Public Works

Attachment: Pump Station Condition and Performance Assessment Final Report Executive Summary, dated February 2020
Pump Station CIP Spending Per Year (mid-point of probable costs)
Brown & Caldwell Scope of Design for CIP Project 1

Telephone: 617-796-1009 • Fax: 617-796-1050 • Jmcgonagle@newtonma.gov

Pump Station Condition and Performance Assessment Final Report

Prepared for
City of Newton, Massachusetts
February 2020



Executive Summary

This Pump Station Condition and Performance Assessment Report (Report) summarizes the assessments performed by Brown and Caldwell (BC) on the sanitary, stormwater, and potable water pump stations operated by Weston & Sampson in the City of Newton, Massachusetts (City), and provides short-term and long-term recommendations to increase the reliability of these stations. The Report identifies areas within each pump station that need repairs or upgrades and provides an organized and defensible method to justify and prioritize a list of improvements to support the City's future Capital Improvement Program (CIP). The following information is provided for each station evaluated:

- Results of station assessment and asset criticality analysis, including physical condition and operating performance for the structural; mechanical; electrical; heating, ventilation, air conditioning (HVAC); and instrumentation disciplines.
- A prioritized list of repairs/refurbishment or upgrade projects needed to prolong life expectancy and ensure efficient, economic, and environmentally compliant operation.
- Information to assist the City with implementing a CIP and Operations and Maintenance (O&M) improvements for each station.

The pump stations evaluated as part of this project include:

- Eleven sanitary pumping stations
  - Quinobequin Road Pump Station (Quinobequin Rd)
  - Quinobequin Road Sub Station (Quinobequin Rd Sub)
  - Elliot Street Pump Station (Elliot St)
  - Edgewater Park Pump Station (Edgewater Park)
  - Islington Road Pump Station (Islington Rd)
  - Prairie Ave. Pump Station (Prairie Ave)
  - Longfellow Road Pump Station (Longfellow Rd)
  - Waban Ave Pump Station (Waban Ave)
  - Oldham Road Pump Station (Oldham Rd)
  - Hamlet Street Pump Station (Hamlet St)
  - Grayson Lane Pump Station (Grayson Ln)
- One stormwater pumping station [a]:
  - Dresser Pond Pump Station (Dresser Pond)
- Three potable water stations:
  - Manet Road Pump Station (Manet Rd)
  - Langley Road Pump Station (Langley Road)
  - Engine No. 10 Fire House Pump Station (Engine No. 10)

a. *Flowed Meadow Pump Station (Storm Water) was not evaluated due to the upgrade project currently under construction*

Additionally, an emergency generator located at 60 Elliot Street (Utilities Building Generator) was evaluated as part of this project. A general summary of the stations and their features is presented in Table ES-1.

Table ES-1. Summary of Pump Stations Evaluated

Station Name	Service Type	Year Built/Most Recent Upgrade(s)	Type of Pumps	Capacity (gpm)		Pumps (quantity/ hp)
				All Pumps [c]	Firm [d]	
Quinobequin Road	Sanitary	1958/1992	Dry Pit Centrifugal (4)	19,200	12,000 [b]	4/200
Quinobequin Road Sub-Station	Sanitary	2012	Submersible grinder (2)	90	45	2/2
Elliot Street	Sanitary	1991	Dry Pit Centrifugal (4)	16,800	12,600	4/100
Edgewater Park	Sanitary	1957/1992	Dry Pit Centrifugal (2)	600	300	2/3
Islington Road	Sanitary	1960/1992	Dry Pit Centrifugal (3)	900	600	3/5
Prairie Avenue	Sanitary	1950/1992	Dry Pit Centrifugal (2)	500	250	2/5
Longfellow Road	Sanitary	1965/1992	Vertical Non-Clog Dry Pit (2)	150	75	2/7.5
Waban Avenue	Sanitary	1963/1992	Vertical Non-Clog Dry Pit (2)	150	75	2/1.5
Oldham Road	Sanitary	NA/1992 [a]	Vertical Non-Clog Dry Pit (2)	600	300	2/1.5
Hamlet Street	Sanitary	1994	V-Belt Driven (2)	200	100	2/3
Grayson Lane	Sanitary	1992	V-Belt Driven (2)	200	100	2/3
Dresser Pond	Stormwater	NA [a]	Submersible (1)	NA [a]	NA [a]	1/1
Manet Road	Potable	NA [a]	Dry Pit Centrifugal (2)	2,400	1,944	2/25
Langley Road	Potable	NA/2001 [a]	Jockey (1) Fire Duty (1) Booster (2)	3,250	3,250	1/7.5 1/125 2/50
Engine No. 10 Firehouse	Potable	NA/2015 [a]	Single Case (1)	750	750	1/60
60 Elliot St Utilities Building Emergency Generator	Generator	NA [a]				

a. *Not all information was available from City records or could not be determined from site visits.*
b. *Although each pump at Quinobequin Road is capable of 4,800 gpm, the estimated firm capacity with 3 pumps running is 12,000 gpm.*
c. *Total of all pumps' rated capacity.*
d. *Firm pumping capacity is defined as the anticipated working capacity of the station with the largest unit out of service.*

1. Report Organization

The Report is divided into the following sections:

- **Section 1: Introduction.** This section describes the data reviewed and field assessments conducted at each station.
- **Section 2: Criticality Assessment and Modeling.** This section describes the methodology and results for prioritizing the condition of the assets at each pump station using a systematic process that combines the results of the condition and performance scores with asset and station criticality scores.

- **Section 3: Summary of Pump Station Assessment Findings.** This section provides a list of the key findings organized by station and asset type.
- **Section 4: Prioritized and Recommended O&M and Capital Improvement Program Projects.** This section provides a summary of the recommended improvements and includes an opinion of the most probable project costs.
- **Section 5: Recommended Next Steps.** This section provides a summary of the recommended next steps for the City to take to address the evaluations described in this Report.
- **Appendices:** The appendices include the following:

  A. Detailed Pump Station Condition Assessments

  B. Photo Logs (for each station)

  C. Vibration Report and Data

  D. Ranked Assets Criticality Score (grouped and prioritized by station)

  E. Recommended Contract Packaging for Asset Replacement Projects

2. Assessment Approach and Methodology

The assessment was performed using a step-by-step approach for gathering data and assessing the condition and performance of critical assets within the City's 16 pump stations and generator. The assessment and prioritization for upgrade projects follows a well-accepted asset management methodology, which is commonly described as follows:

1. Review existing O&M data for each station
2. Build asset inventory
3. Assess asset condition and performance (C&P)
4. Identify deficiencies and corrective actions
5. Determine business risk (criticality assessment)
6. Prioritize corrective actions/optimize capital and O&M investments
7. Establish preliminary funding requirements

After review of available data, BC developed and tailored an electronic condition assessment form, which included major asset types within each of the pump stations and the emergency generators. Key asset types reviewed included; Site, Structures, Pumps, Motors, Piping, Valves, HVAC, Electrical, Instrumentation, Variable Frequency Drives (VFDs), Supervisory Control and Data Acquisition (SCADA), Generators, and Wet Well Measurements.

