



# Finance Committee Report

## City of Newton In City Council

**Monday, April 11, 2022**

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

City staff present: Comptroller Steve Curley, Chief Financial Officer Maureen Lemieux, Senior Financial Analyst Perry Rosenfield, Senior Financial Analyst Joshua Handverger, City Clerk/Clerk of the Council Carol Moore, Commissioner of Public Buildings Josh Morse, Co-Director of Sustainability Bill Ferguson, CPA Program Manager, Deputy Commissioner of DPW Shawna Sullivan, and Director of Utilities Thomas Fitzgerald

**#250-22 Request to transfer \$50,000 for the reconfiguration of the City Clerk's Office**  
HER HONOR THE MAYOR requesting authorization to transfer the sum of fifty thousand dollars (\$50,000) from Acct # 0110162-513040 Elections-Work by Other Depts, to fund the reconfiguration of some of the office space in the City Clerk's Office

**Action:** Finance Approved 7-0 (Councilor Noel not voting)

**Note:** Carol Moore, City Clerk/ Clerk of the Council and Josh Morse, Commissioner of Public Buildings presented the request to transfer the sum of fifty thousand dollars (\$50,000) from Acct # 0110162-513040 Elections-Work by Other Depts, to fund the reconfiguration of some of the office space in the City Clerk's Office.

Clerk Moore explained that the improvements will open the office and provide additional safety precautions for the staff and residents. She explained that they will be moving the counter to the hallway instead of inside of the office. This will be an accessible counter space and will provide additional windows for staff to use. Commissioner Morse explained that this will allow for a better face for the department. This project will be similar to the project that was completed in the Inspectional Services Department.

Maureen Lemieux, Chief Financial Officer explained that we had received grant funding for some expenditures made during the election and the Clerk's office has had significant savings in attrition this year which has made this funding available. There may be the need to move additional funds from other salary line items as well.

There was a concern raised if this was the appropriate time to spend these funds on this type of project.

Councilors noted that this is an important project for the staff and residents who visit the office. These updates have also been done to a number of other departments over the past few years.

Ms. Lemieux noted that if these funds are not spent before the end of the fiscal year they would fall to free cash.

Commissioner Morse noted the importance of making these improvements over time to City Hall due to the age of the building.

Councilor Gentile motioned to approve which passed 7-0 with Councilor Noel not voting.

### **Referred to Programs & Services and Finance Committees**

#### **#253-22 Request to transfer \$80,000 for the reconfiguration of the Health & Human Services Department**

HER HONOR THE MAYOR requesting authorization to transfer the sum of eighty thousand dollars (\$80,000) from Acct # 0150103-511001 Full Time Salaries, Clinical Health, to fund the reconfiguration of some of the office space in the Health & Human Services Department.

**Programs & Services approved 6-0 (Councilors Baker and Krintzman not voting) on 04/06/22**

**Action: Finance Approved 7-0 (Councilor Noel not voting)**

**Note:** Josh Morse, Commissioner of Public Buildings presented the request for the authorization to transfer the sum of eighty thousand dollars (\$80,000) from Acct # 0150103-511001 Full Time Salaries, Clinical Health, to fund the reconfiguration of some of the office space in the Health & Human Services Department.

Commissioner Morse explained that the Social Services Division is currently in a separate section of City Hall due to Covid. He explained that extra space has been created in the office by scanning in physical files. This will help with the communication with the staff and there will also be updates to the HVAC system which will help with air flow.

Councilor Humphrey motioned to approve which passed 7-0 with Councilor Noel not voting.

#### **#251-22 Acceptance of a \$49,340 grant from the Massachusetts Department of Agriculture**

HER HONOR THE MAYOR requesting the authorization to accept and expend a forty-nine thousand three hundred and forty dollar (\$49,340) from the Massachusetts Department of Agriculture Grant to be used for the solar project at 303 Nahanton Street at Newton's Angino Farm and consists of 30 solar panels (10.1 KW) to be mounted on the roof of the barn.

