



Finance Committee Agenda

RECEIVED
By City Clerk at 2:33 pm, Sep 22, 2016

City of Newton In City Council

Monday, September 26, 2016

7:00 PM
Room 211

Items Scheduled for Discussion:

#320-16 Request to appropriate \$50,000 to settle a claim
HIS HONOR THE MAYOR requesting authorization to appropriate fifty thousand dollars (\$50,000) from the Judgments and Settlements Account as full and final settlement of a claim against the Newton Public Schools. 09/14/16 @ 1:10 PM]
Note: A motion for Executive Session may be entertained when this item is discussed.

#321-16 Request to appropriate \$10,488.03 to settle a claim
HIS HONOR THE MAYOR requesting authorization to appropriate ten thousand four hundred eighty-eight dollars and three cents (\$10,488.03) from the Judgments and Settlements Account as full and final settlement of Commerce Insurance Company's claim against the City of Newton. 09/14/16 @ 1:10 PM]

Referred to Public Facilities and Finance Committees

#191-16 Funding to relocate the Zervas modulars to NSHS and Brown Middle School
HIS HONOR THE MAYOR requesting authorization to transfer the sum of five hundred thousand dollars (\$500,000) to the Public Buildings Department for the purpose of funding the relocation modular classrooms from the Zervas Elementary School to Newton South High School and Brown Middle School from the following accounts:

<u>Department</u>	<u>Account</u>	<u>Amount</u>
Executive Office	Full-time Salaries	\$40,000
Treasury	Debt Service (010772-582A48)	\$403,784
Treasury	Debt Service (010772-582A49)	\$21,216
Financial Info Systems	Full-time Salaries	\$35,000

Public Facilities Approved 7-0 (Laredo not voting) on 09/21/16

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.

Referred to Programs & Services and Finance Committees

- #322-16 Request for \$500,000 for removal of 2,500 tree stumps**
HIS HONOR THE MAYOR requesting authorization to appropriate five hundred thousand dollars (\$500,000) from Free Cash for the purpose of funding the removal of approximately 2,500 tree stumps located throughout the City, as a result of the city's aggressive tree removal program to remove the most dangerous trees throughout the City. [09/12/16 @ 3:48 PM]
Programs & Services Approved 6-1 (Auchincloss opposed)

Referred to Public Facilities and Finance Committees

- #323-16 Request for \$300,000 for funding to purchase sand and salt spreaders**
HIS HONOR THE MAYOR requesting authorization to appropriate three hundred thousand dollars (\$300,000) from Free Cash for the purpose of providing funding for sand and salt spreaders for the Public Works Department's snow operations. [09/14/16 @ 1:10 PM]
Public Facilities Approved 6-0 (Lappin, Laredo not voting) on 09/21/16

Referred to Public Safety, Public Facilities and Finance Committees

- #324-16 Request for \$75,000 for design of two intersection improvement projects**
HIS HONOR THE MAYOR requesting authorization to appropriate seventy-five thousand dollars (\$75,000) from Free Cash for the purpose of funding design engineering services for the Dedham at Nahanton and Dedham at Brookline Streets Intersection Improvement Project. [09/12/16 @ 3:48 PM]
Public Safety Approved 6-0 on 09/21/16
Public Facilities Approved 8-0 on 09/21/16

Referred to Public Safety, Public Facilities and Finance Committees

- #325-16 Request for \$250,000 for design services for the West Newton Square rehab**
HIS HONOR THE MAYOR requesting authorization to appropriate two hundred fifty thousand dollars (\$250,000) from Free Cash for the purpose of funding design engineering services for the West Newton Square Rehabilitation Project. [09/12/16 @ 3:48 PM]
Public Safety Approved 6-0 on 09/21/16
Public Facilities Approved 8-0 on 09/21/16

Referred to Programs & Services and Finance Committees

- #306-16 Request to review and possibly adjust the City Clerk's salary**
COUNCILORS LENNON AND LAPPIN requesting a salary review and possible ordinance amendment to adjust the salary of the City Clerk/Clerk of the City Council pursuant to Article XI of the Rules and Orders of the City Council 2016-2017. [08/24/16 @ 2:41 PM]
Prog & Serv Approved 6-0-1 (Sangiolo abstaining) @ \$128,269 on 09/21/16

#319-16 **Acceptance of \$3,497 from the Middlesex Attorney's Office for overtime costs**
HIS HONOR THE MAYOR requesting authorization to accept and expend three thousand four hundred ninety-seven dollars (\$3,497) which was allocated on February 23, 2016 from the Middlesex District Attorney's Office to fund overtime costs for conducting an inventory of evidence under the NIJ Post-conviction Testing of DNA Evidence to Exonerate the Innocent Program. 09/12/16 @ 3:48 PM]

#318-16 **Mayor's reappointment of Shawn Murphy as a Constable**
SHAWN T. MURPHY, 11 Morrill Street, West Newton reappointed as a Constable for the City of Newton for a term of office to expire September 15, 2019. (60 days 11/17/16) [09/12/16 @ 4:27 PM]

Items Not Scheduled for Discussion at this Meeting:

Referred to Zoning & Planning and Finance Committees

#270-16 **Request to Amend Demolition Delay Ordinance**
COUNCILORS HESS-MAHAN, LEARY, SCHWARTZ, AUCHINCLOSS, SANGIOLO, AND BAKER requesting amendments to Chapter 22, Division 2. Demolition Delay, of the Revised Ordinances to increase sanctions for failure to comply with the conditions of a demolition permit and/or demolition of a structure without an appropriate permit. [07/21/16 @11:40 AM]

Referred to Public Facilities and Finance Committees

#257-16 **Delegate quinquennial perambulation to City Engineer and GIS Administrator**
CITY CLERK requesting that the City Council officially delegate the responsibility of Quinquennial Boundary Line Perambulation to the City Engineer and the City GIS Administrator as required by Massachusetts General Law Chapter 42, Section 2, which states that "the boundary markers of every town shall be located, the marks thereon renewed, and the year located marked upon the face thereof which bears the letter of the town locating its boundary, once every five years, by at least two of the selectmen of the town or by two substitutes designated by them in writing." [06/22/16 @ 11:35 AM]

Referred to Zoning & Planning, Programs & Services and Finance Committees

#256-16 **Request to extend notification area of notice for special permit petitions**
COUNCILORS COTE, NORTON, HARNEY, BLAZER, BROUSAL-GLASER, AND LEARY requesting an amendment to the City Council Rules, Article X; Section 6 – Additional Notification Requirements, to include that the area of notice for special permit petitions be expanded beyond the abutters to abutters within 300' required by Massachusetts General Law Chapter 40A to also include property owners within 600' of the subject property. This notification will apply to all classes of building except for residential 1 and 2-family units that will remain 1 or 2-family units after receiving a special permit. Only abutters to

abutters within 300' will be entitled to the rights conferred by Massachusetts General Law Chapter 40A. [07/01/16 @2:09 PM]

#173-16 Interest charges on late payment of utility bills
COUNCILOR SANGIOLO requesting creation of a policy or ordinance related to interest charges on late payments of utility bills to the City and proportional return of interest charges if or when the utility bill is abated. [04/27/16 @ 1:39 PM]

#209-16 Discussion of expenditures related to the Complete Streets Grant
COUNCILOR FULLER requesting discussion regarding expenditures related to the Complete Streets grant with representatives of the Department of Public Works. [05/26/16 @ 1:11 PM]

Referred to Programs & Services, Public Facilities and Finance Committees

#175-16 Authorization to enter into a settlement agreement with National Grid.
HIS HONOR THE MAYOR requesting authorization for the City to enter into a settlement agreement with Boston Gas Company d/b/a National Grid. [04/25/16 @ 6:52 PM]
[05/09/16 @ 4:59 PM]

#112-16 Appropriation of mitigation funds for pedestrian and traffic improvements
HIS HONOR THE MAYOR requesting authorization to appropriate and expend the following Mitigation Funds:

A. Village Café at 719 Washington Street	\$2,500
B. 258 Nevada Street at Linwood Street	\$1,500
C. Cherry Street at Washington Street	\$2,000
D. O'Hara's Restaurant, Newton Highlands	\$2,500
E. Rox Diner Parking & Pedestrian Improvements	\$2,500
G. Canton Circle LLC, 714-724 Beacon Street	\$10,000

#40-16 Request to accept MGL 149 Sec 148C related to earned sick time for employees
COUNCILOR SANGIOLO requesting that City of Newton formally accept and/or take all necessary steps to accept Massachusetts General Law Chapter 149, Section 148C, in order to qualify full-time, part-time, seasonal, and temporary employees coverage under the earned sick time regulation, 940 CMR 33, as approved by the voters of Massachusetts in the 2014 Election as Ballot Question 4 – Earned Sick Time for Employees. [01/19/16 @ 2:35 PM]

#287-15 Submittal by the Mayor of the 5-Year Financial Forecast
HIS HONOR THE MAYOR submitting the FY 2017-FY 2021 5-Year Financial Forecast for Board of Aldermen review/acceptance. [10/01/15 @ 1:53 PM]

Referred to Public Facilities and Finance Committees

#223-15 **Discussion on the process of licensing the use of city buildings**
ALD. LAREDO requesting a discussion of the process of licensing the current and future use of city building, including: (a) how licensees may request the use of city buildings; (b) the process for determining which licensees will get the use of city buildings; (c) how the fees for the use of city buildings are set; and (d) how the current process compares to the process for permitting the use of school buildings. [08/13/15 @ 11:20 AM]

#190-15 **Discussion of a policy to record all meetings and post all meeting materials**
online
ALD. SANGIOLO requesting a discussion with the Executive Department relative to creating a policy to require audio recordings of all meetings of boards and commissions and requiring them to be posted to the City's website, as well as posting of all documentation that is reviewed by boards and commissions and/or by their designated City staff member.

