



Public Facilities Committee Agenda

City of Newton In City Council

Wednesday, June 22, 2022

The Public Facilities Committee will hold this meeting as a virtual meeting on Wednesday, June 22, at 7:00 pm. To view this meeting using Zoom use this link: <https://us02web.zoom.us/j/86246250970> or call 1-646-558-8656 and use the following Meeting ID: 862 4625 0970

Items Scheduled for Discussion:

Public Hearing

#365-22 Request for a grant of location in Josselyn Place

NATIONAL GRID petition for a grant of location to install and maintain 85'± of 4" plastic main extending from the existing 4" bare steel main to serve two new duplex units at #16-18 Josselyn Place for the installation of (2) services 60'± of 2" plastic service to serve #16 Josselyn Place and #18 Josselyn Place

Public Hearing

#366-22 Request for a grant of location in Westfield Road

NATIONAL GRID petition for a grant of location to install and maintain a 4" plastic gas main to be extended 40'± east to provide service to #39 Westfield Road

#349-22 Discussion regarding the maintenance of the gas turn-off valve covers

PUBLIC FACILITIES COMMITTEE AND COUNCILORS LIPOF, BOWMAN, GREENBERG, AND WRIGHT requesting a discussion with the Gas utility, National Grid, the Fire Department and DPW regarding the maintenance of the gas turn-off valve covers (curb or gate boxes).

Referred to Public Facilities and Finance Committees

#369-22 Appropriate \$49.3 million for the renovation/addition for 150 Jackson Road

HER HONOR THE MAYOR requesting authorization to appropriate and expend forty-nine million three hundred thousand dollars (\$49,300,000) and authorize a general obligation borrowing of an equal amount for the renovation/addition to the 150 Jackson Road, the new home of the Lincoln Eliot Elementary School and authorization to apply any premium received upon the sale of the bonds or notes, less the cost of preparing,

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.

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.

Referred to Public Facilities and Finance Committees

#336-22

CPC Recommendation to appropriate \$133,002 in CPA funding

COMMUNITY PRESERVATION COMMITTEE recommending appropriation of one hundred thirty-three thousand and two dollars (\$133,002) in Community Preservation Act funding be appropriated from the Unrestricted Prior Year Funds to the control of the Planning & Development Department for the completion of the 100% design of the Commonwealth Avenue Carriageway Redesign project in Auburndale.

Zoning & Planning voted to recommit this item back to the City Council 7-0 (Councilor Leary not voting) on 06/13/22

Respectfully submitted,

Alison M. Leary, Chair

**CITY OF NEWTON
MASSACHUSETTS**

PETITION for GRANT OF LOCATION

To the Petitioner:

City of Newton Ordinance Section 23-52 requires that each petition for grant of location be submitted to the City Council before it is sent to the Public Works Department for a preliminary review. The comments of the Public Works Commissioner will be part of the record submitted to the City Council. Upon filing with the City Council, the petition will be scheduled for a public hearing before the Public Facilities Committee of City Council. **The petitioner is responsible for insuring that the petition is complete, and all required materials are in order for review.** Attached please find the City Engineer's Standard Requirements for Plans and the Department of Public Works Permit Processing brochure.

Grant of Location Process:

1. Applicant submits completed Petition Form and required materials to the City Council
2. Public Works Department conducts preliminary review and gives written comments to the applicant
3. Engineering Division files Petition Form with comments with the Clerk of the City Council
4. City Council schedules petition for a public hearing before the Public Facilities Committee of the City Council
5. Public Facilities Committee recommendations are forwarded to the City Council for a final decision

Questions may be directed to:

Lou Taverna, City Engineer, 617-796-1020

Cassidy Flynn, Clerk of the Public Facilities Committee 617-796-1213

I. IDENTIFICATION (Please Type or Print Clearly)

Company Name NATIONALGRID

201 Rivermoor Street

Address _____

West Roxbury, MA 02132

Phone Number 617-894-3896

Fax Number _____

Mary Mulrone

Permit Representative

Contact Person _____

Title _____

Mary Mulrone

May 10, 2022

Signature _____

Date _____

Person filing application

If a telecommunications company, indicate how certified by the Department of Telecommunications and Energy:

II. DESCRIPTION OF PROJECT: to be completed by petitioner

Write here or attach a description of the project including, location, proposed time frame for completion, type of materials to be used, benefit provided to the City, project mitigation plan as applicable, street reconstruction plan including timetable for completion. **To Install approximately 85 feet of 4- inch plastic main extending from the existing 4- inch, bare steel (1953) main to serve two new duplex units at #16-18 Josselyn Pl. for the installation of (2) services approximately 60 feet of 2- inch plastic service to serve #16 Josselyn Pl (POE 3) and #18 Josselyn Pl (POE 7) Newton.**

A. Include or attach a sketch to provide a visual description of the project. If plans are attached, provide:
Title of Plan _____ Date of plan _____

III. PUBLIC WORKS DEPARTMENT REVIEW

Date received by Public Works Department May 19, 2022

Check One:

Minor Project



Major Project



Lateral



(Refer to City Engineer Standard Requirements for Plans for definition of minor and major project)

Plans Submitted:

Certified Plot Plan



Stamped Plans



DATE AND COMMENTS:

RECOMMENDATIONS:

85-feet of new 4-in plastic pipe is to be extended westerly from the existing 4-in bare steel main to provide (2) - 2-inch service connections to #16 & #18 Josselyn Road. Siltation control shall be installed and maintained during construction. The contractor of record shall obtain Street Opening & Trench permits prior to construction.

Pedestrian access shall be accommodated in accordance with DPW requirements. Upon completion an as built plan shall be submitted to DPW. For public safety a Police Detail shall be required.

