



Finance Committee Report

City of Newton In City Council

Monday, September 13, 2021

Present: Councilors Grossman (Chair), Humphrey, Noel, Kalis, Norton and Malakie

Absent: Councilors Norton and Gentile

City staff present: Chief Financial Officer Maureen Lemieux, Director of Cultural Development Paula Gannon, Director of Transportation Nicole Freedman, Committee Clerk Cassidy Flynn, Comptroller Sue Dzikowski, Deputy Comptroller Steve Curley and Recreation Program Manager Carol Stapleton

Referred to Public Facilities and Finance Committees

#349-21

Transfer \$181,550 to a Cheesecake Brook Bridge Repair Account

HER HONOR THE MAYOR requesting authorization to transfer the sum of one hundred eighty-one thousand five hundred and fifty dollars (\$181,550) from Acct #62A10498-579000 Stormwater Current Year Reserve to a Cheesecake Brook Bridge Repair Account.

Public Facilities Approved 5-0 on 09/13/2021

Action:

Finance Approved 6-0

Note: Josh Morse, Commissioner of Public Buildings presented the request to transfer the sum of \$181,550 from Acct #62A10498-579000 Stormwater Current Year Reserve to a Cheesecake Brook Bridge Repair Account. Commissioner Morse explained the attached back-up, which included a cost break down for the temporary bridge that will replace the bridge that was damaged in a recent rain storm. Additionally, he explained that they are moving through this process quickly because the bridge is critically important for the community, including the F.A. Day school community. This will be a temporary bridge while Public Buildings works with a number of different departments and groups to develop a permanent solution. Commissioner Morse noted that he was asked in the Public Facilities meeting if the bridge would be accessible and he explained that the temporary bridge can't be made accessible, but they are working to make the permanent bridge accessible. The temporary bridge will be using the existing foundation; to be able to make it accessible, the foundation would need to be removed. Then they would need to pour new foundation which would then trigger the approval process that is needed for the permanent bridge.

Councilors asked the following questions:

Q: What is the timeline for this project?

A: Commissioner Morse explained that it is estimated to take 3 weeks.

Q: What will be done with the temporary bridge once the permanent bridge is built?

A: Commissioner Morse explained that they do have a number of options. The temporary bridge could be left in place with the accessible bridge close by. There is also an option to use the temporary bridge somewhere else in the city. Additionally, Commissioner Morse explained that they could remove the temporary bridge and surplus it.

Q: Will the location of the bridge be studied before placing the permanent bridge?

A: Commissioner Morse explained that they will be discussing this with the community.

Q: How long will it take to construct the permanent bridge?

A: Commissioner Morse explained that this could take two to three years.

Q: Will this be partially reimbursed through insurance?

A: Ms. Lemieux explained that they are conducting an investigation carefully but a decision has not been made if this will be covered through insurance. Commissioner Morse explained that they are documenting the whole process.

Councilor Kalis motioned to approve which passed unanimously.

#319-21 Appropriate \$2,262.40 for a floating beach wheelchair at Crystal Lake

HER HONOR THE MAYOR requesting authorization to appropriate and expend two thousand two hundred sixty-two dollars and forty cents (\$2,262.40) in Commission on Disability (COD) Fine Account funds for the purchase of a floating beach wheelchair for Crystal Lake.

Action: **Finance Approved 6-0**

Note: Carol Stapleton, Recreation Program Manager presented the request to appropriate and expend \$2,262.40 in Commission on Disability (COD) Fine Account funds for the purchase of a floating beach wheelchair for Crystal Lake. Ms. Stapleton provided the attached photos of the floating beach wheelchair. She further explained that the Commission on Disability approved these funds to purchase the wheelchair and it provides someone with mobility issues the opportunity to travel down the beach and into the water. The Parks, Recreation & Culture Department purchased the chair with revolving funds so that the chair could be used this summer with the understanding that the \$2,262.40 would be reimbursed. Ms. Stapleton explained that the floating beach wheelchair has been an excellent addition to their program.

Councilors thanked Ms. Stapleton and other city staff for their work in purchasing the floating beach wheelchair.

Councilor Noel motioned to approve which passed unanimously.

#345-21 Acceptance of 15 picnic tables from Paddy's Public House

HER HONOR THE MAYOR requesting authorization to accept 15 picnic tables donated by Paddy's Public House to the City for use by Parks, Recreation & Culture. The total value of the picnic tables is one thousand eight hundred seventy-five dollars (\$1,875) which represents the cost to construct the tables.