During June and July 2019, the assessment team visited 15 of the 16 stations and the emergency generators and assessed asset condition and performance and documented on printed assessment forms. Flowed Meadow was not included in the assessment due to ongoing upgrades and construction at the station. Key subtasks included wet well assessments, testing (vibration analysis, pump capacity testing), and condition and performance ranking for each asset. The City and Weston & Sampson staff participated with the assessment team to help support equipment C&P ranking, equipment operation, health-and-safety-related concerns, and O&M-related concerns.

During the site visits, assets at each station were evaluated and scored based on their physical condition and operating performance. Members of the team prepared scores for each asset using a condition rating score (1 to 5, where 5 is the lowest) and performance rating score (1 to 5, where 5 is lowest). These scores were established based on observations during the visits, knowledge from review of

historical data, discussions with operators, and tests performed at the stations. The scoring system is defined as follows:

Condition Ranking

1: Excellent
2: Minor local degradation – no action required
3: Degradation requires action
4: Integrity of component moderately compromised
5: Integrity of component severely compromised

Performance Ranking

1: Component functioning as intended
2: In service, but higher than expected O&M
3: In service, but function is impaired
4: In service, but function is highly impaired
5: Component not functioning as intended

The assets were then categorized into five likelihood of failure priority regions as indicated below, corresponding to the overall condition and performance of the asset.

- **Region 1: good condition and performance.** The assets with low C&P ranking scores of 1 or 2 are in this category. No immediate action required as no failure is expected for assets categorized in this region.
- **Region 2: moderate condition and performance.** The assets with at least one moderate ranking score of 3 are in this category. Generally, assets in Region 2 should receive a more detailed inspection and ongoing monitoring in order to determine the potential risks for failure.
- **Region 3: poor condition ranking.** The assets with poor condition ranking scores of 4 or 5, but that are performing well (performance ranking scores of 1, 2, or 3), are in this category. A corrective action work order for the near term should be scheduled for these assets. Although the assets are in service and functioning, issues related to the condition of these assets should be monitored and addressed.
- **Region 4: poor performance ranking.** The assets with poor performance ranking scores of 4 or 5, but with condition ranking scores of 1, 2, or 3, are in this category. Immediate corrective action is required for these assets, as the asset is not functioning properly, or failure is imminent.
- **Region 5: poor condition and performance.** The assets with poor condition and poor performance scores of 4 or 5 are in this category. These assets should be replaced or refurbished, as the asset is not functioning properly, and the integrity of its components is either moderately or severely compromised.

These rankings are illustrated graphically in Figure 1.

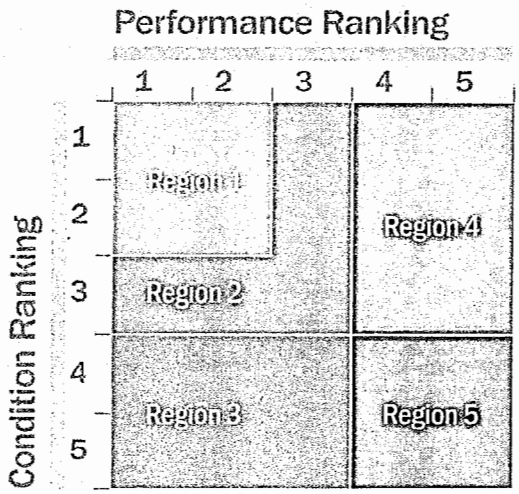


Figure 1. Condition and performance rankings

Following the condition and performance scoring, asset criticality was determined. For the purposes of this Report, criticality is expressed as a function of (1) the "likelihood" that a pump station asset will fail to meet its level of service requirement, (2) the "consequence" that the asset failure would have on the City's level of service, and (3) the impact of a station failure based on the importance and location of the pump station. The following equation was used to determine asset criticality:

Individual asset criticality score = (1) Likelihood of failure x (2) Asset type consequence of failure x (3) Pump station consequence of failure

(1) Individual asset likelihood of failure region (likelihood of asset failure[a]) = Function (asset condition[a], asset performance[a])

(2) Asset type consequence of failure[b] score = Function (asset type[b])

(3) Pump station score (consequence of station failure[c]) = Function (station parameter score[c], station parameter weight[c])

a. See Appendix A and Appendix D for asset priority regions, asset condition scores, and asset performance scores.
b. See Table 5 for asset type consequence of failure score.
c. See Table 6 for station parameter weight and station parameter score.

3. Overall Findings, Prioritized Recommendations, and Costs

A total of 324 assets were evaluated for this Report. Based on the overall assessment process, asset upgrade projects have been grouped based on their Priority ranking. Table ES-2 shows the number of assets in each of four project priority categories. Priority 1 represents the top 10 percent of ranked asset criticalities; it is recommended that these asset upgrades be incorporated into a CIP in the next 1-2 years. Priority 2 represents the next 20 percent of ranked asset criticalities; it is recommended that these assets upgrades be incorporated into a CIP in the next 3-5 years. Priority 3 and 4 projects represent the remaining 70 percent of ranked asset criticalities; it is recommended that Priority 3

projects be incorporated into a CIP in the next 5-10 years and Priority 4 projects incorporated into a CIP in the next 10-15 years.

Table ES-2 Summed Asset Prioritization Summary and Costs

Priority	Percentile Total Asset Score	Number of Assets (Number of Projects) [a]	Total Cost ($) [c]
Priority 1	~90% to 100%	35 (16)	4,726,000 - 18,904,000
Priority 2	~70% to 90%	68 (26)	1,177,000 - 4,709,000
Priority 3	~50% to 70%	65 (N/A) [b]	No cost estimate developed
Priority 4	~0% to 50%	156 (N/A) [b]	No cost estimate developed
Total		324 (42) [b]	5,903,000 - 23,613,000

a. *The specific projects for Priority 1 assets are shown in Table ES-5 (also Table 15 in Section 4 of this Report). The projects for Priority 2 assets are shown in Table 16 in Section 4.*

b. *Projects for Priority 3 and Priority 4 were not developed. Cost estimates were not developed for most Priority 3 and Priority 4 assets.*

c. *Total cost includes a range from the low end (-50% of total estimated cost) to the high end (+100% of the total estimated cost) for Priority 1 and Priority 2 assets.*

It is useful to group asset upgrade projects according to pump stations and asset class to assist in developing a CIP by grouping similar-type assets. The grouping of projects, according to pump station and asset types, is presented in Table ES-3 and Table ES-4.

