



Finance Committee Agenda

City of Newton In City Council

Monday, September 12, 2022

The Finance Committee will hold this meeting as a virtual meeting on Monday, September 12, 2022 at 7:00 pm. To view this meeting using Zoom use this link: <https://us02web.zoom.us/j/84274538201> or call 1-646-558-8656 and use the following Meeting ID: 842 7453 8201

Items scheduled for discussion:

- #408-22** **Appropriate \$12,000 from Special Permit Fees, Langley Road**
HER HONOR THE MAYOR requesting authorization to appropriate and expend the sum of twelve thousand (\$12,000) from Acct # 5553R401-432017 Special Permit Fees, Langley for the installation of two speed feedback signs on Langley Road, consistent with the intent of Special Permit #285-17, Condition 9
- #409-22** **Appropriate \$25,000 from Special Permit Fees, Langley Road**
HER HONOR THE MAYOR requesting authorization to appropriate and expend the sum of twenty-five thousand dollars (\$25,000) from Acct #5551R401-432017 Special Permit Fees, Langley Streetscape to make repairs to ADA ramps, curbing and sidewalks on Langley Path, consistent with the intent of Special Permit #285-17, Condition 17

Referred to Public Safety & Transportation and Finance Committees

- #439-22** **Authorization to expend a MassDOT grant in the amount of \$272,000**
HER HONOR THE MAYOR requesting authorization to accept and expend a two hundred seventy-two-thousand-dollar (\$272,000) grant from the MassDOT's Community Connections Program for the Bluebikes bike share in Newton, Arlington and Watertown Project
Public Safety & Transportation Approved 6-0 on 09/08/22
- #445-22** **Acceptance of a \$60,000 donation from UMASS Amherst-Mount Ida**
HER HONOR THE MAYOR requesting the authorization to accept, appropriate and expend the sum of sixty thousand dollars as a donation to the City of Newton for the NewMo program by UMass Amherst-Mount Ida

The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.

Referred to Public Safety & Transportation and Finance Committee

- #438-22** **Appropriate \$950,000 for simulcast public safety radio infrastructure**
HER HONOR THE MAYOR requesting authorization to appropriate and expend nine hundred fifty thousand dollars and authorize a general obligation borrowing of an equal amount for the purchase of a simulcast public safety radio infrastructure 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 Safety & Transportation Approved 5-0 (Councilor Malakie not voting) on 09/08/22

Referred to Public Safety & Transportation and Finance Committees

- #441-22** **Acceptance of a \$635,454.54 grant from the Department of Homeland Security**
HER HONOR THE MAYOR requesting the authorization to accept, appropriate and expend the sum of six hundred thirty-five thousand four hundred fifty-four dollars and fifty-four cents (\$635,454.54) from a reimbursable Assistance to Firefighter Grant through the Department of Homeland Security.
Public Safety & Transportation Approved 5-0 (Councilor Malakie not voting) on 09/08/22

- #434-22** **Request for authorization to appropriate \$25,000 to settle workers' compensation claim**
HER HONOR THE MAYOR requesting authorization to appropriate and expend the sum of twenty-five thousand dollars (\$25,000) from Acct #67A109A2-572500 Workers' Compensation – Municipal Employee Claims and Settlements to settle a workers' compensation claim against the City.

Referred to Programs & Services and Finance Committees

- #437-22** **CPC Recommendation to appropriate \$486,500 in CPA funding**
COMMUNITY PRESERVATION COMMITTEE recommending appropriation of four hundred eighty-six thousand five hundred dollars (\$486,500) in Community Preservation Act funding from the FY23 Unrestricted Funds to the control of the Planning & Development Department to complete Phase II of the Gath Memorial Renovation Project, including the completion of construction and bidding documents, project permitting, and any other work necessary to make the project "shovel-ready".
Programs & Services Approved (Councilor Baker not voting) on 09/08/22

- #410-22** **Reappointment of Shawn Murphy as a Constable**
HER HONOR THE MAYOR reappointing SHAWN MURPHY, 11 Morrill Street, West Newton 02465 as a CONSTABLE for a term of office to expire on September 15, 2025. (60 days: 10/08/2022)

Respectfully submitted,
Rebecca Walker Grossman, Chair



RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#408-22

Telephone
(617) 796-1100

Telefax
(617) 796-1113

TDD
(617) 796-1089

E-mail
rfuller@newtonma.gov

August 1, 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 the sum of \$12,000 from Acct # 5553R401-432017 Special Permit Fees, Langley for the installation of two speed feedback signs on Langley Road, consistent with the intent of Special Permit #285-17, Condition 9.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

RECEIVED
Newton City Clerk
2022 AUG - 1 PM 3:02

City of Newton
Ruthanne
Fuller

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

July 1, 2022

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

From: James McGonagle, Commissioner

Subject: Request for Docket Item for Appropriation of Special Permit Funds

The Department of Public Works (DPW) would like to utilize mitigation funds from a private development project to install two speed feedback signs on Langley Road. In Special Permit #285-17 (for 392-396, 400, and 402-404 Langley Road), Condition #9 states:

- 9. Prior to the issuance of any building permit for the Project, the petitioner shall pay the sum of \$12,000 to the City for the cost and installation by the City of two speed feedback display signs on Langley Road. The Petitioner shall have no obligation regarding the ongoing maintenance or repair of said speed feedback display signs.*

The sum of \$12,000 is currently in Reserve Account # 5553R401.

DPW is requesting the use of these funds for installation of two speed feedback display signs on Langley Road, consistent with the intent of Special Permit #285-17, Condition 9.

Sincerely,

James McGonagle
Commissioner Public Works

cc: Shawna Sullivan, DPW Deputy Commissioner
Jason Sobel, P.E., PTOE, Director of Transportation Operations
Isaac Prizant, Transportation Engineer
Louis M. Taverna, P.E., City Engineer

CITY OF NEWTON

IN CITY COUNCIL

DRAFT

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chair Rebecca Walker Grossman, authorization to appropriate and expend the sum of twelve thousand dollars (\$12,000) from Acct # 5553R401-432017 Special Permit Fees, Langley for the installation of two speed feedback signs on Langley Road, consistent with the intent of Special Permit #285-17, Condition 9 be and is hereby approved as follows:

FROM:	Langley M&F Special Permit Fees (5553R401-432017)	\$12,000
TO:	Langley Road Speed Feedback signs (01C40130-586005)	\$12,000

Under Suspension of Rules
Readings Waived and Approved
DRAFT

(SGD) CAROL MOORE
City Clerk

(SGD) RUTHANNE FULLER
Mayor

Date: _____



RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

Telephone
(617) 796-1100

Telefax
(617) 796-1113

TDD
(617) 796-1089

E-mail
rfuller@newtonma.gov

August 1, 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 the sum of \$25,000 from Acct # 5551R401-432017 Special Permit Fees, Langley Streetscape to make repairs to ADA ramps, curbing, and sidewalks on Langley Path, consistent with the intent of Special Permit #285-17, Condition 17.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in blue ink that reads "Ruthanne Fuller".

Ruthanne Fuller
Mayor

City of Newton
Ruthanne
Fuller

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

August 1, 2022

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

From: James McGonagle, Commissioner

Subject: Request for Docket Item for Appropriation of Special Permit Funds

The Department of Public Works (DPW) would like to utilize mitigation funds from a private development project to make repairs to ADA ramps, curbing and sidewalks on Langley Path. In Special Permit #285-17 (for 392-396, 400, and 402-404 Langley Road), Condition #17 states:

17) At the Petitioner's sole expense, the petitioner shall use best efforts to locate all utility service lines on site underground, including any utility service lines along the Project's frontage on Langley Road, subject to necessary approvals from the utility companies. In the event undergrounding utilities is infeasible, the petitioner shall contribute \$25,000 to the City for any streetscape improvements in the area from which the Project may benefit. The City will consult with the petitioner regarding the streetscape improvements, but the City shall have the sole authority to decide on the specific improvements to be installed. Said funds may also be used for improvements associated with the Safe Routes to School Program for the Bowen Elementary School.

Langley Path is a walking and biking route to the Bowen Elementary School and the improvements will meet DPW's goal of improving areas and will address a request of the Safe Routes to School Program.

The sum of \$25,000 is currently in Reserve Account # 5551R401.

Sincerely,

James McGonagle
Commissioner Public Works

cc: Shawna Sullivan, DPW Deputy Commissioner
Jason Sobel, P.E., PTOE, Director of Transportation Operations
Isaac Prizant, Transportation Engineer
Louis M. Taverna, P.E., City Engineer

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 twenty-five thousand dollars (\$25,000) from Acct #5551R401-432017 Special Permit Fees, Langley Streetscape to make repairs to ADA ramps, curbing and sidewalks on Langley Path, consistent with the intent of Special Permit #285-17, Condition 17 be and is hereby approved as follows:

FROM:	Langley Road Streetscape Special Permit Fee (5551R401-432017) \$25,000
TO:	Langley Path Improvements (01C40127-524090) \$25,000

Under Suspension of Rules
Readings Waived and Approved
DRAFT

(SGD) CAROL MOORE
City Clerk

(SGD) RUTHANNE FULLER
Mayor

Date: _____



RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

Telephone
(617) 796-1100

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(617) 796-1113

TDD
(617) 796-1089

E-mail
rfuller@newtonma.gov

August 29, 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 accept and expend the sum of \$272,000 in grant funding from MassDOT's Community Connections Program for the following project:

Bluebikes bike share in Newton, Arlington, and Watertown (L-6864)

The City has contracted with Bluebikes to provide bike share stations and operations. The grant supports the addition of eight to nine new Bluebikes stations in Newton, Arlington, and Watertown. Newton is serving as the contracting agent with MassDOT for the project. Newton is likely to receive two additional stations as part of this project.

A memo from Director of Transportation Planning Nicole Freedman is attached along with the MassDOT Award Form.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

CITY CLERK
NEWTON, MA. 02459

2022 AUG 31 AM 11:40

RECEIVED



Ruthanne Fuller
Mayor

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

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

Barney S. Heath
Director

MEMORANDUM

Date: August 29, 2022
To: Maureen Lemieux, Chief Financial Officer
Jonathan Yeo, Chief of Operations
From: Nicole Freedman, Director of Transportation Planning
Subject: Request to Docket Item to Accept MassDOT Community Connections Grant for
Bike Share, 10/1/21 – 9/30/22

We request approval to accept and expend \$272,000 in grant funding from MassDOT's Community Connections Program for the following project:

Bluebikes bike share (L-6864)

The City is contracted with Bluebikes to provide bike share stations and operations. The grant supports the addition of eight or nine Bluebikes stations in Newton, Arlington, and Watertown. Newton is serving as the contracting agent with MassDOT for the project. Newton will likely receive two additional Bluebike stations as part of this project. I have served as the lead municipal official on the project. The MassDOT award form is attached.

Clear All

Print Form

**MassDOT Award Form
Planning & Enterprise Services**

Document Type: Contract Award **Amount Range:** \$250,001 to \$500,000

Originating Office: Planning **Contract #:** 116443

Contract Type: Legislative / Legal / Other **RFR / Project #:** _____

Project Location & Short Descr: Newton-Arlington-Watertown Bluebikes Expansion project (#S12115)

Vendor/Agency Name: City of Newton

Vendor/Agency Address: 1000 Commonwealth Ave,
Newton MA, 02459

Maximum Obligation: \$272,000

Start Date: 10/01/2021

End Date: 09/30/2022

Description:

The municipalities of Newton, Watertown and Arlington will purchase, install, and operate 8-9 Bluebikes bike share stations, growing the system size in these municipalities by more than 25%. These stations will be installed on public sidewalks, plazas, in parking spaces, or on other eligible properties that are typically owned by each municipality.

Submitted and/or Approved By:

Kostandin THEODHORI 02/22/2022

Maria Ramirez 02/17/2022-
Person Preparing Document Date

Stephen Wolff 2/18/22
Supervisor / Department Head Date

John Caljouw 2/18/22
Budget Unit Date

Anna Dolata 3/7/2022
Director of Contracts & Records Date

N/R
Deputy General Counsel Date

Daniel Mohr 02/18/22
Delegated Signatory Authority Date

N/R
Secretary/CEO Date



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Jamey Tesler, Secretary & CEO



AGREEMENT
NOTICE TO PROCEED

March 8, 2022

City of Newton
1000 Commonwealth Ave.
Newton, MA 02459

Agreement Number: 116443
Action Item #: 1
Action Item Date: March 7, 2022

Dear Nicole Freedman:

Enclosed is a signed copy of your agreement with the Massachusetts Department of Transportation, Office of Transportation Planning.

This agreement is relative to the purchase, installation and operation of Bluebikes bike share stations in Newton, Watertown and Arlington.

In accordance with the terms of this agreement, you are hereby notified to commence work on February 18, 2022. The work is scheduled to be completed on September 30, 2022.

Thank you,

Anna Dolata

Anna Dolata
Deputy Director of Contracts & Records

AD/mas

cc: Fiscal
Contracts & Records

E-Mail: M. Ramirez

MASSDOT STANDARD CONTRACT FORM

L-6864



This form is issued and published by the Massachusetts Department of Transportation (MassDOT or Department). Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract.

CONTRACTOR LEGAL NAME: City of Newton (and d/b/a):	DEPARTMENT NAME: Massachusetts Department of Transportation MMARS Department Code: DOT
Legal Address: (W-9, W-4,T&C): 1000 Commonwealth Ave, Newton MA 02459	Business Mailing Address: 10 Park Plaza, Room 4150, Boston MA 02116
Contract Manager: Nicole Freedman	Billing Address (if different):
E-Mail: nfreedman@newtonma.gov	Contract Manager: Derek Krevat
Phone: 617-879-8148 Fax:	E-Mail: Derek.Krevat@dot.state.ma.us
Contractor Vendor Code: VC6000192120	Phone: 781-927-9023 Fax:
Vendor Code Address ID (e.g. "AD001"): AD002 (Note: The Address ID must be set up for EFT payments.)	MMARS Doc ID(s): INTF00X02022H0116443 RFR/Procurement or Other ID Number: 116443

<input checked="" type="checkbox"/> NEW CONTRACT	<input type="checkbox"/> CONTRACT AMENDMENT
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input type="checkbox"/> Department Procurement (includes State or Federal grants <u>815 CMR 2.00</u>) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input checked="" type="checkbox"/> Other Procurement Exception: (Attach authorizing language/justification, scope and budget)	Enter Current Contract End Date <i>Prior</i> to Amendment: , 20 . Enter Amendment Amount: \$, (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception: (Attach authorizing language/justification and updated scope and budget)

The Standard Contract Form Instructions, Contractor Certifications and the MassDOT Terms and Conditions documents are incorporated by reference into this Contract and are legally binding MassDOT TERMS AND CONDITIONS MassDOT IT TERMS AND CONDITIONS

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for MassDOT/Commonwealth owed debts under 815 CMR 9.00.
 Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)
 Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). \$ 272,000.

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___ % PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___ % PPD. If PPD percentages are left blank, identify reason: agree to standard 45 day cycle statutory/legal or Ready Payments (G.L. c. 29 § 23A); only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.). The municipalities of Newton, Watertown and Arlington will purchase, install, and operate 8-9 Bluebikes bike share stations, growing the system size in these municipalities by more than 25%. These stations will be installed on public sidewalks, plazas, in parking spaces, or on other eligible properties that are typically owned by each municipality.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:
 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.
 2. may be incurred as of 20, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.
 3. were incurred as of October 1, 2021, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth and MassDOT from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of September 30, 2022, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the MassDOT Terms and Conditions <https://www.mass.gov/doc/massdot-terms-and-conditions-0/download> or IT Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:
 X: Ruthanne Fuller Date: 1/26/2022
 (Signature and Date Must Be Handwritten At Time of Signature or conform to the MassDOT Electronic Signature Policy, as in effect from time to time)
 Print Name: Ruthanne Fuller
 Print Title: Mayor, City of Newton
 Approved as to legal form and character:
 Assistant City Solicitor

AUTHORIZING SIGNATURE FOR MassDOT:
 X: David Motter Date: 02/18/22
 (Signature and Date Must Be Handwritten At Time of Signature, or conform to the MassDOT Electronic Signature Policy, as in effect from time to time)
 Print Name: David Motter
 Print Title: Executive Director



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Jamey Tesler, Secretary & CEO



TO: Daniel Lee, Deputy Director of Fiscal Accounting
FROM: Maria Ramirez, Manager of Administration Planning Dept.
DATE: 03/04/2022
RE: Contract No. 116443 – *Newton/Arlington/Watertown Bluebikes Expansion Project – Boston Community Connections (S12115)*
SUBJECT: Standard Contract – Anticipated Start Date

Due to delays in processing and execution of the attached contract please be advised that no charges have been requested for contract #116443 between the contract start date of October 1, 2021 and the contract execution date of February 18, 2022.

Scope of Work: Blue Bikes Expansion in Newton, Watertown, and Arlington

Narrative Description and Project Scope

The municipalities of Newton, Watertown and Arlington will purchase, install, and operate 8-9¹ Bluebikes bike share stations, growing the system size in these municipalities by more than 25%. These stations will be installed on public sidewalks, plazas, in parking spaces, or on other eligible properties that are typically owned by each municipality. The location of these stations will be determined by a collaborative site suitability analysis and informed by community stakeholders, Bluebikes staff, and municipal staff. Target areas for deployment include locations comprised of dense employment centers, residential neighborhoods, commercial centers, high-traffic bicycle/pedestrian facilities, and key public transit nodes. Cooperatively, the municipalities will address first-mile and last-mile gaps in the existing transportation system to increase the use and accessibility of transit, while also providing a standalone transportation mode. Cumulatively, this regional project will ameliorate congestion, improve air quality, grow transit ridership, and increase the sustainability of the region's transportation system, in pursuit of the state's greenhouse gas reduction goals for the transportation sector. Furthermore, users will benefit directly due to the expanded access of an accessible, affordable, and healthy transportation mode.

The City of Newton will be serving as the lead contracting entity for this project.

Each municipality has seen significant ridership in their prior Lime bike-share systems and under their recently launched Bluebikes systems. Due to maintenance, logistical and aesthetic challenges encountered with the prior Lime dockless system, the municipalities have become part of the regional Bluebikes system, which utilizes a network of physical docking stations. This project will allow the above municipalities to expand the network within their boundaries to further improve access to this transportation option.

Access to bicycle transportation is key for the municipalities, as the regional workforce and student populations increasingly depend on bicycling as a commuting method, particularly employees and students that work or study during evening and overnight hours after the MBTA has reduced service. Furthermore, residents rely on bicycling to perform daily errands, access cultural centers, and maintain an avid recreational usage of bike paths that span throughout our municipalities.

The Bluebikes system, managed by Lyft and overseen by municipalities, offers an opportunity to conceive a regional, integrative bike share system, underscored by the interoperability with the existing Bluebikes network in Boston and surrounding communities. The

¹ Final pricing varies based on station configuration, size and possible bulk pricing, which may allow for a 9th station, although 8 stations is more likely scenario. Budget would change minimally.

contract with Lyft was competitively procured through the MAPC. To orient the system for expansion, numerous surrounding municipalities were named as potential future partners in the RFP, providing them with the legal ability to contract with Lyft under this preexisting procurement mechanism. Per grant guidelines, funding received from this grant would be allocated to capital costs for the purchase and installation of stations.

A regional expansion of a demonstrably successful bike-share system, evidenced by the experience of Boston, Cambridge, Brookline, and Somerville, is an effective way to continue promotion of a modal shift away from single occupancy vehicles within the municipalities, while serving demographic cohorts that need innovative and cost-effective modes of transportation to and from their places of work.

We have coordinated our efforts to establish a cohesive implementation plan, project scope, and budgetary forecast to demonstrate the feasibility of this project upon receipt of grant funding. This is underpinned by a comprehensive citizen outreach and engagement plan. This engagement approach is centered on informing the public of the availability and ease of use of bike sharing and soliciting input on the system's siting locations. Engagement may include public meetings, meetings with local neighborhood or business groups, discussions with abutters, online solicitations for station requests, meetings with local elected officials, depending on the complexity of the location and the needs of the municipality.

The total project cost for all municipalities for this project is \$340,000. Each municipality, as outlined within their attached respective budgets, has committed at least 20% matching funds to satisfy the grant requirement.

Management of this bike-share program will occur through the efforts of key personnel at municipal levels (Attachment B), facilitation by the Metropolitan Area Planning Council (MAPC), and coordination with Lyft. Each municipality will have a dedicated staff team that will oversee the management and community engagement process for this regional bike-share system. Additionally, the MAPC has provided regional facilitation for past iterations of bike share systems and will continue to do so for the implementation of the Bluebikes systems.

Air Quality Impacts

This project was approved for CMAQ eligibility after conducting a CMAQ consultation on March 4, 2020 indicating the project's quantitative air quality benefits. The municipalities submitted relevant materials to MassDOT for analysis.

The act of cycling produces virtually zero greenhouse gas emissions, making it enormously beneficial to the reduction of emissions statewide. Any modal shift from a motor-vehicle to the use of bikes will contribute to the reduction of pollutants that disproportionately affect Environmental Justice (EJ) communities. We are confident that this project will result in a positive Air Quality Benefit Analysis resulting in significant reduction in CO₂ levels and other greenhouse gas emissions. The municipalities will work with Lyft to monitor reductions and measure modal shift in an ongoing manner. Within this regional implementation of the Bluebikes system, we expect 8-9 stations will be implemented among the municipalities as a part of this program. The expected average bike trip length is greater than 3.0 miles, based on the average trip taken by Bluebikes riders in these municipalities. We expect 20,000-

25,000 trips to be taken annually, again based on Bluebikes data in these municipalities from the last 12 months. Bluebikes system in the communities included in this project would ideally operate for 365 days per year; however, we recognize that inclement weather and capacity for snow removal of public works entities may inhibit this target. Bluebikes stations purchased through this grant will be sited at locations where they can operate year-round as much as possible.

Project Management Capacity

Arlington, Newton, and Watertown are all well equipped to take on a project of this size and nature. Lyft currently and successfully operates more than 25 stations for the municipalities after launching initial stations in the municipalities in summer/fall 2020.

Each municipality has provided the names, titles, and roles of each individual partaking in any elements within the project management of this bike-share implementation plan in Table 1. Each of the individuals mentioned in this attachment have had multiple years of experience in project management, transit, and transportation planning, and have overseen several community wide systems, including recent contracts with the Lime bike-share system.