Action: Finance approved 6-0

Note: Paula Gannon, Director of Cultural Development presented the request to accept 15 picnic tables donated by Paddy's Public House to the City for use by Parks, Recreation & Culture. Ms. Gannon explained that she and Nicole Freedman, Director of Transportation Planning have been working jointly on the Al Fresco Dining Project for restaurants in Newton. These picnic tables were used in the Elm Street lot. There was difficulty finding tables for the Al Fresco project so Paddy's Public House generously offered to make the picnic tables as they had at their O'Hara's location. The O'Hara family decided to donate the picnic tables after they were used in the Elm Street lot. These picnic tables will be painted and used at various parks around the city.

It was asked how long the picnic tables will last. Ms. Gannon provided the attached response after the conclusion of the meeting.

Councilors thanked the O'Hara family for everything that they do for Newton and expressed their support for Al Fresco dining.

Councilor Noel motioned to approve which passed unanimously.

Referred to Programs & Services and Finance Committees

#348-21 Request to set salary for City Clerk/Clerk of the City Council

COUNCILORS ALBRIGHT, LIPOF AND KRINTZMAN requesting an amendment to Section 4-21(b) of the City of Newton Ordinances to set the salary for the City Clerk/Clerk of the Council.

Programs & Services recommended approval of setting the salary for the City Clerk/Clerk of the Council at \$127,000 6-0 on 09/13/21

Action: Finance recommended approval of setting the salary for the City Clerk/Clerk of the Council at \$127,000 6-0

Note: Maureen Lemieux, Chief Financial Officer explained that Michelle Pizzi O'Brien had been working with the City Clerk search committee. Ms. Pizzi O'Brien did survey the salary of other City Clerks across the state and Ms. Lemieux explained that she believes that the \$127,000 that is being offered is on the high end of that range. It was noted that the candidate is relocating and has accepted the offer contingent on the City Council's approval.

The Programs & Services Committee discussed the attached letter from Ms. Pizzi O'Brien.

Councilor Humphrey motioned to approve which passed unanimously.

#116-21 Discussion reviewing and confirming account designation and available funds
FINANCE COMMITTEE request a discussion with the Comptroller, Chief Financial Officer, and Finance Committee Clerk regarding the process for reviewing and confirming account designation and available funds with respect to appropriation requests made to the Council.

Action: Finance Voted No Action Necessary 6-0

Note: The Chair noted that there were a few incidents earlier this term, such as the Grace Church item, that led to this item being docketed.

Sue Dzikowski, Comptroller explained that the Comptroller's Office receives docket requests from either through the Clerk's Office or the administration. Often a department within the administration will reach out to the Comptroller's office to inquire about an idea they have for an upcoming request. The Comptroller's Office explained that there are certain laws that need to be followed regarding account designation.

CPA funds are sent to the Comptroller's Office before the docket request is made to the Council. This way, the accounts can be checked to make sure the correct funds are available before an appropriation is voted on by the Council.

Steve Curley, Deputy Comptroller explained that for ongoing projects, appropriation requests typically get approved by the department. Then the funds get moved to the continued appropriation accounts. Mr. Curley also explained that if they plan on bonding, then there is a range of capital improvement accounts. The CPA has a number of different accounts. Once CPA funds are appropriated, they go into different groupings of CPA funds whether it is housing, recreation, etc. Ms. Dzikowski explained that there are also grant funds that have their own accounts.

Maureen Lemieux, Chief Financial Officer introduced Perry Rosenfield who is now the Assistant Manager of Financial Planning & Analysis. Mr. Rosenfield will now be present at Finance Committee meetings going forward. Ms. Lemieux explained that every dollar that gets spent, besides CPA funds, comes through the Mayor's Office. The docket requests for the CPA funds are sent directly to the City Clerk's Office.

Cassidy Flynn, Finance Committee Clerk explained that when docket requests are sent to her, she goes over the accounts with the Comptroller's Office to make sure that the account designations are correct before it is put on the docket, or before the Finance committee votes on the item. Then a draft Council Order is written with the account sources provided by the Comptroller's Office. Those drafts are provided in the Finance Agenda.

Mr. Curley explained that he goes over each signed Council Order once approved and signed.

Councilors asked the following questions:

Q: Where can this process go wrong, specifically with the Grace Church item?

A: Ms. Lemieux explained that the current CPA administrator has only been with the city for a year. There was confusion in the case of Grace Church as to when certain funds would be available. In this case, the Council voted to appropriate FY22 funds when they were not yet available to be appropriated.