Table ES-3 Cost Summary by Pump Station

Station	Criticality: Priority 1 [a]		Criticality: Priority 2 [b]		Total Cost ($) [c]
	Number of Assets	Total Cost ($) [c]	Number of Assets	Total Cost ($) [c]	
Quinobequin Road	15	2,214,000 - 8,855,900	11	355,700 - 1,422,900	2,569,700 - 10,278,800
Quinobequin Road Sub-Station	0		0		
Elliot Street	15	2,259,200 - 9,036,600	10	234,700 - 938,800	2,493,900 - 9,975,400
Edgewater Park	1	23,100 - 92,500	7	108,100 - 432,200	131,200 - 524,700
Islington Road	1	73,200 - 292,900	4	95,900 - 383,400	169,100 - 676,300
Prairie Avenue	0		0		
Longfellow Road	0		1	-	-
Waban Avenue	0		0		
Oldham Road	1	62,200 - 249,000	9	66,800 - 267,300	129,000 - 516,300 [d]
Hamlet Street	0		3	101,600 - 406,400	101,600 - 406,400
Grayson Lane	0		3	101,700 - 406,900	101,700 - 406,900
Dresser Pond	0		0		
Manet Road	2	94,100 - 376,600	9	45,600 - 182,500	139,700 - 559,100
Langley Road	0		11	67,200 - 268,900	67,200 - 268,900
Engine No. 10 Firehouse	0		0		
60 Elliot St Utilities Building Emergency Generator	0		0		
Grand Total	35	4,725,800 - 18,903,500	68	1,177,300 - 4,709,300	5,903,100 - 23,612,800

a. *Priority 1 represents the assets in the top 10% of all criticality scores.*

b. *Priority 2 represents the assets that score between the top 10% and 30% of all criticality scores.*

c. *Total cost includes a range from the low end (-50% of total estimated cost) to the high end (+100% of the total estimated cost).*

d. Costs indicated are related to direct equipment replacement, additional cost is anticipated for complete replacement of the facility.

Table ES-4 Cost Summary by Asset Type

Asset Type	Criticality: Priority 1 [a]		Criticality: Priority 2 [b]		Total Cost ($)
	Number of Assets	Total Cost ($)	Number of Assets	Total Cost ($)	
Centrifugal Pumps	11	3,518,800 - 14,075,000	12	302,100 – 1,208,500	3,820,900 - 15,283,500
Cranes	0		0		
Electrical General	0		0		
Electrical Power	3	352,700 - 1,410,900	0		352,700 – 1,410,900
Generators	0		1	182,700 - 730,800	182,700 - 730,800
HVAC	5	398,700 – 1,594,800	4	91,900 - 367,700	490,600 – 1,962,500
Instrumentation	0		0		
Motors [d]	8	-	4	-	-
Odor Control	0		0		
Piping and Valves	4	59,600 - 238,500	39	321,500 - 1,285,900	381,100 - 1,524,700
SCADA	0		0		
Site	0		0		
Structures	0		4	147,400 – 589,700	147,400 – 589,700
Structures (Wet Well)	3	375,800 - 1,503,000	4	131,700 - 526,800	507,500 - 2,029,800
Submersible Pumps	0		0		
VFD	1	20,300 – 81,400	0		20,300 – 81,400
Total [e]	35	4,725,900 - 18,903,600	68	1,177,300 - 4,709,400	5,903,200 - 23,613,000

a. Priority 1 represents the assets in the top 10% of all criticality scores.

b. Priority 2 represents the assets that score between the top 10% and 30% of all criticality scores.

c. Total cost includes a range from the low end (-50% of total estimated cost) to the high end (+100% of the total estimated cost).

d. Motor replacement costs are included in pump replacement costs.

e. Slight variations in Totals between Tables ES-3 and ES-4 are due to rounding.

4. High Priority Projects and Recommendations for Contact Packaging

Priority 1 asset upgrades are provided in Table ES-5, including both O&M-related upgrades, which represent short-term low-cost improvements, and longer-term capital improvements. These asset upgrades are presented in ranked order according to the calculated asset criticality score. Ranked Priority 1 recommended asset projects are also presented in Table 15 (included after Section 4 of this Report), and ranked Priority 2 recommended asset projects are presented in Table 16 (also included after Section 4). In addition to ranked Priority 1 and Priority 2 asset upgrades listings, recommended groupings for contract packaging were also considered and are provided in Appendix E. The groupings were developed with City staff and represent an effective means for grouping projects of similar asset type and location into a single construction project. Given the extreme importance of Quinobequin Road and Elliot Street Pump Stations, the high priority asset upgrades for these two stations have been grouped into one construction project. It is recommended that contract documents (specifications and drawings) for these grouped projects be developed into one large project that could be released and bid together. The asset upgrades for Oldham Road have also been separated out into their own project, as the recommended upgrades to that station included complete replacement of most of the station

assets, including all electrical equipment and all pumps and valves. The remaining Collection System Pump Stations and the Potable Water Booster Stations have been separated and grouped together respectively. It is recommended that these groups of projects be contracted separately or where beneficial and appropriate; the groupings should be combined with similar asset types. For example, the grouping of piping related projects could be grouped with the pump projects.

Pump Station CIP Spending Per Year
(mid-point of probable costs)

CIP PROJECT 1 ENGINEERING ACTIVITIES

CIP PROJECT 1 CONSTRUCTION

MOST CRITICAL ISSUES ARE ADDRESSED

NON-REACTIVE STATE ACHIEVED

ENGINEERING AND CONSTRUCTION

QUINOBEQUIN BUILDING REHAB.

ELLIOT ST. VALVE REPLACEMENT

PUMP REPLACEMENT AT ISLINGTON AND MANET RD.