Staff members will devote much of their working hours towards the community outreach, coordination with Lyft, and site selection which will occur at the onset of the project. Subsequently, primary project managers will devote several hours a week to monitoring the usage of these facilities and will address any concerns or questions from residents. Once the stations have been installed, the operations and maintenance will be provided by Lyft at no cost for the duration of the existing municipal contracts with Bluebikes.

The following staff members for each municipality will oversee the implementation, operation, maintenance, and outreach of the Bluebikes system. In this way, we ensure sustainability and longevity of the system during and after its implementation.

Table 1: Key Personnel

Arlington			
<i>Staff Person</i>	<i>Department</i>	<i>Title</i>	<i>Role</i>
Daniel Amstutz	Planning & Community Development	Senior Transportation Planner	Primary project manager for bike share for Town
Jennifer Raitt	Planning & Community Development	Director	Oversees general project goals and benchmarks, coordinates with Senior Transportation Planner

Newton			
<i>Staff Person</i>	<i>Department</i>	<i>Title</i>	<i>Role</i>
Nicole Freedman	Planning Department	Director of Transportation Planning	Primary project manager for bike share for City
Barney Heath	Planning Department	Director of Planning and Development	Oversees all Planning Department activity

Watertown			
<i>Staff Person</i>	<i>Department</i>	<i>Title</i>	<i>Role</i>
Laura Wiener	Community Development and Planning	Senior Transportation Planner	Primary project manager for bike share for City
Steve Magoon	Community Development and Planning	Director of Community Development and Planning, Assistant Town Manager	Oversees all activities within DCDP

Network and Connectivity Value

Through an analysis of existing bike share data, we have demonstrated demand for the current system within each of our municipalities. We have also related how existing data demonstrates a potential need for bike share systems within our workforce, through observations of peak usage during commuting hours, and through the MAPC survey results. Beyond this, the addition of Bluebikes stations will increase ridership among our workforce populations if implemented in a way that benefits central business districts and key public transit locations.

Our implementation plan involves significant coordination with Lyft representatives and businesses to target locations that will benefit the largest population of potential riders while ensuring maximal ridership and operational efficiency. Lyft has communicated to each of our municipalities their desire to implement stations within central business districts and along key transit routes, as this benefits dense populations with characteristics that align with high usage and the potential to use bike-share for commuting and daily purposes. We believe this will promote further usage of bike-share systems to commute to and from work directly and within first-mile and last mile-gaps between transit.

NACTO released a report on bike-share systems throughout the United States. Their review of bike share data within Seattle, WA resulted in the following findings relative to how a station-based bike-share system will benefit the workers in our municipalities:

“... typically, station-based systems generate the most trips on weekdays and use within the average day follows 9-5 commuting patterns. In 2017, 48% of all station-based bike share trips took place during rush hours (7-9AM or 4-6PM), and 76% of all trips took place on weekdays.”²

The presence of weekday and AM/PM rush hour peaks is important because it suggests that station-based systems are part of a city’s overall transportation network and are used in the course of a typical commute to work or school. For instance, annual member surveys from Washington, DC and Chicago also show significant bike share to transit crossover: 65% of Capital Bike Share members and 42% of Divvy members respectively report using bike share as part of longer transit commutes.”¹

The findings of Seattle’s study as published in NACTO also make a substantial case for the ability of bike share systems to supplement public transportation routes, especially when effectively placed at key transit locations.

Each municipality has provided proposed locations for each of the Bluebikes stations. Table 2 shows each Bluebikes station and its associated location, as well as the key activity hubs, transit nodes, or other elements that enhances the overall network or connectivity within the bike-share system and the existing transit infrastructure. Actual locations may change as part of the final planning process which will take into account stakeholder engagement. Engagement may include public meetings, meetings with local neighborhood or business groups, discussions with abutters, online solicitations for station requests, meetings with local elected officials, depending on the complexity of the location and the needs of the municipality.

Table 2: Proposed Locations + Connectivity

Arlington			
Station #	Location	Transit Node or Activity Hub	Description
1	Mill Street and Minuteman Commuter Bikeway	Minuteman Commuter Bikeway, Brigham Square Apartments, Arlington Center	The Minuteman Commuter Bikeway is a major linkage Arlington between commercial areas, and regionally to the Downtown and Greater Boston area for bike bound commuters. Existing Bluebikes stations adjacent to the Bikeway have generated the most ridership in Arlington. This proposed station is near a high-density housing development, Brigham Square, and is walkable to Arlington Center businesses.

² NATCO’s Bike Share and Shared Micromobility Initiative, Bike Share in the U.S.: 2017

2	Mass Ave at Newman Way	Massachusetts Avenue, Arlington Center, grocery store, pharmacy, high school	This location is adjacent to Massachusetts Avenue and paired with a bus stop (for Key Bus Route 77) and is near a grocery store, pharmacy, and across the street from the Arlington High School. The installation of this BlueBike station would serve transit users, utility trips to essential stores and services, and older high school students.
Newton			
Station #	Location	Transit Node or Activity Hub	Description
1	Auburndale Center	Commuter Rail Station	Auburndale Center is proximate to one of Newton's 3 commuter rail stations and is adjacent to the Carriageway, which is a primary east-west bike connection. The Carriageway just west of Auburndale Center is scheduled for a \$5M reconstruction in FY2023 to improve the cycling infrastructure
2	Watertown @ Albemarle	Albemarle Field, Gath Pool, Charles River Path	This location holds Is a key north-south connection to the Charles River Greenway bike path. Additionally, the area is adjacent to Albemarle Field and Gath Pool, which see very heavy recreational usage. Watertown Street is a major east-west route for cyclists.
3	Needham Street	MBTA bus stops, commercial corridor	This location is one of Newton's largest commercial corridors. The station will be important for the many service workers in the area. A station has already been added at the Newton Highlands MBTA station allowing for first/last mile transit to the MBTA Green Line.
Watertown			

<i>Station #</i>	<i>Location</i>	<i>Transit Node or Activity Hub</i>	<i>Description</i>
1	Arsenal Street at Irving Street	Bus Stop and Elan Union Market (282 apartments and 10,000 sq. ft. of retail)	Bus stop serving the #70 bus to Central Square Cambridge and large mixed-use property, as well as Union Market Community Garden.
2	80 Mt Auburn St., between Summer and Palfrey St.	Transit Node, Commercial Center	Bus stop for #71 bus to Harvard Square, one block from Watertown Square. Five restaurants/coffee shops within 2 blocks.
3	North Beacon St. and North Beacon Court	Access to Watertown Square	Bike route to Charles River, and to Arsenal on the Charles, Arsenal Yards, and Brighton

Coordination or Cooperation between Multiple Entities

The ongoing implementation of bike share system within Boston and its surrounding municipalities is an existing partnership in and of itself unified under the MAPC's oversight and management. Through this regional grant application, we reinforce this unified effort and demonstrate how a regional bike share system provides an effective means of transportation within our municipalities and its connectivity to the metropolitan region. We believe that this partnership with the MAPC qualifies as a public and regional partnership under this program. Following a grant award, the municipalities intend to continue meeting monthly through this regional bike share working group.

Additionally, we have established a public-private partnership with Lyft. This partnership, as outlined above within the implementation process and budget, allows for sustainable implementation and maintenance of bike share stations. Each municipality contributes staff time, expertise, and on-the-ground knowledge for effective placement and planning of bikeshare stations, while Lyft oversees the necessary operations and maintenance of the system.

Inclusion in and Consistency with Local and Regional Plans

Each of our municipalities are working towards infrastructure that promotes and accommodates walking, bicycling, and the use of public transit. Notably, each of municipalities has participated to some degree within the Complete Streets initiative through MassDOT. Infrastructure improvements under this program include increased safety among cyclists through the implementation of bicycle lanes and signage programs which help to encourage cycling within our communities. Additionally, our municipalities are all in some phase of a Master Plan. These plans have broadly focused improvements embedded within their infrastructure design to increase pedestrian, bicyclist, and vehicular safety along key corridors and intersections and to promote modal shifts away from motor vehicles.

Through our participation in this effort, we have demonstrated our ability to provide adequate infrastructure to accommodate a regional bike-share system, and to further increase modal shifts within our municipalities.

Equity Considerations

Lyft provides financial accessibility of Bluebikes to low-income riders through a robust low-income program. Low-income individuals tend to have limited ability to afford expensive single-occupancy vehicles and rely heavily on public transportation. Through provision of an innovative solution to filling public transportation gaps within last-mile and first-mile trips, Bluebikes can provide an option that benefits members of the lower-income workforce population.

Additionally, each of our municipalities has some level of characteristics that qualify them as Environmental Justice (EJ) communities (Attachment #2). We have vulnerable communities who are more susceptible than others to the impacts of pollutants and health hazards perpetuated by the use of cars and other motor-vehicles. Primarily, asthma rates have been reported state-wide by Mass.gov at the rate of 10.2% among adults and 12.9% among children. These rates are significantly higher among residents near congested, densely populated, and highly traveled streets, who often fall within at least one of the three characteristics of EJ populations. Any modal shift from a motor-vehicle to the use of bikes will contribute to the reduction of pollutants that disproportionately affect these EJ communities.

Generation of Modal Flexibility and Shift & Demand Projections

Demonstrable ridership on the existing Bluebikes system in the municipalities shows a demand for additional stations within our communities. Each of the 3 communities installed 6 or more bike share stations during the past year. Ridership started slowly but has ramped up considerably during the spring and summer and has been more than 3,000 trips per month for our collective municipalities for the last three months (July-September 2020).

Bluebikes ridership from program inception through September 13, 2021 is shown on Table 3. Usage can be reported after installation as part of quarterly reporting. Hourly trip data and annual survey data will be provided for the system.

Table 3: Bike Share Ridership, Year 1 (fall, 2020 through September 13, 2021)

Municipality	Total Number of Trips
Arlington	8,125
Newton	3,517
Watertown	8,567
Total	20,209

Additionally, survey data (Attachment #1) collected by the MAPC illuminates our resident’s usage of the prior Lime bike share system. A diverse cross-section of 233 riders were surveyed to assess their purposes for using Lime’s system. Almost 80 (78) riders stated they used Lime bike’s system for commuting purposes. Therefore, with the continuation of a bike-share system, we estimate that our ridership post-implementation of the Bluebikes system will be comprised of at least 33% workforce or student commuters. Moreover, with targeted implementation of Bluebikes stations within central business districts and careful coordination with businesses and other employers, our implementation plan will increase projected workforce ridership and promote further modal shift while providing an innovative,

Hourly Pattern of Trips by Quarter on Weekdays or Weekends

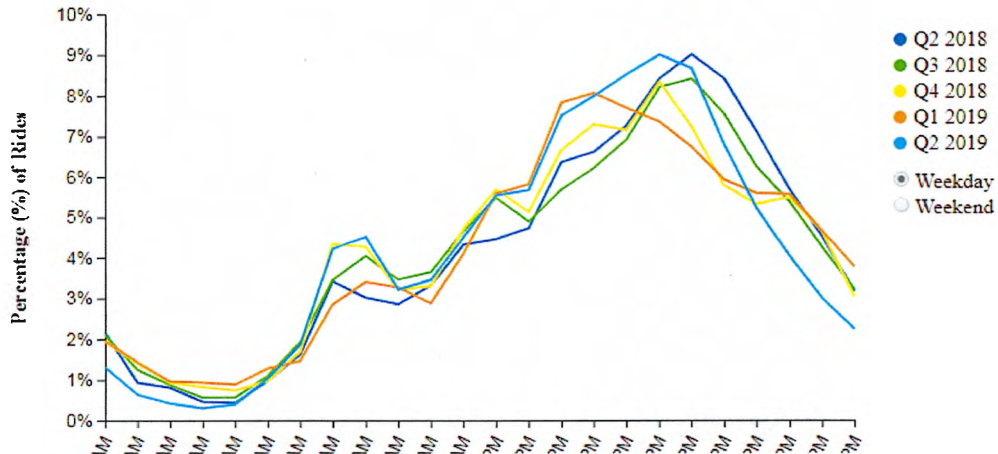


Figure 1

sustainable transportation mode to our communities.

Safety Benefits

Existing pedestrian and bicyclist infrastructure within each of our municipalities needs improvements. Therefore, each of our municipalities has committed major capital construction financing towards projects at targeted intersections and corridors. Upgrades to pedestrian signalization, sidewalks, and crosswalks will improve safety at intersections for all modes of travel. Upgrades to bicyclist travel lanes, preferential bike boxes and signalization at intersections, and additional protection along busy roadways are also part of these capital improvements to infrastructure. Each of our municipalities will design roadways under the Complete Streets design guidelines and will comprehensively integrate vehicular, bicyclist, and pedestrian safety improvements. Financial allocations to these pedestrian and bicyclist improvements shows commitment of each of our municipalities towards mode shift to multi-modal, non-SOV travel and first and last mile gap filling, with a commitment towards our commuting and recreational roadway users.

Lifecycle Cost-Effectiveness

This project is cost effective because after the initial capital commitment for stations and bicycles described in this scope of work provided through the Boston MPO's CMAQ-funded Community Connections Program, Lyft will cover operations costs for the duration of the contracts between the municipalities and Lyft. At the end of the existing contract, the municipalities and Lyft intend to enter into a new contractual relationship with the municipalities paying Lyft an agreed upon operations fee per dock, up to \$55 per dock month. The municipalities own the stations and would be responsible for disposition of bikes and stations with Lyft's operational support.

Resilience

Modal shifts from single-occupancy vehicles towards public transportation and bicycling may reduce congestion within Boston's metropolitan urban core and inner ring when coupled with other congestion reduction policy measures. Our municipalities are working towards infrastructure that promotes and accommodates walking, bicycling, and the use of public transit. This regional bike share system expansion will further increase modal shifts and will benefit the regional environment through mitigation of greenhouse gas generation, decreasing energy usage among total commuters, and decreasing roadway congestion.

Each of our municipalities has some level of characteristics that qualify them as Environmental Justice (EJ) communities (Attachment #2). We have vulnerable communities who are more susceptible than others to the impacts of pollutants and health hazards perpetuated by the use of cars and other motor-vehicles. Primarily, asthma rates have been reported state-wide by Mass.gov at the rate of 10.2% among adults and 12.9% among children. These rates are significantly higher among residents in close proximity to congested, densely populated, and highly traveled streets, who often fall within at least one of the three characteristics of EJ populations. Any modal shift from a motor-vehicle to the use of bikes will contribute to the reduction of pollutants that disproportionately affect these EJ communities.

The act of cycling produces virtually zero greenhouse gas emissions, making it enormously beneficial to the reduction of emissions state-wide. Any modal shift from a motor-vehicle to the use of bikes will contribute to the reduction of pollutants that disproportionately affect these EJ communities. We are confident that these metrics will result in a positive Air Quality Benefit Analysis, thus resulting in significant reduction in CO2 levels and other greenhouse gas emissions. Trip data generated by the Bluebikes system will allow municipalities to report on emissions reductions.

Additionally, there are several project locations susceptible to sea-level rise and inundation. The benefit of the Bluebikes system is that the infrastructure itself is modular in nature, meaning that it does not need to be permanently affixed to a roadway or sidewalk. In the event that sea-level rise jeopardizes the proposed station locations, they may be moved and the system can continue to operate as usual. This creates significant resiliency within the system when compared to other transit infrastructure that may be otherwise threatened or debilitated by stormwater and coastal inundation.

ATTACHMENT #1 (MAPC Survey Results)

MAPC Lime Riders' Characteristics, Travel Patterns, and Preferences

In June 2019, we distributed a survey to MAPC-area riders and collected 233 responses.

We found:

MAPC-area Lime riders are a diverse cross-section of the city's residents and visitors:

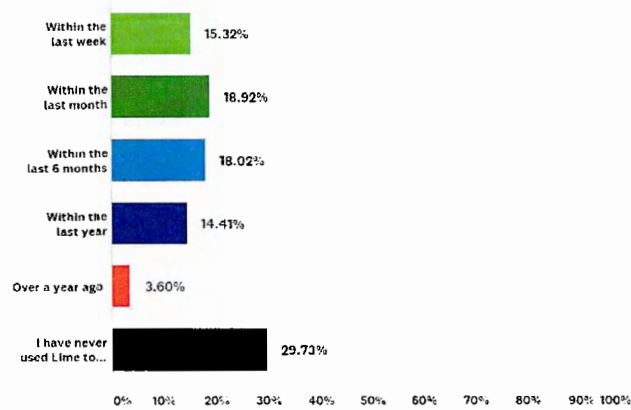
- **39% of riders** live in households earning **less than \$75,000 a year**.
- Most Lime riders are employed: **77% work full time** and 8% work part time. About 15% of riders are students.
- 81% of riders have an Associate, Bachelor's, or advanced (e.g., PhD, MD) degree.
- The **average age** of a Lime rider is **37**, and 25% of Lime riders are 46 or older.
- 75% of riders in the survey were White, 13% were Asian, and 12% were Hispanic.
- **38% of riders** in the survey identified as **female** and 60% identified as male. This proportion of female riders is as high or higher than many docked bikeshare systems as well as personal bicycle use.
- Only **5.6% of riders** stated that they lived outside of the MAPC region.
- **53% of riders** last took a ride on a *personal bike* over a month ago, suggesting that Lime may be activating new riders.
- **40% of riders** used BlueBike in the last month, showing how Lime and BlueBike are providing a robust network of first and last-mile solutions for MAPC-area travelers.

Lime enables MAPC-area riders to reduce their reliance on cars:

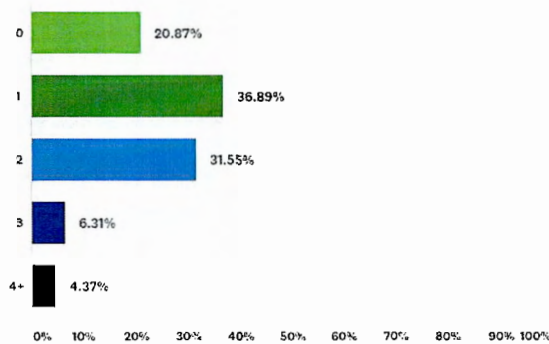
- On their most recent Lime rides, **32.8% of riders** used Lime rather than a car (personally owned, taxi, or ridehailing).
- **34.2% of riders** used Lime to get to or from public transit within the last month.
- Due to our riders' shift away from car trips, we estimate that Lime saved roughly **61 metric tons of CO2** that would have otherwise been emitted (as of July 2019).

- **57.8% of riders** live in households that own 1 or fewer cars.

Q7 When was the last time you used Lime to get to or from public transit?



Q9 How many cars do you or your household currently own?



Lime helps MAPC-area riders fulfill their everyday transportation needs. On their most recent Lime rides:

- **33% of riders** used Lime to commute to or from work or school.
- **17.2% of riders** used Lime to travel to or from dining or entertainment.

ATTACHMENT #2 (List of Environmental Justice Communities)

Municipality	EJ criteria (Minority, Income, English Isolation) *	Mean EJ criteria count in BGs	Number of EJ BlockGroups	Number of BlockGroups in municipality	Percent of BlockGroups in EJ	Population in EJ BlockGroups	Total population in municipality	Percent of population in EJ BGs
Acton	M	1.00	3	15	20.0%	7181	21924	32.8%
Adams	I	1.00	6	10	60.0%	5237	8485	61.7%
Agawam	I	1.00	1	17	5.9%	1213	28438	4.3%
Amherst	MIE	1.36	11	22	50.0%	14166	37819	37.5%
Andover	M	1.00	2	20	10.0%	2957	33201	8.9%
Aquinnah	M	1.00	1	1	100.0%	311	311	100.0%
Arlington	MI	1.17	6	44	13.6%	7333	42844	17.1%
Ashland	M	1.00	1	9	11.1%	901	16593	5.4%
Athol	I	1.00	2	8	25.0%	3108	11584	26.8%
Attleboro	MI	1.50	4	30	13.3%	5470	43593	12.5%
Ayer	MI	1.00	4	7	57.1%	3962	7427	53.3%
Barnstable	MI	1.38	8	38	21.1%	8838	45193	19.6%
Barre	I	1.00	1	4	25.0%	883	5398	16.4%
Becket	I	1.00	1	2	50.0%	1071	1779	60.2%
Belmont	M	1.00	5	27	18.5%	5360	24729	21.7%
Beverly	MI	1.50	2	30	6.7%	1727	39502	4.4%
Billerica	M	1.00	1	30	3.3%	2746	40243	6.8%
Boston	MIE	1.60	396	559	70.8%	456403	617603	73.9%
Braintree	MI	1.00	4	26	15.4%	4722	35744	13.2%
Brockton	MIE	1.34	84	87	96.6%	90,817	93810	96.8%
Brookfield	I	1.00	1	3	33.3%	891	3390	26.3%
Brookline	MIE	1.16	19	38	50.0%	29249	58732	49.8%
Burlington	M	1.00	2	15	13.3%	5088	24498	20.8%
Cambridge	MIE	1.18	55	88	62.5%	70972	105162	67.5%
Canton	M	1.00	1	11	9.1%	3085	21561	14.3%
Chelmsford	M	1.00	1	22	4.5%	1003	33802	3.0%
Chelsea	MIE	2.00	27	27	100.0%	35177	35177	100.0%
Chicopee	MIE	1.35	20	43	46.5%	28146	55298	50.9%

Clinton	MI	1.50	4	10	40.0%	5204	13606	38.2%
Dalton	I	1.00	2	7	28.6%	1538	6756	22.8%
Danvers	I	1.00	1	16	6.3%	912	26493	3.4%
Dartmouth	I	1.00	1	19	5.3%	1300	34032	3.8%
Dedham	M	1.00	2	21	9.5%	2814	24729	11.4%
Dennis	I	1.00	3	18	16.7%	1853	14207	13.0%
Dracut	I	1.00	1	18	5.6%	1173	29457	4.0%
Eastham	I	1.00	1	6	16.7%	920	4956	18.6%
Easthampton	I	1.00	2	12	16.7%	2499	16053	15.6%
Easton	I	1.00	1	11	9.1%	1696	23112	7.3%
Everett	MIE	1.52	27	27	100.0%	41667	41667	100.0%
Fairhaven	I	1.00	2	15	13.3%	1898	15873	12.0%
Fall River	MIE	1.29	56	81	69.1%	59242	88857	66.7%
Falmouth	I	1.00	2	26	7.7%	1955	31531	6.2%
Fitchburg	MIE	1.57	23	32	71.9%	24680	40318	61.2%
Framingham	MIE	1.65	20	45	44.4%	32550	68318	47.6%
Franklin	I	1.00	1	17	5.9%	1467	31635	4.6%
Gardner	MI	1.00	5	13	38.5%	7999	20228	39.5%