Q: How often are there situations where a request is made that is not correct?

A: Mr. Curley explained that this does not happen very often. There is sometimes a question as to what kind of account the funds should be transferred to.

Councilor Kalis motioned for a vote of no action necessary which passed unanimously.

The Committee adjourned at 8:01 p.m.

Respectfully submitted,

Rebecca Walker Grossman, Chair



City of Newton, Massachusetts
Office of the Mayor

RUTHANNE FULLER
MAYOR

349-21
Telephone
(617) 796-1100

Telefax
(617) 796-1113

TDD
(617) 796-1089

E-mail
rfuller@newtonma.gov

September 8, 2021

RECEIVED
2021 SEP - 8 AM 11: 11
CITY CLERK
NEWTON, MA, 02459

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

Councilors:

I respectfully submit a docket item to your Honorable Council requesting authorization to transfer the sum of \$181,550 from Acct # 62A10498-579000 Stormwater Current Year Reserve to a Cheesecake Brook Bridge Repair Account.

As you know, the Albermarle Foot Bridge, a key "route to school" for the F. A. Day students, was destroyed on August 19, 2021 when hit by a car during a localized flooding situation. The City and NPS administrators worked with all stakeholders to determine how best to move forward.

It was determined that we should purchase a steel framed 30' by 10' temporary pedestrian bridge to be constructed in the same place as the damaged bridge. This will restore critical pedestrian and bicycle access while the City works with the community and various stakeholders on the location, design and construction for the permanent fully accessible bridge.

As part of this project, we will also be conducting repairs to the footbridge at the end of Nevada Street.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor



CITY OF NEWTON, MASSACHUSETTS

PUBLIC BUILDINGS DEPARTMENT

52 ELLIOT STREET, NEWTON HIGHLANDS, MA 02461

Ruthanne Fuller, Mayor
Josh Morse
Building Commissioner

Telephone (617) 796-1600
Facsimile (617) 796-1601
TDD/tty # (617) 796-1608

September 7, 2021

Ruthanne Fuller, Mayor
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

Re: Funding Request for the Replacement of the damaged Albemarle Road Footbridge & Re-decking of Nevada Street Footbridge

Dear Mayor Fuller:

The Public Buildings Department requests funding for the Replacement of the Damaged Albemarle Road Footbridge and the Re-Decking of the Nevada Street Footbridge. It is anticipated the cost for these projects will be \$181,550.

Sincerely,


Josh Morse
Public Buildings Commissioner

cc: Maureen Lemieux, Chief Financial Officer
Alex Valcarce, Deputy Buildings Commissioner
Jonathan Yeo, Chief Operating Officer

**Albemarle Road Footbridge Replacement &
Nevada Street Footbridge Re-Decking**

Summary of Project Costs

1. Demo of existing Albemarle Road Footbridge	\$ 6,000
2. New Temporary Bridge Purchase/Construction/installation	\$133,200
3. Replacement of Decking on Nevada Street Footbridge	\$ 25,830
4. Contingency	<u>\$ 16,520</u>
5. Total Project Funding Request	\$181,550

City of Newton

DEPARTMENT OF PUBLIC WORKS

Ruthanne Fuller

OFFICE OF THE COMMISSIONER

Mayor

1000 Commonwealth Avenue
Newton Centre, MA 02459-1449

September 8, 2021

Dear Councilors,

As you are aware the Albemarle pedestrian footbridge between Watertown and Crafts Streets was destroyed by a vehicle that was swept into the brook during a recent flooding event. This bridge is a critical walking path for students and residents attending area schools, the park, the fields, and the Gath pool. The proposed temporary bridge is the fastest solution to restore pedestrian access to the area.

In addition, the funding request from the Public Buildings Department includes monies to replace the deteriorated decking on the second footbridge located on Albemarle Road by Nevada Street. The Department of Public Works recently had a consultant look at this bridge and the bridge was deemed structurally sound; however, the consultant suggested that the decking be replaced.

The Department of Public Works is very supportive of the requests for funds for the temporary bridge solution and the new decking.

Regards,

James McGonagle
Commissioner of Public Works

James McGonagle
Commissioner

Telephone: (617) 796-1010 • Fax: (617) 796-1050 • jmcgonagle@newtonma.gov

Newton Parks, Recreation & Culture Department
246 Dudley Road, Newton, MA 02459
Office: (617) 796-1500
parks@newtonma.gov
Nicole Banks, Commissioner



September 8, 2021

Re: Cheesecake Brook Bridge Replacement at Albemarle

Dear Councilors,

This letter is to indicate the Parks, Recreation & Culture Department is in firm support of the funding request for the temporary bridge solution and installation of new decking for the Cheesecake Brook pedestrian bridges the Public Buildings department is requesting.