John Daghljan, Associate City Engineer
May 19, 2022

V. RECOMMENDATION TO PUBLIC FACILITIES COMMITTEE:

Shawna Sullivan

Digitally signed by Shawna Sullivan
Date: 2022.05.23 10:12:49 -04'00'

Commissioner, Public Works

Date

First	Last	SITUS_LINE1	SITUS_LINE2	SITUS_LINE3	MAIL_LINE1	MAIL_LINE2	MAIL_LINE3	GAS_ACCTS
THOMAS M	KELLEY	1 JOSSELYN PL	NEWTON MA	02461-1609	1 JOSSELYN PL	NEWTON MA	02461-1609	1
HSIN HUI	WU	5 JOSSELYN PL	NEWTON HIGHLANDS MA	02461-1609	5 JOSSELYN PL	NEWTON HIGHLANDS MA	02461-1609	1
PATRICIA A	CORREA	9 JOSSELYN PL	NEWTON HIGHLANDS MA	02461-1609	9 JOSSELYN PL	NEWTON HIGHLANDS MA	02461-1609	1
SANDY	CHIN	15 JOSSELYN PL	NEWTON HIGHLANDS MA	02461-1609	15 JOSSELYN PL	NEWTON HIGHLANDS MA	02461-1609	
FT	PROCTOR	16 JOSSELYN PL	NEWTON MA	02461-1609	14 RHODE ISLAND RD	LAKEVILLE MA	02347-1335	
JAMES N	LUCENTA	19 JOSSELYN PL	NEWTON HIGHLANDS MA	02461-1609	19 JOSSELYN PL	NEWTON HIGHLANDS MA	02461-1609	1
FT	SIDHU	25 JOSSELYN PL # 25	NEWTON MA	02461-1609	958 OCEAN BLVD # 1	HAMPTON NH	03842-1428	
FT	SIDHU	27 JOSSELYN PL # 27	NEWTON MA	02461-1609	958 OCEAN BLVD # 1	HAMPTON NH	03842-1428	
AGNES P	PROCTOR	45 ELLIOT ST	NEWTON MA	02461-1606	34 ELM ST	PLYMPTON MA	02367-1102	1

PETITION OF NATIONAL GRID FOR GAS MAIN LOCATIONS

City of Newton / City Council:

The Nationalgrid hereby respectfully requests your consent to the locations of mains as hereinafter described for the transmission and distribution of gas in and under the following public streets, lanes, highways and places of the **City of Newton** and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and accomplish the objects of said Company; and the digging up and opening the ground to lay or place same:

To Install approximately 85 feet of 4- inch plastic main extending from the existing 4- inch, bare steel (1953) main to serve two new duplex units at #16-18 Josselyn Pl. for the installation of (2) services approximately 60 feet of 2- inch plastic service to serve #16 Josselyn Pl (POE 3) and #18 Josselyn Pl (POE 7) Newton.

Date: May 10, 2022

By: *Mary Mulroney*
Mary Mulroney
Permit Representative

City of Newton / City Council:

IT IS HEREBY ORDERED that the locations of the mains of the Nationalgrid for the transmission and distribution of gas in and under the public streets, lanes, highways and places of the **City of Newton** substantially as described in the petition date May 10, 2022 attached hereto and hereby made a part hereof, and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and/or accomplish the objects of said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and approved.

The said Nationalgrid shall comply with all applicable provisions of law and ordinances of the **City of Newton** applicable to the enjoyment of said locations and rights.

Date this _____ day of _____, 20____.

I hereby certify that the foregoing order was duly adopted by the _____ of the City of _____, MA on the _____ day of _____, 20____.

WO # 1456829

By:
Title

LOCATION: 16 -18 Josselyn PL, Newton 1456829

All Grants of Location for the City of Newton must answer the following in detail:

- A. Are there any leaks on this road? If yes, how many?
There are no leaks in this road. -NArabie

- B. If not, why is the gas main being extended or replaced?
The gas main is being extended to service two new duplex units at #16 and #18 Josselyn PL. - NArabie

- C. Is it in response to upcoming roadwork or new development?
Yes, it is in response to new development (new duplex units at #16 and #18 Josselyn PL). - NArabie

- D. Is capacity increasing? If yes, why?
Capacity is increasing due to the new development. -NArabie

Requested by the Commissioner: When NationalGrid engineers develop the GOL plans these standard questions be answered in a written format & submitted with the GOL package.

Final Label Report

SBL	Owner	Number	Street	Unit
51023 0022	PROCTOR AGNES P L/E	45	ELLIOT ST	
51029 0038	NSTAR ELECTRIC CO	48	ELLIOT ST	
51023 0021	GEE FAY GOON & SO MAN	49	ELLIOT ST	
51023 0020	PENG DONGQING	1	FRANCES ST HGH	
51023 0023A	PROCTOR FRANK W		JOSELYN PL	
51023 0031	KELLEY THOMAS M	1	JOSELYN PL	
51023 0030	WU HSIN-HUI	5	JOSELYN PL	
51023 0029	CORREA PATRICIA A	9	JOSELYN PL	
51023 0026A	CHIN SANDY	15	JOSELYN PL	2
51023 0023	PROCTOR JR FRANK W TR	16	JOSELYN PL	
51023 0026	LUCENTA JAMES N & DEBORAH J	19	JOSELYN PL	1
51023 0025	SIDHU KANWARJIT S & SURINDERPAL K	25	JOSELYN PL	1
51023 0025A	SIDHU KANWARJIT S & SURINDERPAL K	27	JOSELYN PL	2

**CITY OF NEWTON
MASSACHUSETTS**

PETITION for GRANT OF LOCATION

To the Petitioner:

City of Newton Ordinance Section 23-52 requires that each petition for grant of location be submitted to the City Council before it is sent to the Public Works Department for a preliminary review. The comments of the Public Works Commissioner will be part of the record submitted to the City Council. Upon filing with the City Council, the petition will be scheduled for a public hearing before the Public Facilities Committee of City Council. **The petitioner is responsible for insuring that the petition is complete, and all required materials are in order for review.** Attached please find the City Engineer's Standard Requirements for Plans and the Department of Public Works Permit Processing brochure.