Referred to Zoning & Planning, Land Use and Finance Committees

#104-15 **Qualification of affordable units developed at Comm Ave, Pearl St, and Eddy St**
ALD. JOHNSON, LAREDO, AND GENTILE requesting a report from the Planning Department re how many of the affordable units developed at Commonwealth Avenue, Pearl Street, and Eddy Street qualify for inclusion on the State's Subsidized Housing Inventory List; if a property is not on the list, what can be done to make it eligible. [04/09/15 @ 12:00 PM]

#31-15(3) **Discussion of Financial Impact of Leaf Blower Ban on Newton's Budget**
PROGRAMS & SERVICES COMMITTEE requesting a discussion of the financial impact of a seasonal leaf blower ban on the City's operating budget. [03/24/16 @1:41 PM]

Referred to Programs & Services and Finance Committees

#31-15(4) **Amend Chapter 20 Section 51 Civil Fine for Littering to Include Yard Waste**
PROGRAMS & SERVICES COMMITTEE requesting that the City of Newton Ordinances Chapter 20, Section 51, Depositing of Litter, be amended to include leaves, yard waste, and other similar material, and that civil fines be associated with violations of the section and added to Chapter 20, Section 21. [03/24/16 @1:41 PM]

Referred to Land Use and Finance Committees

#49-14 **Implementation of technology to monitor compliance with special permits**
LAND USE COMMITTEE requesting discussion with the Chief Financial Officer and the Chief Information Officer regarding the critical need to implement

technology which enables the development, management and use of shared, searchable, mobile-accessed (both read and write) database which contains parcel-based information that can be accessed by all city departments (including Planning, Inspectional Services (ISD), Assessing, Engineering, Fire, Police, Health), the Board of Aldermen and the community. This technology must support the work of ISD and other departments in both the office and the field to more effectively and efficiently monitor and enforce compliance with approved special permits and other related Board Orders. [02/10/14 @ 6:47 PM]

#248-12 **Ordinance amendments to Article IV Purchases and Contracts**
RECODIFICATION COMMITTEE recommending that **ARTICLE IV. PURCHASES AND CONTRACTS, Secs. 2-182 through 2-205**, be amended to make it consistent with state law.

Respectfully submitted;

Leonard J. Gentile, Chair



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#320-16

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(617) 796-1100

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(617) 796-1113

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(617) 796-1089

E-mail
swarren@newtonma.gov

September 14, 2016

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

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to appropriate the sum of \$50,000 from the Judgments and Settlements Account as full and final settlement of a claim against the Newton Public Schools.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

RECEIVED
NEWTON CITY OFFICE
2016 SEP 14 PM 1:10
DAVID A. OLSON, CLERK
NEWTON, MA 02459

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
DONNALYN B. LYNCH KAHN

DEPUTY CITY SOLICITORS
QUIDA C.M. YOUNG
ANGELA BUCHANAN SMAGULA
JEFFREY A. HONIG

ASSISTANT CITY SOLICITORS
MARIE M. LAWLOR
ROBERT J. WADDICK
MAURA E. O'KEEFE
ALAN D. MANDL
JULIE B. ROSS
JILL M. MURRAY
SUZANNE P. EGAN

September 12, 2016

Mayor Setti D. Warren
City of Newton
1000 Commonwealth Avenue
Newton Centre, MA 02459

RE: Student litigation claim

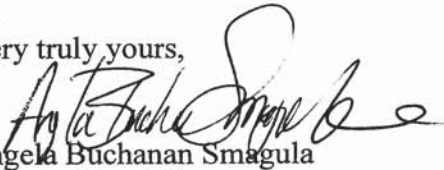
Dear Honorable Mayor Warren:

The claims in the above-reference matter stem from incidents in September 2013 when staff members of Oak Hill Middle School physically restrained a student on three (3) occasions in response to the student's behavior. On September 2, 2015, the minor child and his parents made claims for injuries, emotional distress and loss of consortium, seeking \$250,000 in damages. Further, the parents and student indicated that they would also pursue civil rights claims which, unlike state tort claims, have no cap of damages and, if the City is found liable, plaintiffs are entitled to attorney's fees.

The parties have been exploring settlement and have arrived at a negotiated compromise of \$50,000, which we believe is reasonable, and consistent with damage cases of this nature.

Therefore, I respectfully request that you docket this item seeking to appropriate \$50,000 and authorize expenditure thereof as full and final settlement of this claim against the City of Newton.

Very truly yours,


Angela Buchanan Smagula
Deputy City Solicitor



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

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swarren@newtonma.gov

September 14, 2016

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

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to appropriate the sum of \$10,488.03 from the Judgments and Settlements Account for full and final settlement of Commerce Insurance Co.'s claim against the City of Newton.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

RECEIVED
NEWTON CITY HALL
2016 SEP 14 PM 1:10
David A. Olson, Clerk
Newton, MA 02459

LAW DEPARTMENT



CITY OF NEWTON, MASSACHUSETTS

CITY HALL

1000 COMMONWEALTH AVENUE

NEWTON CENTRE, MA 02459

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JILL M. MURRAY
SUZANNE P. EGAN

September 14, 2016

Mayor Setti D. Warren and Board of Aldermen
City of Newton
1000 Commonwealth Avenue
Newton Centre, MA 02459

RE: *Commerce Insurance Co. as subrogee of Eleanor Robinson v. City of Newton*
File No. 15-480

Dear Mayor Warren and Honorable Board of Aldermen:

On August 28, 2015, a vehicle owned by the City of Newton and operated by a City of Newton employee was involved in a collision at the intersection of Thomas Moore Road and Beacon Street in Newton. A thorough investigation into the incident was conducted and it was determined that the City would likely be found liable for damages connected to this incident in a court of competent jurisdiction.

The investigation revealed that the City vehicle was located on St. Thomas Moore Rd. and was attempting to cross traffic on Beacon St. in order to travel on to Gate House Rd. The City operator approached the intersection and came to a full stop at the stop sign. A third party was waiting to take a left from the eastbound direction of Beacon St. onto St. Thomas Moore Rd. and motioned for the City driver to cross in front of him. The City driver attempted to travel through the intersection, but did not see the Honda civic, operated by Ms. Robinson until the point of impact. Ms. Robinson was traveling east on Beacon Street, and was obeying all traffic laws at the time of the collision. Ms. Robinson was transported from the scene.

As a result of the accident, Ms. Robinson sustained substantial personal injury, and there was significant property damage to her vehicle.

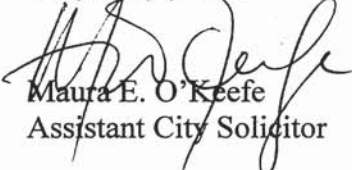
Commerce Insurance Co., as subrogee of Eleanor Robinson, made a timely and proper claim pursuant to M.G.L. c. 258 seeking \$13,984.04 for personal injury and property damages. The City entered into negotiations with the insurance company and offered \$10,488.03 in full and

final settlement of the claim. This amount satisfies all claims made by Commerce Insurance Co. against the City arising out of this accident. This offer was accepted.

Therefore, I respectfully request that you docket this item seeking to appropriate \$10,488.03 from the Reserve Account and authorize the expenditure thereof as full and final settlement of Commerce Insurance Co.'s claim against the City of Newton.

Thank you for your attention in this matter.

Very truly yours,



Maura E. O'Keefe
Assistant City Solicitor



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#191-16

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swarren@newtonma.gov

September 9, 2016

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

RECEIVED
NEWTON CITY CLERK
2016 SEP -9 PM 12: 56
DAVID A. OLSON, CINC
NEWTON, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council amend *Docket Item # 191-16 HIS HONOR THE MAYOR requesting authorization to transfer the sum of five hundred thousand dollars (\$500,000) to the Public Buildings Department for the purpose of funding the relocation of modular classrooms from the Zervas Elementary School to Newton South High School and Brown Middle School* by replacing the sum of \$500,000 with the sum of \$600,000 and by replacing the source of funds from the following accounts:

Executive Office Full-time Salaries \$40,000
Treasury Debt Service (010772-582A48) \$403,784
Treasury Debt Service (010772-582A49) \$21,216
Financial Info Systems Full-time Salaries \$35,000

With the following source of funds:

\$600,000 from June 30, 2016 Certified Free Cash.

Timing delays and the covered walkway have caused the projected cost increase. Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

City of Newton



PUBLIC BUILDINGS DEPARTMENT

Josh Morse, Interim Building Commissioner

Telephone (617) 796-1600

FAX (617) 796-1601

TTY: (617) 796-1608

52 ELLIOT STREET

NEWTON HIGHLANDS, MA 02461-1605

Setti D. Warren

Mayor

September 20, 2016

Mayor Setti D. Warren
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

RE: Request for funds: Modular Classroom Move from Zervas to South High and Brown

Dear Mayor Warren:

The Public Buildings Department requests the sum of \$600,000.00 to fund the relocation of Modular Classrooms from Zervas to South High School and Brown Middle School. Below are the total costs for each school.

Brown \$350,860

South \$249,140

Total \$600,000

Should you have any questions regarding the above, please feel free to contact my office.

Sincerely,

Josh Morse
Public Buildings Commissioner

cc: Maureen Lemieux, Chief Financial Officer
Alex Valcarce, Program Director
Dori Zaleznik, Chief Admin Officer

Brown and NSHS Modular Project

Brown Modular

Design	\$ 20,860
Construction	\$300,000
Contingency/Misc	\$ 30,000
Total	\$350,860

NSHS Modular

Design	\$ 14,140
Construction	\$215,000
Contingency/Misc	\$ 20,000
Total	\$249,140



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#191-16

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E-mail
swarren@newtonma.gov

May 9, 2016

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

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to transfer the sum of \$500,000 to the Public Buildings Department for the purpose of funding the relocation of Modular Classrooms from Zervas to South High School and Brown Middle School.

As you know, four modular classrooms were moved from the Zervas Elementary School prior to its demolition. Those modular are currently stored at the Brown Middle School. Supporting details are attached.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

RECEIVED
NEWTON CITY CLERK
2016 MAY -9 PM 4:01
DAVID A. OLSON, CLERK
NEWTON, MA 02459

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

Vard
I Ellen Gibson
II Margaret Albright
III Angela Pitter-Wright
IV Diana Fisher Gomberg
V Steven Siegel
VI Ruth Goldman, Vice-Chairperson
VII Matthew Hills, Chairperson
VIII Margie Ross Decter

Newton School Committee
100 Walnut Street
Newtonville, MA
Tel (617) 559-6110
Fax (617) 559-6101
www.newton.k12.ma.us
schoolcommittee@newton.k12.ma.us

Mayor Setti Warren
#191-16
Ex officio



MEMO

To: Mayor Setti Warren
From: Lisa Mazzola
Re: School Committee
Date: May 9, 2016

RECEIVED
NEWTON CITY CLERK
2016 MAY 12 PM 1:15
DAVID A. OLSON, CITY CLERK
NEWTON, MA 02459

The School Committee at its May 9, 2016 meeting voted to approve the following item:

Motion proposed for vote:

To support this request for additional funds of \$500,000 to cover the siting, foundation and utility work, construction and interior finishing of two modular additions at Newton South and Brown. The modular additions will provide two classrooms at each school needed for the High School Stabilization Program and to accommodate enrollment at Brown.