Municipality	EJ criteria*	Mean EJ criteria count in BGs	Number of EJ BlockGroups	Number of BlockGroups in municipality	Percent of BlockGroups in EJ	Population in EJ BlockGroups	Total population in municipality	Percent of population in EJ BGs
Gloucester	I	1.00	4	23	17.4%	4824	28789	16.8%
Grafton	M	1.00	1	10	10.0%	2115	17765	11.9%
Great Barrington	I	1.00	3	7	42.9%	2395	7104	33.7%
Greenfield	I	1.00	3	17	17.6%	3438	17456	19.7%
Harwich	I	1.00	1	12	8.3%	523	12243	4.3%
Haverhill	MI	1.38	13	40	32.5%	21313	60879	35.0%
Holbrook	M	1.00	1	9	11.1%	1635	10791	15.2%
Holyoke	MIE	2.15	27	37	73.0%	29053	39880	72.9%
Lancaster	I	1.00	1	4	25.0%	1900	8055	23.6%
Lawrence	MIE	2.27	55	55	100.0%	76377	76377	100.0%
Lee	I	1.00	1	6	16.7%	994	5943	16.7%
Leicester	I	1.00	1	8	12.5%	1050	10970	9.6%
Lenox	I	1.00	1	7	14.3%	480	5025	9.6%
Leominster	MI	1.33	12	26	46.2%	20721	40759	50.8%

Lexington	M	1.00	11	22	50.0%	16604	31394	52.9%
Lincoln	M	1.00	1	5	20.0%	1286	6362	20.2%
Lowell	MIE	1.46	70	80	87.5%	93309	106519	87.6%
Ludlow	M	1.00	1	11	9.1%	2413	21103	11.4%
Lynn	MIE	1.75	56	72	77.8%	72884	90329	80.7%
Malden	MIE	1.38	50	52	96.2%	57638	59450	97.0%
Mansfield	M	1.00	1	14	7.1%	1703	23184	7.3%
Marlborough	MI	1.25	8	21	38.1%	14178	38499	36.8%
Mattapoisett	I	1.00	1	6	16.7%	569	6045	9.4%
Medford	MIE	1.15	20	53	37.7%	21905	56173	39.0%
Melrose	I	1.00	2	27	7.4%	2017	26983	7.5%
Methuen	MIE	1.40	15	35	42.9%	17463	47255	37.0%
Middleborough	I	1.00	2	14	14.3%	2189	23116	9.5%
Middleton	M	1.00	1	4	25.0%	3322	8987	37.0%
Milford	MIE	1.67	6	19	31.6%	6249	27999	22.3%
Millbury	I	1.00	1	10	10.0%	949	13261	7.2%
Milton	M	1.00	8	25	32.0%	7390	27003	27.4%
Monson	I	1.00	2	7	28.6%	556	8560	6.5%
Montague	I	1.00	4	8	50.0%	3,852	8437	45.7%
Nantucket	M	1.00	3	11	27.3%	3764	10172	37.0%
Natick	M	1.00	2	26	7.7%	2696	33006	8.2%
New Bedford	MIE	1.81	62	87	71.3%	66180	95072	69.6%
Newton	MI	1.00	10	64	15.6%	12723	85146	14.9%
North Adams	I	1.00	6	12	50.0%	7791	13708	56.8%
North Andover	MI	1.00	3	19	15.8%	4135	28352	14.6%
North Attleborough	I	1.00	1	18	5.6%	855	28712	3.0%
North Brookfield	I	1.00	1	5	20.0%	929	4680	19.9%
Northampton	MI	1.33	6	19	31.6%	7412	28549	26.0%
Norwood	MI	1.00	4	21	19.0%	5956	28602	20.8%
Oak Bluffs	MIE	1.50	2	5	40.0%	1189	4527	26.3%
Orange	I	1.00	2	7	28.6%	2311	7839	29.5%
Orleans	I	1.00	2	7	28.6%	1524	5890	25.9%

Municipality	EJ criteria*	Mean EJ criteria count in BGs	Number of EJ BlockGroups	Number of BlockGroups in municipality	Percent of BlockGroups in EJ	Population in EJ BlockGroups	Total population in municipality	Percent of population in EJ BGs
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Palmer	I	1.00	2	9	22.2%	3067	12140	25.3%
Peabody	MIE	1.50	6	32	18.8%	11074	51251	21.6%
Pittsfield	MI	1.58	19	48	39.6%	16445	44737	36.8%
Plainville	I	1.00	1	5	20.0%	1004	8264	12.1%
Plymouth	MI	1.00	2	38	5.3%	1879	56468	3.3%
Provincetown	I	1.00	2	5	40.0%	1116	2942	37.9%
Quincy	MIE	1.16	50	72	69.4%	68791	92271	74.6%
Randolph	MI	1.05	19	19	100.0%	32112	32112	100.0%
Revere	MIE	1.44	36	42	85.7%	45247	51755	87.4%
Rockland	I	1.00	1	11	9.1%	1982	17489	11.3%
Salem	MIE	1.89	9	33	27.3%	12967	41340	31.4%
Saugus	I	1.00	1	20	5.0%	1872	26628	7.0%
Sharon	M	1.00	1	11	9.1%	2069	17612	11.7%
Sheffield	I	1.00	1	4	25.0%	729	3257	22.4%
Shirley	M	1.00	1	4	25.0%	3153	8147	38.7%
Shrewsbury	ME	1.17	6	20	30.0%	11670	35608	32.8%
Somerville	MIE	1.29	35	69	50.7%	40721	75754	53.8%
Southbridge	MIE	1.70	10	16	62.5%	11182	16719	66.9%
Spencer	I	1.00	1	10	10.0%	886	11688	7.6%
Springfield	MIE	1.81	110	121	90.9%	137083	153060	89.6%
Stoneham	I	1.00	1	17	5.9%	560	21437	2.6%
Stoughton	MI	1.17	6	19	31.6%	6661	26962	24.7%
Taunton	MIE	1.44	9	31	29.0%	13206	55874	23.6%
Tisbury	I	1.00	1	5	20.0%	702	3949	17.8%
Waltham	MI	1.18	28	48	58.3%	36094	60632	59.5%
Ware	I	1.00	2	7	28.6%	2894	9872	29.3%
Wareham	MI	1.00	4	17	23.5%	4522	21822	20.7%
Warren	I	1.00	1	4	25.0%	1296	5135	25.2%
Watertown	M	1.00	6	29	20.7%	6268	31915	19.6%
Webster	I	1.00	3	11	27.3%	5211	16767	31.1%
Wellesley	M	1.00	3	23	13.0%	5550	27982	19.8%
West Springfield	MIE	1.63	8	20	40.0%	11166	28391	39.3%
Westborough	M	1.00	4	12	33.3%	6589	18272	36.1%
Westfield	MI	1.27	11	26	42.3%	14147	41094	34.4%
Westford	M	1.00	1	12	8.3%	2230	21951	10.2%
Weymouth	M	1.00	2	45	4.4%	3868	53743	7.2%

Whitman	I	1.00	1	13	7.7%	705	14489	4.9%
Wilbraham	I	1.00	1	9	11.1%	1278	14219	9.0%
Williamstown	MI	1.00	1	7	14.3%	861	7754	11.1%
Winchendon	I	1.00	2	7	28.6%	1897	10300	18.4%
Winchester	M	1.00	1	15	6.7%	2938	21374	13.7%
Winthrop	E	1.00	1	19	5.3%	876	17497	5.0%
Woburn	M	1.00	5	28	17.9%	8689	38120	22.8%
Worcester	MIE	1.75	106	149	71.1%	127938	181045	70.7%
Yarmouth	I	1.00	5	22	22.7%	4783	23793	20.1%



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO



**Congestion Mitigation and Air Quality (CMAQ) Consultation Meeting
March 4, 2020**

**Office of Transportation Planning
State Transportation Building, Room 4150**

Attendees

Derek Krevat	MassDOT	Emily VanDewoestine	MWRTA
Sejal Shah	MassDEP	Charlie Kilmer	OCPC
Erick Rackauskas	EPA	Gary Roux	PVPC
Ariel Garcia	EPA	Anne McGahan	CTPS
Luis de Oliveira	SRPEDD	Matt Archer	CTPS
Glenn Geiler	BAT	Kevin Krasnecky	CMRPC
Joy Glynn	MWRTA		

Meeting Summary

Derek Krevat opened the meeting at 10:00 am. Bob Frey spoke briefly about air quality conformity, stating that there is no substantive update since the last meeting when the new air quality MOU was discussed. It was mentioned that there may be a new MOVES model out shortly, with new emissions factors. The group will be apprised of any updates.

The committee approved the October 2019 CMAQ Consultation Committee meeting minutes.

It was explained that three categories of projects would be considered as part of this CMAQ Consultation Committee meeting: projects part of the MassDOT Rail & Transit Division’s Workforce Transportation Program; projects part of the Boston MPO’s Community Connections program; and traditional MPO-submitted projects.

CMAQ Consultation – Review of Projects

The Committee heard presentations from project proponents on the following projects to determine their eligibility to receive CMAQ funding. Complete project summaries are available after the Vote Summary Table below.

Ten Park Plaza, Suite 4150, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
www.mass.gov/massdot



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 Stephanie Pollack, MassDOT Secretary & CEO

massDOT
 Massachusetts Department of Transportation

Project Name	Project ID	Approved	Denied	Tabled	Notes
Brockton Area Transit (BAT) - Expansion of Rockland Flex Ride Service (New Service to Park and Ride)	N/A	X			Unanimous
Greater Attleboro Taunton Regional Transit Authority (GATRA) - Go Micro Transit	N/A	X			Unanimous
MetroWest Regional Transit Authority (MWRTA) - PACT Program	N/A	X (Conditional)			CMAQ funding is eligible only for transit/shuttle service elements, not for PACT consultant. MWRTA will provide a quantitative analysis when details of service are determined. Approval is conditioned on this analysis showing emissions reductions.
Alewife Wayfinding	N/A	X			Unanimous
Cambridge – Belmont – Concord Ave. Transit Signal Priority (TSP)	N/A	X			Unanimous
Chelsea – Blue Bike Expansion	N/A	X			Unanimous
Newton – Intra-city Microtransit	N/A	X			Unanimous
Sharon – Carpool Marketing	N/A	X			Unanimous
Somerville – Davis Square Signal Improvements	N/A	X			Unanimous
West Concord – Bruce Freeman Rail Trail Bike Shelters	N/A	X			Unanimous
Woburn-Burlington – Intersection Reconstruction at Route 3 and Bedford Rd.	608067	X			1 abstention (DEP)

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Project Name	Project ID	Approved	Denied	Tabled	Notes
Weston – Intersection Improvements at Boston Post Road, Route 20, and Wellesley Street	608940	X			1 abstention (DEP)
Weston – Reconstruction of Route 30	608954	X			Unanimous
Milton – Intersection Improvements at Adams Street and Squantum Street	608955	X			1 abstention (DEP)
Peabody – Multi-Use Path Construction of Independence Greenway at I-95 and Route 1	610544	X			Unanimous
Worcester Regional Transit Authority (WRTA) – Westborough Demand Response Rideshare Service Pilot	N/A	X			Unanimous
Brockton – Intersection Improvements at Centre Street and Plymouth Street	609052	X			1 abstention (DEP)
Southampton – Greenway Trail Construction	607823	X			Unanimous
Springfield – McKnight Community Trail Construction	608157	X			Unanimous
Northampton – Rocky Hill Greenway Multi-Use Trail	608413	X			Unanimous
Springfield – Intersection Improvements at Cottage St., Industry Ave., and Robbins Rd.	608782	X			1 abstention (DEP)
Pioneer Valley Transit Authority (PVTA) – P20E Springfield/Holyoke Express	N/A	X			Unanimous
Dartmouth – Realignment of Tucker Road to Route 6 and Hathaway Road, Including Signalization	607871	X			1 abstention (DEP)
Dartmouth – Corridor Improvements on Dartmouth Street and Prospect Street	608586	X			1 abstention (DEP)
Rehoboth – Intersection Improvements and Related Work at Rte. 44 & 118	608230	X			1 abstention (DEP)

Congestion Mitigation Air Quality (CMAQ)
 Consultation Committee Request



Project name: Community Connections - Bluebikes Expansion in Arlington, Chelsea, Newton, and Water
Meeting date: 03/04/2020 **Requesting party:** Boston Region MPO
Project ID (if applicable): **Project sponsor:** Municipality
Estimated cost: \$ 340,000 **Estimated CMAQ funding:** \$ 340,000
Year of programming (if applicable): 2021 **Analysis type:** Bicycle Sharing

Description of project / *Brief description of the project, including if applicable, but not limited to the following:*

- Existing corridor characteristics
- Context of corridor within community or region (heavily-traversed corridor, recreational trail, etc.)
- Nature of development nearby (residential, downtown commercial, highway-oriented commercial, etc.)
- Corridor deficiencies
- Project characteristics to address deficiencies
- Anticipated improvements from project
- CMAQ-eligible components of project
- Inclusion of project in local, regional, or statewide plans

The City of Chelsea, in conjunction with Town of Arlington, the City Newton, and the City of Watertown, received a Workforce Transportation Program grant for the installation of five Bluebikes stations per municipality (a total of 300 bikes).

The City of Chelsea seeks additional funding through the Community Connections program for further expansion of the bike-sharing system. The requested funds would be used for the installation of an additional four to five bike stations in each municipality.

This project would expand the Bluebikes network, which currently operates Boston, Everett, Somerville, and Brookline.

Air quality improvements / *Short explanation of air quality benefits, summarizing quantitative findings or demonstrate qualitative findings.*

A bike sharing analysis was conducted for the proposed project. The analysis assumed that each municipality would receive five bike stations. The analysis It provides an air quality benefit, as shown below.

VOC kg/year	Decrease	NOx kg/year	Decrease	CO kg/year	Decrease	CO ₂ kg/year	Decrease
	6.70		8.10		51.30		6,569.90
First year cost per kg		First year cost per kg		First year cost per kg		First year cost per kg	
	\$ 50,687		\$ 42,093		\$ 6,627.00		\$ 52.00

CMAQ Air Quality Analysis Worksheet for Bike Sharing Project

FILL IN SHADED BOXES ONLY

TIP YEAR: 2020

MPO: Boston

Municipality: Chelsea

Project: Bike-Share System Implementation Program

Step 1: Details of Project:

			User Input (blank for default)
A. Number of Bikes in Project:	300	Bikes	
B. Average Bike Trip Length:	0.6	Miles	
C. Average Number of Trips per Bike per Day:	1.7	Trips	
D. Bike Sharing Operating Days per Year:	365	Days	

Step 2: Mode Substitution by Bike Sharing Project:

Note: A bike sharing project would attract new riders from different modes. Actual surveys can determine the extent of the transition from different modes to such program. If site specific data is unavailable, use the defaults provided below.

E. Percentage of Bikes Used Shifted from Walking:	25%	Percent	
F. Percentage of Bikes Used Shifted from Public Transit:	41%	Percent	
G. Percentage of Bikes Used Shifted from Taxis:	5%	Percent	
H. Percentage of Bikes Used Shifted from Cars:	12%	Percent	
I. Percentage of Bikes Used Shifted from Private Bikes:	8%	Percent	
J. Percentage of Bikes Used Shifted from Motorcycles:	4%	Percent	
K. Percentage of Bikes Used Shifted from Other/New Trips:	5%	Percent	
L. Total Percentage of Bikes Used Shifted from Other Modes (Must be 100%):	100%	Percent	
M. Public Transit Vehicle Occupancy:	40	Persons	
N. Taxi Vehicle Occupancy:	1.18	Persons	
O. Car Vehicle Occupancy:	1.18	Persons	
P. Motorcycle Vehicle Occupancy:	1.16	Persons	

Step 3: Emission Factors for Average Commuter Travel Speed:

Note: Use 25 MPH as a default if average speed is not known.

Speed Used: 25 MPH

	Summer VOC Factor grams/mile	Summer NOx Factor grams/mile	Summer CO Factor grams/mile	Summer CO2 Factor grams/mile
2016 Bus	0.014	0.023	0.150	22.645
2016 Auto	0.169	0.252	2.879	398.914

Step 4: Calculate emissions reductions in kilograms per year (Seasonally Adjusted):

	Summer VOC	Summer NOx	Summer CO	Summer CO2
	6.7	8.1	51.3	6,569.9

Step 5: Calculate cost effectiveness (first year cost per kg of emissions reduced)

Emission	Project Cost	Emission Reduction in kg per year	First year cost per kilogram
Summer VOC	\$340,000	6.7 =	\$50,687
Summer NOx	\$340,000	8.1 =	\$42,093
Summer CO	\$340,000	51.3 =	\$6,627
Summer CO2	\$340,000	6,569.9 =	\$52

**ATTACHMENT J
SPECIAL PROVISIONS**

**MASSACHUSETTS DEPARTMENT of TRANSPORTATION
OFFICE OF TRANSPORTATION PLANNING**

**Community Connections Grant - Newton, Arlington, and Watertown Blue Bikes
Contract # 116443**

Contract period: 10/1/2021 through 9/30/2022

These SPECIAL PROVISIONS shall be made part of this contract with the expressed understanding that in the event of conflict, the SPECIAL PROVISIONS shall prevail over the STANDARD PROVISIONS, Office of Transportation Planning version. In the event of conflicts between any parts of this contract and the COMMONWEALTH OF MASSACHUSETTS STANDARD CONTRACT (STANDARD CONTRACT) or the COMMONWEALTH TERMS AND CONDITIONS (TERMS AND CONDITIONS), the provisions contained in the STANDARD CONTRACT and/or the TERMS AND CONDITIONS shall prevail.

During the performance of this contract, the CONSULTANT shall comply with the terms and conditions contained in the STANDARD CONTRACT, TERMS AND CONDITIONS, and ARTICLES I and II of the STANDARD PROVISIONS included in ATTACHMENT I of this contract, except as said STANDARD CONTRACT and STANDARD PROVISIONS are expressly amended or supplemented as follows below.

The numbering of amendments in these SPECIAL PROVISIONS corresponds to that of the preceding STANDARD PROVISIONS. Skipping a number in the SPECIAL PROVISIONS indicates only that there is no change to the corresponding number in the STANDARD PROVISIONS.

ARTICLE I - GENERAL PROVISIONS

1. DEFINITIONS

Add the following:

METROPOLITAN PLANNING ORGANIZATION or "MPO"... The organization designated by the Governor as being responsible for carrying out 3C transportation planning for an urbanized area.

REGIONAL PLANNING AGENCY or "RPA"...One of thirteen planning agencies in the Commonwealth established under Massachusetts General Laws or the Central Transportation Planning Staff "CTPS," having responsibility for comprehensive regional and transportation planning, and acting as the CONSULTANT.

UNIFIED PLANNING WORK PROGRAM or "UPWP"... Document required by the U.S. Department of Transportation Metropolitan Planning regulations that contains a description of all proposed transportation-related planning activities and air quality planning activities.

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2. TIME SCHEDULE:

Amend to include the following:

The Consultant shall perform all work described in Attachment A, Scope of Services, in accordance with the time schedule shown therein. Allotment of time and cost for each task shall not be changed without the prior approval of the Executive Director.

3. TERMINATION:

Add the following:

This contract shall commence on the date indicated in the written Notice to Proceed from the Massachusetts Department of Transportation and shall remain in effect until 9/30/2022, subject to satisfactory completion of the work tasks in accordance with Attachment A, Scope of Services, as outlined in the annually endorsed Unified Planning Work Program.

15. REVISIONS:

Amend the 1st paragraph by deleting the words “in accordance with Article II section 3.”

17. EMPLOYMENT OF DEPARTMENT PERSONNEL:

Add the following paragraph:

Neither the Consultant nor the Massachusetts Department of Transportation shall engage in any conduct that violates or induces others to violate any provisions of the Massachusetts General Laws regarding the conduct of public employees. No officer, member, or employee of the Consultant or Massachusetts Department of Transportation, and no public official of the Commonwealth or any political subdivision thereof who exercises any functions or responsibilities in the review, approval or implementation of this contract shall: a) participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested; or b) have any interest, direct or indirect, in this contract or the proceeds thereof.

21. NOTICE

Amend to read as follows:

Unless otherwise specified, any notice here under shall be in writing and deemed delivered when given in person or deposited in the U.S. mail, postage prepaid and addressed as follows:

To Department: David Mohler, Executive Director
Office of Transportation Planning
Massachusetts Department of Transportation
10 Park Plaza, Room 4150
Boston, MA 02116

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To Consultant: Nicole Freedman, Director of Transportation Planning
City of Newton
1000 Commonwealth Ave, 2nd Floor
Newton, MA 02459

22. INSURANCE: Amend to read as follows: Not Applicable

23. INDEMNIFICATION OF COMMONWEALTH/CONSULTANT LIABILITY:

Amend the 1st paragraph by adding to the beginning:

To the extent permitted by M.G.L. c. 258 and any other applicable law

27. COPYRIGHT:

Add the following:

Furthermore, any materials to be published and/or copyrighted by the Consultant as a result of work for this contract shall receive prior written approval of the Executive Director. Materials published by the consultant shall contain the acknowledgement: "Prepared in cooperation with the Massachusetts Department of Transportation and the U.S. Department of Transportation. The views and opinions of the [Consultant] expressed herein do not necessarily state or reflect those of the Massachusetts Department of Transportation or the U.S. Department of Transportation." Unless otherwise specified or requested, at least three paper copies and one electronic copy of all documents, reports or other materials developed as products of this contract shall be submitted to the Massachusetts Department of Transportation upon completion.

**ATTACHMENT J
SPECIAL PROVISIONS**

ARTICLE II – COMPENSATION OF CONSULTANT

Replace Article II in its entirety with the following:

- 1. GENERAL FEE (MAXIMUM FEE)** The Commonwealth hereby agrees to pay and the Consultant agrees to accept, as full compensation for all services rendered to the satisfaction of the Massachusetts Department of Transportation, a fee established in accordance with the following.