Grant of Location Process:

1. Applicant submits completed Petition Form and required materials to the City Council
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4. City Council schedules petition for a public hearing before the Public Facilities Committee of the City Council
5. Public Facilities Committee recommendations are forwarded to the City Council for a final decision

Questions may be directed to:

Lou Taverna, City Engineer, 617-796-1020

Cassidy Flynn, Clerk of the Public Facilities Committee 617-796-1213

I. IDENTIFICATION (Please Type or Print Clearly)

Company Name NATIONALGRID
201 Rivermoor Street

Address _____
West Roxbury, MA 02132

Phone Number 617-894-3896

Fax Number _____

Mary Mulronee

Permit Representative

Contact Person _____

Title _____

Signature _____

Mary Mulronee

May 10, 2022

Date _____

Person filing application

If a telecommunications company, indicate how certified by the Department of Telecommunications and Energy:

II. DESCRIPTION OF PROJECT: to be completed by petitioner

Write here or attach a description of the project including, location, proposed time frame for completion, type of materials to be used, benefit provided to the City, project mitigation plan as applicable, street reconstruction plan including timetable for completion. **To extend 4-inch plastic main 40 feet to service #39 West Field Road, Newton, to service 80 feet of 2 – inch plastic service.**

A. Include or attach a sketch to provide a visual description of the project. If plans are attached, provide:
 Title of Plan _____ Date of plan _____

III. PUBLIC WORKS DEPARTMENT REVIEW

Date received by Public Works Department May 19, 2022

Check One:

Minor Project

Major Project

Lateral

(Refer to City Engineer Standard Requirements for Plans for definition of minor and major project)

Plans Submitted:

Certified Plot Plan

Stamped Plans

DATE AND COMMENTS:

RECOMMENDATIONS:

<p>A 4" plastic gas main is to be extended 40-feet east to provide a service to #39 Westfield Road. The contractor of record shall obtain a Street Opening & Trench Permit prior to construction. Catch basins w/in the work zone shall have siltation controls installed & maintained for the duration. For public safety a Police Detail will be</p>	<p>required. Trench restoration shall be per the Street Opening Permit. Pedestrian access shall be accommodated in accordance with DPW requirements for the duration. Upon completion an as built plan shall be submitted to the DPW. <i>John Daghljan, Associate City Engineer</i> <i>May 19, 2022</i></p>
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V. RECOMMENDATION TO PUBLIC FACILITIES COMMITTEE:

Shawna Sullivan Digitally signed by Shawna Sullivan
Date: 2022.05.23 10:16:57 -04'00'

 Commissioner, Public Works

 Date

PETITION OF NATIONAL GRID FOR GAS MAIN LOCATIONS

City of Newton / City Council:

The Nationalgrid hereby respectfully requests your consent to the locations of mains as hereinafter described for the transmission and distribution of gas in and under the following public streets, lanes, highways and places of the **City of Newton** and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and accomplish the objects of said Company; and the digging up and opening the ground to lay or place same:

To extend 4-inch plastic main 40 feet to service #39 West Field Road, Newton, to service 80 feet of 2 – inch plastic service.

Date: April 7, 2022

By: *Mary Mulroney*
Mary Mulroney
Permit Representative

City of Newton / City Council:

IT IS HEREBY ORDERED that the locations of the mains of the Nationalgrid for the transmission and distribution of gas in and under the public streets, lanes, highways and places of the **City of Newton** substantially as described in the petition date April 7, 2022 attached hereto and hereby made a part hereof, and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and/or accomplish the objects of said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and approved.

The said Nationalgrid shall comply with all applicable provisions of law and ordinances of the **City of Newton** applicable to the enjoyment of said locations and rights.

Date this _____ day of _____, 20____.

I hereby certify that the foregoing order was duly adopted by the _____ of the City of _____, MA on the _____ day of _____, 20____.

WO # 1454677

By:
Title

All Grants of Location for the City of Newton must answer the following in detail:

- A. Are there any leaks on this road? If yes, how many?

There are no known leaks on this road.

- B. If not, why is the gas main being extended or replaced?

The gas main is being extended in order to serve a new customer at #39 Westfield Rd.

- C. Is it in response to upcoming roadwork or new development?

No.

- D. Is capacity increasing? If yes, why?

No, the capacity is not increasing.

Requested by the Commissioner: When NationalGrid engineers develop the GOL plans these standard questions be answered in a written format & submitted with the GOL package.

CONSTRUCTION NOTES

SCOPE OF WORK
NATIONAL GRID PROJECT NUMBER 1454477
(30 WESTFIELD ROAD, NEWTON, MA)
MAIN EXTENSION W/ NEW SERVICE - EXTEND AN PL PL MAIN 40FT TO 430 AND
INSTALL 600 OF 20" PL SERVICE TO 430 + 15253 WITH 500000 I.D.

GENERAL

- 1. NO FIELD CHANGES SHALL BE MADE TO THIS DESIGN WITHOUT APPROVAL FROM THE ASSIGNED NATIONAL GRID ENGINEER.
2. NEW MAINS SHALL BE INSTALLED IN ACCORDANCE WITH THE TYPICAL TRENCH DETAIL INCLUDED IN THESE DRAWINGS, UNLESS NOTED OTHERWISE.
3. SERVICE MAINS SHALL BE INSTALLED WITH CLEARANCE OF 12 INCHES FROM OTHER FACILITIES.

CODES & STANDARDS

- 1. WORK SHALL CONFORM TO ALL LOCAL, STATE, AND FEDERAL CODES IN ADDITION TO NATIONAL GRID GAS POLICES AND WORK METHODS.
2. ALL REFERENCES SHALL BE IN ACCORDANCE WITH THE MOST CURRENT REVISION AVAILABLE AT THE TIME OF CONSTRUCTION.

DESIGN CRITERIA

- 1. DESIGN IN ACCORDANCE WITH THE FOLLOWING:
A. EN000001: DESIGN OF GAS SERVICES
B. EN000002: DESIGN OF DISTRIBUTION MAINS
C. EN000003: DESIGN REQUIREMENTS FOR INSTALLATION OF CASINGS

ENVIRONMENTAL

- 1. WORK SHALL CONFORM TO THE NATIONAL GRID ENVIRONMENTAL POLICY.
2. ENVIRONMENTAL ENGINEERING CONTACT: JANE WALKER
PHONE: (781) 951-1158
EMAIL: JANE.WALKER@NATIONALGRID.COM

SEQUENCE OF CONSTRUCTION

- 1. CONTRACTOR SHALL CALL DISINFEST (DIAL 811 OR 888-344-7233) AT LEAST 72 HOURS PRIOR TO CONSTRUCTION.
2. CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UTILITIES AND STRUCTURES DEPTED OR NOT DEPTED ON THIS DESIGN PRIOR TO CONSTRUCTION.

PRESSURE TESTING

- 1. PRESSURE TESTING TO BE IN ACCORDANCE WITH:
A. EN010003: PRESSURE TESTING MAINS OPERATING BELOW 125 PSIG.
B. EN010004: PRESSURE TESTING MAINS OPERATING AT 125 PSIG OR LESS.