**Action: Finance Approved 7-0 (Councilor Noel not voting)**

**Note:** Bill Ferguson, Co-Director of Sustainability and Sue Bottini, Executive Director of Newton Community Farm (Angino Farm), presented the request for the acceptance of the Massachusetts Department of Agriculture grant and the authorization to transfer funds from the Energy Stabilization Fund for the solar panel project at Newton's Community Farm. Ms. Bottino also introduced Dede Vitori

and Paul Holt, Co-Presidents of the Board of Directors of Newton Community Farm. She noted that the property and the barn are owned by the City and managed by the Farm. The City's portion of this project will be for the \$20,000 to be transferred from the Energy Stabilization fund. Mr. Ferguson is currently working with the solar panel company to put forth an RFP. The system will provide 99% of the agriculture energy needs. Mr. Ferguson noted that the grant requires a city contribution.

Councilors asked the following questions:

Q: Is there a breakeven point for the cost of the solar panels?

A: Mr. Ferguson explained that the project should save approximately \$3,000 a year and the consultants estimate there will be a savings of \$105,000 over a 20-year period. The City should be receiving the \$20,000 back within 6 years.

Q: How is the Energy Stabilization account funded and how is it spent?

A: Mr. Ferguson explained that these are rebates the City receives from utilities for various projects. There is also a demand response program where the City gets paid to reduce their demand at three of our schools. He also noted that when applying for most grants there is a requirement for the City to match the contribution. Mr. Ferguson noted that the Energy Stabilization Fund will also be used for other grant related projects that require city contribution.

Councilors made the following comment:

It was noted that when the Farm project initially came before the City Council just over \$2,000,000 was provided by the City in CPA funding for the acquisition and it was explained that the Farm would be self-sustaining. The Committee should see what city funds have been spent since the original appropriation.

Ms. Bottino explained that the Farm is self-sufficient, but this is an opportunity that will be beneficial for the City and the farm. The City will own the solar panels and this will increase the City's profile for green utilities.

Councilor Kalis motioned to approve item #251-22 which passed 7-0 with Councilor Noel not voting.

Councilor Kalis motioned to approve item #252-22 which passed 7-0 with Councilor Noel not voting.

**#252-22 Request to transfer \$20,000 from the Energy Stabilization Fund**

HER HONOR THE MAYOR requesting authorization to transfer the sum of twenty thousand dollars (\$20,000) from the City's Energy Stabilization Fund for the required City matching share to complete the solar project at 303 Nahanton Street at Newton's Angino Farm.

**Action:** Finance Approved 7-0 (Councilor Noel not voting)

**Note:** Please see the note for item for 251-22.

**Referred to Zoning & Planning and Finance Committees**

**#216-22 CPC Recommendation to appropriate \$88,554 in CPA funding**

COMMUNITY PRESERVATION COMMITTEE recommending appropriation of eighty-eight thousand five hundred and fifty-four dollars (\$88,554) in Community Preservation Act fund from the FY22 Unrestricted funds to the control of the Planning & Development Department for a grant to the Newton Community Farm for the rehabilitation and restoration of the ca. 1855 farmhouse including excessive water and moisture remediation and the installation of a new electrical system, water heater and kitchen ceiling.

**Zoning & Planning Approved 8-0 on 03/28/22**

**Action:** Finance Approved 6-0-1 (Councilor Gentile abstaining and Councilor Noel not voting)

**Note:** Lara Kritzer, CPA Program Manager and Dan Brody, Chair of the Community Preservation Committee presented the request to appropriate \$88,554 in CPA funding for the rehabilitation and restoration of the ca. 1855 farmhouse including excessive water and moisture remediation and the installation of a new electrical system, water heater and kitchen ceiling.

Mr. Brody presented the attached presentation regarding the project. Paul Holt and Dede Vitori, Co-Presidents of the Farm explained that there will also be improvements made to the HVAC system and energy usage.