All costs and charges of the Consultant under this contract must be billed to and associated with a task as listed in Attachment B. The maximum labor cost that shall be billed to each task is equal to the amount referenced for that task in Attachment B. Labor costs in excess of these limits shall be considered unallocated costs. Any deviation from the task structure (financial or otherwise) of the budget in Attachment B must have prior written approval of the Executive Director.

For all services to be performed under the General Fee, the Consultant shall be paid an amount equal to the sum of the following items a, b, and c:

- (a) Actual direct salaries paid to professional employees by the Consultant for the time such employees are directly utilized on work necessary to fulfill the provisions of the contract. Actual direct salary shall consist of payroll costs at straight time for professional employees, excluding all principals, administrative officers or other major supervisory personnel, for the time such employees are directly utilized on the work covered by this contract. If it is the usual practice for salaried principals or administrative officers to perform planning, research or technical work, permission may be granted by the Executive Director to compensate them for the time when they are actually engaged in this work. Payment of any said principals or officers for administrative duties at the usual rate of pay for these positions will not be allowed, it being considered that their salaries are included under overhead. Salary rates and increases thereof paid to professional employees assigned to this contract shall be commensurate with salaries paid and increases thereof made to other employees of the Consultant engaged in similar work. A specific listing of all employees who shall perform work on this contract and each employee's salary rate must be provided in Attachment B. If the Consultant wants to add new employees to perform work on this contract, the Consultant must request prior written approval by the Executive Director; if the Executive Director does not respond to the request within 10 days of receiving the request, then the request to add staff to the contract is automatically granted. Any increases in salary shall be in accordance with company-wide personnel regulations and established policies, but require prior written approval of the Executive Director. However, no cost of living adjustments to employee salaries will be approved, nor may they be requested; the only salary increases that will be considered for approval are merit increases. Request of such merit increases must be submitted in writing sufficiently in advance to afford the Executive Director thirty days to review. The Executive Director shall notify the Consultant in writing by the end of the thirty-day period that such salary rate or increase is approved or disapproved. If the Executive Director does not respond to a request for staff merit increase(s) by the end of the thirty day review period, that merit increase is automatically approved; however, this provision does not apply to cost of living adjustments, which may be neither requested nor approved. All salary changes from those submitted on the previous invoice shall be specifically noted by the Consultant on its next invoice giving the date of the letter approving such increase. Changes in salary rates made prior to the date of this letter will not be approved for payment. Any such salary increase shall not be

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considered as justification for an increase in the maximum fee. No premium payment shall be made for overtime work unless previously approved by the Executive Director.

It is the current policy of the Massachusetts Department of Transportation to impose NO MAXIMUM LIMIT on the hourly rate for RPA professional employees. The Consultant is approved to submit each employee's actual direct salary rate, as approved under the contract, for payment.

The amount to be allowed for indirect costs to a sub-contractor shall be the actual audited amounts of such costs incurred by the sub-contractor, provided, however, that the total allowance for such costs shall in no event exceed 155% percent. Said limit on allowable indirect costs shall apply notwithstanding any audit that indicates that higher indirect costs were actually incurred.

- (b) Applicable indirect costs incurred during the period of this contract, to the extent that such indirect costs are allowable under the "Federal Acquisition Regulations," incorporated herein and made a part hereof by reference.
- (c) Reimbursement for authorized direct expenses as allowed under the provisions of the Federal Acquisition Regulations referred to above and meeting the requirements set forth below. In order to be allowable under Federal awards, the direct cost must be necessary and reasonable for proper and efficient performance and administration of the work executed under this contract. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when governmental units or components are predominately federally-funded.
 - 1) Items of direct expenses attributable directly to this contract, listed in Exhibit B. Inclusion of Exhibit B does not constitute prior approval to incur these expenses.
 - 2) Actual reasonable meeting place expenses of the MPO and the transportation advisory committees of the MPO.
 - 3) Travel: All travel is to be made via the least expensive reasonable means. In keeping with MassDOT's GreenDOT Policy and mode shift initiative, MassDOT strongly encourages travel by public transit, walking or bicycling whenever feasible for travel related to this contract. When automobile travel is necessary, Consultant staff are expected to travel together whenever feasible.
 - 4) Automobile travel reimbursement: The Consultant may charge for automobile travel either on a per-mile basis or for actual expenses of using a rental automobile. Mileage charges for use of automobiles for contract-related purposes are not to exceed the Internal Revenue Service (IRS) approved business standard mileage reimbursement rate that is in effect at the time of travel. Mileage reimbursement is to be the means of payment for automobile travel by private staff-owned automobile, Consultant-owned vehicle, or Consultant-leased vehicle. If the overall cost (factoring in mileage charges, parking, gasoline, etc.) for a rental car is expected to be lower than for mileage charges, the Consultant may charge for the car rental usage fee and gasoline. Tolls and parking costs may also be reimbursed with documentation. The Consultant must provide a clear and explicit delineation of all automobile travel charges, including travel purpose and destination, method of reimbursement (mileage or rental fee plus gasoline), distance, breakdown of charges, and receipts as appropriate.
 - 5) Overnight out-of-state travel: All out-of-state travel expenses that entail an overnight stay shall require prior written approval of the Executive Director.

- 6) Meetings and conferences. Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information required for work under this contract, are allowable. Travel by planning staff is allowable for attendance at meetings or conferences where technical information will be disseminated that would help the employee(s) perform work under this contract and satisfy the requirements of the metropolitan planning process. Expenses related to attendance at general policy-oriented meetings and conferences not directly related to the tasks covered under this contract are not reimbursable as direct expenses.
- 7) Memberships, subscriptions, and professional activity costs. Costs of the Consultant's organizational memberships in technical and professional organizations are allowable. Costs of the governmental unit's subscriptions to professional and technical periodicals are allowable. Costs of membership in organizations substantially engaged in policy and lobbying are not reimbursable as direct expenses. Costs of individual staff memberships in technical and professional organizations are not reimbursable as direct expenses.
- 8) Meals reimbursement: Breakfast \$5.00; lunch \$10.00; dinner \$20.00. Meal expenses for breakfast or lunch may only be reimbursed when a staff member is absent from his or her home for more than twenty-four hours. Meal expenses for dinner may only be reimbursed for travel ending two or more hours after compensated time.
- 9) Lodging: All lodging expenses require prior written approval of the Executive Director. Hotel/motel expenses will be reimbursed at actual cost provided such cost is found to be reasonable by the Executive Director; room costs over the lodging per diem rate approved by the U.S. General Services Administration (GSA) require documentation of lodging options and justification of the expense. The Consultant shall provide backup of the approved GSA rate with the travel request and with the final invoice for the charge.
- 10) Capital and expendable property and equipment. Expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except where approved in advance by the awarding agency.
- 11) Any individual direct expense of \$1,000 or more shall require prior written approval of the Executive Director. For any individual direct expense of \$1,000 or more, the Consultant shall obtain three competitive cost bids or estimates from reputable vendors, and supply those to the Executive Director with the request for approval of the direct expense. The request for approval shall include justification for the Consultant's selection of vendor. These requirements apply to all direct expenses that have a total cost of \$1,000 or more, not just \$1,000 or more charged to this contract. That is, if the Consultant allocates a direct expense of \$1,000 or more between two or more contracts, or in any way "splits" the expense, the total cost (not just the cost charged to this contract) determines the applicability of these requirements. If the Consultant makes a purchase through the State Procurement Contract, the requirement for three competitive bids or estimates is waived.
- 12) Production costs: Reimbursement may be provided for unusual production expenses (e.g. large reports, promotional materials, large scale graphics, etc.), but not for typical day-to-day production expenses (e.g. copies of agendas, memos, etc.). In keeping with the material reduction element of the GreenDOT Policy, MassDOT strongly encourages the Consultant to minimize production of hard copy materials and encourage staff and members of the public to rely upon online dissemination of materials and information.

13) Other reasonable direct expenses attributable to this contract provided such costs are not included in overhead expenses.

2. **AUDIT ADJUSTMENTS** All costs described above are to be determined by records kept during the contract period, subject to audit by the Massachusetts Department of Transportation. The total of payments made shall be adjusted to conform to a final audit. The total audited amount shall not exceed the maximum fee. Interim audits may be undertaken at any time. Interim adjustments of provisional indirect cost rates may be requested for approval by the Executive Director on the basis of post audits of individual fiscal years or adequate cost allocation plans and/or indirect cost proposals prepared in accordance with Federal Acquisition Regulations (FAR) and approved by the Massachusetts Department of Transportation.

Toward compliance with federal Office of Management and Budget (OMB) requirements, the Consultant shall engage the services of an independent public accountant (IPA) to conduct annual audits and issue audit reports. Prior to engaging an IPA the Consultant shall obtain Massachusetts Department of Transportation review and comment on the proposed agreement with the IPA. The Massachusetts Department of Transportation will not, however, participate in any way in the selection of the IPA. The Massachusetts Department of Transportation may make suggestions as to the IPA's audit coverage and/or audit program. For purposes of this contract, the cost of the services of an IPA shall be allowable as an indirect cost item. The written agreement with the IPA shall include the following provisions:

- a) The IPA audits shall fully satisfy OMB requirement; including the Single Audit Act Amendments of 1997.
- b) The IPAs working papers shall be retained for a minimum of three (3) years from the date of the audit report and shall be made available upon request for review by the US Department of Transportation and/or the US General Accounting Office
- c) The IPA shall be alert to the fact that this duly executed contract is governed by the statutes of the Commonwealth and therefore stands on different legal ground than a direct federal grant. As the Consultant is paid out of state funds, provisions of this contract may differ from federal requirements on direct grants. So as to protect the interests of the Commonwealth, the IPA audit shall contain adequate testing of compliance by the Consultant with all provisions of this contract, including provisions which may differ from the requirements of federal funding agencies under direct federal grants.

The IPA's audit report will include a schedule, "Indirect Cost Rate(s) Applicable to Massachusetts Department of Transportation contract(s) for Fiscal Year 20xx (fiscal year audited)" or similar schedule, disallowed and indirect costs allowed; and a calculation of the indirect cost rate (indirect which shall include columnar tabulations, by account, of Consultant's indirect costs incurred, indirect costs divided by direct salary costs). The schedule will include a tabulation of disallowances under FAR. The indirect cost rate used to determine final payments under this contract will be an annual rate (rather than a series of monthly rates) and will be calculated using indirect costs and direct labor costs for the fiscal year in the base period.

- d) The IPA's audit report will include a "Schedule of Public Support, Revenue and Expenses by Agreement/Grant/Contract Fund." This schedule shall include a listing of revenue sources (federal, state, etc.) and expense classifications (direct salaries, indirect costs, direct costs, etc.) by agreement/grant contract.
- e) The Federal Program Description for these funds is Section 5303 Metropolitan Planning, and the

Catalog of Federal Domestic Assistance number (CFDA#) is 20-505.

The Massachusetts Department of Transportation reserves the right to reject IPA audit findings and to perform its own audit and issue its own audit reports insofar as this contract is concerned.

3. **METHOD OF PAYMENT** Partial payments against the General (Maximum) Fee shall be for the value of all services performed as shown on invoice(s) submitted by the Consultant and approved by the Executive Director. These partial payments shall be based on actual salaries paid for the period invoiced; plus applicable provisional indirect rate (overhead) for the period invoiced; plus reimbursement for authorized direct expenses for the period invoiced. No premium shall be paid for overtime work. The Massachusetts Department of Transportation reserves the right to defer any partial payments when the ratio of the total salary costs billed (exclusive of direct costs) to the total salary costs as shown in the original proposal is greater than the ratio of the work completed to the total work to be performed under the contract provisions. All invoices and time records shall contain a statement that the Consultant certifies, under the pains and penalties of perjury, that all work for which payment is requested has been performed and that such performance is in full compliance with the provisions of the contract.

All invoices with the exception of the invoice billing for expenses incurred in June shall be submitted no later than thirty (30) days following the month in which the services were performed and shall include a monthly summary sheet, in a format prescribed by the Massachusetts Department of Transportation/Office of Transportation Planning, showing the number of hours per day and total hours for each individual. The June invoice shall be submitted no later than fifteen (days) days following June 30th.

The Consultant shall furnish progress reports for each monthly pay period of its work. The progress report shall accompany the invoice for that period. All work products are subject to the approval of the Executive Director before payment is made. The progress report shall be prepared with a title page indicating the contractor name, the contract number, the report time period, and shall include the following:

- a) Brief narrative describing the work accomplished by task.
- b) Key personnel attendance at meeting(s) held for each week.
- c) Objectives/planned activities for the next month.
- d) Percent of work completed by task.
- e) Some measure of actual resources (hours, funds, etc.) charged to the contract over the past month.
- f) Comparison of actual cumulative resources expended compared to the contract budget.

All invoices shall be submitted digitally to the appropriate MassDOT Contract Manager via email or other agreed-upon electric format. Hard copies of invoices are not required to be sent.

ELIGIBILITY QUESTIONS Interpretation of questions regarding the eligibility of specific items for payment under the contract will be made by the Massachusetts Department of Transportation in accordance with applicable Massachusetts Department of Transportation requirements, and Massachusetts and federal laws and regulations. The Massachusetts Department of Transportation reserves the right to defer any partial payment until such time as disputes concerning the partial payment are resolved by the Massachusetts Department of Transportation. Should the decision of the Massachusetts Department of Transportation be unsatisfactory to the Consultant, it shall have recourse to a hearing with the Massachusetts Department of Transportation Hearing Examiner. The Massachusetts Department of Transportation shall have the final decision in any dispute.

4. **RECORDKEEPING, AUDIT, AND INSPECTION OF RECORDS** All costs and expenses as described in the foregoing paragraphs are to be determined by actual records kept by the Consultant in accordance with the provisions of this Contract and are subject to final audit by the Department (or its designee) and the FHWA. The total partial payments made hereunder shall be adjusted to conform to determinations made in such audit(s). Payments as made to the Consultant shall be subject to adjustments on the basis of final audit by the Department At their discretion, the Department and the FHWA may undertake interim audits and make retroactive Interim payment adjustments as a result of such audits at any time during the term of this Contract.

The Consultant is obligated to maintain in an acceptable form books, records, and other compilations of data pertaining to the performance of the provisions and requirements of this Contract to the extent and in such detail as shall properly substantiate claims for payment under this Contract, including complete employee time and payroll records, as well as documents, papers, and other evidence pertaining to billings to the Department under this Contract; and shall also maintain records supporting the original cost proposal on this Contract. The Consultant shall make such materials available at its office at reasonable times during the term of this Contract and thereafter for inspection by the various agencies and entities identified in this Section; and copies of such materials shall be furnished upon request of the Department or its designee or the FHWA.

The Consultant shall comply with any programmatic or fiscal reporting requirements identified in this Contract, including format, contents, detail and submission requirements. The Consultant's failure to timely submit required reports may be considered a material breach of this Contract and may subject the Consultant to delayed or reduced payments without penalty to the Department.

All such records and reports, noted above, shall be kept for a minimum period of seven (7) years or until the resolution of any litigation, claim, negotiation, audit or other action involving the records which arise at any time during the retention period. All document retention periods shall begin on the first day after final payment under this Contract. If any litigation, claim negotiation, audit or other action involving the records has been started before the expiration of the applicable retention period, all records shall be retained until completion of the action and resolution of all issues resulting there from, or until the end of the applicable retention period whichever is later.

Pursuant to Executive Order No, 195, or as amended, the Department, the Governor of the Commonwealth of Massachusetts or his/her designee, the Secretary of Administration and Finance, the State Auditor, or their duly authorized designees, shall have access, at reasonable times and upon reasonable notice to examine the books, records, reports, and other compilation of data of the Consultant noted above which pertain to the performance of the provisions and requirements of this Contract. Such access shall include on-site audits, review, and photocopying of such records, reports or other data, at a reasonable expense.

6. **NONDISCRIMINATION AND UNIVERSAL ACCESSIBILITY**

During the performance of this contract, the Consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "Consultant") agrees as follows:

- a) **Compliance with Regulations:** The Consultant shall comply with the Acts and the Regulations relative to Nondiscrimination in federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- b) **Nondiscrimination:** The Consultant, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, age, or disability in the selection and retention of subcontractors, including procurements of materials

RF

and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers a program set forth in Appendix B of 49 CFR Part 21. The Consultant shall also abide by the Massachusetts Public Accommodation Law, M.G.L. c 272 §§92a, 98, 98a, and the Governor's Executive Order 526, section 4 which provide that access to programs, services and benefits be provided without regard to religious creed, sexual orientation, gender identity and expression, veteran's status and/or ancestry, along with the bases previously referenced.

- c) **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under this contract, the Acts and the Regulations, Massachusetts General Laws, and Governor's Executive Orders relative to Nondiscrimination on the grounds of race, color, national origin, sex, age, disability, religious creed, sexual orientation, gender identity and expression, veteran's status and/or ancestry.
- d) **Universal Accessibility of Websites, Meeting Materials, Presentations, Notices, and Contract Deliverables.** The Consultant shall ensure that all materials prepared under this contract meet applicable federal and state requirements for accessibility for persons with disabilities. All electronic and information technology products that are submitted under this contract must be compliant with Section 508 of the Rehabilitation Act so that they can be web posted without further modification. Accordingly, final deliverable reports prepared under this Agreement and submitted in electronic format must meet the requirements of Section 508 of the Rehabilitation Act of 1973, as amended. The act requires that all electronic products prepared for the Federal Government be accessible to persons with disabilities, including those with vision, hearing, cognitive, and mobility impairments. View Section 508 of the Rehabilitation Act (<http://www.access-board.gov/508/508standards.htm> - PART 1194) and the Federal IT Accessibility Initiative Home Page (<http://section508.gov>) for detailed information. The following paragraphs summarize the requirements for preparing reports in conformance with Section 508.
- (i) **Electronic documents with images, figures, or tables.** Provide a text equivalent for every non-text or tabular element (including photographs, charts and equations) in all publications prepared in electronic format. Use descriptions such as "alt" and "longdesc" for all non-text images or place them in element content. "Text equivalent" means text sufficient to reasonably describe the non-text or tabular element. Images that are merely decorative require only a very brief "text equivalent" description. However, images that convey information that is important to the content of the report require text sufficient to reasonably describe that image and its purpose within the context of the report.
- (ii) **Electronic documents with forms.** When electronic forms are designed to be completed online, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.
- e) **Information and Reports:** The Consultant shall provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration (FHWA) to be pertinent to ascertain compliance with such Acts, Regulations, orders, and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Recipient or the FHWA, as appropriate, and shall set forth what efforts it has made to obtain the information.

RF

- f) **Sanctions for Noncompliance:** In the event of the Consultant's noncompliance with the Nondiscrimination provisions of this contract, the Recipient shall impose such contract sanctions as it, the FHWA, and/or MassDOT may determine to be appropriate, including, but not limited to: Withholding of payments to the Consultant under the contract until the Consultant complies; and/or Cancellation, termination, or suspension of the contract, in whole or in part.
- g) **Incorporation of Provisions:** The Consultant shall include the provisions of paragraphs 1 through 6 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the Recipient to enter into such litigation to protect the interests of the Recipient and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.
7. **GREENDOT POLICY IMPLEMENTATION** In compliance with the Cooperative Agreement provisions regarding the federal Resource Conservation and Recovery Act of 1976, as well as MassDOT's GreenDOT policy, the Consultant shall follow the provisions of Massachusetts Executive Order 515 – Establishing an Environmental Purchasing Policy.

If possible, the Consultant and its Sub-Consultants shall utilize 100% recycled content paper for all deliverables. The Consultant and its Sub-Consultants shall minimize paper use in the Project through digital distribution and double-sided copying whenever possible. Selection of all office and cleaning supplies purchased fully or partially with funds from this Contract shall include consideration of recycled content, reduced hazardous material use in production, natural material content, and other relevant environmental criteria. All equipment purchased as a direct cost of this contract shall be selected with increased energy efficiency and minimal hazardous material content as key criteria. Any wood materials purchased must be Sustainable Forestry Certified.

Additionally all public meetings and events shall be held in a facility that is accessible by public transit if held in a community with fixed route or demand-responsive service, and all reasonable efforts shall be made to schedule public meetings and events during periods when public transit is operating. All reasonable efforts should be made to select meeting locations that provide secure bicycle parking; if a preferred meeting location does not provide secure bicycle parking, the Consultant should request that the venue install bicycle parking in order to provide reasonable access for all transportation modes. Notices for public meeting that include driving directions shall also include comparable transit and bicycling directions to the venue.

**ATTACHMENT I
STANDARD PROVISIONS**

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

OFFICE OF TRANSPORTATION PLANNING

ARTICLE I: GENERAL PROVISIONS

1. DEFINITIONS

The following words as used herein, heretofore, and hereinafter shall mean:

CONSULTANT....The party of the second part to this Contract, acting directly or through an authorized lawful agent or employee.

COMMONWEALTH....The Commonwealth of Massachusetts

DEPARTMENT....The Massachusetts Department of Transportation of the Commonwealth of Massachusetts.

DIRECTOR....The Executive Director of the Office of Transportation Planning acting directly or through an authorized representative, such representative acting within the scope of the particular duties entrusted to him/her.

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION OR "MassDOT"....The Department of Transportation of the Commonwealth of Massachusetts.

FEDERAL HIGHWAY ADMINISTRATION OR "FHWA"....The Federal Highway Administration of the United States Department of Transportation.

FEDERAL TRANSIT ADMINISTRATION or "FTA" ... The Federal Transit Administration of the United States Department of Transportation.

PROJECT....All work described in the Scope of Services (Scope of Work) contained in Attachment A.

SPECIFICATIONS....The directions, provisions and requirements comprising the Terms and Conditions, the Standard Contract, Standard Provisions and the Special Provisions.

SPECIAL PROVISIONS....The special directions, provisions and requirements prepared to cover proposed work not expressly provided for in these specifications. The Special Provisions shall be included within the general term "Specifications" and shall be made a part of the contract with the expressed understanding that in the event of conflict, they shall prevail over all other specifications of the contract.

STANDARD CONTRACT...Commonwealth of Massachusetts Standard Contract

STANDARD SPECIFICATIONS...Most recent Massachusetts Department of Transportation Standard Specification for Highways and Bridges

CITY OF NEWTON

IN CITY COUNCIL

DRAFT

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chair Rebecca Walker Grossman, authorization to accept and expend a two hundred seventy-two-thousand-dollar (\$272,000) grant from the MassDOT's Community Connections Program for the Bluebikes bike share in Newton, Arlington and Watertown Project be and is hereby approved.