WELDING

- 1. NATIONAL GRID WELDING GAS POLICES AND WORK METHODS INCLUDE:
A. EN020002: WELDING POLICY
B. EN020003: PIPE WELDING SAFETY
C. EN020004: WELDING PROCEDURE SPECIFICATIONS

CATHODIC PROTECTION

- 1. IF EXISTING TEST STATIONS, WELDS, AND/OR MAGNESIUM ANODES ARE DISTURBED OR DAMAGED, NOTIFY THE NATIONAL GRID CORROSION DEPARTMENT.
2. BLOTCH VENTS: (817) 438-9182
24 HOUR NOTICE IS REQUIRED PRIOR TO INSTALLATION OF INSULATED FITTINGS TO ALLOW FOR ACCEPTANCE TESTING.

ITEM QTY UOM DESCRIPTION SIZE (IN.) NATIONAL GRID REFERENCE SAP ID NUMBER

Table with 5 columns: ITEM, QTY, UOM, DESCRIPTION, SIZE (IN.), NATIONAL GRID REFERENCE, SAP ID NUMBER. Contains material list for pipe, fittings, valves, and couplings.

NOTE: ALL MATERIAL QUANTITIES ARE ESTIMATED BASED ON PROPOSED DESIGN. ADDITIONAL QUANTITIES AND/OR MATERIALS MAY BE REQUIRED TO CONSTRUCT VERTICAL OFFSETS OR DUE TO OTHER UNKNOWN AS-FOUND CONDITIONS/DESIGN CONFLICTS AND FOR TESTINGS.

PROPOSED GAS MAIN/SERVICE INSTALLATION
30 WESTFIELD ROAD
NEWTON, MA

CONSTRUCTION NOTES AND BOM
DPL-NEW-067813-1132 G-002

DATE: 06/14/2022
DESIGNER: J. JOHNSON
CHECKED: S. THOMPSON

APPROVED: [Signature]
DATE: 06/14/2022

41400000
THIS DRAWING IS THE PROPERTY OF NATIONAL GRID. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE WRITTEN PERMISSION OF NATIONAL GRID.

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PROPOSED GAS MAIN/SERVICE INSTALLATION
 39 WESTFIELD ROAD
 WESTFIELD, MA

PROPOSED TIE-IN DETAILS


DATE	BY	REVISION
07/11/2022	ADAMSON	ISSUANCE
07/11/2022	ADAMSON	ISSUANCE

MASS GAS COMPANY
 475 N. MAIN STREET
 WESTFIELD, MA 01097

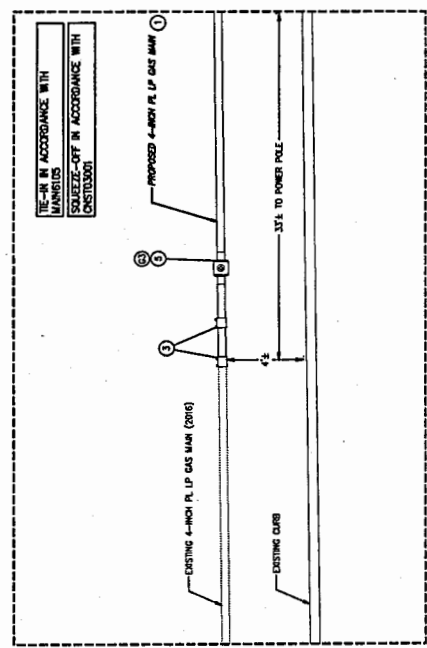
nationalgrid
 45 WESTFIELD ROAD
 WESTFIELD, MA 01097

FINAL

NO.	DATE	DESCRIPTION	BY	CHKD.
1	07/11/2022	ISSUANCE	ADAMSON	ADAMSON



GLIA
 175 WESTFIELD ROAD
 WESTFIELD, MA 01097
 TEL: 413-253-1132



1 PROPOSED TIE-IN AT 39 WESTFIELD ROAD
 SCALE 1"=4'



MASS GAS COMPANY
 475 N. MAIN STREET
 WESTFIELD, MA 01097
 TEL: 413-253-1132

Final Label Report

SBL	Owner	Number	Street	Unit
32003 0029	MARSHALL ROBERT	100	CHESTNUT ST	
32004 0015	ABRAMSON BARRY M & HARRIET CHU	113	CHESTNUT ST	
32003 0019	GORELIK MICHAEL	120	CHESTNUT ST	
32003 0018	128 CHESTNUT ST LLC	128	CHESTNUT ST	
32004 0014	WITTPENNIG KAI	5	RICHFIELD RD	
32003 0020	WANG WENDY	1	WESTFIELD RD	
32003 0028	CHAI XIAOMEI	12	WESTFIELD RD	
32003 0027	KOWALSKI ANDREA	18	WESTFIELD RD	
32003 0026	CALLAGHAN PATRICIA	24	WESTFIELD RD	
32003 0021	SCHWARTZ LAWRENCE	25	WESTFIELD RD	
32003 0022	HAIGH CHARLES L III	29	WESTFIELD RD	
32003 0025	BURNS JOHN J	30	WESTFIELD RD	
32003 0023	SAMPSON DEBRA	35	WESTFIELD RD	
32003 0024	SALKEVER JENNIFER PRICE	36	WESTFIELD RD	
32003 0018A	MCLAUGHLIN SUZANNE K & DENNIS B	44	WESTFIELD RD	

Questions for June 22 Meeting clerk@newtonma.gov, aleary@newtonma.gov
From Mothers Out Front Newton, cclaway083@gmail.com June 13, 2022

Mothers Out Front Newton is very concerned that National Grid is not maintaining the gas turn-off valve covers (curb or gate boxes) in compliance with regulations regarding the safety (accessibility, operability) of the gate boxes. See our [May 18 Memo to Alison Leary](#).

As Councilor Leary requested, in anticipation of the June 22 meeting, we submit the questions below for Newton City Councilors, National Grid, Newton DPW and the Newton Fire Department. We hope the answers will identify opportunities to prevent harm to people and damage to property in an emergency such as the fire in [Marshfield, May, 2021](#), when it took 12 hours for crews to find the valves and shut off the gas.