ENGINEERING AND CONSTRUCTION

QUINOBEQUIN ELECTRICAL REPLACEMENT

ELLIOT ST. BUILDING REHAB

ADDITIONAL PUMP REPLACEMENTS

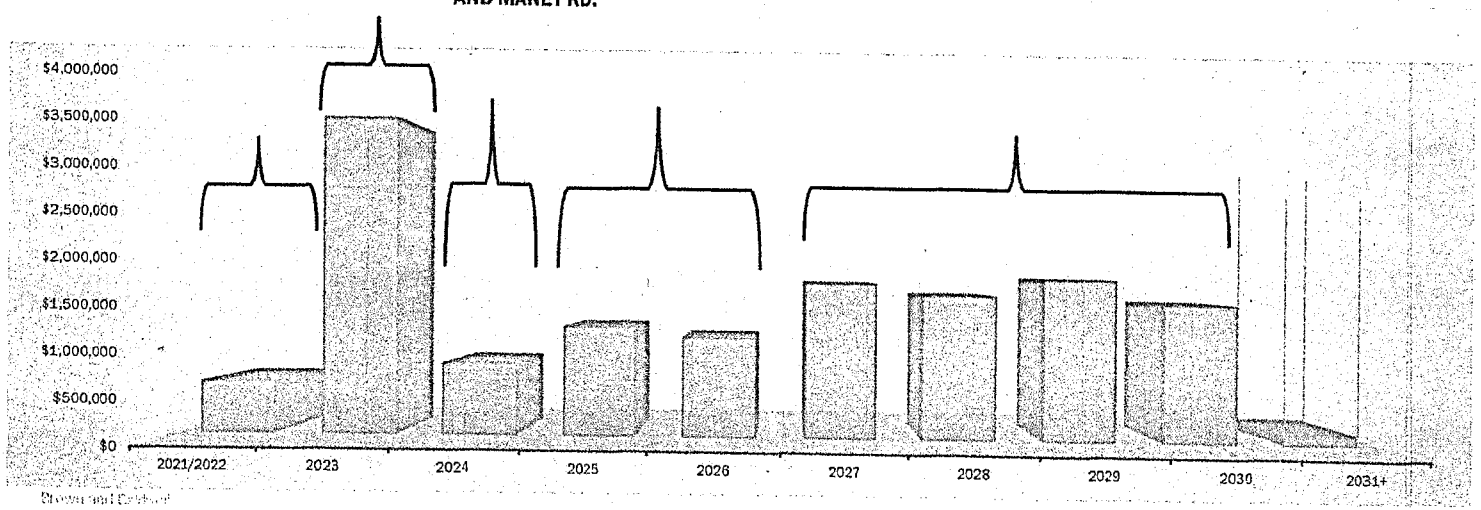
ENGINEERING AND CONSTRUCTION

REPLACEMENT OF PUMPS AT QUINOBEQUIN AND ELLIOT ST. PUMP STATIONS

2029 AND BEYOND

REPLACEMENT OF PUMPS AT PRAIRE AVE., LONGFELLOW RD., WABAN AVE.

REASSESS FACILITIES. BEGIN SYSTEMATIC ELECTRICAL AND INSTRUEMENTATION REPLACEMENTS.



Attachment A

Scope of Work for City of Newton Pump Station Rehabilitation CIP Project 1

May 14, 2020

The Brown and Caldwell (BC) scope of work is provided below. The objective of the conceptual design project is to provide the City of Newton with engineering design services for critical rehabilitation and improvements work identified in the recent pump station condition and performance assessment.

Project Understanding

The proposed scope is comprised of design for two projects to address issues with critical equipment/infrastructure identified during the recent pump station condition and performance assessment.

Pump Station Rehabilitation

The scope for this project is to provide rehabilitation and replacement work critical to improving the serviceable lifespan of the aging equipment at Newton's largest pump stations, as well as mitigating issues at multiple facilities that severely threaten the reliable operation of the pump station. The scope of this work will include the following:

Quinobequin Road, Elliot Street, Islington Road, Edgewater Park Pump Stations

- Demolish existing exhaust fans and install new supply and exhaust fans sized to provide air changes required by NFPA 820 or as allowed by electrical and spatial constraints.
- Install ductwork to provide supply ventilation and modify existing exhaust ductwork if required.
- Demolish the existing failed dehumidifiers and replace with units sized appropriately.
- Demolish unit heaters and replace with units sized for the improved air change rate.
- Demolish and replace existing carbon filters.
- Install gas monitoring and loss of ventilation alarming where required and wired back to SCADA.

Hamlet Street and Grayson Pump Stations

- Replacement of the force main and suction piping within the wet well of both pump stations.

Quinobequin Road and Elliot Street Pump Stations

- Replacement of the main influent gate at Quinobequin Road Pump Station which does not reliably close.
- Replacement of the main influent gate at Elliot Street Pump Station which is currently damaged and in danger of failing and sealing off flow to the pump station.
- Replacement or complete removal of wet well isolation gates within Elliot Street Pump Station which have not been operated in years and are damaged from corrosion.

Replacement of Oldham Road Pump Station

The scope for the replacement of Oldham Road Pump Station Project is to replace the failing pump station with a facility that eliminates the need for confined space entry. The scope of this project will include the following:

- Evaluation of whether or not existing structures can be reused or if a new wet well structure is required.
- Development of a performance base bypass specification
- Demolition of the existing pumps and piping within the pump station interior.
- Rehabilitation/demolition/replacement of existing subsurface structures and utilities.
- Installation of a new valve vault.
- Replacement of electrical equipment.
- Installation of two 300 gpm submersible pumps.

Phase 100 Project and Design Management

The purpose of this task is to provide for the initiation and overall management of Project and Design activities. An overall schedule and work plan will be implemented so that work activities are completed in a properly-integrated and timely manner. In addition, this task includes those elements necessary to properly manage, lead, and control the Project.

- A project kickoff conference call will be organized to discuss the project goals and objectives, scope of work, deliverables, schedule, critical success factors, and establish lines of communications with the project team.
- A Project Schedule showing conceptual dates for deliverables and anticipated dates for workshops, QC reviews, meetings, and submittals will be prepared and provided.
- BC will share monthly status updates with City staff and provide information on the activities, information needs, schedule, and budget for the various tasks. The monthly status update will be included with the invoice.
- Conference calls will be scheduled as needed to resolve questions, obtain direction, and communicate with City staff.
- Communicate changes in scope of project if new information is identified that changes the proposed alternatives for evaluation or scope of conceptual design.
- BC will manage the health, safety, and environmental activities of its staff to achieve compliance with applicable health and safety laws and regulations. In accordance with standard procedures, BC will prepare Field Safety Instructions that contain fundamental health and safety information that must be followed by employees involved in field activities.
- BC will maintain Project records, manage and process Project communications, and coordinate Project administrative matters.
- As part of the Project Management Plan for this project, BC will develop and implement a quality assurance/quality control (QAQC) program. Senior reviewers will participate and perform internal QAQC review of work products for project deliverables and milestones. Issues identified during the formal internal QAQC review will be addressed prior to submittal to the City of Newton. Formal QAQC periods will be included in the project schedule and this project schedule will be revisited at all internal team meetings.

Phase 200 Evaluations

Objective: Confirm or adjust the critical projects identified in the project understanding section.