Councilors asked the following question:

Q: Where is the \$10,000 contribution coming from and how will it be spent?

A: Ms. Vitori explained that this will be spent on staff time, and they will need to find accommodations for the farmer and his family while the work is happening. They will also need to clean out the basement to make room for the improvements. It was explained that these funds do come from fundraising efforts by the Farm that have been done in the past and kept in their budget. It was also noted that some projects have been put on hold due to the pandemic.

Councilors made the following comment:

It was noted that the buildings are City-owned so major capital improvements do require city funding. The Farm is self-sustaining in other aspects and they do fundraise for renovations.

Councilor Kalis motioned to approve which passed 6-0-1 with Councilor Gentile abstaining.

**#249-22 Acceptance of a \$81,250 grant from the Massachusetts DERA program**

HER HONOR THE MAYOR requesting the authorization to accept and expend an eighty-one thousand two hundred- and fifty-dollar (\$81,250) grant from the Massachusetts Department of Environmental Protection's Diesel Emissions Reduction Act (DERA) program

**Action:** Finance Approved 8-0

**Note:** Shawna Sullivan, Deputy Commissioner of DPW presented the request to accept and expend an \$81,250 grant from the Massachusetts Department of Environmental Protection's Diesel Emissions Reduction Act.

In August 2021, the City Council approved \$325,000 for a new front-end loader and at that time, DPW applied for this grant. The new loader replaced a 17-year-old loader that did not meet current emission standards and was beyond its useful life. By replacing the old loader with a more efficient loader that exceeds current emissions standards the purchase met all of the eligibility requirements for the grant. These grant funds will be used to offset some of the expense of the loader.

Councilor Kalis motioned to approve which passed unanimously.

**#247-22 Establishing a departmental revolving account within the Department of Public Works Fleet Division**

HER HONOR THE MAYOR requesting the authorization to establish a departmental revolving account within the Department of Public Works Fleet Division per MGL Chapter 44, Section 53E1/2. The revenue is being generated from the sale of surplus Public Works equipment and parts through government auction. The Department would like to request an annual spending limit of \$200,000.

**Action:** Finance Held 8-0

**Note:** Shawna Sullivan, Deputy Commissioner of DPW presented the request for the authorization to establish a departmental revolving account within the Department of Public Works Fleet Division per MGL Chapter 44, Section 53E1/2. The revenue is being generated from the sale of surplus Public Works equipment and parts through government auction. The Department would like to request an annual spending limit of \$200,000. She explained that several times a year the Fleet Division auctions its surplus equipment and parts through a government auction site. DPW would like to use the monies generated through the auction to purchase unanticipated equipment and software replacement/upgrade needs within the Fleet Division. It was noted that currently if equipment is sold the funds would go into the general fund. This equipment is sold 3 to 4 times a year, and this program began 3 years ago.

The Chair noted that she has been having conversations with Councilor Oliver, President Albright and the Comptroller, Steve Curley about the history of revolving funds in the City and how they would like to move forward with them in the future.

Councilor Oliver explained that there are two main types of revolving accounts provided for in Massachusetts law which are 53E1/2 and 53D. 53E1/2 is to be used for specific programs or activities where there is likely to be a balance remaining at the end of any given fiscal year. 53D would be used for a self-supporting program. It was also noted that 53E1/2 can have more broad purposes for the funds in the account than a 53D. The revolving accounts do allow for a department to spend these funds on their program without having to come back to the City Council for approval.

Mr. Curley explained that there is a question as to whether the City Council was a part of the development of the revolving funds that were created 20 years ago. He also explained that once a revolving account is set up as either type of account (53E1/2 or 53D) it can't switch to the other type without shutting down the account and starting over. In the meantime, those funds would go into the general fund and would need Council approval before being appropriated.

It is important that going forward that the revolving accounts are set up correctly. The Chair noted that this will take further research to determine how to properly proceed. The history of our existing revolving funds also needs to be further investigated.