For City: Fire Dept, Councilors

1. Who in the City is monitoring National Grid's management of Newton's unsafe gas turn-off valves?
2. Does the Fire Department have maps locating gas turn off valves? (Mandl memo to Board of Aldermen 8/26/15, p.3 last paragraph)
3. Can the City suggest that citizens use the 311 process to report bad valve caps? If we call in a bad cap, what would happen?
4. The DPU requires gas companies to correct paved over gas valves within 9 months of discovery. (Mandl memo to Board of Aldermen 8/26/15, p. 3, footnote 2) This does not appear to be happening. How is NG identifying paved over valves to be raised? How is NG coordinating repairs with the City?
5. Are City contracts with paving companies written so that they do not pave over gas valves? Have contracts with City contractors been revised to notify the DPW that gate boxes are not paved over and that there is monitoring of gate boxes by the City in newly paved areas? (Mandl memo to Board of Aldermen 8/26/15, p.9, paragraph 3)
6. Has Newton asked National Grid to include in its permit application for pipeline replacement the pipeline leak grade information as well as pipeline material? (Mandl memo to Board of Aldermen 8/26/15, p. 8, paragraph 4)

For DPW, McGonagle, Fire Dept.

1. What is National Grid's plan to maintain gas turn-off valves in safe functional condition?
2. Who is monitoring National Grid's management of Newton's gas turn-off valves?

3. Have Newton's first responders had National Grid's training for those who may arrive at a gas emergency before gas company personnel? If so, when? How often? (National Grid, Dec. 9, 2020, slide 18)
4. Are permits for pipeline replacement being granted when other work has NOT been completed? (Mandl memo to Board of Aldermen 8/26/15, p. 8 Paragraph 4)

For City Councilors

1. Given the mandates of the 2050 MA Climate Roadmap Law and the Newton Climate Action Plan, has the legal department made any study or recommendations to promote gas pipelines repair rather than replacement?
2. Have National Grid and the City of Newton addressed the risks and followed up on the actions identified in the [*Climate Impacts On Utilities, Page 54 - 56*](#) in the [**City of Newton Climate Change Vulnerability Assessment and Action Plan Final Draft, December 2018**](#)?
3. Did DPU respond to the City of Newton's [10/13/2018 letter](#) asking for oversight and enforcement of safety requirements? If so, what was the action taken?



RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

369-22
Telephone
(617) 796-1100
Telefax
(617) 796-1113
TDD
(617) 796-1089
E-mail
rfuller@newtonma.gov

May 31, 2022

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

Councilors:

I respectfully submit a docket item to your Honorable Council requesting authorization to appropriate and expend \$49.3 million (\$49,300,000) and authorize a general obligation borrowing of an equal amount for the renovation/addition to the 150 Jackson Road, the new home of the Lincoln Eliot Elementary School.

Further, I request 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, we have seen significant cost increases and supply chain issues. We expect that Josh Morse, Commissioner of Public Buildings, will update the potential cost of this project when he seeks site plan approval at the Public Facilities Committee.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

RECEIVED
2022 MAY 31 PM 5:24
CITY CLERK
NEWTON, MA, 02459



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

May 26, 2022

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

Re: Lincoln Eliot School

Dear Mayor Fuller:

The Public Buildings Department requests the balance of the funds needed to complete the above referenced project in the amount of \$49,337,000. Please see the project website page located at: <https://www.newtonma.gov/government/public-buildings/capital-projects-investing-now-for-newton-s-future/school-projects/lincoln-eliot>.

Sincerely,

Josh Morse
Public Buildings Commissioner

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

LINCOLN-ELIOT ELEMENTARY SCHOOL PROJECT COSTS

DATE: 5/31/2022

ACCOUNT NUMBER	CATEGORIES OF THE BUDGET	#18	ARPA Funding	New Request
58SB02	ARCHITECTURAL SERVICES	\$ 103,000.00		\$ 4,555,825.00
58SB01	OWNER'S PROJECT MANAGER	\$ 77,000.00		\$ 2,259,875.00
58SB03	SITE/ENVIRONMENTAL	\$ 133,000.00		\$ 110,000.00
58SB04	OTHER	\$ -		\$ 75,000.00
524070		\$ -	\$ 350,000.00	\$ -
58SB40	PROJECT CONTINGENCY	\$ -		\$ 1,000,000.00
582500	CONSTRUCTION	\$ -		\$ 37,500,000.00
58SB39	CONSTRUCTION CONTINGENCY	\$ -		\$ 2,236,300.00
585ITE	TECHNOLOGY	\$ -		\$ 800,000.00
585FFE	FF&E	\$ -		\$ 800,000.00
	TOTAL PROJECT EXPENDITURE BUDGET	\$ 313,000.00	\$ 350,000.00	\$ 49,337,000.00

CITY COUNCIL

CITY OF NEWTON

DOCKET REQUEST FORM

DEADLINE NOTICE: Council Rules require items to be docketed with the Clerk of the Council NO LATER THAN 7:45 P.M. ON THE MONDAY PRIOR TO A FULL COUNCIL MEETING.

To: Clerk of the City Council

Date: May 19, 2022

From (Docketer): Lara Kritzer, Community Preservation Program Manager

Address: Planning Department, Newton City Hall, 1000 Commonwealth Avenue Newton MA 02459

Phone: 617-796-1144

E-mail: lkritzer@newtonma.gov

Additional sponsors: Community Preservation Committee

1. Please docket the following item (it will be edited for length if necessary):

Recommendation from the Community Preservation Committee that \$133,002 in Community Preservation Act funding be appropriated from the Unrestricted Prior Year Funds to the control of the Planning & Development Department for the completion of the 100% design of the Commonwealth Avenue Carriageway Redesign Project in Auburndale.