- Determine the presence of buried utilities surrounding Oldham Rd. Pump Station to define constraints and obstacles that would impact the installation of new buried structures or utilities associated with a new pump station.
- Determine soil condition and ground water depth at potential locations for new buried structures relating to the replacement of Oldham Rd. Pump Station.
- Perform site survey within an area 120' feet north and south of the Oldham Rd. Pump Station within the public right-of-way.
- Perform a geotechnical survey at determined locations. Assume two (2) soil borings and analysis.
- Develop 3D Revit model of the Quinobequin Road and Elliot Street Pump Stations.
- Perform field visit with design staff to confirm assumptions.

Activities: This task includes the following activities:

- Lead a project kickoff meeting with City of Newton, gather data, and discuss the approach for the project evaluations.
- Key design staff will perform a tour of the project sites.
- Perform site and geotechnical survey at Oldham Rd. Pump Station.
  - BC will hire a surveying firm to perform a full utility survey 120' feet north and south of the existing pump station the entire width of the right-of-way, approximately 19,000 square feet.
  - BC will hire a geotechnical engineering firm to collect soil samples and determine soil and ground water level conditions to assist in structural design if required. Two borings are assumed at a depth of 30'.
- Develop 3D Revit model
  - BC will hire a survey firm to laser scan the interiors of both the Quinobequin Road and Elliot Street Pump Stations. The survey information will then be used to develop a 3D Revit model of each station and will serve as the base for current and future designs.

Deliverables:

- Project Kickoff Meeting Minutes
- Survey drawings
- Geotechnical report
- Revit Model

City of Newton responsibilities:

- Be available during field visits
- Some electrical equipment may need to be opened for inspections and an electrician may need to be available/provided.

Phase 300 Design Documents

Objective: Prepare detailed design drawings, specifications and contract documents at 30%, 60%,

90% and 100% design stages.

Activities: This task includes the following activities:

- Meetings with the City after delivery of the 30%, 60%, and 90% design documents.
- Review of available drawings previously furnished by the City.
- Preparation of final plans, sections, and job specific details drawings.
- Preparation of contract specifications.
- Development of a performance base bypass specifications for Hamlet St., Grayson ave., and Oldham Rd. Pump Stations.
- Preparation of a quantity take-off and opinion of probable construction cost provided with the delivery of the 30% design document and updated at the 90% design document.
- Obtaining Massachusetts Prevailing Wage Rates and inserting them into the specifications.

Deliverables: .PDFs and Four (4) hardcopy sets of review copies of the drawings, specifications and other contract documents during the 30%, 60%, 90% and 100% design.

- CADD files
- Design meeting minutes

City of Newton responsibilities:

- Assist with identifying key scheduling milestones
- Participate in meetings
- Review, and provide comments

Phase 500 Bidding Services

Objective: Support the City during the bidding phase by facilitating a pre-bid meeting, answering questions, issuing addenda, and reviewing bids and recommending award.

Activities: This task includes the following activities:

- Facilitate a pre-bid meeting.
- Formally respond to bidder questions.
- Prepare and distribute addenda as required to clarify, correct, or change the issued documents.
- Aid the City in securing bids, tabulating bid results, analyzing bid results, and making recommendations on the award of each construction contract.

Deliverables:

- Ten (10) sets of final construction documents (contract drawings, final specifications, and other documents) required for bidding and construction purposes
- Digital .pdf file of final construction documents
- Pre-bid meeting minutes

Phase 600 Services During Construction

Objective: BC will provide general engineering services during construction for the duration of the construction Projects.

Activities: This task includes the following activities:

- Provide overall project management. Task includes monthly reports, invoicing, team and subcontractor coordination, contract communications, scheduling, and oversight.
- Provide general construction administration. BC shall provide consultation and advice during construction and provide technical engineering support during construction activities. Update and modify the Contract Documents to meet changed site and project conditions or variations in State/Federal requirements as necessary to supplement and/or provide clarity to the Contract Documents during the construction phase of the project (to address RFIs, Change Orders, and other issues requiring modified Contract Documents). This does not include revisions required for Record Drawings as required in subsequent sections of this Scope.
- Attend pre-construction conference and distribute minutes
- Attend progress meetings, BC shall assume progress meetings are held once per month during active construction. In addition to attendance at the progress meetings, BC shall facilitate the meetings, prepare a package for each meeting containing agenda, submittals log, RFI logs, and PCO/Change Order logs (Excel spreadsheets or Primavera logs) to be reviewed at each meeting, and a 3-week look ahead schedule (to be provided by General Contractor), and other documentation that may be required for meetings that are not specified. Meeting minutes will be prepared by BC and provided to the City.
- Coordination with other municipal agencies as required during monthly progress meetings. BC assumes no effort beyond typical tasks associated with monthly progress meetings.
- Attend monthly project management meetings. BC shall assume that Project Management Meetings will be held subsequent to Construction Progress Meetings on an as-needed basis.
- Attend issue resolution meetings. BC assumes construction related issues will arise that will require formal meetings between the contractor, the City and BC to reach an agreeable resolution. BC shall assume no effort beyond typical tasks associated with monthly progress meetings.
- Perform Field Visits. BC assumes that periodic visits to site will be required to observe progress and assure compliance with the contract documents and design intent. BC shall assume a maximum of two (2) field visit per week through the duration of the construction project. BC shall make visits to the site at intervals appropriate to the various stages of construction as BC deems necessary to monitor the Contractor's work for compliance with the contract documents as outlined above. The visit may coincide with the progress meeting if the progress meeting is held on site. Such visits and observations are not intended to be exhaustive or to extend to every aspect of the work in progress, or to involve detailed inspections of the work beyond the responsibilities specifically assigned in this scope of services and the Contract Documents, but rather are to be limited to spot checking, selective sampling and similar methods of general observation of the work based on BC's exercise of professional judgment as assisted by the City. Based on information obtained during such visits and such observations, and from the City, BC shall determine in general if such work is proceeding in accordance with the Contract Documents and BC shall keep the City informed of the progress of the work.
- During the site visits, BC shall notify the City if BC believes that work should be rejected because such work will not produce a completed Project that conforms generally to the Contract Documents or that it will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.