Motion to approve was made by Pitter Wright and seconded by Goldman.
The motion passed 7-0-2 (absent Mayor Warren, Ross Decter).

cc: Sandy Guryan, Deputy Superintendent/Chief Financial Officer
Maureen Lemieux, Chief Financial Officer
David Olson, City Clerk
Dave Wilkinson, Comptroller

City of Newton



PUBLIC BUILDINGS DEPARTMENT

Josh Morse, Interim Building Commissioner

Telephone (617) 796-1600

FAX (617) 796-1601

TTY: (617) 796-1608

52 ELLIOT STREET

NEWTON HIGHLANDS, MA 02461-1605

Setti D. Warren

Mayor

May 2, 2016

Mayor Setti D. Warren
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

RE: Request for funds: Modular Classroom Move from Zervas to South High and Brown

Dear Mayor Warren:

The Public Buildings Department requests the sum of \$500,000.00 to fund the relocation of Modular Classrooms from Zervas to South High School and Brown Middle School. Below are the total costs for each school.

Brown \$224,860

South \$275,140

Total \$500,000

Should you have any questions regarding the above, please feel free to contact my office.

Sincerely,

Josh Morse
Public Buildings Commissioner

cc: Maureen Lemieux, Chief Financial Officer
Alex Valcarce, Program Director
Dori Zaleznik, Chief Admin Officer

BROWN - Modular Classrooms

4/24/2016

TEK Consultants, Inc

	Qty	Unit	Labor	Material	Total	RUNNING TOTALS
Grub Site		LS			1,000	\$ 1,450
Remove Fill / Excavate	100	LS			2,500	\$ 5,075
Sonotubes / Setting Plates/Prep Bldg Area Under Modulares (Stone) Helical piles		LS			11,500	\$ 21,750
Move and Reset Modulares(Ready to Trailer at Exist Site)		LS			10,000	\$ 36,250
Frame PT Skirt Structure	200	LF	1,500	1,000	2,500	\$ 39,875
Sht Mtl / Cement Bd Skirt 24-inches below grade	200	LF	1,500	1,000	2,500	\$ 43,500
Patch Roofing at Modular Units		LS	1,000	1,000	2,000	\$ 46,400
New Gutters and Downspouts to Grade		LS	2,000	2,000	4,000	\$ 52,200
Electrical Power Feed - Power distribution		LS			20,000	\$ 81,200
Assume light fixtures are operable (Remove/Reset)		LS	1,500	500	2,000	\$ 84,100
Assume existing fire alarm devices to existing panels		LS			5,000	\$ 91,350
Assume new data and wireless lines to existing bldg	1800	SF			3,500	\$ 96,425
Assume new security alarm devices to metal bldg panel (By Owner)					0	\$ 96,425
RTU's - Assume Operable, but need to Reset/Start Up / New Trunk	2	LS			2,500	\$ 100,050
HVAC - reconnect/clean ductwork and registers		LS	1,500	500	2,000	\$ 102,950
Gas Piping - Connect to existing building		LS	5,000	2,500	7,500	\$ 113,825
Demo Existing ACT / Keep Grid / Adjust - Replace Small % of Tile in Modulares	1800	SF			4,500	\$ 120,350
Patch VCT in Modulares		LS			2,500	\$ 123,975
Interior Wall Patching / Mold Remediation		LS			3,000	\$ 128,325
Paint all surfaces - Entire Project - NOT REQUIRED					0	\$ 128,325
New Window Shades - NOT REQUIRED					0	\$ 128,325
Assume MB's and TB's are OK as-is					0	\$ 128,325
Access Ramp / Walkway - Slab on Grade / Support Stone					9,750	\$ 142,463
Access Ramp Sonotubes / Framing Canopy / Roof / Liteing					5,000	\$ 149,713
Exterior Doors / Cut into Modular Wall - Patch Existing	2	Ea			2,500	\$ 153,338
Steel Ramp					18,000	\$ 179,438
Patch Hardy Plank		LS			2,500	\$ 183,063
Rate Existing Building Openings	475	SF			7,500	\$ 193,970

NSHS Alternative HS - Modular Classrooms

4/24/2016

TEK Consultants, Inc

	Qty	Unit	Labor	Material	RUNNING TOTAL	
					Option 3	Option 3
Clear Trees / Grub Site		LS			2,500	\$ 3,625
Remove Fill / Excavate	100	CY	5,000	2,500	2,000	\$ 6,525
Sonotubes / Setting Plates/Prep Bldg Area Under Modulators (Stone) Helical Piles	30	Ea	12,500	4,500	11,500	\$ 23,200
Move and Reset Modulators(Ready to Trailer at Exist Site)		LS			10,000	\$ 37,700
Frame PT Skirt Structure	250	LF	1,500	1,000	2,500	\$ 41,325
Sht MH / Cement Bd Skirt 24-inches below grade	250	LF	1,500	1,000	2,500	\$ 44,950
Patch Roofing at Modular Units		LS	1,000	1,000	2,000	\$ 47,950
New Gutters and Downspouts to Grade		LS	1,000	1,000	2,000	\$ 50,750
Electrical Power Feed - Power distribution		LS			7,500	\$ 61,625
Assume light fixtures are operable (Remove/Reset)		LS	0	0	500	\$ 62,350
Assume existing fire alarm devices to existing metal bldg panel system		LS			3,000	\$ 66,700
Assume new data and wireless lines to metal bldg	1800	SF			3,000	\$ 71,050
Assume new security alarm devices to metal bldg panel (By Owner)		LS			500	\$ 71,775
RTU's - Assume Operable, but need to Reset /Start Up / New Trunk	2	Ea	5,000	0	5,000	\$ 79,025
HVAC - reconnect/clean ductwork and registers		LS	0	0	2,000	\$ 81,925
Gas Piping - Connect to existing building		LS	3,000	1,500	4,500	\$ 88,450
Remove Vanities / Patch		LS			1,000	\$ 89,900
Demo Existing ACT / Keep Grid / Adjust - Replace Tile in Modulators	1800	SF			12,500	\$ 108,025
New VCT/VCB in Existing Modular CR's + Luann encapsulate	1800	SF			9,000	\$ 121,075
Interior Wall Patching		LS			2,000	\$ 123,975
Paint all surfaces - Entire Project					10,000	\$ 138,475
New Window Shades - NOT REQUIRED					0	\$ 138,475
Assume MB's and TB's are OK as-is					0	\$ 138,475
Access Ramp / Walkway - Slab on Grade / Support Stone		LS			9,500	\$ 152,250
Access Ramp Sonotubes / Framing Canopy / Roof / Liteing		LS			7,500	\$ 163,125
Exterior Doors / Cut inot Modular Wall - Patch Existing (Double Door)	1	Ea	1,000	1,000	2,000	\$ 166,025
PT Stairs / Rails		LS	1,000	1,500	2,500	\$ 169,650
Steel Ramp					18,000	\$ 195,750
Concrete Walks	600	SF	500	500	2,500	\$ 199,375
New Partitions (Exist Bldg)	250	SF		N/A		\$ 199,375
Doors / Frames / Hardware (Exist Bldg)	2	Ea	1,500	1,500	3,000	\$ 203,725
Re-work Electrical / Liteing / Fire Alarm /		LS			5,000	\$ 210,975
Re-Work HVAC		LS			2,700	\$ 214,890
Architectural - Ceilings / Paint / Floor	5,000	SF			0	\$ 214,890
Siding Hardy Plank (over existing T-111 siding)		SF	0	0	16,000	\$ 238,110
						\$ 11,905
5% Contingency						\$ 25,125
Design						\$ 275,140
Project Total						\$

**Design and Installation of (4) four ModularClassrooms @ (3) Three Schools - Estimated Cost
(Zervas (2), Horace Mann & Burr Schools)**

6/27/2011

Base Bid	
(3 year or newer modulators, meeting current code)	
Modulars (4)	142,500 \$ 570,000
Storm Water Mitigation	\$ 35,000
Site Work	\$ 75,000
Utilities	\$ 50,000
Unit Upgrades	\$
SUBTOTAL	\$ 730,000
5% Contingency	\$ 36,500
Construction	\$ 766,500
Design Fee	\$ 140,000
Modulars	\$ 90,000
Sprinkler System	\$ 50,000
Project Total	\$ 906,500 *
Less Original Schematic Design Appropriation	\$ (75,000)
Additional Funding Request	\$ 831,500

Alternate #1	
(New units meeting stretch code and the Oak Hill modular base bid from 2010)	
Modulars (4)	142,500 \$ 570,000
Storm Water Mitigation	\$ 35,000
Site Work	\$ 75,000
Utilities	\$ 50,000
Unit Upgrades	\$ 87,500
SUBTOTAL	\$ 817,500
5% Contingency	\$ 40,875
Construction	\$ 858,375
Design Fee	\$ 140,000
Modulars	\$ 90,000
Sprinkler Systems	\$ 50,000
Project Total	\$ 998,375 *
Less Original Schematic Design Appropriation	\$ (75,000)
Additional Funding Request	\$ 923,375

Alternate #2	
(New units meeting stretch code, Oak Hill 2010 base bid plus all alternates from the bid)	
Modulars (4)	142,500 \$ 570,000
Storm Water Mitigation	\$ 35,000
Site Work	\$ 75,000
Utilities	\$ 50,000
Unit Upgrades	\$ 175,000.00
SUBTOTAL	\$ 905,000
5% Contingency	\$ 45,250
Construction	\$ 950,250
Design Fee	\$ 140,000
Modulars	\$ 90,000
Sprinkler Systems	\$ 50,000
Project Total	\$ 1,090,250 *
Less Original Schematic Design Appropriation	\$ (75,000)
Additional Funding Request	\$ 1,015,250

* does not include FFE & Technology



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#322-16

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(617) 796-1100

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(617) 796-1089

E-mail
swarren@newtonma.gov

September 12, 2016

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

RECEIVED
CITY OF NEWTON
2016 SEP 12 PM 3:48
DAVID A. OLSON, CLERK
NEWTON, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to appropriate the sum of \$500,000 from June 30, 2016 Certified Free Cash for the purpose of providing funding for the removal of approximately 2,500 tree stumps located throughout the City, as a result of the City's aggressive tree removal program which has attempted to identify and remove the most dangerous trees throughout the City.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

FY2017 STUMP GRINDING ACTION PLAN OPTIONS

2700 Stumps to be ground (*anticipated number by 12/1/16)

Person Hours needed to address 2700 Stumps

	Crew Hrs	Employee Hrs	
Stump grinding	2970	5940	2 people/ crew
Cleanup	1485	2970	2 people/ crew
Loam and seed	810	810	1 person
TOTAL HOURS	5265	9720	

Completion time period - December 1st through March 31st **83 Days**

Number of stumps per day to meet deadline **33**

Option 1

Description - All stumps ground, cleaned up, and loamed by contractor

Pro's	Con's
-Simple solution	-Very expensive
-Allows City Staff to prune 900 high risk trees	-May need multiple contractors due to quantity of work
-Does not require City to buy additional equipment	

TOTAL COST \$ 1,215,000

Option 2

Description - All stumps ground by Contractor. All cleanup done by Forestry Staff

Pro's	Con's
-Does not require City buy additional equipment	-Very expensive
	-May need multiple contractors due to quantity of work

TOTAL COST \$ 650,000

Option 3

Description - Stumps ground and cleaned up by Forestry Staff and other Division Staff

Pro's	Con's
-Does not use contractors	-Requires purchase of 6 new grinders
-Lower cost compared to other options	-Requires at least 9 people from other divisions daily
-Expense is one time every six to eight years	-Will require use of 4 small trucks from other divisions
	-Assumes no snow or weather events impacting work

Equipment Cost \$330,000

Operational Cost for grinders \$15,000

TOTAL COST \$345,000

Option 4

Description - Stumps ground by Forestry Staff and Contractor, cleaned up by other Division Staff.