Councilors asked the following question:

Q: If this is not approved tonight, and equipment is sold in auction what would happen to the funds?

A: Ms. Lemieux explained that the funds will be sent to the general fund which the City would not spend until the next fiscal year when it drops to free cash. She noted that this means the City would need to find a different funding source for any purchases DPW wishes to make in the meantime. The funding source could be using the existing funds in free cash.

Councilors made the following comment:

It was noted that there should be a separate docket item that just goes over the research that has been conducted recently regarding revolving accounts. Councilors also discussed holding both items regarding revolving funds until this discussion can happen. Additionally, it was noted that during this year's budget process the Committees should be taking a closer look at the revolving accounts for each department.

Ms. Lemieux explained that they will work to get the department heads prepared to have these conversations about revolving accounts.

Ms. Sullivan explained that she does not have concerns related to holding this item but the item regarding National Grid (the following item) is time sensitive.

Councilor Gentile motioned to hold item 247-22 which passed unanimously.

**#248-22      Establishing a departmental revolving account within the Department of Public Works Engineering Division**

HER HONOR THE MAYOR requesting the authorization to establish a departmental revolving account within the Department of Public Works Engineering Division per MGL Chapter 44, Section 53E1/2 to allow for National Grid payments-owned road repairs. The account would have an annual spending limit of \$500,000.

**Action:**      **Finance Approved 8-0**

**Note:**      Shawna Sullivan, Deputy Commissioner of DPW presented the request to establish a departmental revolving account within the Department of Public Works Engineering Division per MGL Chapter 44, Section 53E1/2 to allow for National Grid payments-owned road repairs. The account would have an annual spending limit of \$500,000. The revolving fund will allow the Engineering Division to accept payment from National Grid for roads where they have replaced gas mains. Currently National Grid paves the area where a gas main was installed or replaced, which results in a half-paved roadway. DPW would instead like to receive payment from the gas company for their portion of the road restoration in order to schedule restoration of the entire width of the roadway following our paving priority list based on the roadway's Pavement Condition Index. It will also provide a better end product as the National Grid trenches will have the opportunity to settle over a winter. In addition, DPW receives many requests to pave the other half of the roadway after National Grid completes its work because residents do not like the way a half-paved road looks.

Ms. Sullivan noted that it is important that this item moves forward so that the City has a mechanism to receive the \$400,000 National Grid is planning on paying the City. This is for the Waverly and Chestnut projects, which are past the pave or pay timeframe.

It was questioned what the state of the road would be in the interim if DPW waited a year to pave the whole roadway. Ms. Sullivan explained that National Grid will still need to repave the trench so it would be the same condition it is in now.

There was also a question related to how the cost is determined for repaving the roads, and how we ensure National Grid is paying the City a fair amount. Ms. Sullivan explained that they have an idea on what the road paving will cost, including the materials, and they go through and make this determination each year.

Additionally, if this account is set up incorrectly can it be reversed? Ms. Curley explained that this account is most likely properly a 53E1/2. He also noted that he has spoken to other communities regarding how they handle these funds and some did have revolving funds set up to handle this exact scenario.

Councilors noted concerns related to passing this item before having further discussions on revolving accounts but also understood the time sensitivity.

Ms. Sullivan provided the attached draft Council order for this item.

Councilor Gentile motioned to approve which passed unanimously.

### **Referred to Public Facilities and Finance Committees**

#### **#170-22      Appropriate funds for the replacement of the residential water meter system**

HER HONOR THE MAYOR requesting authorization to appropriate and expend an amount of funds and authorize a general obligation borrowing of an equal amount for the replacement of the residential water meter system and project oversight and authorization to apply any premium received upon the sale of the bonds or notes, less the cost of preparing, issuing, and marketing them, and any accrued interest received upon the delivery of the bonds or notes to the costs of the project and to reduce the amount authorized to be borrowed for the project by like amount.