- BC shall review all shop drawing submittals prepared by the contractors along with associated illustrations, samples, and other submittals required by the Contract Documents. BC shall assume 50 submittals requiring review. A table listing the submittals and number of reviews will be included as an attachment for the City's review. BC shall review and respond to all submittals, shop drawings, samples within fourteen (14) calendar days. BC shall coordinate and track submittals, including preparing and maintaining a submittal log, and BC will distribute the shop drawings and submittals. Copies of each submittal including subsequent revisions shall be provided to the City.
- BC shall respond to Requests for Information submitted by the contractor. BC shall assume 5 RFIs. BC shall coordinate and track RFI's, including preparing and maintaining a RFI log. Copies of each RFI including responses and subsequent revisions shall be provided to the City. Review and provide recommendations for approval of payment requisitions. BC shall issue necessary clarifications and interpretations of the Contract Documents as appropriate for the orderly completion of the work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. BC may issue Field Orders authorizing minor variations from the requirements of the Contract Documents through coordination with City. BC shall recommend Change Orders and Work Change Directives to the City as appropriate, and shall prepare written recommendations concerning Change Orders and Work Change Directives as required in consultation with the City.
- Development of RFP has not been included in BC's scope of work.
- Review applications for payment. Based on BC's observations and on review of Applications for Payment and accompanying supporting documentation: Determine the amounts that Engineer recommends Contractor be paid. Recommend reductions in payment based on the provisions stated in the Construction Contract. Such recommendations of payment will be in writing and will constitute Engineer's representation to Authority, based on such observations and review, that, to the best of Engineer's knowledge, information and belief, Contractor's Work has progressed to the point indicated, the Work is generally in accordance with the Construction Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Contract Documents, and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe the Work. In the case of unit price Work, Engineer's recommendations of payment will include final determinations of quantities and classifications of the Work (subject to any subsequent adjustments allowed by the Contract Documents).
- Attendance of commissioning team meetings. BC shall attend meetings with the City, contractors, and any necessary vendors or equipment representatives to coordinate system and equipment startups. BC assumes these meetings will be scheduled in conjunction with progress meetings and will require no additional effort.
- Provide field support during start-up. BC shall provide on-site personnel during equipment startups to provide assistance to the contractor and equipment vendors as needed and to confirm that equipment is performing as designed and expected. The work of this item shall also include the development of a process start-up plan that will be used a guide and to coordinate equipment startups. BC will schedule period site visits to coincide with startup activities. BC shall provide technical engineering support and on-site personnel for specific functional and performance testing that may be required by the Contract Documents to confirm that specified process systems are performing as designed and specified. This shall include providing assistance to the City in coordination of required testing with the contractor, City, and other agencies (as may be required). The work associated with this item shall include all the development of process start-up plans, testing forms/documentation, scheduling, observing testing, compiling results, and other activities required by the Contract Documents.

- Instrumentation check out services. BC shall perform checkout services of the instrumentation and control equipment installed by the contractor. BC shall witness and document control loop check-outs, perform a check of the control strategy (remote manual/remote auto/final testing), and provide follow-up control systems work as needed after the system is started up and running. BC will perform checkouts in conjunction with periodic site visits and assumes no additional effort.
- Prepare record drawings. BC shall prepare record drawings that reflect as-built conditions based on information provided by the City, the construction contractor, and BC's own on-site inspections. BC shall reconcile and log that all construction document changes (i.e., shop drawings, RFIs, Field Change Orders, etc.) have been incorporated into the record drawings.
- Determination of substantial completion. Following notice from the Contractor that the Contractor considers the entire work ready for its intended use, BC and the City, accompanied by the Contractor, shall conduct an inspection to determine if the work is substantially complete. BC shall deliver a certificate of Substantial Completion to the City and Contractor after the resolution of any objections of the City and BC and after it is mutually agreed upon by the City and BC that the certificate of Substantial Completion shall be issued. Before BC issues a Certificate of Substantial Completion, submit to Contractor a list of observed items requiring completion or correction (Punch list). Determine whether necessary inspections and approvals by public agencies having jurisdiction over the Work have been performed and advise the City accordingly.
- Final site inspection. BC shall perform a final site inspection and walk-through of all the project areas with the City, CM, Resident and Contractor to determine final completion status. BC shall prepare a final report and submit it to the City for review and acceptance. BC shall assume one 4-hour day on site.
- Provide final notice of acceptability of the work. BC and City shall conduct a final inspection to determine if the completed work of Contractor is acceptable so that BC may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, BC shall indicate that the work is acceptable to the best of BC's knowledge, information and belief and based on the extent of the services performed and furnished by BC under this scope of services.
- Attendance of closeout meeting. BC shall attend a close out meeting with the City and construction contractor to officially close-out the project and to discuss warranty procedures.

Deliverables: Meeting minutes, submittal reviews, RFI reviews, pay application review, record drawings, substantial and final completion recommendations

Overall Project Assumptions

1. Project documents will be developed into filed sub-bids in accordance with Massachusetts state law.
2. It is assumed that the construction of pump station rehabilitation project and the replacement of Oldham Road Pump Station overlap to provide inspection efficiencies. If the projects are built during separate timeframes, then additional effort is anticipated.
3. BC shall utilize the City's "front-end" documents, specifications and drawings will be developed in accordance with BC's standards.
4. City of Newton will provide safe access to all required areas of the site for the purposes of project design.
5. HAZMAT surveys are not included in the design. It is assumed that Hazardous materials are not present based on the previous upgrade projects being conducted in 1992.

6. The City's Integrator will be responsible for integrating new signals resulting from this project, this would include HVAC related alarms and sensors and additional inputs as part of the replacement of Oldham Rd. pump station.
7. Cad drawings related to Quinobequin Rd. and Elliot St. PS will be developed in 3D. 2D drawings will be utilized for all others. Replacement of wet well piping for Hamlet Street and Grayson lane Pump Stations will be shown schematically if record drawings do not exist.
8. City of Newton will review the draft deliverables for accuracy of understanding of the issues and data assumptions. City of Newton will provide one set of compiled written comments.
9. BC is not responsible for any schedule or cost impacts related to delays caused by protracted reviews, changes in scope of work, or other situations outside of our control.
10. BC is not responsible for additional effort that may be required for issues related to unknown conditions that may impact the design or construction.

Schedule

Project will commence with written notice to proceed (NTP) provided by the City of Newton. 12 months is estimated for design and bidding of the project. The construction period has an estimated duration of 12 months.