Pro's	Con's
-Reduces need for Contractor	-Requires purchase of 3 new grinders
-Lowest cost compared to other options	-Requires at least 5 people from other divisions daily
	-Will require use of 1 small trucks from other divisions
	-Assumes no snow or weather events impacting work

Equipment Cost \$165,000

Operational Cost for grinders \$10,000

Contract Cost \$155,000

TOTAL COST \$330,000

Option 4 Selected

Option 5

Description:

Contractor grinds a portion of stumps from August through January
City Staff cleanup grindings on overtime August through October
City Staff cleanup grindings on straight time November through March
City Staff grinds stumps from December through March

Pro's	Con's
<ul style="list-style-type: none">-Reduces need for Contractor-Reduces use of staff from other Divisions-Eliminates need to use trucks from other divisions-Lower cost compared to some other options-Less effected by weather events-More sustainable approach for future years	<ul style="list-style-type: none">-Only addresses 2000 stumps (remainder do in FY2018)-Requires purchase of 2 new grinders-Assumes no snow or weather events impacting work

Equipment Cost	\$110,000
Operational Cost for grinders	\$7,000
Staff Overtime Costs	\$20,000
Contract Cost	\$220,000

TOTAL COST	\$357,000
-------------------	------------------



4 ndm
cost 357

Tree Removal, Stump Removal, and Emergency Expenses FY2017

Starting balance	\$ 460,000	<i>(includes 60k from carry over funds)</i>
Spent thru 8-13-16	\$ 230,000	<i>paid invoices</i>
Pending expenses thru 9-30-16	\$ 325,000	
Shortfall at completion of Risk Removals	\$ (95,000)	
Recommended Contract Reserve funds	\$ 40,000	<i>for small scale emergency issues thr 6-30-17</i>
Debris disposal costs thru 6-30-17	\$ 15,000	
Contract stump grinding work	\$ 155,000	
Stump Grinder Purchase Costs	\$ 175,000	
TOTAL PROJECTED SHORTFALL	\$ (480,000)	

FORESTRY RISK TREE STATUS UPDATE W/E 9-9-16

Tree Removals Locations						
	Currently Recorded Since 4/11/16	Projected Final Amount By 9/30/16	Done As of 9/9/16	To be Done		Done Last Week
Risk Level 11	453	455	434	21		22
Risk Level 10	412	420	380	40		32
Risk Level 9	92	95	83	12		7
totals	957	970	897	73		79

Tree Prune Locations						
	Currently Recorded Since 4/11/16	Projected Final Amount By 9/30/16	Done As of 9/9/16	To be Done		Done Last Week
Risk Level 10	438	440	137	301		14
Risk Level 9	762	780	124	638		8
Risk Level 8	457	460	51	406		2
totals	1657	1680	312	1345		24



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

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swarren@newtonma.gov

September 14, 2016

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

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to appropriate the sum of \$300,000 from June 30, 2016 Certified Free Cash for the purpose of providing funding for sand and salt spreaders for DPW snow operations. We believe the addition of these spreaders will create efficiencies in treating city streets during snow events and will generate significant cost savings.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

RECEIVED
Newton City Hall
2016 SEP 14 PM 1:10
DAVID A. OLSEN, CHIEF
NEWTON, MA 02459

City of Newton



Setti D. Warren
Mayor

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

To: Mayor Warren

Date: September 13, 2016

Request: Docket for Snow Equipment

Dear Mayor Warren,

I would like to request an appropriation of the sum of \$300,000 to outfit the Department of Public Work's vehicles and equipment with sand and salt spreaders for snow operations. We request the money in advance of the snow season to adequately outfit our fleet in preparation for the winter. The spreaders are vital in treating city streets during a snow event, and this purchase will aid in the department's mission of effective and efficient snow operations.

Best Regards,

A handwritten signature in black ink, appearing to read "Jim McGonagle".

Jim McGonagle
DPW Commissioner

Jim McGonagle
Commissioner

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

City of Newton



Setti D. Warren
Mayor

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

RECEIVED
By City Clerk at 4:38 pm, Sep 15, 2016

To: Newton City Council

From: Jim McGonagle, Commissioner DPW

Date: 9/15/16

DPW is requesting \$300,000 towards the purchase of salt spreading equipment:

Cost for twelve 6-8 cubic yard spreaders at \$24,000 each for a total of \$288,000.

Cost for three tractor mounted sidewalk salt spreaders at \$3600 each for a total of \$10,800.

Jim McGonagle
Commissioner

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



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

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September 12, 2016

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

RECEIVED
Newton Office
2016 SEP 12 PM 3:48
David A. Olson, Clerk
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to appropriate the sum of \$75,000 from June 30, 2016 Certified Free Cash for the purpose of providing funding for the design engineering services for the Dedham at Nahanton and Dedham at Brookline Streets Intersection Improvement project.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



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Mr. James McGonagle, Commissioner
 July 29, 2016
 Page 8

FEE

The Scope of Services **Phase 1 – Preliminary Design** and **Phase 2 –Final Design and Bid Document Preparation** are estimated at the lump sum fee of **\$73,500.00** based on the following Fee Schedule.

Fee Schedule

Phase 1 – Concept Development & Preliminary Design

Labor

1. Traffic Evaluations/Observations	\$ 9,500
2. Base Plan Prep/Site Visits	\$ 1,000
3. Conceptual Alternatives/Const. Est.	\$ 4,400
4. Preliminary Design	\$ 13,600
5. Meetings/Preparation	<u>\$ 6,200</u>
	\$ 34,700

Expenses

1. Survey	\$ 10,800
2. Traffic Counts	\$ 2,300
3. Misc. Expenses	<u>\$ 200</u>
	\$ 13,300

Phase 2 – Final Design & Contract Bid Document Prep.

1. Final Design	\$ 15,600
2. Bid Document Prep.	\$ 8,100
3. Meetings	<u>\$ 1,800</u>
	\$ 25,500

Total (Phases 1 & 2) **\$73,500**

The scope and fee for the follow-on services identified as **Phase 3– Bid and Construction Phase Services** will be established and negotiated with the City following completion of Phases 1 and 2.

SCHEDULE

Environmental Partners is prepared to commence on the above service immediately upon receipt of an executed Notice to Proceed. Environmental Partners will use its best efforts to perform all services as expeditiously as is consistent with professional skill and care and the orderly progress of the work. The schedule will primarily be dictated by the City's schedule for public meetings. Preparation for the first public meeting (data collection, traffic evaluations, topographic survey, base plan preparation and initial conceptual alternatives) is anticipated to be completed within 2 to 2.5 months of an executed Notice to Proceed depending on the City's schedule.



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

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(617) 796-1089

E-mail
swarren@newtonma.gov

September 12, 2016

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

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to appropriate the sum of \$250,000 from June 30, 2016 Certified Free Cash for the purpose of providing funding for the final design engineering services for the West Newton Square rehabilitation project.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

RECEIVED
Newton City Clerk
2016 SEP 12 PM 3:48
David A. Oisen, CMC
Newton, MA 02459

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE



April 12, 2016

Mr. Lou Taverna
City Engineer
Newton Department of Public Works
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

RE: Proposed Scope and Fee for West Newton Conceptual Design Study

Dear Mr. Taverna:

As discussed recently with Jerry Friedman of our office, we are pleased to provide you with our proposed scope of work and fee estimate to perform the West Newton Conceptual Design Study.

Both Jerry and I are residents of Newton. As such, we are keenly aware of the potential to enhance the character, functionality, and safety of the West Newton village center for all users through the application of Complete Streets principals. We are also committed to a thorough and engaging community process, so that this Study results in a single, community-endorsed alternative which can be brought forward through final design and construction in subsequent phases of this project.

Our team for this project consists of:

- **HDR Engineering, Inc.** for Project Management, traffic/transportation planning and engineering, civil engineering, and community outreach.

HDR is known to the City through our work on the Walnut Street project, and we are particularly proud of our track record in transformative Complete Streets projects. Recent work includes the Western Avenue project in Cambridge (recognized as "Best New Bicycle Facility in America" by the national group "People for Bikes"); work in Harvard Square over the past 10-years, including a current project to redesign the main plaza at the core of the Square; and the Commonwealth Avenue Phase 3 & 4 Project in Allston/Brighton, for which HDR is providing full civil, transportation, transit, and traffic engineering services.

Mr. Lou Taverna
Scope and Fee for West Newton Conceptual Design Study
Page 2 of 2

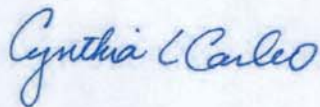
- **Klopfer Martin Design Group (KMDG)** for landscape architecture, urban design, and community outreach.

We are pleased to introduce KMDG to the City through this project. KMDG is an award-winning firm with a particular expertise in public realm projects, encompassing both streetscape and park designs. KMDG has been working in collaboration with HDR for the past several years on a re-envisioning of Kendall Square in Cambridge, including final design of Main Street in the heart of the Square, presently under construction. Other key KMDG projects include redesign of Boston's Causeway Street as part of the City's "Crossroads Initiative"; and redesign of Central Square in East Boston.

We look forward to working with you on this important project. If you have any comments or questions on the enclosed information, please do not hesitate to contact Project Manager Jerry Friedman directly, at 617-357-7731 or by email at Jerry.Friedman@hdrinc.com.