2. The purpose and intended outcome of this item is:

- | | |
|--|---|
| <input type="checkbox"/> Fact-finding & discussion | <input type="checkbox"/> Ordinance change |
| <input checked="" type="checkbox"/> Appropriation, transfer, | <input type="checkbox"/> Resolution |
| <input checked="" type="checkbox"/> Expenditure, or bond authorization | <input type="checkbox"/> License or renewal |
| <input type="checkbox"/> Special permit, site plan approval, | <input type="checkbox"/> Appointment confirmation |
| <input type="checkbox"/> Zone change (public hearing required) | <input type="checkbox"/> Other: _____ |

3. I recommend that this item be assigned to the following committees:

- | | | |
|---|---|--|
| <input type="checkbox"/> Programs & Services | <input checked="" type="checkbox"/> Finance | <input type="checkbox"/> Real Property |
| <input checked="" type="checkbox"/> Zoning & Planning | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Special Committee |
| <input type="checkbox"/> Public Facilities | <input type="checkbox"/> Land Use | <input type="checkbox"/> No Opinion |

4. This item should be taken up in committee:

Immediately (Emergency only, please). Please state nature of emergency:

- As soon as possible, preferably within a month
- In due course, at discretion of Committee Chair
- When certain materials are made available, as noted in 7 & 8 on reverse
- Following public hearing

PLEASE FILL OUT BOTH SIDES

5. I estimate that consideration of this item will require approximately:

- | | |
|--|--|
| <input type="checkbox"/> One half hour or less | <input checked="" type="checkbox"/> Up to one hour |
| <input type="checkbox"/> More than one hour | <input type="checkbox"/> An entire meeting |
| <input type="checkbox"/> More than one meeting | <input type="checkbox"/> Extended deliberation by subcommittee |

6. The following people should be notified and asked to attend deliberations on this item. (Please check those with whom you have already discussed the issue, especially relevant Department Heads):

City personnel	Citizens (include telephone numbers/email please)
<input checked="" type="checkbox"/> <u>Lara Kritzer</u>	<input type="checkbox"/> _____
<input checked="" type="checkbox"/> <u>Barney Heath</u>	<input type="checkbox"/> _____
<input checked="" type="checkbox"/> <u>Nicole Freedman</u>	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

7. The following background materials and/or drafts should be obtained or prepared by the Clerk’s office prior to scheduling this item for discussion:

8. I have or intend to provide additional materials and/or undertake the following research independently prior to scheduling the item for discussion. *

CPC Funding Recommendation and the City's CPA funding proposal for additional funding for the Commonwealth Avenue Cariageway Redesign Project.

*(*Note to docketer: Please provide any additional materials beyond the foregoing to the Clerk’s office by 2 p.m. on Friday before the upcoming Committee meeting when the item is scheduled to be discussed so that Councilors have a chance to review all relevant materials before a scheduled discussion.)*

Please check the following:

9. I would like to discuss this item with the Chairman before any decision is made on how and when to proceed.
10. I would like the Clerk’s office to contact me to confirm that this item has been docketed. My daytime phone number is:
11. I would like the Clerk’s office to notify me when the Chairman has scheduled the item for discussion.

Thank you.

Lara Kritzer
Signature of person docketing the item

[Please retain a copy for your own records]



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Department of Planning and Development
1000 Commonwealth Avenue Newton, Massachusetts 02459

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Telephone
(617) 796-1120
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(617) 796-1142
TDD/TTY
(617) 796-1089
www.newtonma.gov

Barney S. Heath
Director

Community Preservation Committee Funding Recommendation for Commonwealth Avenue Carriageway Redesign

Date: May 19, 2022
From: Community Preservation Committee
To: The Honorable City Council
CC: Her Honor Mayor Ruthanne Fuller

PROJECT GOALS & ELIGIBILITY

This proposal requests additional funding to complete the 100% design for the new pedestrian and bicycle paths which will replace the north carriageway of Commonwealth Avenue between Lyons Field and the Charles River Bridge in Auburndale. The project received \$390,000 in Recreation category funding in November 2020 to begin the design work and hired consultants Howard Stein Hudson to complete the 100% design for the new greenway and pedestrian space. An unanticipated issue with the intersection of Ash Street and Commonwealth Avenue, however, required the consultants to attend additional meetings and develop additional design alternatives for the intersection for review by the neighborhood, City and MassDOT. As a result, the project is now running short of funding and needs the requested CPA funds in order to complete the 100% design work. In addition, MassDOT has moved the project construction from FY25 to FY23, increasing the need for the 100% design work to be completed as scheduled.

The project's goal is to increase the amount of usable green space in this section of Commonwealth Avenue and to link existing trail networks including the Charles River Path, the Riverside Greenway trail network (in development), and Weston's planned shared use path (currently at 25% design). An additional goal is to increase the visibility of, and access to, the historic boathouse on the Charles River and improve transit access in the area by upgrading bus stops and pedestrian crossings.

The project is eligible for CPA funding for the creation of a Recreation resource.

RECOMMENDED FUNDING

At its regular monthly meeting on Tuesday, May 10, the Community Preservation Committee unanimously recommended, with a vote of 8 to 0, the appropriation of \$133,002 in Community Preservation Act funding from the Unrestricted Prior Year Funds to the control of the Planning & Development Department to provide additional funding to complete the 100% design of the Commonwealth Avenue Carriageway Redesign in Auburndale.

www.newtonma.gov/cpa

Lara Kritzer, Community Preservation Program Manager
lkritzer@newtonma.gov 617.796.1144

Proposed CPA Fund Account for the Commonwealth Ave. Carriageway Redesign Additional Funding			
Account Name	Account Number	Amount Currently Available in Account	Proposed Amount for Project
Unrestricted Prior Year Funds	#5800-3599	\$4,733,063	\$133,002
Total Project Funds			\$133,002

SPECIAL ISSUES CONSIDERED BY THE CPC

Funding leverage & project costs: The CPC recognized and appreciated the tremendous leveraging of CPA funding achieved by this project. Including both the current proposal and original funding, CPA funds account for only 8.6% of the overall project budget. The over \$6 million project has already been awarded full construction funding in the MassDOT Bicycle and Pedestrian Program budget and the construction has recently been moved from FY25 to FY23. In addition to the previous CPA funding for the project, the City received \$47,900 from the Solomon Fund to complete the conceptual plan and spent another \$200,000 to complete the 25% design for the project.

Community spaces & services: This project creates an entirely new recreational resource for the City by converting an existing traffic lane and its surrounding right-of-way lands into a developed bicycle and pedestrian pathway that will provide a critical link to other existing pathway systems. The original proposal noted that this is the only section of Commonwealth Avenue where the northern carriageway is not already a limited access roadway that is widely used by pedestrians and bicyclists. The project creates a safe path system along Commonwealth Avenue for pedestrians and bicyclists which will provide increased accessibility to Weston’s proposed bike path and link Newton’s existing trails to the north and south of this project.