Preliminary Drawing List

Pump Station Rehabilitation

Drawing No.	Title
G-000-01	Cover Sheet
G-000-02	Location plans – Quinobequin Rd. PS, Elliot St. PS, Edgewater Park PS, Islington Rd. PS
G-000-03	Abbreviations
G-000-04	General Notes and Symbols
G-000-05	Structural Notes
G-000-05	Structural Continued
G-000-06	Process Mechanical Notes and Symbols
G-000-06	Process Mechanical Notes Continued
G-000-07	HVAC Notes
G-000-07	HVAC Notes Continued
G-000-08	Electrical Notes and Symbols
G-000-08	Electrical Notes Continued
G-000-09	I&C Notes and Symbols
M-100-01	Quinobequin Rd. Pump Station Gate Replacement – Demolition
M-100-02	Quinobequin Rd. Pump Station Gate Replacement – Wet Well Plan
M-200-01	Elliot St. Pump Station Gate Replacement – Demolition
M-200-02	Elliot St. Pump Station Gate Replacement – Wet Well Plan
M-500-01	Hamlet St. Pump Station – Wet Well Plan and Section - Demo
M-500-02	Hamlet St. Pump Station – Wet Well Plan and Section
M-600-01	Grayson Lane Pump Station – Wet Well Plan and Section - Demo
M-600-02	Grayson Lane Pump Station – Wet Well Plan and Section
H-100-01	Quinobequin Rd. Pump Station HVAC Schematics
H-100-02	Quinobequin Rd. Pump Station HVAC Schedule
H-100-03	Quinobequin Rd. Pump Station HVAC Demolition
H-100-04	Quinobequin Rd. Pump Station HVAC Plan
H-100-05	Quinobequin Rd. Pump Station HVAC Plan – Lower Levels
H-200-01	Elliot St. Pump Station HVAC Schematics
H-200-02	Elliot St. Pump Station HVAC Schedule
H-200-03	Elliot St. Pump Station HVAC Demolition
H-200-04	Elliot St. Pump Station HVAC Plan
H-200-05	Elliot St. Pump Station HVAC Plan – Lower Levels

H-300-01	Edgewater Park Pump Station HVAC Schematics
H-300-02	Edgewater Park Pump Station HVAC Demolition
H-300-03	Edgewater Park Pump Station HVAC Plan and Schedule
H-300-04	Edgewater Park Pump Station HVAC Plan – Lower Levels
H-400-01	Islington Rd. Pump Station HVAC Schematics
H-400-02	Islington Rd. Pump Station HVAC Demolition
H-400-03	Islington Rd. Pump Station HVAC Plan and Schedule
H-400-04	Islington Rd. Pump Station HVAC Plan – Lower Levels
E-100-01	Quinobequin Rd. Pump Station Electrical One-Line
E-100-02	Quinobequin Rd. Pump Station Electrical and I&C Plan
E-200-01	Elliot St. Pump Station Electrical One-Line
E-200-02	Elliot St. Pump Station Electrical and I&C Plan
E-300-01	Edgewater Park Pump Station Electrical and I&C Plan
E-400-01	Islington Rd. Pump Station Electrical and I&C Plan

Replacement of Oldham Road Pump Station

Drawing No.	Title
G-000-01	Cover Sheet
G-000-02	Location plan
G-000-03	Abbreviations
G-000-04	General notes and Symbols
G-000-05	Structural Notes
G-000-06	Structural Notes Continued
G-000-07	Process Mechanical Notes and Symbols
G-000-08	HVAC Notes and Symbols
G-000-09	Electrical and I&C Notes and Symbols
C-700-01	Existing Site Plan
C-700-02	Demolition Plan
C-700-03	Site Plan
C-700-04	Standard Details
S-700-01	Demolition Plan and Sections
S-700-02	Structural Plans
S-700-03	Structural Sections and Details
S-700-04	Standard Details I
S-700-05	Standard Details II
M-700-01	Demolition Plan

M-700-02	Wet Well and Valve Vault Plan
M-700-03	Sections
M-700-04	Standard Details I
M-700-05	Standard Details II
H-700-01	HVAC Plan
H-700-02	HVAC Section
H-700-03	Standard Details
E-700-01	Existing Site Plan
E-700-02	Site Plan
E-700-03	Plan and details
E-700-04	Wiring Details and Diagrams
E-700-05	System Riser Diagram
E-700-06	Electrical Details I
E-700-07	Electrical Details II
E-700-08	Schedules

63-21

City of Newton, Massachusetts
Office of the Mayor

RUTHANNE FULLER
MAYOR

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(617) 796-1100
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E-mail
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February 8, 2021

RECEIVED
2021 FEB -8 PM 4:54
CITY CLERK
NEWTON, MA. 02459

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 expend the sum of $10,594.80 as full and final settlement of a claim made by Dr. Moulazadeh concerning damage caused by a City plow to a fence on his property located at 232 Brookline Street in Newton.

As you will see from the attached, the City conducted a thorough investigation into the facts of this claim and determined that during the course of snow and ice removal operations a City plow did, in fact, cause damage to his fence. Funds are available in Acct # 0110841-572500 Legal Claims/Settlements.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller

Ruthanne Fuller
Mayor

LAW DEPARTMENT

CITY OF NEWTON, MASSACHUSETTS
CITY HALL
1000 COMMONWEALTH AVENUE
NEWTON CENTRE, MA 02459
TELEPHONE (617) 796-1240
FACSIMILE (617) 796-1254

CITY SOLICITOR
ALISSA O. GIULIANI

DEPUTY CITY SOLICITORS
JEFFREY A. HONIG
MARIE M. LAWLOR

ASSISTANT CITY SOLICITORS
MAURA E. O'KEEFE
ALAN D. MANDL
JONAH M. TEMPLE
JACLYN R. ZAWADA
JENNIFER C. PUCCI
ANDREW S. LEE
CAROLYN A. WEISMAN

February 3, 2021

Mayor Ruthanne Fuller and City Council
City of Newton
1000 Commonwealth Avenue
Newton Centre MA 02459

RE: *Moulazadeh v. City of Newton*
File # 18-40

Dear Mayor Fuller and Honorable City Councilors:

On January 25, 2018, the City received a timely and properly made claim from Dr. Moulazadeh concerning damage to a fence on his property located at 232 Brookline Street in Newton. Dr. Moulazadeh stated in his claim that the damage was caused by a City plow during the course of snow and ice removal operations, and seeks $10,594.80 as reimbursement for the damages. The City conducted a thorough investigation into the facts of this claim and determined that a court of competent jurisdiction would likely find the City liable for the cost of these damages.

The investigation revealed that the fence is properly situated on property owned by Dr. Moulazadeh and it abuts the sidewalk. Due to the proximity of this property to the Memorial Spaulding Elementary School, the sidewalks abutting the location are part of a priority snow plow route. The City regularly plows the sidewalks abutting the property both on Brookline St. and Hartman Rd. throughout the winter.

It was determined that a City plow did come into contact with the fence located at 232 Brookline St., thereby causing damage. It was also determined that $10,594.80 is a reasonable demand to repair the fence.

Therefore, I respectfully request that you docket this item seeking to appropriate $10,594.80 from the Reserve Account and to authorize the expenditure thereof as full and final settlement of this claim against the City.

Thank you for your attention in this matter.