As you all may be aware, the pedestrian bridge at Albemarle between Watertown and Crafts Streets was impaired by a vehicle that was dragged through the brook after a recent storm. This bridge is an essential walking route for students and residents to access nearby schools and the wonderful Russ Halloran Sports & Recreation Complex, and Gath Pool. The proposed temporary bridge is the quickest route to restore access to the area's many recreational and educational amenities.

The temporary bridge solution will be a significant and well received improvement that will ensure safe pedestrian crossings over the brook for the park, pool, and schools.

Regards,

Nicole Banks
Commissioner
Parks, Recreation & Culture Department
City of Newton

N. E. L. Corporation

GENERAL CONTRACTOR
PO BOX 929•3 AJOOTIAN WAY, BLDG B•MIDDLETON, MA 01949
(978) 777-2085 • FAX (978) 777-2719

September 7, 2021

City of Newton
1000 Commonwealth Ave
Newton Centre, MA 02459-1449

Attention: Arthur Cabral

Reference: Contract No. C-3985
General Building Construction Repairs, Installation and Maintenance Services

Project: Revised Proposal - Albemarle Road Emergency Bridge Replacement

Dear Mr. Cabral,

NEL Corporation is pleased to submit a cost proposal in the amount of \$165,030.00 for the completion of the Albemarle Road Emergency Bridge Replacement Project. The cost proposal includes Middlesex County Prevailing Wage Rates.

Scope of Work:

Base Contract:

- Demo existing damaged pedestrian bridge and dispose
- Evaluate substructure and layout for new temporary pedestrian bridge
- Provide engineering for new temporary pedestrian bridge
- Install new substructure as needed and new temporary pedestrian bridge (steel frame, wood decking, and wood hand rail)
- Rework asphalt transition on each end
- Base Contract Total: \$108,950

Change Order #1:

- City of Newton to purchase temporary rental bridge
- Change Order #1 Total: \$30,250

Change Order #2:

- Remove timber decking and timber sleepers at 2nd Albemarle Rd pedestrian bridge location
- Replace-in-kind timber decking and timber sleepers at 2nd Albemarle Rd pedestrian bridge location
- Existing steel beams, fence, and asphalt approaches to remain
- Change Order #2 Total: \$25,830

Exclusions:

- Police details

N. E. L. Corporation

GENERAL CONTRACTOR
PO BOX 929•3 AJOOTIAN WAY, BLDG B•MIDDLETON, MA 01949
(978) 777-2085 • FAX (978) 777-2719

If you have any questions or need additional information, please feel free to contact me at (978) 777-2085.

Very Truly Yours,
NEL Corporation

X 

Michael Galasso
Project Manager

Accepted By:

Arthur Cabral Project Specialist

Print Name & Title

Signature

Date



September 9, 2021

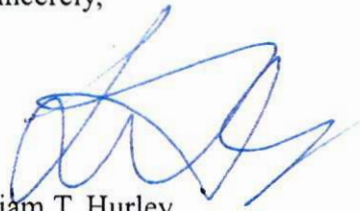
Re: Cheesecake Brook Pedestrian Bridges at Albemarle

Dear Councilors,

This letter is to confirm Newton Public Schools is in support of the funding request for the installation of a temporary pedestrian bridge over the Cheesecake Brook on Albemarle Road between Crafts and Watertown Streets. This temporary pedestrian bridge installation will replace the footbridge that was severely damaged during a recent storm. This bridge provides pedestrian and bike access to and from F.A. Day Middle School for hundreds of students each day. NPS also supports the funding needed to re-deck the walking surface of the pedestrian bridge near the intersection of Albemarle Road and Nevada Street.

Both of these projects are critical to maintaining pedestrian and bicycle access along Albemarle Road and to quickly restoring pedestrian access to F.A Day Middle School, Albemarle park and fields, the Gath Pool and other area amenities.