Under Suspension of Rules
Readings Waived and Approved
DRAFT

(SGD) CAROL MOORE
City Clerk

(SGD) RUTHANNE FULLER
Mayor

Date: _____



RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

Telephone
(617) 796-1100

Telefax
(617) 796-1113

TDD
(617) 796-1089

E-mail
rfuller@newtonma.gov

August 29, 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 accept and expend the sum of a \$60,000 donation to the City of Newton for the NewMo program by UMass Amherst – Mount Ida.

Please see the attached letter from Jeff Cournoyer, Managing Director of the UMass Amherst – Mount Ida campus. NewMo provides a valuable connection to and from their campus and public transportation for on-campus interns working in Greater Boston and for Boston Public School students learning on campus.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

RECEIVED
Newton City Clerk
2022 AUG 30 PM 4:48

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, appropriate and expend the sum of sixty thousand dollars as a donation to the City of Newton for the NewMo program by UMass Amherst-Mount Ida be and is hereby approved.

Under Suspension of Rules
Readings Waived and Approved
DRAFT

(SGD) CAROL MOORE
City Clerk

(SGD) RUTHANNE FULLER
Mayor

Date: _____



RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

Telephone
(617) 796-1100

Telefax
(617) 796-1113

TDD
(617) 796-1089

E-mail
rfuller@newtonma.gov

August 29, 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 \$950,000 and authorize a general obligation borrowing of an equal amount for the purchase of a simulcast public safety radio infrastructure.

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.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in black ink that reads "Ruthanne Fuller".

Ruthanne Fuller
Mayor



Greg Gentile
Chief

CITY OF NEWTON, MASSACHUSETTS
FIRE DEPARTMENT HEADQUARTERS

1164 Centre Street, Newton Center, MA 02459-1584
Chief: (617) 796-2210 Fire Prevention: (617) 796-2230
FAX: (617) 796-2211 EMERGENCY: 911



Ruthanne Fuller
Mayor

August 26, 2022

Maureen Lemieux
Chief Financial Officer
City of Newton
1000 Commonwealth Ave
Newton, MA 02459

Maureen,

I respectfully request to docket funding of \$951,649.50 for the Simulcast Radio System for Newton Police and Fire.

The funding is going to be used to improve our radio communication system throughout the city, which is shared between Police and Fire.

Thank you for your consideration to this request.

Respectfully,

Greg Gentile
Chief of Department

A handwritten signature in black ink, appearing to be "Greg Gentile", written over the typed name and title.



Gregory J. Gentile
Chief

CITY OF NEWTON, MASSACHUSETTS
FIRE DEPARTMENT HEADQUARTERS
 1164 Centre Street, Newton Center, MA 02459-1584
 Chief: (617) 796-2210 Fire Prevention: (617) 796-2230
 FAX: (617) 796-2211 EMERGENCY: 911



Ruthanne Fuller
Mayor

Background for RFP #22-75 Simulcast Radio System for Police and Fire Departments to Applied Communications Services, ACSI.

Background

Since the inception of the Purple Team in 2016 (a combination of Police and Fire leadership, technology experts from both departments, and the executive office) one of the groups priorities has been to improve radio coverage throughout the city. In pursuit of this goal, the team has worked hard to lay the foundation by hardening all our communications sites to have backup generators, rehabilitated or built new buildings to house equipment, replaced antenna systems, and created redundant fiber optic network to connect it all together. These building blocks have all come together to prepare us for the next step: replace the equipment that plugs in to all these systems. This equipment, commonly referred to as the radio system by the police and fire departments, is long in need of replacement. The Fire system consists of two radio channels and runs on equipment purchased and installed in the late 2000's. The model of equipment is no longer supported or manufactured making replacing parts challenging. The Police system, also consisting of two radio channels, has some newer components, however, they will soon reach end of life and will only have support while supplies last.

To solve these challenges, the purple team worked with a consultant over the last year to develop a request for proposal (RFP). The RFP was designed to vendor agnostic and allow for a wide range of technology from a variety of manufacturers and vendors. The RFP's main goal was to bring both the Police and Fire system to a common operating level, giving both departments equal access to the best technology. It would allow for one vendor and one point of contact for problems experienced by both departments. The RFP also addresses one of the executive office's goals of improving coverage in the city's public-school buildings using a technology called simulcast. This technology allows the city to utilize multiple transmitters on each radio channel, allowing for significantly improved in building coverage in the schools and properties throughout the city. Put simply enough – we will be able to communicate clearer and better tomorrow than we can today with the new system proposed.



Gregory J. Gentile
Chief

CITY OF NEWTON, MASSACHUSETTS
FIRE DEPARTMENT HEADQUARTERS
1164 Centre Street, Newton Center, MA 02459-1584
Chief: (617) 796-2210 Fire Prevention: (617) 796-2230
FAX: (617) 796-2211 EMERGENCY: 911



Ruthanne Fuller
Mayor

Through review of the three received RFP responses, the City has selected to move forward with Applied Communications Services, Inc. (ACSI) to build this new system and complete another Purple Team goal. To finalize the contract with ACSI, the Purple Team requests the approval of \$951,649.50 to build the Simulcast Land Mobile Radio System for Police and Fire.

CITY OF NEWTON

IN CITY COUNCIL

DRAFT

ORDERED:

That for the purpose of the purchase of a simulcast public safety radio infrastructure be and hereby is appropriated and authorized to be borrowed under and pursuant to Chapter 44, Section 7(1) of the Massachusetts General Laws, as amended and supplemented or pursuant to any other enabling authority, the sum of nine hundred fifty thousand dollars (\$950,000) said amount to be expended under the direction of the Fire Chief.

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 shall be: (i) applied, if so provided in the loan authorization, 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 like amount; or (ii) appropriated for a project for which the city has authorized a borrowing, or may authorize a borrowing, for an equal or longer period of time than the original loan, including any temporary debt.

Under Suspension Rules
Readings Waived and Approved
DRAFT

(SGD) CAROL MOORE
City Clerk

(SGD) RUTHANNE FULLER
Mayor

Date: _____



RUTHANNE FULLER
MAYOR

**City of Newton, Massachusetts
Office of the Mayor**

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

August 29, 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 accept and expend the sum of \$635,454.54 from a reimbursable Assistance to Firefighter Grant through the Department of Homeland Security. The City of Newton will be responsible for a 10% match.

Please see the request from Chief Gentile for the explanation of the intended uses of this grant.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in black ink that reads "Ruthanne Fuller".

Ruthanne Fuller
Mayor



Greg Gentile
Chief

CITY OF NEWTON, MASSACHUSETTS
FIRE DEPARTMENT HEADQUARTERS

1164 Centre Street, Newton Center, MA 02459-1584
Chief: (617) 796-2210 Fire Prevention: (617) 796-2230
FAX: (617) 796-2211 EMERGENCY: 911



Ruthanne Fuller
Mayor

August 23, 2022

Maureen Lemieux
Chief Financial Officer
City of Newton
1000 Commonwealth Ave
Newton, MA 02459

Maureen,

I respectfully request to docket funding of \$635,454.54 from an Assistance to Firefighter Grant (AFG) through the Department of Homeland Security. The Fire Department is responsible for a 10% match of \$63,545.46. The period of the grant is 8/17/2022 to 8/16/2024.

The grant funding awarded is going to be used to conduct a training course for Officer Training, Confined Space Training, and a confined space communication kit. Also funding for cancer screening physicals.

The Grant is a reimbursement grant; therefore, we respectfully request authorization to expend the grant and when refunded to replenish our account of expenditure.

Thank you for your consideration to this request.

Respectfully,

Greg Gentile
Chief of Department

A handwritten signature in black ink, appearing to read "Greg Gentile", is written over a horizontal line.

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Effective date: 08/10/2022



Phillip McCully
NEWTON, CITY OF
1164 CENTRE ST
NEWTON, MA 02459

EMW-2021-FG-01659

Dear Phillip McCully,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2021 Assistance to Firefighters Grant (AFG) Grant funding opportunity has been approved in the amount of \$635,454.54 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 10.0% of the Federal funds awarded, or \$63,545.46 for a total approved budget of \$699,000.00. Please see the FY 2021 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2021 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in black ink, appearing to read "Christopher Logan".

Christopher Logan
Acting Assistant Administrator
Grant Programs Directorate

Obligating document

1. Agreement No. EMW-2021-FG-01659	2. Amendment No. N/A	3. Recipient No. 046001404	4. Type of Action AWARD	5. Control No. WX00671N2022T		
6. Recipient Name and Address NEWTON, CITY OF 1164 CENTRE ST NEWTON, MA 02459		7. Issuing FEMA Office and Address Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 1-866-927-5646		8. Payment Office and Address FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20742		
9. Name of Recipient Project Officer Phillip McCully		9a. Phone No. 6175937889	10. Name of FEMA Project Coordinator Assistance to Firefighters Grant Program		10a. Phone No. 1-866-274-0960	
11. Effective Date of This Action 08/10/2022	12. Method of Payment OTHER - FEMA GO	13. Assistance Arrangement COST SHARING		14. Performance Period 08/17/2022 to 08/16/2024 Budget Period 08/17/2022 to 08/16/2024		
15. Description of Action a. (Indicate funding data for awards or financial changes)						
Program Name Abbreviation	Assistance Listings No.	Accounting Data (ACCS Code)	Prior Total Award	Amount Awarded This Action + or (-)	Current Total Award	Cumulative Non-Federal Commitment
AFG	97.044	2022-F1-GB01 - P410-xxxx-4101-D	\$0.00	\$635,454.54	\$635,454.54	\$63,545.46
Totals			\$0.00	\$635,454.54	\$635,454.54	\$63,545.46
b. To describe changes other than funding data or financial changes, attach schedule and check here: N/A						
16. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address) This field is not applicable for digitally signed grant agreements						

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)	DATE
18. FEMA SIGNATORY OFFICIAL (Name and Title)	DATE
Christopher Logan, Acting Assistant Administrator Grant Programs Directorate	08/10/2022

CITY OF NEWTON

IN CITY COUNCIL

DRAFT

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chair Rebecca Walker Grossman authorization to accept, appropriate and expend the sum of six hundred thirty-five thousand four hundred fifty-four dollars and fifty-four cents (\$635,454.54) from a reimbursable Assistance to Firefighter Grant through the Department of Homeland Security be and is hereby approved.

Under Suspension of Rules
Readings Waived and Approved
DRAFT

(SGD) CAROL MOORE
City Clerk

(SGD) RUTHANNE FULLER
Mayor

Date: _____



RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

Telephone
(617) 796-1100

Telefax
(617) 796-1113

TDD
(617) 796-1089

E-mail
rfuller@newtonma.gov

August 29, 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 the sum of \$25,000 from Acct # 67A109A2-572500 Workers' Compensation – Municipal Employee Claims and Settlements to settle a workers' compensation claim against the City.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in black ink that reads "Ruthanne Fuller".

Ruthanne Fuller
Mayor



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 Director

Interoffice Memorandum

To: Maureen Lemieux, Chief Financial Officer

From: Michelle Pizzi O'Brien, Director of Human Resources
Kelly Brown, Workers' Compensation Manager

Date: August 31, 2022

Re: Docket Request to settle Workers' Compensation Claims
#WC003883 & #WC003690

Worker's Compensation Manager, Kelly Brown, who is working with our outside defense council, Mary Ann Calnan, Esq. of CFP Law, respectfully requests approval to settle Workers Compensation Claim # 003883 (date of injury 09/01/2018) for an alleged bi-lateral carpal tunnel claim in the amount of \$ 25,000 and claim # WC003690 (date of injury 06/01/2020) for alleged post-traumatic stress disorder in the amount of \$1.00. The Plaintiff's counsel will receive 15%, or \$3750.00, and the claimant will get \$ 21,251.00.

Where this settlement of claims is in the best interest of the City and a sound business decision, we respectfully ask for appropriation from account # 67A109A2-515201 Workers' Compensation – Municipal Employee Claims and Settlements in the amount of \$25,001.00

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 twenty-five thousand dollars (\$25,000) from Acct #67A109A2-572500 Workers' Compensation – Municipal Employee Claims and Settlements to settle a workers' compensation claim against the City be and is hereby approved.

Under Suspension of Rules
Readings Waived and Approved
DRAFT

(SGD) CAROL MOORE
City Clerk

(SGD) RUTHANNE FULLER
Mayor

Date: _____

RECEIVED

CITY OF NEWTON

DOCKET REQUEST FORM

2022 AUG 23 PM 4: 51

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: August 8, 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 \$486,500 in Community Preservation Act funding be appropriated from the FY23 Unrestricted Funds to the control of the Planning & Development Department to complete Phase II of the Gath Memorial Renovation Project, including the completion of construction and bidding documents, project permitting, and any other work necessary to make the project "shovel-ready".

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

- Fact-finding & discussion
- Appropriation, transfer,
- Expenditure, or bond authorization
- Special permit, site plan approval,
- Zone change (public hearing required)
- Ordinance change
- Resolution
- License or renewal
- Appointment confirmation
- Other: _____

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

- Programs & Services
- Finance
- Real Property
- Zoning & Planning
- Public Safety
- Special Committee
- ~~Public Facilities~~
- Land Use
- 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

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

- One half hour or less
- More than one hour
- More than one meeting
- Up to one hour
- An entire meeting
- 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)

Lara Kritzer _____

Luis Perez Demorizi _____

Nicole Banks _____

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, the Phase II Gath Memorial Pool Renovation Proposal and attachments

(*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]

City of Newton



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

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

Ruthanne Fuller
Mayor

Barney S. Heath
Director

**Community Preservation Committee
Funding Recommendation for
Gath Memorial Pool Project, Phase II**

Date: August 5, 2022
From: Community Preservation Committee
To: The Honorable City Council
CC: Her Honor Mayor Ruthanne Fuller

PROJECT GOALS & ELIGIBILITY

This proposal requests CPA Recreation Funding to continue work to renovate and restore the existing Gath Memorial Pool Facility. At nearly 60 years of age, much of the existing facility’s equipment, systems, and infrastructure have reached the end of their useful life and significant work will be needed to preserve this resource for the future. Over the last year, CPA funding has been used to hire consultants Bargmann Hendrie + Archetype, Inc. (BH+A) to complete a feasibility study on the site which looked at the existing conditions and needs for the facility and developed preliminary plans for its renovation and restoration. The current proposal will build on the information gained in Phase I to complete the construction and bidding documents necessary to make the project “shovel-ready”. The goal of Phase II is to complete all of the steps necessary in order to move forward with construction in Phase III.

The project is eligible for CPA funding for the preservation, rehabilitation and restoration of a city-wide Recreation resource.

RECOMMENDED FUNDING At its monthly meeting on Tuesday, July 12, the Community Preservation Committee unanimously recommended, with a vote of 6 to 0, that \$486,500 in Community Preservation Act funding be appropriated from the FY23 Unrestricted Funds to the control of the Planning & Development Department to complete Phase II of the Gath Memorial Renovation Project, including construction and bidding documents and any other work necessary to make the project “shovel-ready.”

Proposed CPA Funding Accounts for the Gath Memorial Pool Renovation Project, Phase II			
Account Name	Account Number	Amount Currently Available	Proposed Amount for Gath Pool Project, Phase II
FY23 Unrestricted Funds	#58R10498 579000	\$1,231,412	\$486,500
Total Project Funds			\$486,500

www.newtonma.gov/cpa

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

SPECIAL ISSUES CONSIDERED BY THE CPC

Community Needs: This proposal is the next step in a much larger Recreation project to restore and improve the existing 60 year old Gath Memorial Pool Complex. During the first phase of the project, the Committee received numerous letters of support from organizations and individuals who regularly use Newton's only public swimming pool facility, which the Parks, Recreation and Culture Department estimates serves 30,000 Newton residents each summer. Those initial discussions and the recently completed conditions assessment have highlighted the critical need for this repair as the facility's systems and features are now well beyond their useful life. The current proposal will complete all of the research and design work needed to take the project from its current stage through to construction.

This project has been included in the City of Newton's Capital Improvement Plan (CIP) for several years. In 2021, the project moved up the list due to the increased urgency of the work needed and is currently listed as Priority #44 in the FY22-26 CIP. The project is specifically noted in the Open Space and Recreation Plan's Seven Year Action Plan as a "Possible Aquatic Project" in Goal 2, Objective 2B, #25 which includes "Replacing the pool, kiddie pool, and bath house" (<https://www.newtonma.gov/Home/ShowDocument?id=47207>, Section 9, Pages 151-152). The current proposal also notes that this project meets additional goals in Section 8 of the OSRP including the following:

- Section 8, Page 141 Goal 3 Objective 3A: Increased accessibility in the City's Park land.
- Section 8, Page 142 Goal 4 Objective 4A: Improved existing open space resources where need is greatest.

Funding Uses and Sources: CPA funding will be used to have the existing consultants, Bargmann Hendrie + Archetype, Inc. (BH+A), continue their work on the project and take it to construction ready status. The CPA funding allocated for Phase I hired BH+A to complete the initial assessment materials, including the schematic design for the new facility. Phase II builds directly on the information gathered during Phase I to complete the plans and permitting necessary to ready the project for construction. Attached to the CPA funding proposal is a Design Services document from BH+A which includes a detailed list of the Phase II work to be done and its proposed costs. The City will provide a match to the CPA funding in the form of the staff time required to oversee the project and consultants through the design review, approval and permitting process.

Project Finances: This request is the second step in the process of replacing and restoring the Gath Memorial Pool Facility to ensure that it will continue to be a resource for Newton residents in the future. The CPC anticipates additional proposals for CPA funding in the future for the physical restoration of the site once the design and scope are finalized.

Accessibility: The existing pool facility has a number of accessibility challenges which were identified in the feasibility study and will be addressed in the renovation plans.

ADDITIONAL RECOMMENDATIONS (*funding conditions*)

1. CPA funding is limited to the hiring of consultants to complete the construction, bidding and permitting work necessary to begin construction on the Gath Memorial Pool Renovation Project.
2. The funding must be used within one year of the City Council's approval of this recommendation. If this funding deadline cannot be met, the Applicants must submit a written request to extend that deadline to the CPC.

3. Any periodic reports or interim deliverables prepared as part of this project, and any City or State reviews of those deliverables, must be shared with the CPC for online posting.
4. A copy of the final report from the consultants must be submitted to the CPC for posting online.
5. Any remaining CPA funds at the completion of the 100% design project will 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 construction plans and bidding documents and receiving all permits necessary to begin construction on the new Gath Memorial Pool Facility in late 2023.

ATTACHMENTS

- June 2022 Proposal and selected attachments submitted to the CPC for the July 12, 2022 public hearing
- Project Presentation given at the July 12, 2022 CPC meeting.

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/gath-memorial-pool-renovation-project>



Ruthanne Fuller
Mayor

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

437-22

(For staff use)
date rec'd:

PRE-PROPOSAL

PROPOSAL

Last updated October 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	GATH POOL PROJECT			
Project LOCATION	256 Albemarle Road, Newtonville MA 02460			
Project CONTACTS	Name & title or organization	Email	Phone	Mailing address
Project Manager	Luis Perez Demorizi, Open Space Coordinator Parks, Recreation & Culture/ Rafik Ayoub, Project Manager, Public Buildings Department	lpdemorizi@newtonma.gov rayoub@newtonma.gov	617-769-1500 617-796-1621	246 Dudley Road, Newton MA, 02459/52 Elliot Street, Newton, 02461
Other Contacts	Nicole Banks, Commissioner Parks, Recreation & Culture/ Josh Morse, Commissioner Public Buildings	nbanks@newtonma.gov jmorse@newtonma.gov	617-796-1500 617-796-1608	246 Dudley Road, Newton MA, 02459/ 52 Elliot Street, Newton, 02461
Project FUNDING	A. CPA funds requested: \$ 486,500.00 – Phase II Design	B. Other funds to be used: \$ 39,200.00 – approximate cost for staff time	C. Total project cost (A+B): \$ 525,700.00	
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>The Gath Pool is situated within the Russell J. Halloran Sports and Recreation Complex, a.k.a. Albemarle Playground (Currently under Improvements Design Phase through separate CPA design funding). The property is owned and operated by the City of Newton under the care and control of the Parks, Recreation & Culture Department.</p> <p>Gath Pool is the sole public outdoor swimming pool for Newton's +85,000 residents and non-resident guests. It welcomes 30,000 users per season. Newton Parks, Recreation & Culture (PRC) has managed Gath Memorial Pool since it was constructed over 60 years ago. The pool is used daily, hosting swim lessons, summer camps, recreational and lap swimming, Special Athletes programs, senior programs and the City's coed Bluefish Swim Team made up of 200 members ages 5-18. Gath Pool also hosts the annual Summer Suburban Swim League regional championships with teams from 12 nearby communities and over 5,000+ visitors.</p>				

Neither the pools nor the bathhouse meets current ADA or MAAB accessibility guidelines; the 60-year old pools, deck, systems and equipment are past end-of-life; the pool leaks significantly; the decks are tripping hazards, marred by cracks, drains and other infrastructure; there is a need for more lap lanes.

Over the span of the past 8 months (September 2021 thru May 2022), the Parks, Recreation and Culture Department (PRC), in concert with the Public Buildings Department (PB) and with support of the consultant Bargmann Hendrie + Archetype, Inc. (BH+A) herein referred to as “The Team” has managed a series of Community and focus group meetings so seek input from a number of stake holders including, the Friends of Albemarle, Newton Bluefish, Commission on Disability, Conservation Commission, and the Parks and Recreation Commission, Athletes Unlimited, along with members of groups representing the LGBTQ+ and 55+ community and with much input from Newton Residents as a whole to help steer the direction of the pool improvements. This effort has led to the Draft Existing Conditions attached to this application. The Existing Facilities Study has been funded utilizing CPA funds in the Sum of \$60,000. The report is a result of the CPA support for a new pool.

The application for additional funding herein is a request to continue developing the pool design into a shovel-ready project, with the intent to seek constructions funds at the appropriate time in the planning phase of the project over the course of the next calendar year. It is the team’s intent to amend the consultant’ contract to capture the tasks required to bring the project into Phase 2, design development through Bidding. Another contract amendment if expected at the time of the construction funding request to cover construction administration.