Very truly yours,

/s/ Maura E. O'Keefe
Maura E. O'Keefe
Assistant City Solicitor

64-21

City of Newton, Massachusetts
Office of the Mayor

RUTHANNE FULLER
MAYOR

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February 8, 2021

RECEIVED
2021 FEB -8 PM 4:55
CITY CLERK
NEWTON, MA. 02459

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 expend the sum of $9,831.42 as full and final settlement of a claim made by Arbella Mutual Insurance Co., as subrogee of Ms. Michaud.

As you will see from the attached, the City conducted a thorough investigation into the facts of this claim and determined that a city vehicle was in fact involved in a collision involving Ms. Michaud causing significant damage to her vehicle. Funds are available in Acct # 0110841-572500 Legal Claims/Settlements.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller

Ruthanne Fuller
Mayor

LAW DEPARTMENT

CITY OF NEWTON, MASSACHUSETTS
CITY HALL
1000 COMMONWEALTH AVENUE
NEWTON CENTRE, MA 02459
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CITY SOLICITOR
ALISSA O. GIULIANI

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JENNIFER C. PUCCI
ANDREW S. LEE
CAROLYN A. WEISMAN

February 3, 2021

Mayor Ruthanne Fuller and City Council
City of Newton
1000 Commonwealth Avenue
Newton Centre MA 02459

RE: *Arbella Mutual Insurance Co. as subrogee of Susan Michaud v. City of Newton*
File # 19-400

Dear Mayor Fuller and Honorable City Councilors:

On June 26, 2019, a vehicle owned by the City of Newton and operated by a City employee was involved in a collision at the intersection of Cabot and Blake Streets in Newton. A thorough investigation into the matter was conducted and it was determined that the City would likely be found liable for damages in connection with this incident in a court of competent jurisdiction.

The investigation revealed that the City vehicle was traveling northbound on Blake St. and attempted to make a left hand turn onto Cabot St. At the time of the collision, the other vehicle was fully stopped along Cabot St. to allow the City vehicle to make the turn from Blake to Cabot. Ms. Michaud, the driver of the other vehicle, was obeying all applicable traffic laws. The City vehicle made contact with Ms. Michaud's car, causing significant damage to the front end and right side of her vehicle.

Arbella Mutual Insurance Co., as subrogee of Ms. Michaud, made a timely and proper claim pursuant to M.G.L. c. 258 seeking $13,108.56 in property damage. An offer was extended to Arbella in the amount of $9,831.42 to settle all claims against the City arising out of this incident, and that offer was accepted.

Therefore, I respectfully request that you docket this item seeking to appropriate $9,831.42 from the Reserve Account and to authorize the expenditure thereof as full and final settlement of this claim against the City.

Thank you for your attention in this matter.

Very truly yours,

/s/ Maura E. O'Keefe
Maura E. O'Keefe
Assistant City Solicitor

68-21

RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

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(617) 796-1100
Telefax
(617) 796-1113
TDD
(617) 796-1089
E-mail
rfuller@newtonma.gov

February 10, 2021

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

Councilors:

I write to docket for your consideration a request to transfer the sum of $100,000 from Acct # 0110498-579000 to a project account to be managed by the City Clerk's Office to fund the city-wide special municipal election that will be held on March 16, 2021.

As you know, there are currently two vacant city-wide City Council seats; the first resulting from the election of Jake Auchincloss to the U.S. Congress, and the second resulting from the sad, untimely death of Jay Ciccone.

We will track these expenditures carefully and will apply for CARES Act reimbursement for any costs that are attributable to COVID-19 safety precautions.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller

Ruthanne Fuller
Mayor

FUND	ORG	ORG	OBJ	ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	
0001	0110162	0110162	511001	0001-001B-00100	ELECTIONS-FULL TIME SALARIES	117,895	
0001	0110162	0110162	511103	0001-001B-00100	ELECTIONS-OFFICIALS W/BENEFITS	3,952	
0001	0110162	0110162	512001	0001-001B-00100	ELECTIONS-SEASONAL WAGES	42,000	
0001	0110162	0110162	513010	0001-001B-00100	ELECTIONS-REGULAR OVERTIME	1,500	
0001	0110162	0110162	513040	0001-001B-00100	ELECTIONS-WORK BY OTHER DEPTS.	43,000	
0001	0110162	0110162	514001	0001-001B-00100	ELECTIONS-LONGEVITY	1,250	
0001	0110162	0110162	514402	0001-001B-00100	ELECTIONS-ELECTION TRAINING ST	4,725	
0001	0110162	0110162	515102	0001-001B-00100	ELECTIONS-CLEANING ALLOWANCE	500	
0001	0110162	0110162	524100	0001-001B-00100	ELECTIONS-SOFTWARE MAINTENANCE	6,000	
0001	0110162	0110162	527500	0001-001B-00100	ELECTIONS-RENTAL/LEASE - PROPE	1,000	
0001	0110162	0110162	529000	0001-001B-00100	ELECTIONS-CLEANING/CUSTODIAL S	2,000	
0001	0110162	0110162	534010	0001-001B-00100	ELECTIONS-TELEPHONE	350	
0001	0110162	0110162	534100	0001-001B-00100	ELECTIONS-POSTAGE	5,000	
0001	0110162	0110162	534200	0001-001B-00100	ELECTIONS-PRINTING	4,000	
0001	0110162	0110162	534300	0001-001B-00100	ELECTIONS-ADVERTISING/PUBLICAT	2,500	
0001	0110162	0110162	542000	0001-001B-00100	ELECTIONS-OFFICE SUPPLIES	1,000	
0001	0110162	0110162	558500	0001-001B-00100	ELECTIONS-COMPUTER SUPPLIES	1,500	
0001	0110162	0110162	558600	0001-001B-00100	ELECTIONS-VOTING SUPPLIES	5,000	
0001	0110162	0110162	571100	0001-001B-00100	ELECTIONS-IN-STATE CONFERENCES	400	
0001	0110162	0110162	571200	0001-001B-00100	ELECTIONS-REFRESHMENTS/MEALS	1,000	
0001	0110162	0110162	57DENT	0001-001B-00100	ELECTIONS-DENTAL INSURANCE	582	
0001	0110162	0110162	57HLTH	0001-001B-00100	ELECTIONS-HEALTH INSURANCE	19,012	
0001	0110162	0110162	57LIFE	0001-001B-00100	ELECTIONS-BASIC LIFE INSURANCE	57	
0001	0110162	0110162	57MEDA	0001-001B-00100	ELECTIONS-MEDICARE PAYROLL TAX	2,806	
0001	0110162	0110162	57OPEB	0001-001B-00100	ELECTIONS-OPEB CONTRIBUTION	1,800	
0001	0110162	0110162	585152	0001-001B-00100	ELECTIONS-ELECTIONS FURNITURE	5,000	
						111,725	Total of G