**Public Facilities Approved as Amended to \$16,625,000 5-0-1 (Councilor Kelley abstaining and Councilor Danberg not voting) on 04/06/22**

**Action:      Finance Approved as Amended to \$16,625,000 with the addition of commercial water meters Subject to Second Call 8-0**

**Note:**            Shawna Sullivan, Deputy Commissioner of DPW presented the request to appropriate and expend an amount of funds and authorize a general obligation borrowing of an equal amount for the replacement of the residential water meter system and project oversight and authorization to apply any premium received upon the sale of the bonds or notes, less the cost of preparing, issuing, and marketing them, and any accrued interest received upon the delivery of the bonds or notes to the costs of the project and to reduce the amount authorized to be borrowed for the project by like amount. Ms. Sullivan noted that the total amount will be \$16,625,000 and asked the Committee to also include commercial water meters in this request. She also introduced the new Director of Utilities, Thomas Fitzgerald who will be working on this project.

Ms. Sullivan explained that there are approximately 29,000 water meters citywide and the last water meter replacement was in 2009. Currently, the transponders are failing so the proposal is for a full meter replacement program. This also includes a customer portal. The installation of the meters is ready to go out to bid following approval by the City Council, and will begin this summer with completion by December 2023.

Maureen Lemieux, Chief Financial Officer explained that they have drafted this as a bond authorization for the full amount.

#### **Councilors asked the following questions:**

**Q:** What is solution to deal with the billing on the current failing water meters?

**A:** Ms. Sullivan explained that they will do a daily average of the estimated bill period and spread that



over the time with the rates. Ms. Lemieux explained this will be labor intensive and this will be another area where the Financial Services Department can create an efficient process.

Q: Why is the Council being asked to bond the item for the full amount?

A: Ms. Lemieux explained that the item could be approved Subject to Second Call to give time to amend the item to include the funds that will come out of the water and sewer funds.

Q: What will be done differently to prevent these issues from occurring again?

A: Ms. Sullivan provided the attached protocols after the conclusion of the meeting.

Q: How and when will the City be paying the full amount?

A: Ms. Sullivan explained that when the project goes out to bid they will need the funds in place for the materials and installation. The materials will be purchased off a cooperative bid.

A Councilor motioned to amend the item to add the amount of \$16,625,000 and to include commercial meters which passed unanimously.

A Councilor motioned to approve as amended to \$16,625,000 with the addition of commercial water meters Subject to Second Call 8-0.

The Committee adjourned at 9:54 p.m.

**Respectfully submitted,**

**Rebecca Walker Grossman, Chair**

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 fifty thousand dollars (\$50,000) from Acct # 0110162-513040 Elections-Work by Other Depts, to fund the reconfiguration of some of the office space in the City Clerk’s Office be and is hereby approved as follows:

FROM:	Election Work by Other Depts (0110162-513040).....	\$50,000
TO:	City Clerks Office Reconfiguration (01C11529-579500) .....	\$50,000

Under Suspension of Rules  
Readings Waived and Approved  
DRAFT

(SGD) CAROL MOORE  
City Clerk

(SGD) RUTHANNE FULLER  
Mayor

Date: \_\_\_\_\_

CITY OF NEWTON

IN CITY COUNCIL

DRAFT

ORDERED:

That, in accordance with the recommendation of the Programs & Services Committee through its Chair Joshua Krintzman and the Finance Committee through its Chair Rebecca Walker Grossman, to appropriate and expend the sum of eighty thousand dollars (\$80,000) from Acct # 0150103-511001 Full Time Salaries, Clinical Health, to fund the reconfiguration of some of the office space in the Health & Human Services Department be and is hereby approved as follows:

FROM:	Clinical Health Full-Time Salaries (0150103-511001).....	\$80,000
TO:	Health Dept Office Reconfiguration (01C11530-579500) .....	\$80,000

Under Suspension of Rules  
Readings Waived and Approved  
DRAFT

(SGD) CAROL MOORE  
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 accept and expend forty-nine thousand three hundred and forty dollar (\$49,340) from the Massachusetts Department of Agriculture Grant to be used for the solar project at 303 Nahanton Street at Newton's Angino Farm and consists of 30 solar panels (10.1 KW) to be mounted on the roof of the barn is hereby approved.