As noted above, PRC and co-sponsor Public Buildings, with the support of the community for a new pool, are seeking to amend the consultant’ contract to include the following scope for Phase II of design:

Phase II tasks of the design phase are outlined below:

- Schematic Design/Site Plan Approval
 - Civil and Environmental Engineering Design for Conservation Commission Permitting
 - Landscape Architectural Services for Environmental permitting
 - Architecture and Aquatic design for Permitting
 - MEP Design around utilities and Stormwater design
 - Traffic and Parking Study
 - Hazardous Material Investigation
 - Geotechnical Investigation (Soil Borings and report)
 - Sustainability and technology assessment
- Design Development
 - Advance design resulting from SD/permitting
- Construction Documents
 - Geotechnical Specifications
 - Hazardous material Specifications
 - Technological, infrastructure and equipment specification
- Bidding
 - Construction bidding assistance
 - Addenda review
 - Contractor bid evaluation assistance

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	GATH POOL PROJECT		
USE of CPA FUNDS	RECREATION		
	Preservation	X	
	Rehabilitate/ Restore	X	
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.		
<u>Open Space and Recreation Plan Update 2020-2027</u>			
<ul style="list-style-type: none"> Section 8, Page 141 Goal 2 Objective 2B: Improved City parks, playgrounds, and other recreational facilities. Section 8, Page 141 Goal 3 Objective 3A: Increased accessibility in the City's Park land. Section 8, Page 142 Goal 4 Objective 4A: Improved existing open space resources where need is greatest. Section 9, Pages 145-146 Goal 2 Objective 2A #25: Gath Pool: Develop feasibility study and implement an improvement plan that addresses: Replacing the pool, kiddie pool, and bath house 			
<u>Capital Improvement Plan FY2022-2026</u>			
<ul style="list-style-type: none"> Page 11, <i>Protecting Woods and Open Spaces & Caring for our Parks and Recreational Spaces</i> – "...The need to renovate or replace the Gath Pool has been raised in priority in this CIP. A study will be conducted this year to analyze the maintenance needs and provide possible options for more substantial renovations..." CIP by Priority FY 2022-2026, Priority 44: "Gath Memorial Pool has served Newton residents for over 50 years. Though the building was recently renovated in 2013, the swimming pool and all attendant components (i.e. pump, filter, piping, decking, electrical, and chemical feeder) require complete renovation and replacement work to ensure continued enjoyment by the community." "A renovation plan is needed to determine the cost to upgrade systems and restore the pool shell to stop water loss through leaks." 			
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
	Arthur Magni, Chairman Parks & Recreation Commission	magni@rcn.com	
	Cedar Pruitt, President Friends of Albemarle	friendsofalbemarle@gmail.com cpruitt@gmail.com	
	Sean Nickerson	snickerson@newtonma.gov	

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	GATH MEMORIAL POOL RENOVATION PROJECT	
SUMMARY CAPITAL/DEVELOPMENT BUDGET		
Uses of Funds		
Phase II: Design Consultant Contract Amendment – Not-to-exceed amount.		\$486,500.00
Approximate staff time for the duration of Phase II Design @ 20/hrs per week for 10 months (49,00/HR)		\$39,200.00
		\${amount}
		\${amount}
		\${amount}
D. TOTAL USES (should equal C. on page 1 and E. below)		\$525,700.00
Sources of Funds	Status (requested, expected, confirmed)	
CPA funding	Requested	\$486,500.00
Approximate staff time for the duration of project	expected	\$39,200.00
		\${amount}
		\${amount}
E. TOTAL SOURCES (should equal C. on page 1 and D. above)		\$525,200.00
SUMMARY ANNUAL OPERATIONS & MAINTENANCE BUDGET (cannot use CPA funds)		
Uses of Funds		
Approximate Staff Payroll		\$141,316.00
Pool testing supplies		\$500.00
Pool treatment materials (chlorine, Carbon Dioxide, Calcium Chloride and Sodium bicarbonate)		\$17,520.00
Pool water – Includes filling, backwashes & leak		\$140,000.00
Staff Uniforms		\$500.00
F. TOTAL ANNUAL COST (should equal G. below)		\$284,068.00
Sources of Funds		
Revolving Fund Account (Part-time and seasonal staff only)		\$70,316.00
Operating budget (Aquatics manager salary and supplies)		\$159,520.00
G. TOTAL ANNUAL FUNDING (should equal F. above)		\$284,068.00
Project TIMELINE	Phase or Task	Season & Year
	Schematic Design/ Site Plan Approval/ Permitting	July-September 2022
	Design Development	September-December 2022
	Construction Documents	December – March 2022
	Bidding	April 2022
	Total Phase 2 Duration	10 Months

Project TITLE		GATH MEMORIAL POOL RENOVATION PROJECT	
↓ 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 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
	ZONING & PERMITTING		
		Permits required: including building permits, environmental permitting, parking waivers, demolition, comprehensive permit, or special permits (if applicable)	
		Other approvals required: Newton Conservation Commission, Newton Historical Commission, Newton Commission on Disabilities, Parks and Recreation Commission, Massachusetts Historical Commission, Massachusetts Architectural Access Board, etc.	
	DESIGN & CONSTRUCTION		
		Professional design & cost estimates: include site plans, landscape plans, etc.	
	Materials & finishes; highlight “green” or sustainable features & materials		
OPTIONAL for all proposals.		LETTERS of SUPPORT	from Newton residents, organizations, or businesses

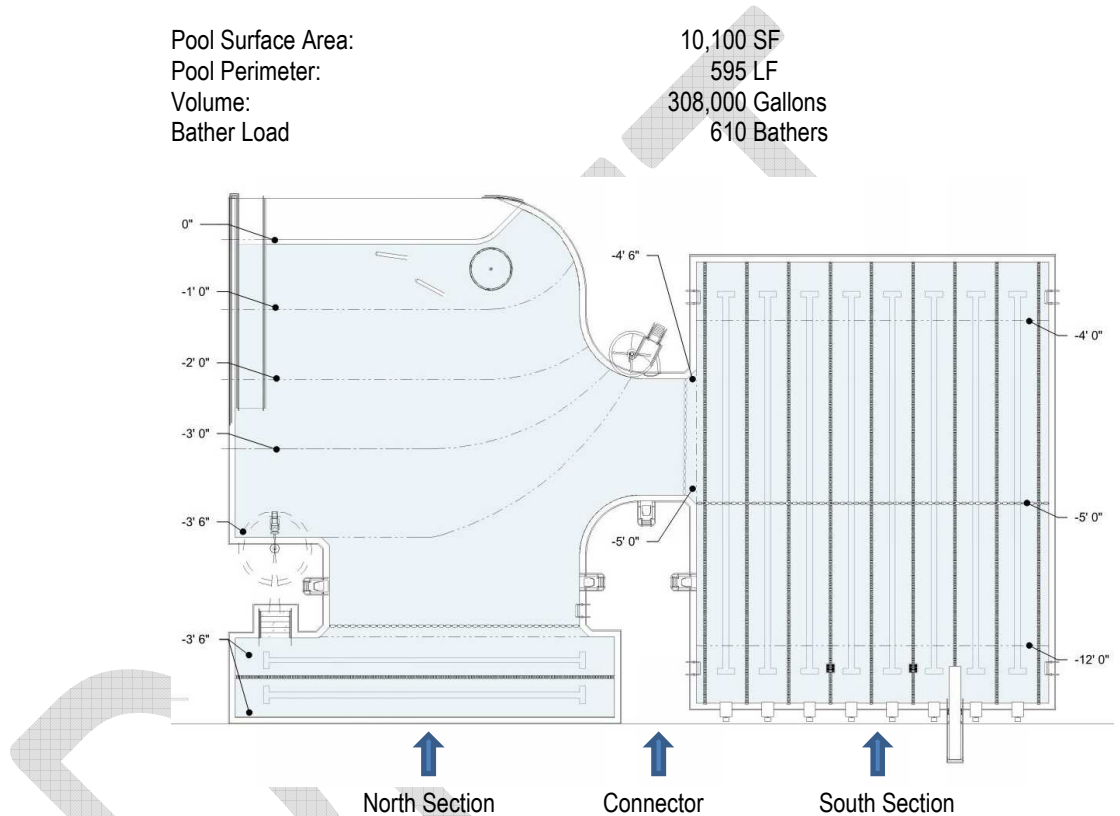
Project Highlights

Swimming Pool

General

The proposed swimming pool is a single body of water with two defined areas. The north section of the pool is designed for recreation and exercise, the south section is designed for competitive swimming, general lap swimming, recreational diving and swimming. The connection between the pool serves as a splashdown area for a water slide.

Pool Surface Area:	10,100 SF
Pool Perimeter:	595 LF
Volume:	308,000 Gallons
Bather Load	610 Bathers



North Section

- The north section of the pool slopes from deck level to 4 feet.
- Accessible Ramp located at zero depth entry and discharges into 30 inches of water.
- Water features will be located in the zero depth area. Surface sprays at the entry, larger features in the 0 to 1 ft. zone.
- Features will be located and selected to allow access to the ramp and zero depth area without entering the water features "zone of influence."
- A small peninsula is located on the north edge of the pool. This peninsula"
 - a. Defines the edge of the water walking lanes
 - b. Provides location for the accessible lift
 - c. Provides pool steps into the water walking area
 - d. Provides location for lifeguard chair
- The center of the pool is relatively flat with water depths of 3'-6" to 4'-0"
- The edge closest to the bathhouse provides two, 68 feet long, 7ft. wide water walking lanes.

- *Connector*
- The connector slopes from 3'-6" to 5'-0" to follow the slope of the south sections floor
- The location does not interfere with the south sections backstroke stanchions.
- The water slide is located in this area to take advantage of the pool depth
- The water slide is on the east side of the connector to maximize visibility of the pool from the bathhouse and other guard positions
- The large peninsula that forms the connector provides positions for 3 lifeguard chairs

South Section

- The rectangular section provides eight, 25 yard competitive racing lanes
- Pool depth is 4 feet at the shallow end, 12 feet at the main drains
- The pool floor slope is uniform
- Lane lines are set 7-4" O.C establishing a 7ft clear lane
- The pool width allows placement of lane lines at the outside of lanes 1 and 8.
- Diving board is centered on a lane line between starting blocks
- South edge of this section provides continuous access along the entire length of the pool

Filtration

- Pool water will be turned over every 4 hours
- The splash down area of the slide will be designed to increase the turnover rate to an hour with this zone
- Flow Rate: 1,300 GPM at 4 hours
- Filter Area:
 - a. 85 square feet for high rate sand
 - b. 867 square feet for regenerative filters

Spray Deck

- The spray deck is located on the north side of the pool and helps make the 5 ft. grade change from the pool deck to the park level.
- The deck is organized around an "S" shaped ramp
- The deck has two levels; one at grade and one at 2'-6" above grade.
- The ramp and two levels will be used to separate water feature types.
 - a. Lower impact, lower flow features are geared towards toddlers, younger children, and children not comfortable with large volumes of water.
 - b. Older children prefer larger, high flow features than enjoy being sprayed and interacting with large water flows
 - c. All features will be selected to encourage inclusive play for all ages.
- The spray deck enclosure is designed to allow access when the pool is closed. The spray deck can potentially open earlier in the season and remain open after the main pool closes.
- Shade structures are used to mark the entrances and circulation.
- Filtration
 - a. Water will be recirculated in the spray deck requiring a separate filtration system
 - b. There is not standing water in the spray deck
 - c. A reservoir will be constructed beneath the spray deck; the water in the spray deck will be filtered with a 30 minute turnover rate.
 - d. The reservoir will require a UV system
 - e. Drainage is by gravity with no direct suction at the spray feature drains.

Deck Design

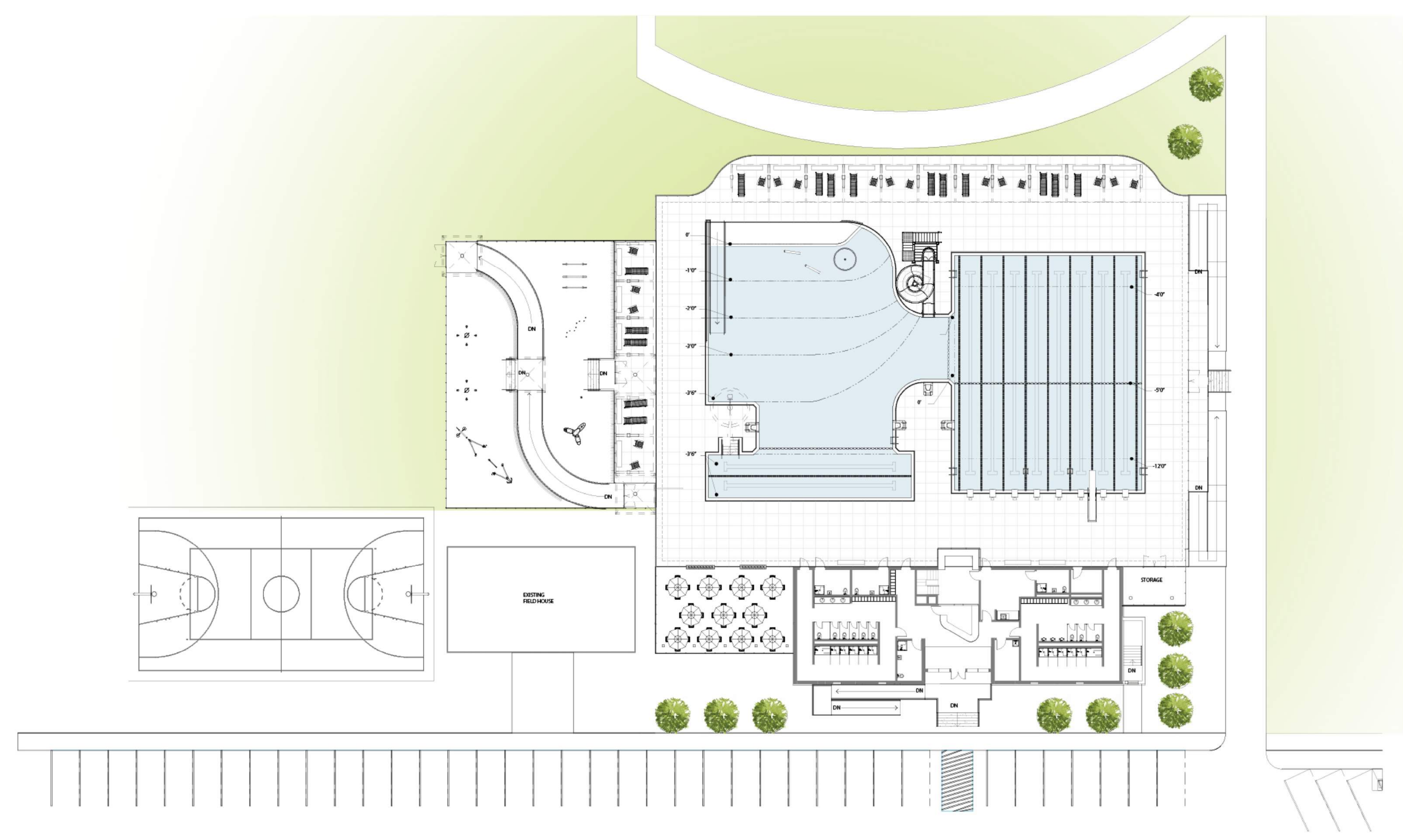


- The pool deck design is being coordinated with the overall park design that is currently being designed.
- The new pool deck will be set level with the bathhouse floor to avoid ramps into the building
- Pool deck will be cast-in-place concrete
- The south side of the pool contains a flight of steps and two ramps.
- The lawn/field to the south side of the pool will be used as a staging area for large swim meets
- The proposed design provides an formal entrances to the pool decks for swim teams
- The two ramps are designed to allow spectators to line the ramp and view the pool
- The south end of the deck along the length of the pool is 14 feet to allow ample space for circulation, officials, and coaches
- The deck at starting end of the south section is 20 feet wide
- The zero depth area is located at the northeast corner of the pool.
- This location is closets to the majority of seating
- Cantilevered fabric shades structures are located on the north and east sides of the deck. The cantilevered design allow chairs and chaise lounges to moved and stacked to provide free desk space during large events.
- Permanent fixed benches are located at the back of the shade structures to ensure seating will always be available.
- Rinse stations will be located on the deck at each end of the pool to provide patrons to rinse-off before reentering the pool are after leaving the pool.
- At the south end of the bathhouse, a new deck level platform is proposed. This platform will be enclosed in a fence and covered to provide deck storage.
- At the north end of the bathhouse, a new deck level platform is proposed to provide a separate seating/eating area. Umbrella covered tables and chairs will be located on this platform.
- The deck is enclosed with a 6 ft. high vinyl coated chain link fence. Chain link is required by MA statute; decorative fencing is not allowed.

Bathhouse

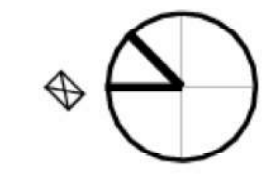
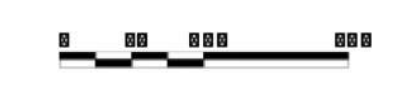


- The interior of the bathhouse will be reorganized to utilize the large open changing areas that were part of the original 1965 design
- Day use lockers are provided in each changing room
- Shower stalls have a dry and wet section
- Benches and hooks will be provided along the walls to accommodate additional changes
- Three gender neutral toilet/shower changing rooms are proposed. One located directly off of the lobby; two located with direct access to the pool deck.
- All patrons will enter the bathhouse/pool complex through the main lobby
- Direct pool access is available to the left of the control desk.
- The manager's office has been pushed towards the pool to allow full view of the pool deck from the managers work area.
- Separate staff area and toilet/shower are provided
- First aid space is provided in the staff area. A hospital curtain will be used for treatment of an injured bather. Space is sized for a foldout cot and include cabinets, counter and sink for storage of medical supplies
- Lobby day-use storage lockers will be located off the lobby.
- The control and managers space is glazed to provide visual connection between the lobby and pool
- The existing stair to the filter level remains
- A new open areaway with stairs to the filter room will be located at the former driveway. The areaway will provide direct access to the filter room for maintenance and deliveries.
- The walls of the areaway will be 3'-6" high cast-in place concrete walls. The area will have a gate and be fitted with a flood barrier to protect the areaway from Cheesecake Brook flood waters.
- Skylight (light-tubes) are proposed for the locker rooms and lobby to take advantage of natural light.

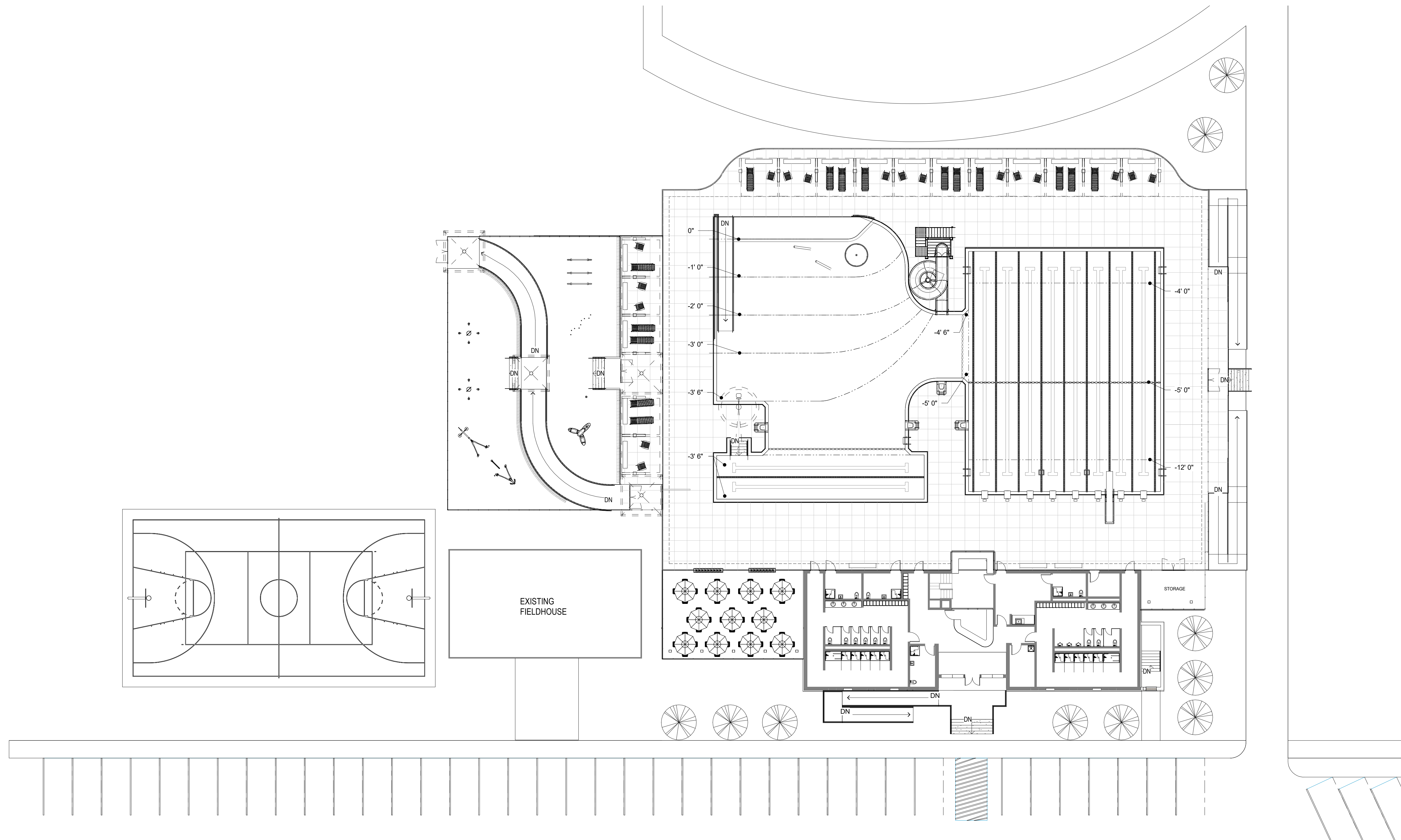


OVERALL PLAN

1/16"=1'

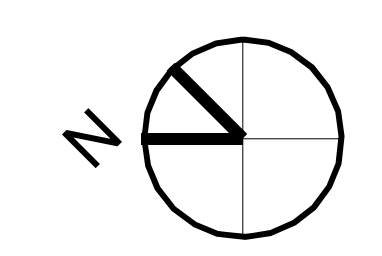
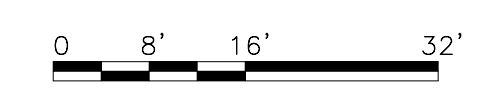