Project Timeline: When the project was originally funded in 2020, MassDOT had planned to begin construction in FY25 but has since decided to move the work forward to FY23. The City is working closely with the consultants and MassDOT to ensure that the 100% design work is completed on time and expect to be ready to begin construction next year. Completing the 100% design is the last work on the project which the City is responsible for and is crucial to having the construction completed by MassDOT.

Accessibility: This project proposes to improve accessibility in this area of Newton by creating accessible pedestrian and bicycle paths which are fully separated from vehicular traffic along Commonwealth Avenue.

ADDITIONAL RECOMMENDATIONS *(funding conditions)*

1. The additional funding will continue to be used to pay for the services of a consultant to complete the 100% design of the redesigned carriageway space.
2. Any interim plans or designs will be shared with the CPC for public posting on the CPC’s website.
3. The applicant should also be prepared to update the CPC at regular intervals as requested on the status of the project.
4. The CPC shall receive copies of all relevant plans, drawings, schematics, budget and marketing materials, etc. associated with the use of the CPA funding. The Applicant will also be expected to present these materials at a meeting of the CPC for their review and approval before the final funds are released and/or the project is considered complete.

5. All recommended CPA funds should be appropriated by the City Council within six (6) months and expended within two (2) years of the date of any CPC recommendation. If either deadline cannot be met, the applicant should request a written extension from the CPC, which the CPC may grant at its discretion.
6. Any CPA funds appropriated but not used for the purposes stated herein shall be returned to the Newton Community Preservation Fund.

KEY OUTCOMES

The Community Preservation Committee will evaluate this project based on its success in completing the 100% design for the new bicycle and pedestrian pathways in place of the northern carriageway of Commonwealth Avenue in a manner which meets the neighborhood and City's transportation and recreation goals for the area and on time for MassDOT construction in Fy23.

ATTACHMENTS

- 2022 Proposal and selected attachments submitted to the CPC for the May 10, 2022 review

Additional information not attached to this recommendation, including petitions and letters of support, are available on the CPC's website at:

<https://www.newtonma.gov/government/planning/community-preservation-program/proposals-projects/commonwealth-avenue-carriageway-redesign-project>

City of Newton



Ruthanne Fuller
Mayor

**Newton, Massachusetts Community Preservation Program
FUNDING REQUEST**

336-22

(For staff use)
date rec'd:

PRE-PROPOSAL

PROPOSAL

Last updated February 2020.

Please submit this completed file directly – do not convert to PDF or other formats.

For full instructions, see www.newtonma.gov/cpa or contact:

Lara Kritzer, Community Preservation Program Manager

City of Newton Planning & Development Department, 1000 Commonwealth Ave., Newton, MA 02459

lkritzer@newtonma.gov 617.796.1144

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

Project TITLE	Commonwealth Avenue Carriageway Redesign Additional Funding		
Project LOCATION	Full street address (with zip code), or other precise location. Commonwealth Avenue (Lyons Field to Charles River Bridge)		
Project CONTACTS	Name & title or organization	Email	Phone
Project Manager	Nicole Freedman Director of Transp. Planning, City of Newton	nfreedman@newtonma.gov	617-879-8148
Other Contacts	Barney Heath, Director of Planning & Development, City of Newton	bheath@newtonma.gov	617-796-1131
Project FUNDING	A. CPA funds requested: \$ 133,002	B. Other funds to be used: \$ 5,928,000	C. Total project cost (A+B): \$ 6,061,002
Project SUMMARY	Explain how the project will use the requested CPA funds. You may provide more detail in attachments, but your PROJECT SUMMARY MUST FIT IN THE SPACE BELOW. Use a cover letter for general information about the sponsoring organization's accomplishments.		
<p>Funding Request - The CPA recently provided the Commonwealth Avenue Carriageway Redesign Project \$390,000 for design, to take the project from 25% design to final design. The City respectfully requests an additional \$133,002 in design funding to complete the design process. Since submission of the 25% design, there has been additional coordination required due to a scope change at Ash Street where the existing signal was deemed to be unwarranted by MassDOT. In working with the residents and MassDOT, the City needed to design a new alternative for Ash Street, as well as carry two alternatives through the 25% design process. This has been important, but unexpected work that is critical to maintaining and ensuring community support for the project. The requested additional funding will cover services required to perform the out-of-scope work performed on the additional alternatives and will enable the City to finish the design process and be constructed on time. The project is currently scheduled to start construction in Spring 2023.</p> <p>Project Summary - The project will redesign a critical compromised segment of the Commonwealth Avenue Carriageway from Lyons Field to the Marriot driveway. The project will create new green space and add a continuous walking and bicycle path where the roadway currently exists by rerouting vehicular traffic from north of the median to the south. Project benefits include: a) increase the overall amount of green space b) link myriad trail networks including the Charles River Path, the Riverside Greenway trail network and Weston's planned shared use path on Commonwealth Ave from Newton to Natick, c) increase visibility and access to the Charles River at the historic boathouse d) improve transit access in the area by upgrading bus stops.</p> <p>The Commonwealth Avenue Carriageway, the crown jewel of Newton, provides a nearly continuous east to west linear park, and walking and bicycling route for the expanse of Newton. Between Lyons Field and the Charles River bridge, however, the Carriageway assumes a compromised form, carrying the westbound vehicular traffic as it approaches Highway I95 and I90. The project will reroute the westbound vehicular traffic south of the median, allowing the Carriageway to again support biking and walking.</p> <p>MassDOT has fully funded construction of this project with \$5,900,000. Construction has been moved up to FY23 from FY25 with construction planned to start in spring 2023. The project will be constructed in coordination with MassDOT's \$23.8M Project 110980 Newton-Weston-Bridge Rehabilitation South Avenue (Rt. 30) over the Charles River which abuts our project. Both share a project limit of the Marriot Driveway. Constructing these projects in tandem means the Carriageway bike and pedestrian facilities and green space will be carried from Lyons Field, past our project limit at the Marriott, to the bridge over the Charles River. MassDOT has also initiated a new project to look at continuing the bike and pedestrian west beyond the Charles River over I95.</p>			