Under Suspension of Rules  
Readings Waived and Approved  
DRAFT

(SGD) CAROL MOORE  
City Clerk

(SGD) RUTHANNE FULLER  
Mayor

Date: \_\_\_\_\_

# Newton Community Farm Farmhouse Restoration and Rehabilitation Funding Recommendation

Community Preservation Committee  
Presentation to the Finance Committee  
April 11, 2022

1

## Project Overview

- ▶ City used CPA funding to purchase Angino Farm, Newton's last working farm, in 2005
- ▶ Newton Community Farm manages the farm and is responsible for maintaining the ca. 1855 house as well as running the community farm and its programs
- ▶ CPA funding was last used on the farmhouse in 2006 to delead the house and repair/replace damaged doors and windows
- ▶ Ongoing water issues and outdated systems now threaten the ongoing usability of the house as a required residence for the farm manager



2

## Current Funding Request

CPA funding is requested to rehabilitate and restore parts of the mid-19<sup>th</sup> century farmhouse by:

- ▶ Remediating excessive water and moisture issues in the foundation and basement
- ▶ Upgrading the outdated electrical system
- ▶ Replacing the kitchen ceiling
- ▶ Replacing the hot water system

3

## Recommended CPA Project Funding

CPA Funding Accounts	Amount
FY22 Unrestricted Funds	\$88,554
<b>TOTAL CPA PROJECT FUNDS:</b>	<b>\$88,554</b>

CPA Funding is recommended to be Historic Resource category funding.

4

## Project Funding Sources

Funding Sources	Amount
CPA Recommended Funding	\$88,554
Newton Community Farm Funding	\$10,000
<b>TOTAL PROJECT COST:</b>	<b>\$98,554</b>

5

## Timeline

Winter 2022 - Spring 2022:

Gather final quotes for project work

Spring 2022:

Begin project work which will be coordinated with farmhouse residents and farm growing season/schedule

Spring 2023:

Project complete

6

## Questions & Discussion

▶ Thank you!



CITY OF NEWTON

IN CITY COUNCIL

DRAFT

ORDERED:

That, in accordance with the recommendation of the Community Preservation Committee through its Chair, Dan Brody, the Zoning & Planning Committee through its Chair Deborah J. Crossley and the Finance Committee through its Chair Rebecca Walker Grossman, the appropriation of eighty-eight thousand five hundred and fifty-four dollars (\$88,554) in Community Preservation Act fund from the FY22 Unrestricted funds to the control of the Planning & Development Department for a grant to the Newton Community Farm for the rehabilitation and restoration of the ca. 1855 farmhouse including excessive water and moisture remediation and the installation of a new electrical system, water heater and kitchen ceiling be and is hereby approved as follows:

FROM:	CPA Unrestricted Budgeted Reserves (58R10498-579000) .....	\$88,554
TO:	Newton Community Farm Rehab (58B11416-524070) .....	\$88,554

Under Suspension of Rules  
Readings Waived and Approved  
DRAFT

(SGD) CAROL MOORE  
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 accept and expend an eighty-one thousand two hundred- and fifty-dollar (\$81,250) grant from the Massachusetts Department of Environmental Protection's Diesel Emissions Reduction Act (DERA) program is hereby approved.

Under Suspension of Rules  
Readings Waived and Approved  
DRAFT

(SGD) CAROL MOORE  
City Clerk

(SGD) RUTHANNE FULLER  
Mayor

Date: \_\_\_\_\_

Ordered:

That in accordance with the recommendation of the Finance Committee through its Chair Rebecca Walker Grossman there shall be a separate revolving fund established under Massachusetts General Law Chapter 44, Section 53E1/2 called the National Grid Roadway Improvement Revolving Fund for use by the Department of Public Works. The spending limit for FY2022 is \$500,000.