Very truly yours,

HDR Engineering, Inc.



Cynthia L. Carleo, P.E.
Associate Vice President
Area Manager, New England

Attachments

APPENDIX A – SCOPE OF SERVICES

WEST NEWTON CONCEPTUAL DESIGN STUDY, WEST NEWTON, MA

BACKGROUND

The City of Newton is seeking consulting services for the preparation of conceptual roadway and streetscape design alternatives for West Newton village and immediately adjacent areas. The primary goals of the study include:

- Applying a Complete Streets approach to the Washington Street corridor and its intersections, in order to prioritize pedestrian and bicycle safety and convenience and reduce vehicular dominance (while maintaining appropriate vehicular capacity and operations).
- Upgrading streetscape conditions in West Newton Square to create a more inviting pedestrian and business environment.
- Improving on the existing, somewhat confusing, vehicular and pedestrian circulation patterns.
- Optimizing operations for all modes (traffic signal timing/phasing; pedestrian and bicycle operations; transit)

Per discussions with the City, the Conceptual Design study will encompass the “greater” West Newton village area as shown in the figure below. This will allow for assessing the feasibility of roadway direction and circulation changes to the present Washington Street quasi-rotary configuration and the two Washington Street bridges over I-90.

The outcome of the study is intended to be a single preferred conceptual design alternative, endorsed by the community, to be brought forward through final design and construction under subsequent phases of this project.



Task 1. – PROJECT MANAGEMENT

1.1 – Project Management and Administration

HDR will monitor and coordinate Project schedules and budgets for the estimated Conceptual Design Phase duration of 26 weeks.

1. HDR will prepare monthly invoices including report of monthly activities and cover letter for submission to the City during this phase.
2. It is assumed that all work included in this Scope of Services will be completed in calendar year 2016.

1.2 – City Meetings

During the Conceptual Design Phase, various combinations of HDR team members will attend up to three (3) technical and progress meetings with the City. HDR will prepare an agenda and prepare and distribute meeting minutes after the meeting.

Task 2. – BASE MAPPING***2.1 – Compiled Base Map***

Per our discussions with the City, it is assumed that a complete and accurate topographic and right-of-way survey has been performed “by others” within the core study area of Washington Street, between Chestnut Street and approximately 1397 Washington Street, and this survey will be made available to HDR in AutoCAD format. No additional topographic or right-of-way survey will be performed as part of this Concept Design Phase.

Where base mapping or right-of-way delineation is required beyond the limits of the existing survey in order to fully define conceptual improvements, HDR will obtain and use GIS-based information from City and/or State sources.

HDR will compile the existing survey and additional GIS information into a combined base plan which will be used for subsequent concept development and stakeholder outreach.

Task 3. – OUTSIDE AGENCY COORDINATION***3.1 – Outside Agency Coordination***

It is anticipated that proposed conceptual designs may potentially impact roadways and other infrastructure which is not under City ownership or jurisdiction. HDR will attend up to four (4) meetings with representatives of non-City agencies including MassDOT, MBTA, and public and private utility companies in order to gather information on existing facilities, and present Conceptual Design ideas.

This task does not include the effort required to gain formal agency approvals, permits, licenses, etc. for impacts to non-City facilities.

Task 4. – TRANSPORTATION STUDIES AND CONCEPTUAL DESIGN***4.1 - Review Existing Information / Field Study / Data Collection***

HDR will collect and review plans and proposals from relevant City departments, neighborhood studies, large institutions, and other parties as they relate to transportation in the Study area. Documents to be reviewed include, but are not

limited to, the *West Newton Village Plan* (2011, MIT); *Washington Street Subregional Priority Roadway Study* (2015, CTPS); *City of Newton Bicycle Network Plan* (2013). We will also incorporate the best available information related to the projected traffic impacts on the Study Area from MassDOT's impending All Electronic Tolling (AET) project.

HDR will document existing transportation characteristics of the Study Area, both physical and operational, including sidewalk and roadway width, lane use and configuration, curb use regulations, transportation volumes (see proposed data collection program below) intersection geometry and control, crosswalk configuration and sightlines, and accident history.

Specific elements of the field survey and data collection process include the following (Note: It is our understanding that certain traffic counts, as identified in Section 4.1.2 below, have been performed "by others" in the fall of 2015 and will be provided by the City to HDR):

4.1.1 Peak Periods

Two hours during each of weekday AM and PM peak periods and Saturday midday shall be collected for data collection. However, data analysis shall be conducted for one peak hour within each peak period. The peak hour shall be determined using the counts conducted for the two hour peak period. The following two hours within each peak period shall be considered for data collection unless more localized data sets are available that dictate different peak periods: 7 am to 9 am; 11 am to 1 pm (Saturday Midday); and 4 pm to 6 pm.

4.1.2 Data Collection

A. Intersection Inventory

Intersection inventories shall be performed at the proposed study area locations identified in the next section. A field inspection shall determine overall roadway and pavement marking conditions, roadway geometry and lane widths, lane use configurations, bus stop locations, truck routes, bike routes/lanes, crosswalks, traffic control devices/restrictions, curbside regulations/on-street parking, permitted movements at each intersection, and peak hour signal timings. A complete photographic record of the field visit shall be prepared utilizing a digital camera. All high resolution digital photos and field inventories shall be submitted electronically (jpeg and pdf format).

B. Video Turning Movement Counts (VTMC's)

Video Turning movement counts (VTMC) shall be collected using video capturing methods for one representative weekday (Tuesday, Wednesday or Thursday) for the peak periods mentioned above and one Saturday midday period. Unless otherwise noted, all turning movement counts (VTMCs) shall identify vehicle classifications to include:

- Passenger car (include 4-tire vans and pick-up trucks)
- Light trucks
- Medium and Heavy trucks
- Buses
- Motorcycles
- Bicycles

These counts shall also include pedestrians using crosswalks by direction. If significant jay-walking is noted in the absence of a crosswalk, pedestrians shall still be counted by direction. VTMC and classification data shall be collected and summarized at 15-minute intervals.

Turning movement counts shall be collected at the following fifteen (15) locations unless otherwise noted (See Figure 1):

1. Washington Street and Watertown Street (*Data is available for Weekday only. HDR to obtain Saturday count)
2. Washington Street and Waltham Street (*Data is available for Weekday only. HDR to obtain Saturday count)
3. Washington Street and Highland Street (*Data is available for Weekday only. HDR to obtain Saturday count)
4. Washington Street and Cherry Street (Data is available for Weekday only. HDR to obtain Saturday count)
- 5/6. Washington Street and Elm Street (2 Locations)
7. Washington Street and I-90 Off-Ramp
- 8/9. Washington Street and Perkins Street (2 Locations)
10. Washington Street and Shaw Street
11. Washington Street and Putnam Street
12. Davis Street and Highland Street
13. Davis Street and Chestnut Street
14. Washington Street and Chestnut Street
15. Washington Street and Prospect Street (Data is available for Weekday am, pm, and school dismissal hours only. HDR to obtain Saturday count)

C. Automatic Traffic Recorder Counts (ATR's)

Twenty-four (24) hour Automatic Traffic Recorder Counts (ATRs) shall be collected at the locations listed below. The ATRs shall be collected by direction during the same time period as the VTMCs for a continuous 24-hour, seven-day period, which includes one weekend. The ATRs shall serve the purpose of back checking VTMCs as well as establishing time of the day and day of the week traffic trends. ATR data shall not include vehicle classifications or speeds.

HDR shall collect ATR data at the following eleven (11) locations (See Figure 1):

1. Washington Street between I-90 and Parking Lot Drive
2. Washington Street between Highland Street and Waltham Street
3. Highland Street between Washington Street and Davis Street
4. Washington Street overpass between Elm Street and Putnam Street
5. Washington Street overpass between I-90 Off Ramp and Perkins Street
6. Chestnut Street between Washington Street and Davis Street
7. Watertown Street just east of Washington Street
8. Waltham Street just north of Washington Street
9. I-90 Off Ramp just east of Washington Street
10. Washington Street just east of Shaw Street
11. Washington Street between Perkins Street and Prospect Street

D. Queue Length Observations

HDR will monitor and document current traffic conditions in terms of approach queue lengths at all study locations. Observations shall be made on each approach during each of the peak periods to establish average queue lengths. The documented queue lengths shall be later utilized for calibration of existing conditions analysis.

E. Crash Data

HDR will collect the crash data associated with all study intersections and their approaches from the Massachusetts Registry of Motor Vehicles (RMV) Crash Data System (CDS) and from City of Newton Police records. This data shall consist of information such as crash location, number of vehicles, number of

injuries or fatalities, type of collision, vehicle direction, and weather and road surface conditions. Where full crash reports are available, they shall be collected. At a minimum, crash data shall be collected for the latest three years of data availability. Where the latest three years of data does not produce records of 30-40 crashes, the time period searched shall be extended back such that this sample size is achieved.

4.2 – Operational Analysis

HDR will confirm areas of concern previously identified by City and others; and identify new areas of concern. Areas of concern will include pedestrian deficiencies (missing, circuitous or substandard crosswalks); bicycle deficiencies (substandard facilities, route discontinuities or areas of conflicts with other modes); and vehicular and parking/loading/transit/bus stop deficiencies or opportunities.

HDR will evaluate traffic calming tools to improve access and pedestrian safety. Curb extensions, crossing islands, raised intersections and side street ramp details; and signalization strategies will be considered as appropriate.

HDR will identify the existing bicycle facilities in and around the study area and will develop plans to connect and/or upgrade the facilities. Separated bicycle facilities; on-street bicycle lanes (conventional and buffered); shared lanes; bicycle markings; bicycle signals; protected intersection treatments; and other design techniques will be considered as appropriate.

HDR will perform a capacity analysis using the latest version of Synchro software (ver 8.0) to determine the current operational conditions and identify any capacity constraints. This analysis shall be utilized to determine the delays and levels of service (LOS) by approach and by intersection.

The impacts on traffic movement due to bus loading and unloading, parking activity, conflicting pedestrians, delivery vehicle activities, driveways and bicycle movements shall be taken into account during the analysis and potential improvements addressing the current issues shall be recommended.

The Synchro capacity analysis shall be repeated with the recommendations incorporated into the existing conditions analysis. The delay and LOS associated with the proposed conditions shall be provided as part of a technical memorandum

4.3 – Crash Analysis

HDR shall perform a crash analysis at each study intersection to determine locations where most crashes occur, causes of such crashes and potential improvements. This analysis shall focus on crashes involving fatalities, pedestrians and bicycles and will identify crashes by severity and collision type.