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

Project TITLE	Commonwealth Avenue Carriageway Redesign Additional Funding		
USE of CPA FUNDS	RECREATION		
	create	x	
	rehabilitate/ restore		
COMMUNITY NEEDS	From each of at least 2 plans linked to the Guidelines & Forms page of www.newtonma.gov/cpa , provide a brief quote with plan title, year, and page number, showing how this project meets previously recognized community needs. You may also list other community benefits not mentioned in any plan.		
<p>This project restores a critical gap of the Commonwealth Avenue Carriageway to its preferred form of a linear parkway and pathway for people recreating on foot and on bicycle. Numerous plans recognize the need for this project. More importantly, both the City of Newton and MassDOT have committed financially to this project: A) Newton’s Capital Improvement Plan has committed \$200,000 to 25% design in FY21. The City has contracted with Howard Stein Hudson and has completed 25% design. The City had previously committed \$24,000 for concept design, which has since been completed. B) MassDOT has committed more than \$5,900,000 to construction in FY2023 through their Bicycle and Pedestrian Projects budget, to coincide with the construction of MassDOT’s previously mentioned bridge project.</p> <p>Current plans which reference this project are as follows:</p> <ol style="list-style-type: none"> 1. Newton Capital Improvement Plan, 2020, page 6, “Two new Complete Streets projects were approved in the spring of 2019. The second project is the Commonwealth Avenue Carriageway improvements. This Auburndale project will complete MassDOT’s work on the Charles River Bridge. The segment along Comm Ave will be a shared use path for pedestrians and bicycles on the Charles River Trail from Lyons Field to the Auburn Street intersection then connecting to walkable streets over Pigeon Hill to trails along the river” 2. MassDOT State Prioritized Bicycle and Pedestrian Projects, FY 2025, Project construction funded. Project ID 610674. (To be posted shortly on MassDOT/MPO website. Project approved by vote at MPO meeting on 5/25) 3. Metropolitan Area Planning Council Landline Vision Plan, 2018, Shown on map. https://trailmap.mapc.org/ The LandLine is a vision for a continuous trail network throughout the metro-Boston area. 4. Newton Open Space and Recreation Plan 2020-2027, 2020, page 153, “81. Create a safe, low-stress bike lane on Commonwealth Avenue Carriage Lane.” 			
COMMUNITY CONTACTS	List at least 3 Newton residents or organizations willing and able to comment on the project and its manager’s qualifications. No more than 1 should be a supervisor, employee or current work colleague of the project manager or sponsor. Consult staff on the community contacts required for your specific proposal.		
Name & title or organization	Email	Phone	Mailing address
Mayor Ruthanne Fuller City of Newton	rfuller@newtonma.gov	617-796-1108	1000 Commonwealth Avenue Newton, MA 02459
Herb Nolan Founder Solomon Foundation	herbnolan@solomonfoundation.org	617-875-6861	10 Laurel Ave, Wellesley, MA 02481
Mike Halle Transportation Advisory Group	m@halle.us	617-721-8585	N/A

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

Full proposals must include separate, detailed budgets in addition to this page.

Project TITLE	Commonwealth Avenue Carriageway Redesign Additional Funding	
SUMMARY CAPITAL/DEVELOPMENT BUDGET		
Uses of Funds		
Concept Design – Complete. 50% paid for by City of Newton. 50% paid for by Solomon Foundation		\$47,900
25% Design – Complete. Paid for by City of Newton. City is under contract with HSH.		\$200,000
Final Design – In Process with CPA funding.		\$390,000
Final Design Amendment – Request of CPA		\$133,002
Construction – Assigned MassDOT construction funds, FFY2025 via MassDOT’s Bike/Ped program		\$5,900,000
		\${amount}
D. TOTAL USES (should equal C. on page 1 and E. below)		\$6,670,902
Sources of Funds	Status (requested, expected, confirmed)	
City of Newton & Solomon Foundation (Concept Design)	Confirmed	\$47,900
City of Newton (25% Design)	Confirmed	\$200,000
CPA Funding (Final Design)	Confirmed	\$390,000
CPA Funding (Amendment)	Request	\$133,002
MassDOT Bicycle and Pedestrian Program (Construction)	Confirmed	\$5,900,000
E. TOTAL SOURCES (should equal C. on page 1 and D. above)		\$6,670,902
SUMMARY ANNUAL OPERATIONS & MAINTENANCE BUDGET (cannot use CPA funds)		
Uses of Funds		
		\${amount}
		\${amount}
		\${amount}
		\${amount}
F. TOTAL ANNUAL COST (should equal G. below)		\${amount}
Sources of Funds		
		\${amount}
		\${amount}
G. TOTAL ANNUAL FUNDING (should equal F. above)		\${amount}
Project TIMELINE	Phase or Task	Season & Year
Concept Design		Complete
25% Design		Complete
Final Design		In Process
Construction		2023

Project TITLE		Commonwealth Avenue Carriageway Redesign Additional Funding	
↓ Check off submitted attachments here.			
REQUIRED.		PHOTOS	of existing site or resource conditions (2-3 photos may be enough)
		MAP	of site in relation to nearest major roads (omit if project has no site)
Pre-proposals: separate attachments not required, just use page 3 of form. Full proposals: separate, detailed budget attachments REQUIRED.	PROJECT FINANCES printed and as computer spreadsheets, with both uses & sources of funds		
		Development pro forma/capital budget: include total cost, hard vs. soft costs and contingencies, and project management – amount and cost of time from contractors or staff (in-kind contributions by existing staff must also be costed)	
		Operating/maintenance budget, projected separately for each of the next 10 years (CPA funds may not be used for operations or maintenance)	
		Non-CPA funding: commitment letters, letters of inquiry to other funders, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions	
	Purchasing of goods & services: briefly summarize sponsor's understanding of applicable state statutes and City policies		
REQUIRED for all full proposals.	SPONSOR FINANCES & QUALIFICATIONS, INSTITUTIONAL SUPPORT		
		For sponsoring department or organization, most recent annual operating budget (revenue & expenses) & financial statement (assets & liabilities); each must include both public (City) and private resources ("friends" organizations, fundraising, etc.)	
		For project manager: relevant training & track record of managing similar projects	
REQUIRED for all full proposals involving City govt., incl. land acquisition.		CAPITAL IMPROVEMENT PLAN	current listing/ranking & risk factors for this project
		COVER LETTER	from head of City department, board or commission confirming: current custody, or willingness to accept custody, of the resource and commitment of staff time for project management
	DESIGN & CONSTRUCTION		
	X	Professional design & cost estimates: include site plan, floor plans & elevations	
OPTIONAL for all proposals.		LETTERS of SUPPORT	from Newton residents, organizations, or businesses