Sincerely,



Liam T. Hurley
Newton Public Schools
Assistant Superintendent & Chief Financial and Administrative Officer

Cc: David Fleishman
Jackie Mann

CITY OF NEWTON

IN CITY COUNCIL

DRAFT

ORDERED:

That, in accordance with the recommendation of the Public Facilities Committee through its Chair Alison M. Leary and the Finance Committee through its Chair Rebecca Walker Grossman, to appropriate and expend the sum of one hundred eighty-one thousand five hundred and fifty dollars (\$181,550) from Acct #62A10498-579000 Stormwater Current Year Reserve to a Cheesecake Brook Bridge Repair Account and is hereby approved as follows:

FROM:	Stormwater Current Year Reserve (62A10498-579000)	\$181,550
TO:	Cheesecake Brook Bridge Repair- Undistributed (7212D401-579500)	\$181,550

Under Suspension of Rules
Readings Waived and Approved
DRAFT

(SGD) NADIA H KHAN

Acting City Clerk

(SGD) RUTHANNE FULLER

Mayor

Date: _____







CITY OF NEWTON

IN CITY COUNCIL

DRAFT

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chair Rebecca Walker Grossman, to appropriate and expend the sum of two thousand two hundred sixty-two dollars and forty cents (\$2,262.40) for the purchase of a floating beach wheelchair for Crystal Lake and is hereby approved as follows:

FROM:	Receipts Reserved for Appropriation- Handicap Parking Fines (5500-335518).....	\$2,262.40
TO:	Crystal Lake Swim Chair-Recreational Supplies (01C60210-546100)	\$2,262.40

Under Suspension of Rules
Readings Waived and Approved
DRAFT

(SGD) NADIA H KHAN

Acting City Clerk

(SGD) RUTHANNE FULLER

Mayor

Date: _____

Paula Gannon provided the below response to a question asked regarding item #345-21

After conferring with Parks, Recreation & Culture open space coordinator, I learned that the donated picnic tables have an expected life of a decade or more. As I mentioned at the meeting, the PRC crew will paint them which will help with their longevity and also work to maintain them throughout their time in the parks.

CITY OF NEWTON

IN CITY COUNCIL

DRAFT

ORDERED:

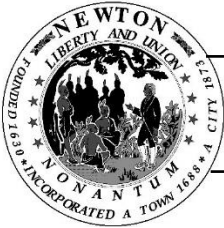
That, in accordance with the recommendation of the Finance Committee through its Chair Rebecca Walker Grossman, the authorization to accept 15 picnic tables donated by Paddy's Public House to the City for use by Parks, Recreation & Culture be and is hereby approved.

Under Suspension of Rules
Readings Waived and Approved
DRAFT

(SGD) NADIA KHAN
Acting City Clerk

(SGD) RUTHANNE FULLER
Mayor

Date: _____



CITY OF NEWTON, MASSACHUSETTS
DEPARTMENT OF HUMAN RESOURCES

Telephone (617) 796-1260
Facsimile (617) 796-1272
TDD/tty # (617) 796-1089

Ruthanne Fuller, Mayor

Michelle Pizzi O'Brien, M.P.A.
Director of Human Resources

September 13, 2021

Susan Albright, President
Newton City Council

RE: Recommended Salary for Carol Moore, City Clerk/Clerk of the Council

Dear President Albright,

As you may recall, the Programs and Services Committee voted on August 25, 2021 to assign Chair Krintzman to work with you and me on the proposed salary for the recommended candidate, Carol Moore, for the position of City Clerk/Clerk of the Council.

Following these discussions, we agreed to offer the annual starting salary of \$127,000 to Ms. Moore. This offer was based on the following factors:

- The posting range for the position of \$125,000 to \$135,000.
- The salary of this position or like positions in other municipalities.
- The salary of comparable positions within our organization.
- The duties and responsibilities of the position.
- Ms. Moore's experience, education, and training, as it relates to the position.

As recommended, the Human Resources Department offered this salary to Ms. Moore on a conditional basis¹, and she has accepted.

Therefore, I recommend that the Programs and Services committee recommend the annual starting salary of \$127,000 for adoption by the full Council. I also recommend that the Council consider the salary of this position on an annual basis each year, in the Spring, as you anticipate the budget for the upcoming fiscal year. This was the practice which the Council applied to the former City Clerk/Clerk of the Council and is a good practice to continue going forward. I would be happy to assist the Council in this review annually.

Sincerely,

Michelle Pizzi O'Brien, M.P.A.
Director of Human Resources

CC: Rick Lipoff, City Council Vice President
Joshua Krintzman, Chair of the Programs and Services Committee

¹ This offer was made a conditional basis to the candidate. The offer was conditional upon the candidate completing the City's pre-employment process and the Council's appointment and acceptance of the recommended salary.