The average number of crashes per million vehicles entering (MPEV) shall be calculated for each intersection, and crash diagrams shall be produced for each intersection.

An analysis shall be performed which discusses crash rates in comparison to MassDOT District 6 averages, and shall identify common correctable crash causes. The analysis shall include discussion of total crashes, injury severity, pedestrian and bicycle crashes, and trends over time of each.

4.4 – Transportation Conceptual Designs and Memorandum

Based on the observations made, data collected, analysis performed and recommendations made, HDR shall develop a set of three alternative conceptual designs. The main objective of these designs shall be to address pedestrian and bicycle convenience and safety and overall operational issues while maintaining acceptable vehicular operations through the Study Area intersections and roadway segments.

The Conceptual Design will specify: basic roadway cross-section geometry and circulation direction; intersection geometry and control; complete streets and traffic calming elements, and curb lane usage and regulations. Each alternative will address all users of corridor (vehicular, pedestrian, bicycle, transit, parking, and loading).

Conceptual Designs may include proposals to alter geometry, direction, or cross-section characteristics of roadways which are not under City of Newton jurisdiction (i.e. MassDOT). HDR recognizes that it is a goal of the City to develop alternatives for City-owned roadways which are not dependent on revisions to MassDOT roadways, and Concepts will be developed which reflect that goal.

HDR will prepare a technical memorandum which documents activities of Tasks 4.1 through 4.3.

The Memorandum will be integrated and consistent with the concurrent submittal of Conceptual Design plans.

Task 5. – STREETScape ASSESSMENT AND CONCEPTUAL DESIGN**5.1 - Review Existing Information / Field Study / Site Analysis**

HDR team member KMDG will collect and review plans and proposals from relevant City departments, neighborhood studies, large institutions, and other parties as they relate to streetscape conditions in the Study Area. Documents to be reviewed include, but are not limited to, the *West Newton Village Plan* (2011, MIT); *Washington Street Subregional Priority Roadway Study* (2015, CTPS); *City of Newton Bicycle Network Plan* (2013).

KMDG will perform field observations and photo-documentation of existing sidewalks and open spaces and determine associated use patterns; and will document, analyze, and prepare recommendations for improvements.

KMDG will prepare a site furniture inventory for what is presently used within the Study Area, and discuss preferred furnishings with City.

KMDG will work with the City's Arborist to inventory existing trees and plantings in the Study Area, including condition, size, species, etc

5.2 – Develop Conceptual Streetscape Improvement Plans

KMDG will prepare recommendations for improved urban design/landscape materials and locations, consistent with the three (3) alternative transportation plans and cross-sections being developed as part of the Transportation tasks.

Conceptual Streetscape plans will include landscape and hardscape materials, Green Infrastructure improvements, lighting locations, and street furniture. Both design aesthetics and maintenance longevity will be considered.

KMDG will provide a preliminary palette of unified streetscape elements, including low-medium-high cost options for items including:

- Seating
- Planters
- Bicycle parking
- Opportunities for public art or performance
- Trash/recycling receptacles
- Ground plane treatments and pavements
- Plantings
- Lighting
- Transit amenities
- Wayfinding

In addition to general corridor streetscape designs, KMDG will provide specific conceptual designs (up to 3) for significant pedestrian plazas, pocket parks, etc. which may be developed in conjunction with roadway geometry revisions.

Task 6. – COMMUNITY AND STAKEHOLDER PROCESS

6.1 – Community and Stakeholder Process

General

HDR will assist City staff in coordinating and organizing for up to three (3) community meetings. HDR will be responsible for preparing schedules and agendas, taking, distributing, editing and filing meeting notes, and ensuring adequate follow up, subsequent to these meetings. All paper documentation specific to these meetings will be made available to the city in electronic format.

It is assumed the City will be responsible for pre-meeting mailings and notifications, and for meeting logistics.

HDR will develop suitable graphical materials to convey complex technical information including, but not be limited to,

- Traffic volumes, delay, LOS, crash data and speed.
- Pedestrian volumes, delay, LOS and crash data.
- Bicycle volumes, delay, LOS and crash data.
- Alternative circulation concepts.
- Alternatives for the various open spaces.
- Alternatives for the various sidewalk materials.
- Alternatives for the street lighting.
- Alternatives for street furniture and landscaping.

LIST OF DELIVERABLES:Task 1 – Project Management

- Monthly invoices and progress reports
- Meeting agendas and notes

Task 2 – Base Mapping

- Project base map, incorporating City-supplied surveys and supplemental GIS mapping

Task 3 – Outside Agency Coordination

- Meeting agendas and notes

Task 4 - Transportation Studies and Conceptual Design

- Traffic counts (raw data and diagrams)
- Annotated transportation base plan and photos showing existing conditions/opportunities/constraints
- Queue length summaries in graphical and tabular format
- Crash analysis, including graphics/tables/crash diagrams
- Capacity and Level of Service summaries for existing and proposed concept conditions
- Technical Memorandum containing:
 - Data collection and reduction methods
 - Summary of collected data
 - Summary of existing conditions
 - Recommended improvements
 - Summary of proposed conditions with improvements
- Conceptual design plans
 - 40-scale plans of overall Study Area (Washington Street, from west of Perkins to east of Chestnut).
 - 5 plan drawings x 3 alternatives = Fifteen (15) 40-scale sheets total
 - 20-scale plans of core Study Area (Washington Street, from westerly Washington Street bridge to Chestnut Street)
 - 4 plan drawings x 3 alternatives = Twelve (12) 20-scale sheets total

Task 5 – Streetscape Assessment and Conceptual Design

- Annotated streetscape base plan and photos showing existing conditions/opportunities/constraints; street furniture and trees
- Conceptual design plans (merged with transportation concepts from Task 4)
 - 20-scale plans of core Study Area (Washington Street, from westerly Washington Street bridge to Chestnut Street). Four (4) plan drawings x 3 alternatives = Twelve (12) 20-scale sheets total
- Graphic presentation of potential streetscape palettes

Task 6 – Community Stakeholder Process

- Public meeting materials, including presentation materials (electronic and hard copy); agendas, notes

SCHEDULE OF PERFORMANCE:

It is expected that scope of work tasks as described herein will be completed within 6 months from the Notice to Proceed/Contract Execution.



- Existing Weekday TMC Available - HDR to obtain Saturday TMC
- HDR to obtain Weekday and Saturday TMC
- HDR to obtain ATR

WEST NEWTON CONCEPTUAL DESIGN STUDY
FIGURE 1 - PROPOSED TRAFFIC COUNT LOCATIONS

CITY OF NEWTON, MA
WEST NEWTON CONCEPTUAL DESIGN STUDY

HDR Engineering, Inc.
April 8, 2016

Task #	Tasks	Project Manager (J. Friedman)			Project Engineer (T. Undris)			Civil Engineer (M. Golde)			Traffic Principal (L. Casinelli)			Sr. Traffic Engineer (E. Pelaez)			Traffic Engineer (E. Du)			Firm Hrs Total	Firm Fee Total
		hrs	rate	total	hrs	rate	total	hrs	rate	total	hrs	rate	total	hrs	rate	total	hrs	rate	total		
	Project Billing Rate for 2016		\$ 210.24	\$ -	\$ 132.53	\$ -	\$ 96.20	\$ -	\$ 254.94	\$ -	\$ 170.28	\$ -	\$ 86.64	\$ -							
TASK #1	Project Management	18	\$ 210.24	\$ 3,784.40	0	\$ 132.53	\$ -	6	\$ 96.20	\$ 577.21	0	\$ 254.94	\$ -	0	\$ 170.28	\$ -	0	\$ 86.64	\$ -	24	\$ 4,361.61
	1.1 Project Management and Administration	12			0			0			0			0			0				
	1.2 City Meetings (3)	6			0			6			0			0			0				
	Task #1 subtotal	18	\$ 3,784.40		0	\$ -		6	\$ 577.21		0	\$ -		0	\$ -		0	\$ -		24	\$ 4,361.61
TASK #2	Base Mapping	3	\$ 210.24	\$ 630.73	0	\$ 132.53	\$ -	24	\$ 96.20	\$ 2,308.84	0	\$ 254.94	\$ -	0	\$ 170.28	\$ -	0	\$ 86.64	\$ -	27	\$ 2,939.58
	2.1 Compiled Base Map	3			0			24			0			0			0				
	Task #2 subtotal	3	\$ 630.73		0	\$ -		24	\$ 2,308.84		0	\$ -		0	\$ -		0	\$ -		27	\$ 2,939.58
TASK #3	Outside Agency Coordination	20	\$ 210.24	\$ 4,204.89	0	\$ 132.53	\$ -	0	\$ 96.20	\$ -	0	\$ 254.94	\$ -	0	\$ 170.28	\$ -	0	\$ 86.64	\$ -	20	\$ 4,204.89
	3.1 Outside Agency Coordination	20			0			0			0			0			0				
	Task #3 subtotal	20	\$ 4,204.89		0	\$ -		0	\$ -		0	\$ -		0	\$ -		0	\$ -		20	\$ 4,204.89
TASK #4	Transportation Studies and Conceptual Design	33	\$ 210.24	\$ 6,938.07	0	\$ 132.53	\$ -	80	\$ 96.20	\$ 7,696.14	35	\$ 254.94	\$ 8,922.87	219	\$ 170.28	\$ 37,290.32	290	\$ 86.64	\$ 25,125.68	657	\$ 85,973.08
	4.1 Review Existing Info/Field Study/Data Collection	6			0			0			5			19			26				
	4.2 Operational Analysis (15 locations - Exist/No-build/built)	2			0			0			14			86			106				
	4.3 Crash Analysis	1			0			0			4			20			36				
	4.4 Transportation Conceptual Design and Memorandum	24			0			80			12			94			120				
	Task #4 subtotal	33	\$ 6,938.07		0	\$ -		80	\$ 7,696.14		35	\$ 8,922.87		219	\$ 37,290.32		290	\$ 25,125.68		657	\$ 85,973.08
TASK #5	Streetscape Assessment and Conceptual Design	6	\$ 210.24	\$ 1,261.47	0	\$ 132.53	\$ -	12	\$ 96.20	\$ 1,154.42	0	\$ 254.94	\$ -	0	\$ 170.28	\$ -	0	\$ 86.64	\$ -	18	\$ 2,415.89
	5.1 Review Existing Information/Field Study/Site Analysis	0			0			0			0			0			0				
	5.2 Develop Conceptual Streetscape Improvement Plans	6			0			12			0			0			0				
	Task #5 subtotal	6	\$ 1,261.47		0	\$ -		12	\$ 1,154.42		0	\$ -		0	\$ -		0	\$ -		18	\$ 2,415.89
TASK #6	Community and Stakeholder Process	30	\$ 210.24	\$ 6,307.34	0	\$ 132.53	\$ -	24	\$ 96.20	\$ 2,308.84	24	\$ 254.94	\$ 6,118.54	40	\$ 170.28	\$ 6,811.02	0	\$ 86.64	\$ -	118	\$ 21,545.74
	6.1 Community and Stakeholder Process	30			0			24			24			40			0				
	Task #6 subtotal	30	\$ 6,307.34		0	\$ -		24	\$ 2,308.84		24	\$ 6,118.54		40	\$ 6,811.02		0	\$ -		118	\$ 21,545.74
Subtotal		110	\$ 23,126.91		0	\$ -		146	\$ 14,045.46		59	\$ 15,041.40		259	\$ 44,101.34		290	\$ 25,125.68			