The Comptroller shall establish the National Grid Roadway Improvement Revolving Fund in the books of the City as a separate account and deposit all monies received from National Grid paid to the City of Newton in lieu of National Grid's obligations to restore streets and ways that that are dug up and opened during National Grid's operations in the City. All such monies received from National Grid shall be available for use by the Department of Public Works for the repair, restoration, maintenance and improvements of streets and ways that were dug up and opened by National Grid's operations.

The purpose of the fund is to collect and utilize monies for the repair, restoration, maintenance and improvements on streets and ways in the City affected by National Grid's utility work. During each fiscal year, the Commissioner of Public Works or their designee may incur liabilities against and spend monies from the National Grid Roadway Improvement Revolving Fund for this purpose.

The Department of Public Works shall include an annual statement within 10 days of April 30, which includes monies collected to the fund, the encumbrances, and expenditures charged to the fund and the balance available for expenditure.



City of Newton, Massachusetts  
Office of the Mayor

RUTHANNE FULLER  
MAYOR

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April 8, 2022

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

RECEIVED  
2022 APR - 8 AM 10:55  
CITY CLERK  
NEWTON, MA. 02459

Councilors:

I respectfully request that your Honorable Council amend Docket Item # 170-22, by replacing the phrase “requesting authorization to appropriate and expend an amount of funds yet to be determined and authorize a general obligation borrowing of an equal amount for the replacement of the residential water meter system and project oversight” with the following, “requesting authorization to appropriate and expend the amount of sixteen million six hundred twenty five thousand dollars (\$16,625,000) and authorize a general obligation borrowing of an equal amount for the replacement of the residential water meter system and project oversight”.

As in my original docket request, I ask that your Honorable Council authorize any premium received upon the sale of the bonds or notes, less the cost of preparing, issuing and marketing them, and any accrued interest received upon the delivery of the bonds or notes be applied to the costs of the project being financed by the bonds or notes and to reduce the amount authorized to be borrowed for the project by a like amount.

As you know, the requested funding will provide for new meters and meter transmission units (MTUs) for all residential and commercial properties, installation of these meters and MTUs, a software and billing interface including a customer portal, training, and associated meter reading equipment.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller  
Mayor

## DAILY ANALYSIS

A daily analysis is offered when a high catchup bill is produced on an account. A catchup bill is created when there have been multiple estimated quarters followed by an actual read. The daily analysis includes the large catchup bill combined with the estimated hcf's and is spread quarterly. This helps reduce the catchup bill that is typically charged at the highest tier level, while also considering the rate differential per year. Historically, every July 1 the water/sewer rates go up, although this did not occur between FY21 and FY22. A daily analysis outcome can range from zero to thousands of dollars depending on the tier level of the estimated bills. Customers are not promised any discounted amount until the daily analysis is completed.

### HOW A DAILY ANALYSIS IS CALCULATED

(Please see the attached example of the worksheet to follow along)

- Enter the first read date – this is the last actual read date before the estimates started
- Enter the next actual read date – this is the date of the catchup bill
- Enter the total consumption that was estimated together with the catchup bill

The above calculations produce the average daily usage. All information for the daily analysis is taken from the Consumption History.

Then proceed to:

- Enter each of the billing quarter dates
  - This determines the number of days in the billing quarter
  - The number of days is then multiplied by the average daily usage which calculates the average hcf per quarter
  - The final number is what would have been charged that quarter when factoring in all the usage
- Enter what was billed that quarter in the Billed HCF column – the billed amount is the amount without the stormwater/impervious fee
- Multiply the hcf by the rate that would have been in effect for that quarter and enter it in the Cost column

The total analysis explains the difference from cost to what was billed and is located in the Difference column. That amount will then be abated off the catchup bill.

A Condo Factor or Elderly Discount may need to be taken into consideration when calculating the above numbers on an account.