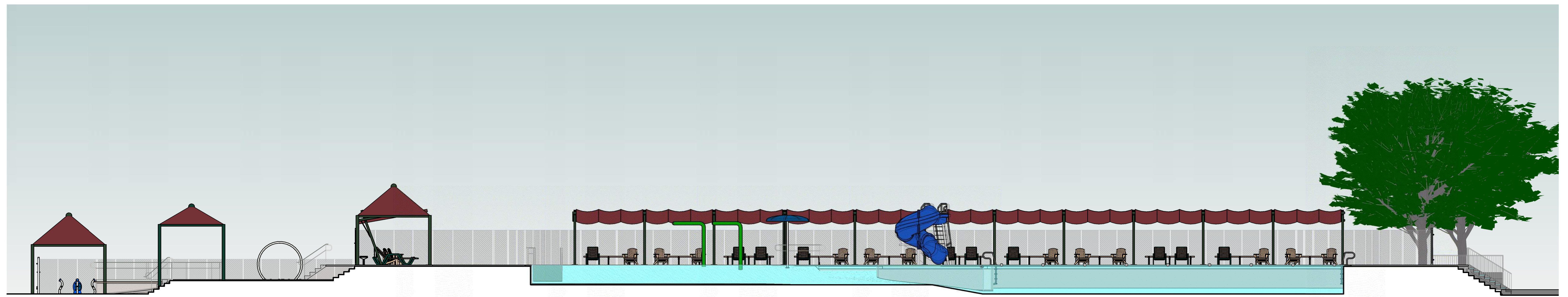
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OVERALL PLAN

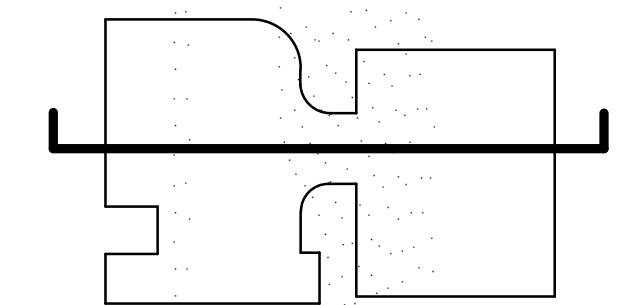
1/16" = 1'



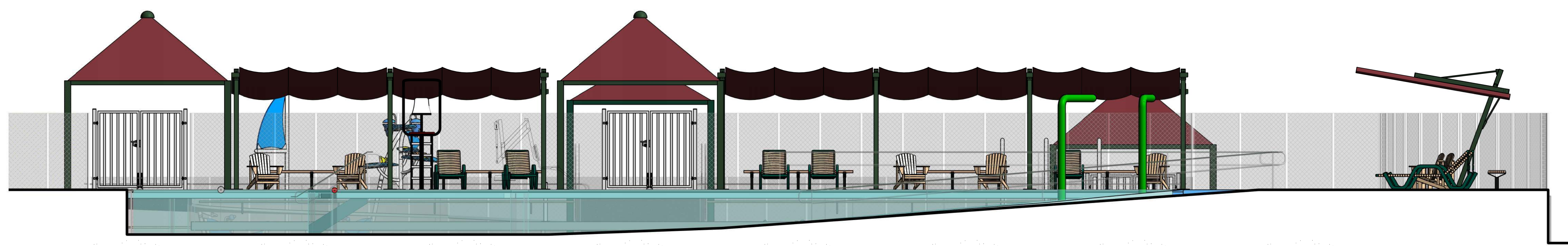


OVERALL SITE SECTION

1/8" = 1'

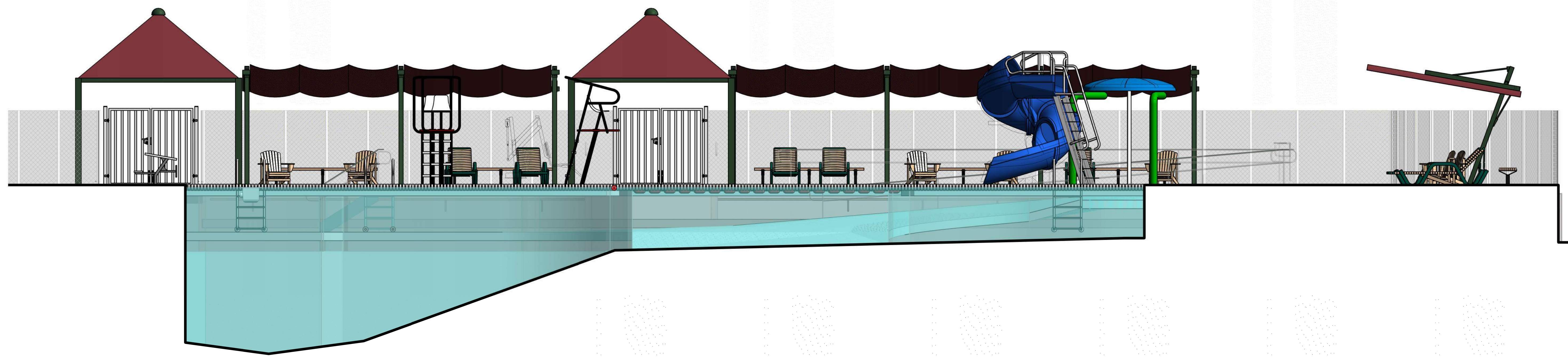
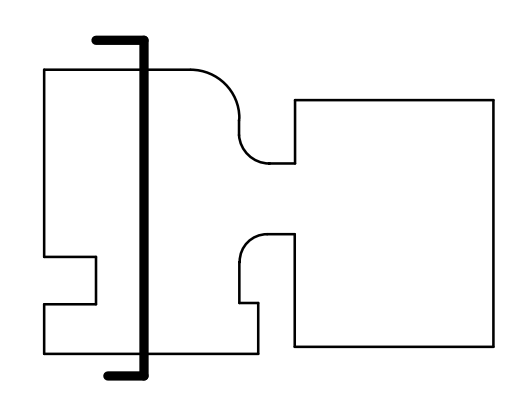


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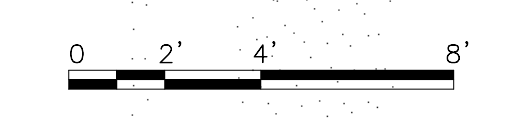
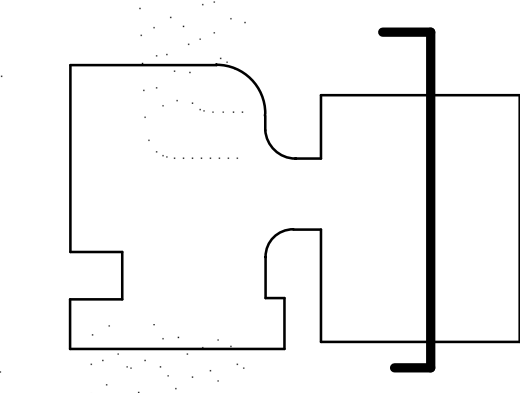
ENLARGED SECTION - SHALLOW POOL

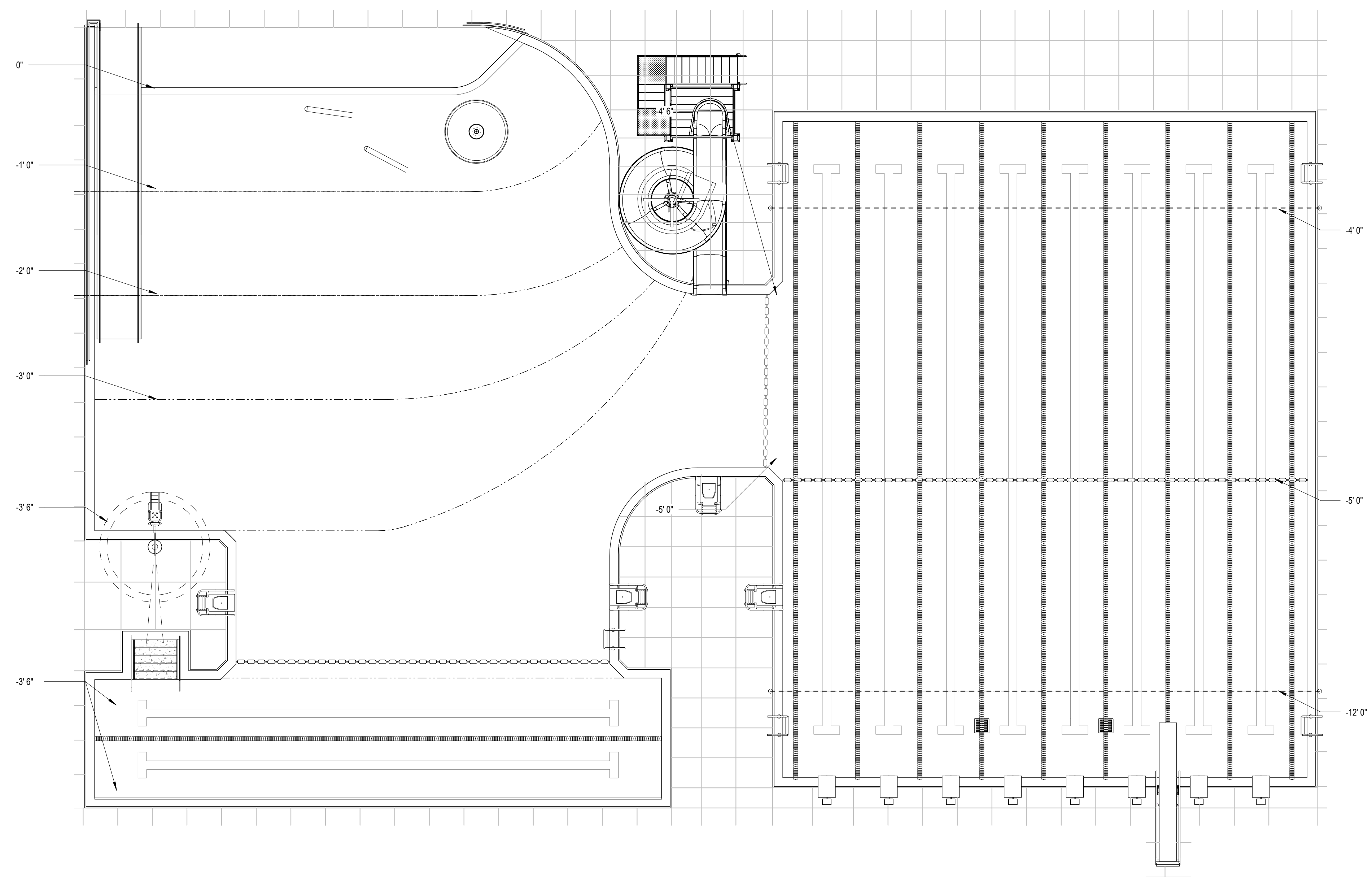
1/4" = 1'



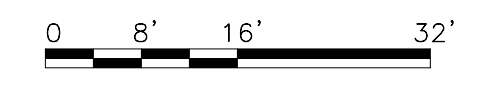
ENLARGED SECTION - COMPETITOR POOL

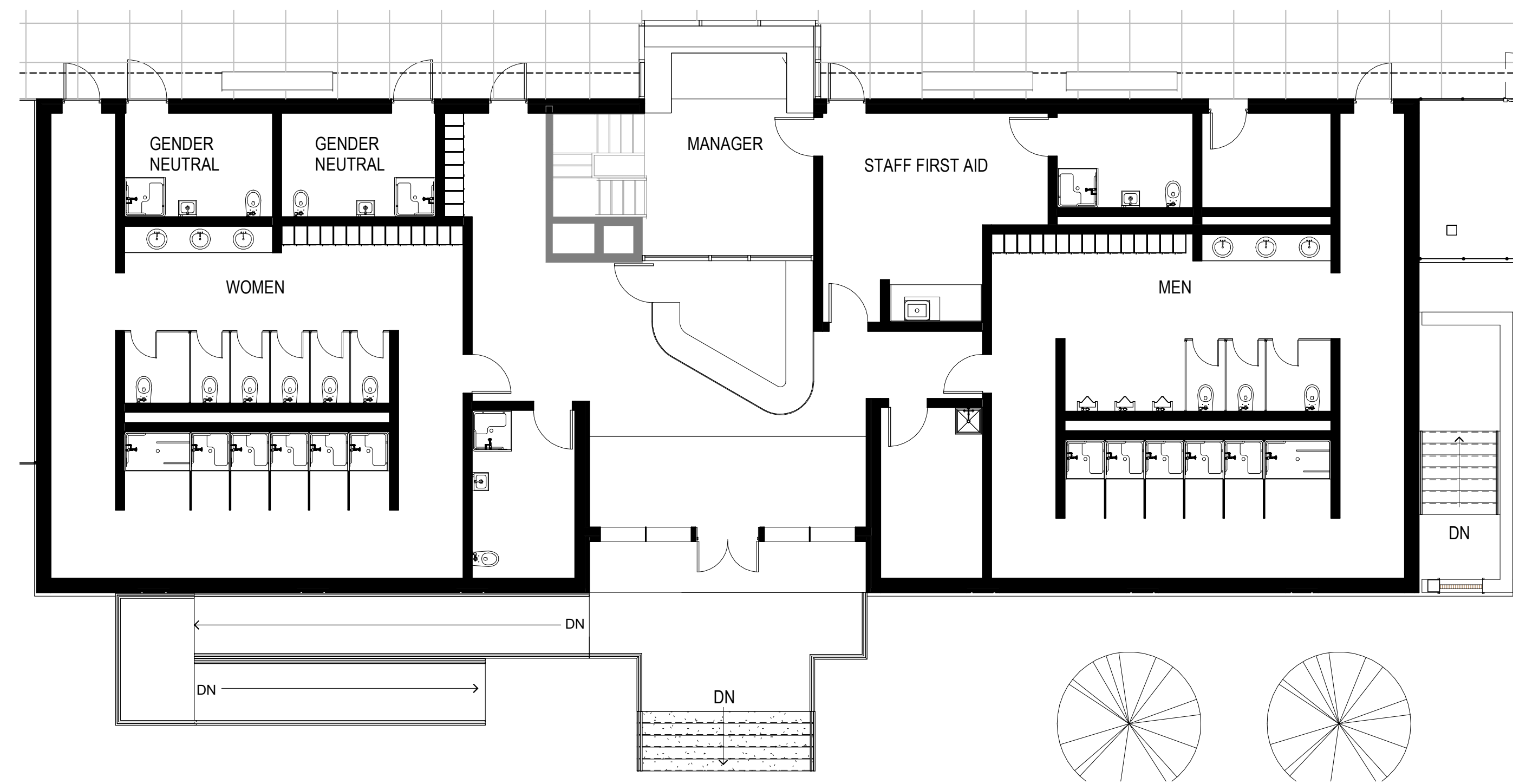
1/4" = 1'





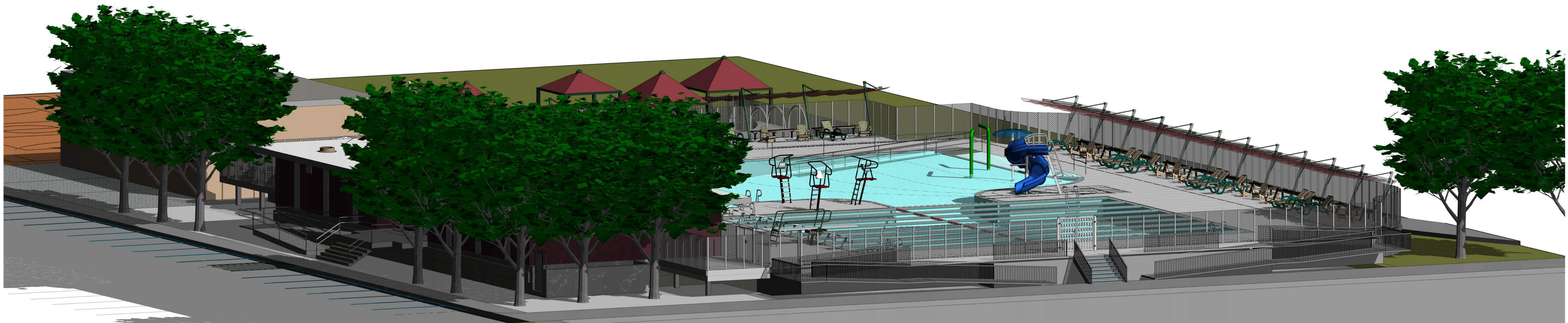
ENLARGED POOL PLAN





ENLARGE PLAN - BATHHOUSE GROUND LEVEL

1/8" = 1'



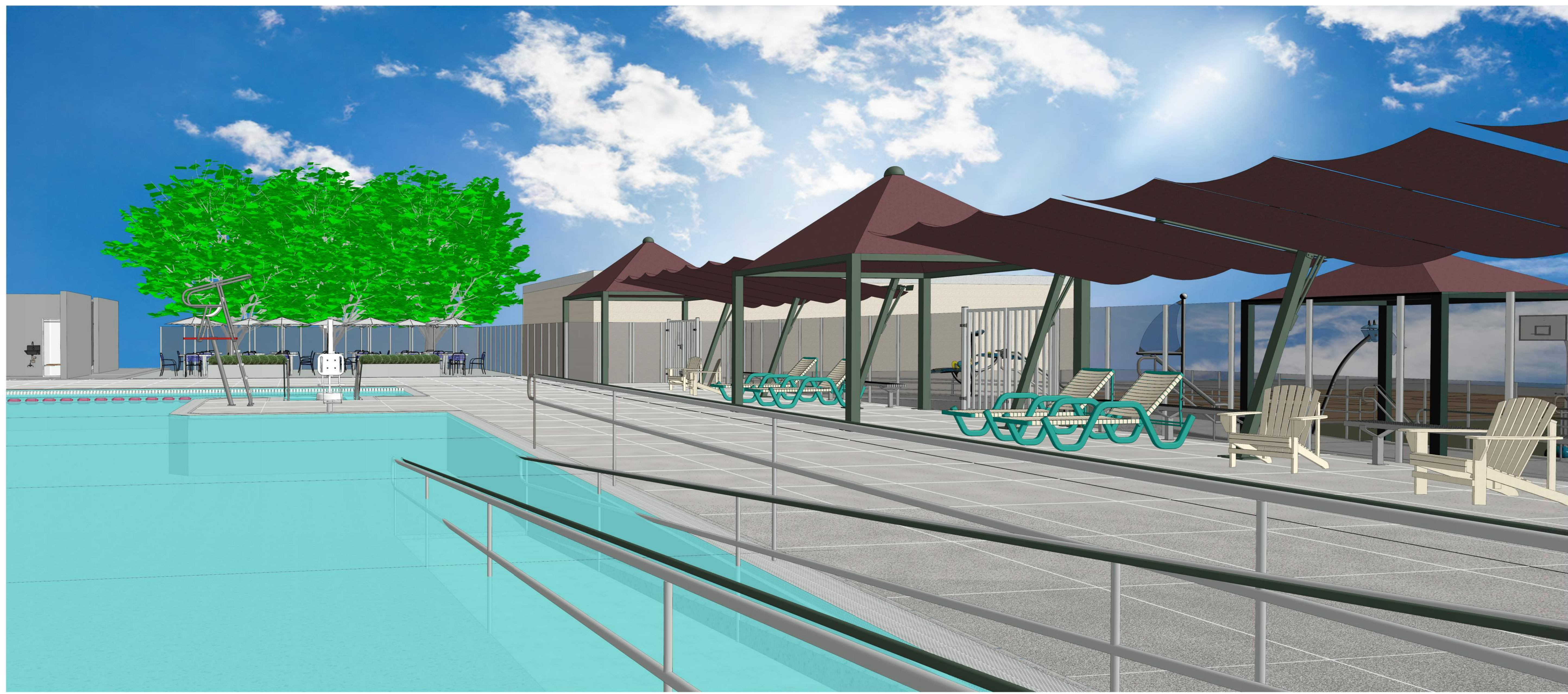
3D VIEW - SOUTH WEST VIEW

1/8" = 1'



3D VIEW - NORTH EAST VIEW

1/8" = 1'







Schematic Design Narrative- Basis of Design

GENERAL CONDITIONS

Schedule: A pool project should be scheduled to have bidding in late winter or early spring. Administrative tasks, submittals, site survey and similar work can begin during the spring. Construction would start and take advantage of the summer months; the contractor can complete the majority of the work before the weather turns. The contract would require the contractor to open the pool in the spring including the first season start-up. The contract would also include the first season shut-down. The second season start up would be within the one-year correction/warranty period of the Construction Contract.

Contracting:

1. The inclusion of the bathhouse, decks, and shade structures requires bidding under M.G.L c149. The project will be bid as a single contract to a General Bidder.
2. The swimming pool work is a specialty item specified in Division 13. The pool structure, finish, piping and filtration equipment is specified to encourage/require a single pool subcontract, giving the City a single source of responsibility for the pool.
3. Fresh water make-up, sanitary drainage, power and data connections for the pool are provided by plumbing and electrical sub-trades.

EXISTING CONDITIONS

Erosion/Sedimentation Control/Construction Mitigation

- The project is subject to approval by the Newton Conservation Commission. The existing building is located with the 100 ft. resource setback and the 250 ft. riverway setback from Cheesecake Brook
- An Order of Conditions will be issued and included in the Contract Documents dictating procedures and measures required to protect the wetland resource during construction.

Hazardous Material Survey

A hazardous material survey will need to be performed in the next phase of the project to determine the presence of asbestos containing materials, lead paint, and electrical equipment containing hazardous materials.

Removal/Demolition:

Existing swimming pools and site;

- Site Fencing
- Pool Decks
- Existing Pools (wading and main pool)
- Pool deck equipment, ladders, diving board, and slide
- Shade Structures
- Existing trees surrounding the site
- Front Entry Steps
- "Ramp" along west and south side of building.
- Driveway to pool deck
- Retaining wall surrounding wading pool
- Extent of site demolition related to the existing tennis courts and walkways to be coordinated with the overall Albemarle Park improvements.