864
\$ 121,440.79

Misc. Expenses \$ 1,500.00
Traffic Counts (VTMC & ATR) \$ 20,000.00
Urban Designer - Tasks 5 and 6 (KMDG) \$ 25,500.00
TOTAL \$ 168,440.79

DAVID ANDREW OLSON

25 Baldwin Street
North Easton, MA 02356

508-395-6081 - Cell
617-796-1200 - Work
newtonclerk@yahoo.com - E-Mail

PROFESSIONAL EXPERIENCE:**THE CITY OF NEWTON, MA**

Newton, MA

City Clerk/Clerk of the City Council/Chief Election Official

2006 – present

As City Clerk and Clerk of the City Council I serve as the chief staff officer for Newton's City Council. I am assisted by a staff of thirteen and am responsible for all non-policy aspects of the Council's operations, the daily operations of the City Clerk's Office, the administration and running of Elections in Newton, and the oversight of the City's Municipal Archives Collections. I am responsible for making sure the work of the Council and its committees is carried out at the most effective possible level.

- Review all docket items submitted for consideration by the Council to ensure that the intent of each item is clear and in proper form, and for assisting the President in assigning docket items to appropriate Council Committees;
- Staff all meetings of the full City Council and provide guidance to the President and Vice President, with respect to parliamentary procedure and other matters arising at such meetings based on a solid knowledge of city ordinances and the Rules and Orders of the Council;
- Work with the President, Vice President and the committee chairs to determine what forms of support are required for each committee and its chair;
- Set challenging but realistic standards and expectations for committee clerks in their support of committees and their chairs and provide appropriate orientation, training, and oversight, to ensure that all committee clerks provide such support at a superior level;
- Facilitate contacts for Councilors with city officials and departments and outside agencies, including arranging for preparation of written communications to such persons and agencies requesting information or other assistance and following up, as necessary, on such requests;
- Manage, execute, and administer all legislative business between the City Council and city departments and other agencies and the residents of Newton;
- Work with Councilors to determine what research and archival retrieval is necessary or useful for consideration of docket items, assigns as appropriate to members of the Council Clerk's staff the conduct of such research and retrieval, and oversees the satisfactory completion of such research and retrieval;
- Ensure full compliance with all legal requirements with respect to public notice and other matters pertaining to any meeting of the full Council and of any of its committees;
- Appoint and manage the staff of the Council Clerk, including planning, training, oversight, and evaluation;
- Develop and manage an annual budget within the guidelines provided by the Mayor and the President of the Council;
- Maintain and process all vital statistics for the City of Newton as required by state law;
- Create all statistical reports for the City of Newton required by state law, including but not limited to reports of births, deaths, marriages, and adoptions;
- Maintain all official city records for the legislative branch of government and the various city departments, boards, and commissions;
- Issue all licenses and permits issued by or under the authority of the City of Newton and for maintaining a complete, accurate, and up-to-date file of all such licenses and permits;
- Ensure that all citizen requests for documents and information contained in the files maintained by the office of the City Clerk are answered promptly, courteously, and effectively.

THE TOWN OF EASTON, MA
Elections Warden

Easton, MA
 2008-2013

As an elections Warden for Precinct Two of the Town of Easton, MA I was responsible for scheduling and supervising poll workers for Town and State elections, leading the workers in poll set up and closing and ensuring the smooth operation of the polls during the course of elections. Was responsible for knowing and communicating all relevant election laws and dates and for maintaining order during the election.

THE NEWTON HISTORY MUSEUM AT THE JACKSON HOMESTEAD
Executive Director

Newton, MA
 2001 - 2006

As Executive Director, I was responsible for the general operations of the museum and the oversight of a staff of nine part time employees. The Newton History Museum is owned by the City of Newton and presents exhibits and programs that use Newton as a lens to explore New England History. As Director of the museum I am a department head within the city of Newton and have the city's municipal resources to call on to support the operations of the museum. I am also the director of the Newton Historical Society, a 501-(c)-3 that supports the operations of the museum through fundraising efforts and program development.

- Provided leadership for the Newton History Museum as the institution undertook the American Association of Museums reaccreditation process. Prepared for reaccreditation by undertaking team planning that included staff members, board members and members of the community;
- Supervised museum staff members including the assignment of staff to programs;
- Developed, researched, created and built changing exhibits for the Museum's Gallery spaces;
- Encouraged excellence in programs including their adherence to the museum's mission, initiatives, and current projects;
- Develop and administer the annual budget of the museum in conjunction with the Mayor, Trustees, staff and Board members.

THE HOUSE OF THE SEVEN GABLES HISTORIC SITES
Museum Director

Salem, MA
 1997 - 2001

As Museum Director, I oversee the departments of Interpretation, Research, Exhibits, Visitor Services, Public Programs, and Educational Programs. I am responsible for assisting with Development initiatives and in creating the yearly budgets and long range plans for both The House of the Seven Gables Historic Sites and the living history museum; Salem 1630: Pioneer Village. I am responsible for communicating the progress of both current initiatives and plans for the future to the board of Trustees and chair several advisory committees. I oversee a staff of 12 fulltime and 40 seasonal individuals.

- Supervise museum staff members including the assignment of staff to programs;
- Develop, research, create and build changing exhibits for the museum;
- Undertake fund raising activities, grant writing, and the administration of grants;
- Encourage excellence in programs including their adherence to the institution's mission, initiatives, and current projects;
- Develop and administer the annual budget of the museum in conjunction with staff and Board members.

MISSOURI HISTORICAL SOCIETY
Assistant Director of Community Programs/Education

St. Louis, MO
 1995 - 1997

As Assistant Director, I was responsible for creating educational programs for adults, families, and students that supported the institution's exhibits, and furthered the mission and objectives of the Society. A staff of 4 reported directly to me with 4 additional staff in the division. I was responsible for developing and overseeing the yearly planning and budget of the division (\$750,000 in 1997).

- Provided leadership for the Missouri Historical Society's (MHS) Education and Community Programs Division, which was responsible for developing educational programs. Program development was undertaken through team planning in conjunction with Community Programs staff members, staff from other MHS divisions, volunteers, and members of the community;
- Supervised Education and Community Programs Division staff members including the assignment of staff to programs. For major initiatives this involved the creation of program teams that included staff from other divisions;
- Served as educational coordinator and audience advocate on exhibit development teams;

- Coordinated MHS education and community programs;
- Assisted with fund-raising activities, grant writing, and the administration of grants;
- Ensured the excellence of MHS programs including their adherence to the Society's mission, initiatives, and current projects;
- Developed and administered the annual budget of the Education and Community Programs Division;
- Monitored progress of all Community Programs projects;
- Served as team leader for selected MHS program development projects;
- Developed appropriate evaluation strategies for MHS community and educational programs, analyzed results, and reported them to the Director of Education and Community Programs;
- Developed promotional materials for programs following established institutional procedures for editing, design, etc.;
- Completed monthly reports and other assigned reports.

BUSINESS RESEARCH DIVISION (BRD), UNIVERSITY OF COLORADO

Boulder, CO

Professional Research Assistant, Faculty Position

1994 - 1995

As a faculty member of the Research Division team, I worked with division members to provide support to college faculty as well as conduct research for, and disseminate information to, the Colorado business, nonprofit, and government communities.

- Conducted contract research with nonprofits, government agencies, and businesses in Colorado. Research included: market surveys, economic impact studies, organizational diagnosis, etc.;
- Provided support to faculty and staff with federal, state and local grant writing, and disseminated information on grant opportunities through the production, design and layout of the publication *College of Business, Contracts and Grants Newsletter*;
- Organized and maintained the Division's Colorado Collection Research Library. This reference center contains current information on the Colorado economy, its businesses, and relevant statistical information for Colorado business decision-makers;
- Supervised and coordinated the work of up to five Graduate Assistants in the Business Research Division;
- Organized and gathered information for the yearly Colorado Business Economic Outlook Forum including production of an outlook booklet and slide presentation;
- Coordinator of, and staff writer for, the publication *The Colorado Business Review*.

EDUCATION:

NEW ENGLAND MUNICIPAL CLERKS INSTITUTE

Burlington, VT

Certified Municipal Clerk, President of the Class of 2009

2007-2009

UNIVERSITY OF COLORADO AT BOULDER

Boulder, CO

Masters in Business Administration, Major: Organizational Management

1992 - 1994

MASSACHUSETTS COLLEGE OF ART

Boston, MA

Bachelor of Fine Arts: Three Dimensional Design

1979 - 1983

UNIVERSITY OF COLORADO AT BOULDER

Boulder, CO

Coursework in Algebra and Calculus

1992

MASSASOIT COMMUNITY COLLEGE

Brockton, MA

Coursework in Accounting and French Language

1982

PROFESSIONAL ORGANIZATIONS:

- New England Association of City and Town Clerks
- Massachusetts Association of Town Clerks
- Massachusetts Association of City Clerks- Treasurer
- International Institute of Municipal Clerks
- American Association of Museums (AAM)

MA STATE APPOINTMENTS:

- Notaries Public
- Justice of the Peace
- Commissioner to Qualify

Department Head Compensation Comparisons

#306-16

Information taken from the FY16 Budget

Arranged by Compensation

Position	Budgeted Compensation		Step	# of Employees	General Fund FY17 Budget
	FY17	Grade			
Chief of Staff	164,007	XXX			
Fire Chief	162,076	XXX		191	21,054,869
Comptroller	147,209	H13	ZZ	8	39,719,836
Public Works Commissioner	141,865	H15	19	130	81,334,318
City Solicitor	140,027	H15	20	13	1,666,765
Police Chief	138,484	H17	14	209	20,779,630
Public Buildings Commissioner	137,958	H14	16	33	4,549,691
Chief Administrative Officer	133,188	H16	14	9	1,024,119
Chairman, Board of Assessors	130,474	H13	24	13	1,261,887
Recreation Commissioner	128,269	H14	18	44	6,311,399
Retirement Director	125,132	XXX		2	
Collector/Treasurer	122,984	H13	20	10	29,184,645
Inspectional Services Commissioner	121,167	H13	19	16	1,585,909
Director of Planning	120,891	H14	14	19	1,689,101
Director of Human Resources	120,000	H13	16	10	1,131,122
Chief Information Officer - IT	119,113	H14	13	13	1,582,471
Manager FIS Information Systems	118,339	H12	21	3	516,847
Health and Human Services Commissioner	117,363	H14	12	42	3,552,938
City Clerk/Clerk of the Board	116,913	XXX		15	1,815,649
City Librarian	115,893	H13	16	71	5,726,495
Senior Center Director	103,949	H10	21	5	649,493
Chief Procurement Officer	103,505	H12	12	5	484,021
Museum Director	93,720	H10	14	4	283,519
Veterans Agent	70,718	H08	4	1	380,177

Department Head Compensation Comparisons

#306-16

Information taken from the FY17 Budget

Arranged by Department Budget

Position	Budgeted Compensation			# of Employees	General Fund FY17 Budget
	FY17	Grade	Step		
Public Works Commissioner	141,865	H15	19	130	81,334,318
Comptroller	147,209	H13	ZZ	8	39,719,836
Collector/Treasurer	122,984	H13	20	10	29,184,645
Fire Chief	162,076	XXX		191	21,054,869
Police Chief	138,484	H17	14	209	20,779,630
Recreation Commissioner	128,269	H14	18	44	6,311,399
City Librarian	115,893	H13	16	71	5,726,495
Public Buildings Commissioner	137,958	H14	16	33	4,549,691
Health and Human Services Commissioner	117,363	H14	12	42	3,552,938
City Clerk/Clerk of the Board	116,913	XXX		15	1,815,649
Director of Planning	120,891	H14	14	19	1,689,101
City Solicitor	140,027	H15	20	13	1,666,765
Inspectional Services Commissioner	121,167	H13	19	16	1,585,909
Chief Information Officer - IT	119,113	H14	13	13	1,582,471
Chairman, Board of Assessors	130,474	H13	24	13	1,261,887
Director of Human Resources	120,000	H13	16	10	1,131,122
Chief Administrative Officer	133,188	H16	14	9	1,024,119
Senior Center Director	103,949	H10	21	5	649,493
Manager FIS Information Systems	118,339	H12	21	3	516,847
Chief Procurement Officer	103,505	H12	12	5	484,021
Veterans Agent	70,718	H08	4	1	380,177
Museum Director	93,720	H10	14	4	283,519
Chief of Staff	164,007	XXX			
Retirement Director	125,132	XXX		2	



Department Head Compensation Comparisons

Information taken from the FY17 Budget

Arranged by Grade

Position	Budgeted Compensation			# of Employees	General Fund FY17 Budget
	FY17	Grade	Step		
Chief of Staff	164,007	XXX			
Fire Chief	162,076	XXX		191	21,054,869
Retirement Director	125,132	XXX		2	
City Clerk/Clerk of the Board	116,913	XXX		15	1,749,936
Police Chief	138,484	H17	14	209	20,779,630
Chief Administrative Officer	133,188	H16	14	9	1,024,119
City Solicitor	140,027	H15	20	13	1,666,765
Public Works Commissioner	141,865	H15	19	130	81,334,318
Recreation Commissioner	128,269	H14	18	44	6,311,399
Public Buildings Commissioner	137,958	H14	16	33	4,549,691
Director of Planning - Vacant	120,891	H14	14	19	1,689,101
Chief Information Officer - IT	119,113	H14	13	13	1,582,471
Health and Human Services Commissioner	117,363	H14	12	42	3,552,938
Comptroller	147,209	H13	ZZ	8	39,719,836
Chairman, Board of Assessors	130,474	H13	24	13	1,261,887
Collector/Treasurer	122,984	H13	20	10	29,184,645
Inspectional Services Commissioner	121,167	H13	19	16	1,585,909
Director of Human Resources	120,000	H13		10	1,131,122
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Senior Center Director	103,949	H10	21	5	649,493
Museum Director	93,720	H10	14	4	283,519
Veterans Agent	70,718	H08	4	1	380,177

Population	City/Town	City or Town	Last	First	Email	Phone	FY16 Salary	Registrar of Vital Records	Birthing Hospital	Burial Agent	Chief Elections Official	Serve as Clerk to the Council/ Selectman	Number of Councilors/ Selectmen	Other Boards/ Commissions which you staff	# Staff (not including Clerk)
185,000	Worcester	C	Rushford	David	clerk@ci.worcester.ma.us	508-799-1121	\$ 151,314	Yes	Yes	Yes	Yes	Yes	11		14 FT
107,300	Cambridge	C	Lopez	Donna	dlopez@cambridgema.gov	617-349-4260	\$ 136,700	Yes	Yes	No	Yes	Yes	9		16 FT
59,352	Waltham	C	Malone	Russ	rmalone@city.waltham.ma.us	781-314-3000	\$ 123,238	Yes	No	No	Yes	Yes	15	Sit on Traffic Council	7 FT; 3 PT
153,060	Springfield	C	Lee	Wayman	wlee@springfieldcityhall.com	413-787-6589	\$ 116,328	Yes	Yes	No	No	Yes	13		11 FT
590,763	Boston	C	Feeney	Maureen	Maureen.E.Feeney@cityofboston.gov	617-635-4600	\$ 99,000	No	--	No	No	Yes	13		8 FT; 5 FT
58,732	Brookline	T	Ward	Patrick	pward@brooklinema.gov	617-730-2200	\$ 109,024	Yes	No	No	Yes	No	5	Town Meeting	4 FT; 1PT
92,413	Quincy	C	Shea	Joseph	jshea@quincyma.gov	617-376-1131	\$ 119,000	Yes	Yes	No	Yes	Yes	9	Licensing Board & Shellfish Warden	8 FT
90,329	Lynn	C	Audley	Mary	maudley@ci.lynn.ma.us	781-598-4000	\$ 126,369	Yes	No	No	Yes	Yes	11	Licensing	7 FT
56,854	Malden	C	Anderson	Karen	kanderson@cityofmalden.org	781-397-7116	\$ 102,734	Yes	No	No	Yes	Yes	11		3 FT; 1 PT
88,857	Fall River	C	Bouchard	Alison	city_clerks@fallriverma.org	508-324-2220	\$ 100,959	Yes	Yes	No	No	Yes	9		4 FT
85,300	Newton	C	Olson	David	dolson@newtonma.gov	617-796-1210	\$ 116,000	Yes	Yes	Yes	Yes	Yes	24	Election Commission	12 FT; 1 PT
31,445	Needham	T	Eaton	Theodora	Teaton@needhamma.gov	781-455-7510	\$ 96,967	Yes	No	No	Yes	No	5	Town Meeting	3 FT; 3 PT
32,165	Watertown	C	Flynn	John	jflynn@watertown-ma.gov	617-972-6486	\$ 90,723	Yes	No	Yes	Yes	No	9	Licensing Board	3 FT
27,982	Wellesley	T	Nagle	Kathleen	knagle@wellesleyma.gov	781-431-1019	\$ 87,534	Yes	No	Yes	Yes	No	5	Town Meeting	2 FT; 1 PT
75,754	Somerville	C	Long	John	jlong@somervillema.gov	617-625-6600	\$ 103,556	Yes	No	No	No	Yes	11		6 FT; 2 PT
11,391	Weston	T	Davenport	Debbie	davenport.d@westonmass.org	781-786-5015	\$ 83,907	Yes	No	No	Yes	No	3	Town Meeting	1 FT; 1PT
95,078	New Bedford	C	Farias	Dennis	dennis-aruda@newbedford-ma.gov	508-979-1450	\$ 84,888	No	--	No	No	Yes	11		10 FT
33,000	Natick	T	Packer	Diane	dpacker@natickma.org	508-647-6432	\$ 82,380	Yes	No	No	Yes	No	5	Town Meeting	3 FT



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#319-16

Telephone
(617) 796-1100

Facsimile
(617) 796-1113

TDD/TTY
(617) 796-1089

E-mail
swarren@newtonma.gov

September 12, 2016

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

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to accept and expend the sum of \$3,497 in funding which was allocated on February 23, 2016 from The Middlesex District Attorney's Office to fund overtime costs for conducting an inventory of evidence under the NIJ Postconviction Testing of DNA Evidence to Exonerate the Innocent Program.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

RECEIVED
NEWTON CITY HALL
2016 SEP 12 PM 3:48
David A. Olson, Clerk
Newton, MA 02459

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#318-16

Telephone
(617) 796-1100

Facsimile
(617) 796-1113

TDD/TTY
(617) 796-1089

E-mail
swarren@newtonma.gov

September 7, 2016

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

Ladies and Gentlemen:

I am pleased to reappoint Shawn T. Murphy of 11 Morril St. West Newton as a Constable for the City of Newton. His term of office shall expire September 15, 2019 and his appointment is subject to your confirmation.

Thank you for your attention to this matter.

Sincerely yours,


Setti D. Warren
Mayor

RECEIVED
NEWTON CITY HALL
2016 SEP 12 PM 4:27
EMILY A. OLSON, CLERK
NEWTON, MA 02459

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE



Western Surety Company

CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 70956940

briefly described as CONSTABLE CITY OF NEWTON

for SHAWN MURPHY

RECEIVED
Newton, MA
2016 SEP 13 PM 3:40
DAVID A. OLSON, PRES
Newton, MA 02459

, as Principal,

in the sum of \$ Five Thousand and 00/100 Dollars, for the term beginning

July 1, 2016, and ending July 1, 2019, subject to all

the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 16th day of March, 2016.

WESTERN SURETY COMPANY

By Paul T. Brufat
Paul T. Brufat, Vice President



THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.



Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One CONSTABLE CITY OF NEWTON

bond with bond number 70956940

for SHAWN MURPHY

as Principal in the penalty amount not to exceed: \$5,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 16th day of March, 2016

ATTEST

L. Nelson
L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY
By Paul T. Bruflat
Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 16th day of March, 2016, before me, a Notary Public, personally appeared Paul T. Bruflat and L. Nelson who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



M. Bent
Notary Public

My Commission Expires March 2, 2020