Building Selective Demolition:

- Filtration Equipment and Piping in basement
- Sanitary and domestic water piping in basement
- Old and abandoned equipment
- Plumbing fixtures, sanitary and domestic water piping
- Fans, ductwork, grilles, and controls
- Electrical distribution, panels, and outlets
- Data distribution
- Ceilings
- Partitions
- Changing stalls
- Doors and Frames
- Roofing
- Partitions and walls to provide new configuration
- Storefront at office (east elevation)

Removal and salvage:

- Turn over to City, existing plaque and other items identified by the City.
- It is assumed that the City will move all loose equipment that will be used elsewhere or reused in the renovated pool.

BATHHOUSE AND DECK CONSTRUCTION APPROACH

The finishes and equipment provided in the toilet, shower, and changing areas are selected for the following qualities:

- Function
- Compliance with Codes
- Accessibility
- Ease of maintenance
- Vandal-Resistance
- Durability and service life.
- Sustainability

Concrete

Substructure: Cast-in-place concrete foundations, footings, retaining walls, site ramps and stairs.

- Assume ordinary spread footings.
- Decorative form facing on walls facing the park.
- Air-entrained concrete, minimum 4,000 psi mix.

Miscellaneous: Cast-in place concrete housekeeping pads for pumps and other equipment in basement

Concrete Repairs in Basement: Walls and Overhead Structure

- Power wash all surfaces to remove loose concrete, insulated coating on ceiling, and environmental grime
- Prepare locations of concrete repairs
- Provide vertical and overhead concrete repair mortar including bonding agent.
- Provide reinforcing at deep concrete repairs

Masonry:

Selective Demolition and construction of new 6 and 8-inch concrete masonry units to construct new partitions. Normal weight CMU with reinforcing.

Minor amount of clay brick masonry removal and reconstruction for new windows, doors, and louvers in exterior walls.

Wood Framing: Repairs to existing roof structure; supplemental framing for new skylights and fans.

Rough Carpentry: Pressure treated wood blocking at new roofing and wall openings.

Finish Carpentry:

- Miscellaneous repairs to existing exterior roof edge and trim.
- Plywood panel soffits
- Wood slat ceilings

Millwork:

Cabinetry: Plastic Laminate clad base and upper cabinets at staff area built in cabinets.
Counters: Solid-surface counters at staff service areas and counter tops.
Utility Shelving- Plastic Laminate clad plywood.

Waterproofing

Below grade waterproofing and protection board
Fluid Applied waterproofing membrane where exterior surface of basement walls are exposed

Roofing

Low Slope Roofing

- a. Substrate Board
- b. TPO membrane Roof

Substrate Board

ASTM C1177/C1177M, glass-mat, water-resistant gypsum board or ASTM C1278/C1278M, fiber-reinforced gypsum board

Roof Membrane

ENERGY STAR Listing: Roofing system shall be listed on the DOE's ENERGY STAR "Roof Products Qualified Product List" for low-slope roof products. TPO Sheet: ASTM D6878/D6878M, internally fabric- or scrim-reinforced.

Sheet Metal Flashing and Trim:

Wall Flashing: Aluminum Sheet: Two-Coat Fluoropolymer: 0.032 inch thick

Joint Sealants:

Low-Modulus Nonacid-Curing Silicone Sealant: For general exterior joints of louvers, door frames, masonry, wood trim, and siding, and all other joints not included otherwise

Mildew-Resistant Silicone Sealant: Joint between all plumbing fixtures and counters and their adjacent substrate.

Multi-component Urethane Sealant: Horizontal joints in interior and exterior slabs on grade, concrete sidewalks, and pool decks.

Specialized sealants for pool walls and slabs: All sealants used for pool walls or slabs shall be designed for use within submerged water environments and highly chlorinated environments

-
- Doors:** Fiberglass Doors and Frames: Fiberglass reinforced plastic doors and frames with gel-coat finish. This includes all exterior doors and interior doors in wet areas including the bathhouse, filter room, storage room and doors in pool support building.
1. Tiger Door, LLC
 2. Chem-Pruf Doors
- Door Hardware:** Stainless Steel, heavy duty. Cylinder locks on interior, mortise locks on exterior.
1. *Hinges:* Heavy weight, ball bearing, stainless steel 4 1/2" high; 2 pair for 8 ft. high doors.
 2. *Locksets:* ANSI A156.13, Grade 1 mortise locksets
 3. *Door closers:* Fully hydraulic, full rack and pinion action with a high strength cast iron cylinder.
 4. *Push Plates:* Push plates shall be 8" wide x 16" high
 5. *Door Pulls & Push Bars:* Pulls shall be 1" diameter solid bar stock, 10" center to center
 6. *Protective Plates:* Provide kick, mop, or armor plates with four beveled edges
 7. *Door Stops and Holders:* All wall mounted
 8. *Thresholds and Gasketing* at doors exposed to exterior; ADA compliant threshold.
- Windows:** *Fiberglass Windows:* Pultruded fiberglass complying with AAMA/WDMA/CSA 101/I.S.2/A440 and with exposed exterior fiberglass surfaces finished with manufacturer's standard enamel coating complying with AAMA 613.
1. Marvin All-Ultrex (basis of design)
 2. Fibertec Window and Door Manufacturing.
 3. Inline Fiberglass Ltd.
 4. Pella Corporation.
- Access Doors and Frames:**
Provide access doors and frames at all locations required to access valves, cleanouts, pull boxes, switches, devices that require monitoring, service and adjustment. Metallic-Coated Steel Sheet for Door, Nominal 0.064 inch (1.63 mm), 16 gage, and factory primed
- Security Shutters:** Push-up, manual, aluminum storm/hurricane shutters at east storefront windows in managers office.
- Overhead Coiling Door:**
Non- Insulated coiling service door. Door components and operators capable of operating for not less than 20,000. One operation cycle is complete when a door is opened from the closed position to the fully open position and returned to the closed position. Powder Coat finish in custom color. Provide electronic door operator.
- Louvers:** Fixed rain-resistant horizontal blade units including integral frame and insect screens. Aluminum Extrusions with two-coat fluoropolymer finish.
- Aluminum Framed Entrances and Storefront**
Framing Members: Manufacturer's extruded- or formed-aluminum framing members of thickness required and reinforced as required to support imposed loads. Available Manufacturers Storefront:
1. Tublite Inc
 2. EFCO Corporation, a Pella Company
 3. Kaneer North America, an Alcoa Company
- Glass Type Exterior Insulated : Low-E-coated, clear insulating glass.**
- a. Basis-of-Design Product: Solar Ban 60 by Vitro Architectural Glass

Skylights: Solar Light Tubes. Curb Mounted dome skylight with rigid reflective tunnel with bottom diffuser plate. 14-inch diameter. Velux Sun Tunnels or equal.

Ceiling: Cellular PVC or Cedar wood slat ceiling.



PVC Ceiling

Floor Finishes: Hybrid aliphatic-epoxy urethane flooring in bathhouse and rooms within pool support building.

Painting and High-Performance Coatings

Painted CMU:

- a. Water Based Epoxy Semi-Gloss
- b. Sherwin Williams Pro Industrial Pre-Catalyzed Waterbased Epoxy Semi-Gloss, K46 Series. 2 coats over ProMar 200 Zero VOC Latex Primer

Interior Painted Wood: Semi-gloss, waterborne, exterior, acrylic enamel applied at spreading rate recommended by the manufacturer to achieve a total dry film thickness of not less than 2.4 mils (0.061 mm).

Interior Painted Walls: primer and two coats of paint (level 4 GWB finish)

Ferrous Metal: Semi-gloss, acrylic-latex, interior enamel applied at spreading rate recommended by the manufacturer to achieve a total dry film thickness of not less than 1.3 mils (0.033 mm).

Zinc-Coated Metal: Semi-gloss, exterior, acrylic-latex enamel applied at spreading rate recommended by the manufacturer to achieve a total dry film thickness of not less than 2.6 mils (0.066 mm).

Signage: Panel signs- One sign for each room and space. Cast-Acrylic Sheet. Complying with ADA Accessibility Guidelines and ICC/ANSI A117.1. Text shall be accompanied by Grade 2 braille.

Plastic Toilet Compartments

Polymer compartments with continuous wall cleat, floor mounted overhead braced Santana/Comtec/Capitol

Plastic Shower Compartments

Shower Compartments: Solid-polymer compartments configured as shower and drying stalls including overhead bracing with integral shower curtain rods. Santana/Comtec/Capitol



Shower Stalls Dry and Wet Sections

Plastic Lockers

Basis-of-Design Manufacturer: Subject to compliance with requirements, provide products of Bradley Corporation, Menomonee Falls, WI 53051, (800)272-3539, fax (262)251-5817; Email info@BradleyCorp.com; Website www.bradleycorp.com.

- High Density Polyethylene (HDPE): 30 percent pre-consumer recycled content polyethylene thermoplastic formed under high pressure into solid plastic components.
- Stainless-Steel Sheet: ASTM A 666, Type 304.



Public Use Lockers

Toilet Accessories:

Stainless steel, heavy duty, vandal resistant accessories. High security type accessories are used when they provide the appropriate level of function and finish.

1. *Toilet and Shower Fixed Grab Bars*: Stainless steel, 1 ½ inch diameter, peened grab sections
2. *Toilet Paper Dispenser*: Stainless steel multi-standard roll
3. *Sanitary Napkin Disposal*: Stainless steel, self-closing, removable receptacle.
4. *Robe Hook*: Stainless Steel, 2 prongs.
5. *Soap Dish*: Extra heavy One-Piece Brass Casting with bright polished chrome plated finish.
6. *Paper Towel Dispenser*: Stainless steel multi-fold
7. *Liquid Soap Dispenser*: Vertical tank liquid soap dispensers with hinged filler-top and unbreakable refill window.
8. *Shower Seat*: Stainless steel fold-down unit with padded seat

9. *Shower Assembly:* Stainless steel curtain rings, 72-inch-high by 70-inch-wide opaque white vinyl shower curtain
10. *Diaper-Changing Station:* Diaper-changing station with surface-mounted, mildew-resistant, molded polyethylene body that folds horizontally against wall when not in use
11. *Mop and Broom Holder:* 36-inch-long unit stainless steel with shelf; three hooks for wiping rags; four spring-loaded, rubber hat, cam-type, mop/broom holders and rod suspended beneath shelf for drying rags.

Adult Changing Equipment

1. Max-Ability Pressalit Care 3000 Adult Changing Station
2. Description: Heavy duty aluminum frame with pneumatic counterbalance. Powder lacquered stainless steel mounting brackets and anchors.
3. Length: 69 inches minimum to 75 ¼ inches (Confirm Size Before Ordering)
4. Width: 30 inches minimum
5. Weight Capacity: 400 lbs.
6. Fixed height fold away design
7. Safety Rail: stores and locks under table; aluminum and foam construction; for fold up models provide safety strap



Adult Changing Station

Fire Protection Specialties:

UL Rating: 4A-60B: C Fire extinguishers; bracket mounted or semi-recessed non-rated cabinets.

SWIMMING POOL SPECIFICATIONS FOR PROPOSED WORK

Pool Tank

1. Dry or wet mix shotcrete pool tank including finish and markings.
2. Reinforced pneumatically applied concrete pool structures:
 - a. Final hand trimming of excavation.
 - b. Formwork to supplement existing pool structure
 - c. Reinforcing steel.
 - d. Design and provide pools structure.
 - e. Pool finish
 - f. Installation of anchorage for deck equipment within the pool tank.

Pool Finish- Plaster

The pool finish shall consist of two coats of plaster finish. The two coats of pool plaster shall together equal three-eighths (3/8) to one-half (1/2) inch thickness and shall be applied by hand troweling method to a smooth, dense, impervious surface

At ramps, stairs, and zero depth areas and areas indicated, provide a quartz aggregate pool finish equal to Diamond Brite™ manufactured by Southern Grouts & Mortars, Inc. Pompano Beach FL 800-641-9247. Architect to select from full range of options including multi-color aggregate and pigmented plaster.



Aggregate Pool Plaster



White Plaster with Tile Wall Targets and Racing Lines

All racing lines, gutter areas, wall targets, stair nosing, and safety markings shall be ceramic tile.

Tile size and color shall be based on the following American Olean products:

- Gutter tile: Glazed ceramic mosaic tile; 1x1 inch; provide bullnose units at edges.
- Stair treads and other markers: Unglazed porcelain Ceramic Mosaics; 2 x 2 inch with abrasive finish.
- Plaster control joint tile: Unglazed porcelain Ceramic Mosaics; 2 x 2 inch.
- Tile Colors: Colors to be selected by Engineer from "A" price Group (American Olean) or premium price group (3) (Daltile).

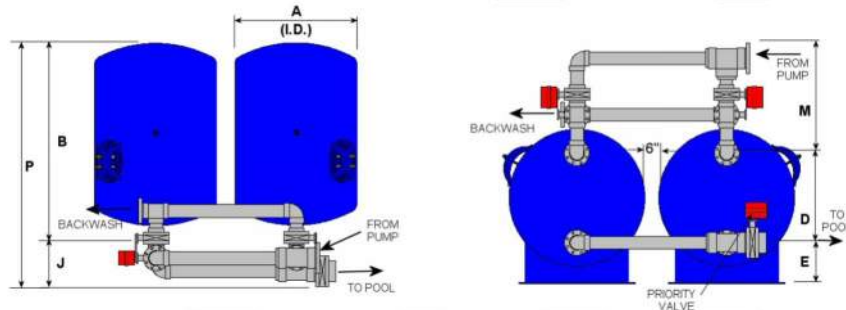
All in pool and deck level markings shall be equal to specialty tiles provided by Tiles with Marking at Graphics: Provide tiles manufactured by Tile Specialties, Spring Hill, Florida 904-686-8670 or approved equal. www.tilespecialties.com



Filtration Option1

1. Complete high rate sand filtration and recirculation systems including, stainless steel perimeter gutter, zero depth trench drain, balance pit, all piping and automatic chemical controls. Complete chemical treatment system that includes, but is not limited to, the following:
 - Automated backwashing control.
 - Strainer baskets
 - Recirculation pumps for pools
 - Flow meters
 - Gages
 - Filters

- Valves
 - Sight glasses
 - All interconnecting piping for equipment within the filtration room
 - Backwash holding tanks
 - Control Panels
 - Sensors and Probes
2. Automatic water level controls and water fill devices.
 3. Operation/Maintenance Manuals of all equipment and systems. Manuals shall include proper shutdown procedures.
 4. Framed and mounted diagram of filter system operation and backwash procedures. Furnish and install numbered, equipment plates, valve tags and pipe labels to correspond to instructions.
 5. Startup Service and instruction to the Owner's operating personnel shall be given upon completion of the Project.
 6. Shelving and mounting boards required for pool equipment and accessories.
 7. Final plumbing connection of fresh water line to pool make-up equipment.



Typical configuration of dual tanks

Acceptable Filtration Equipment Manufacturers are:

1. Evoqua, Neptune Benson, Inc. West Warwick, RI
2. EPD Filter Equipment
3. Paddock Pool Equipment
4. Aquatic Development Group- Whitten Pool Equipment, ADG

Filtration Option 2

Over the past 15 years, regenerative media filters have seen resurgence in use. Multiple manufacturers now make new regenerative filters making them more competitive and easily bid as part of a public construction contract.

Regenerative filters are capable of filtering out materials as small as the 1 to 5-micron size range. Filtering water to this level results in extremely clean and clear water. The more material a filter removes from swimming pool water, the less material there is in the water that must be disinfected or oxidized by chemicals in the water, such as chlorine. The end result is cleaner water with lower amounts of chlorine needed to maintain proper free available chlorine levels of 1 to 3 ppm. This should result in lower chemical costs. Another benefit of filtering such small particles is the removal of parasites such as cryptosporidium (crypto). In a swimming pool, fecal accidents may introduce this highly contagious parasite into the pool.

Water consumption is another significant benefit of regenerative media filtration over traditional sand filters. The only water loss associated with the regenerative media filter is the volume of the filter tank

itself. When it is time to replace the perlite material in the tank, after several regenerative cycles, the volume of an entire tank is wasted twice to ensure removal of all dirty perlite.



Acceptable Filtration Equipment Manufacturers are:

1. Evoqua, Neptune Benson, Inc. West Warwick, RI
2. Paddock Pool Equipment

Filter VFD

Variable Frequency Drive (VFD) shall be provided with each filter and feature pumps (one per filter pump and feature) for control of the filter and feature pump motor. The VFD shall include a dial potentiometer to set ramp up/down speed of the pump motor. The VFD shall be wired into the RMF controller for on/off and run confirm functions.

The VFD shall be equipped with a bypass. SED2 bypass options shall send the motor to bypass mode based on an easily accessible door-mounted selector or based on the drive's programmable relay. A bypass pilot light shall provide indication of the bypass mode. The bypass mode shall provide overload protection. Contactors shall be electrically and mechanically interlocked. An essential services mode shall send the motor to bypass regardless of the selected mode.

Automatic Chemical Controller

The controller shall automatically activate the appropriate chemical feeders in order to maintain the sanitizer level within ± 0.1 parts per million (PPM) or ± 10 mV (millivolts) of Oxidation Reduction Potential (ORP) and the pH within ± 0.1 pH unit of the set points selected by the operator. All set point and calibration levels shall be adjustable with a numeric keypad mounted on the front panel of the unit. The unit can be tied to a building management software. In the event of a trouble single from the pool, notifications can be sent via email or text to City staff. Provide one for the swimming pool and one for the spray deck reservoir. Available manufacturers include

1. Blu-Sentinel Controller, Evoqua Water Technologies
2. DCM 500- ProMINENT FLUID CONTROLS Pittsburgh PA 412-788-7900
3. CAT Controller by Hayward



Chlorinator

Erosion Tablet Feeder: The system shall be designed to feed low concentrations of calcium hypochlorite in solution intermittently or continuously as required. The system shall be a single pre-assembled, package unit with a welded aluminum frame consisting of chlorinator, electrical box, centrifugal pump, and balance tank for ease of installation and operation. The basis of the specification for this product is the Accu-tab PowerBase 3140 AT. Unit shall be NSF certified for up to 22 lbs./hour of chlorine. Unit shall have 140 lbs. of on-board storage. Chlorine is delivered in 5 gallon plastic pails.



pH Correction: Since the 1990's, pools have been using CO₂ to balance the pH levels in swimming pools. The CO₂ systems eliminated handling of liquid muriatic acid.

pH controllers are attached to CO₂'s cylinders and the Automatic Chemical Controller. When pH readings require adjustment, the valve on the CO₂ unit opens and delivers CO₂ until the pH reading is corrected. CO₂ in the building requires additional ventilation. The cylinders are heavy and awkward to move and into position for pool operators.

Recently, dry muriatic acid feeders have come into the market. The units operate in the same manner as the chlorinator unit. Acid tablets are delivered and stored in 5 gallon pails. The tablets are red to distinguish them from white chlorine tablets.



Ultraviolet System

The spray deck reservoir will require ultraviolet disinfection, in addition to filtration and chlorination, to meet current and proposed Massachusetts Department of Public Health requirements.

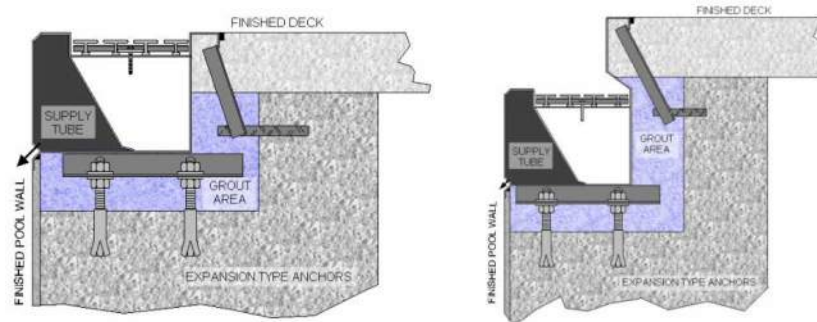
UV should be considered for the main pool. If not included in the final documents for construction, the pool piping should be arranged to allow installation in the future.

UV systems consist of a UV chamber located after the filter before chemical treatment. Water is exposed to a medium pressure UV lamp that will disinfect and remove organic and inorganic contaminants. Equipment must be commercial grade, tested and validated.



Pool Gutter Options

Gath Swimming Pool
Schematic Design Report
May 12, 2022

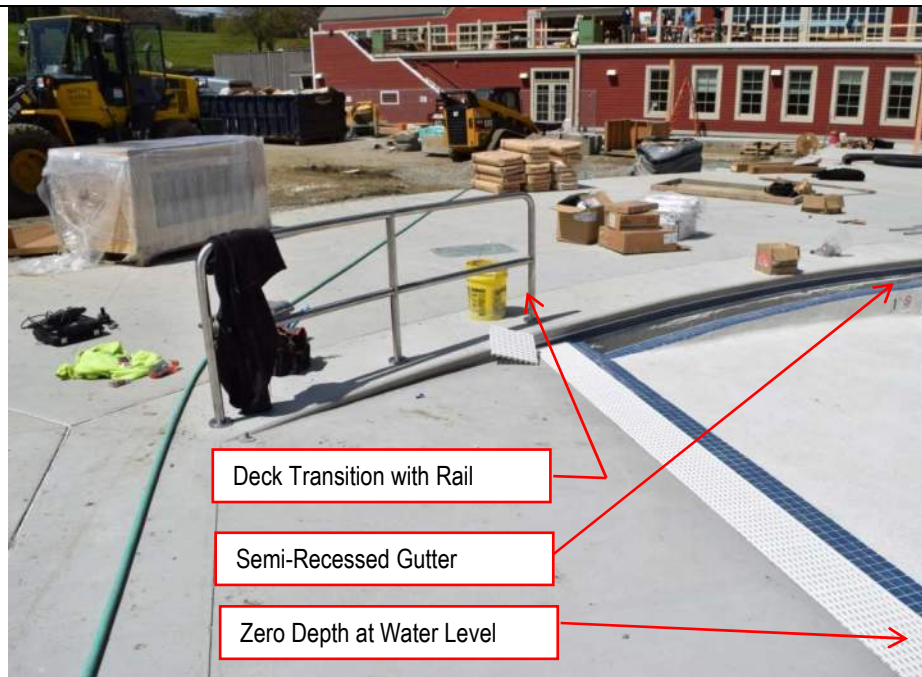


Deck Level Semi- Recessed Gutter

The semi-recessed gutter would be typical around the pool. This gutter provides a visible vertical edge to the pool which is important to lap swimmers and is the location for in pool depth markers. The gutter would transition at the zero-depth area to deck level gutter. Transitions would be protected by a guard rail as shown below.



Zero Depth Entry Examples



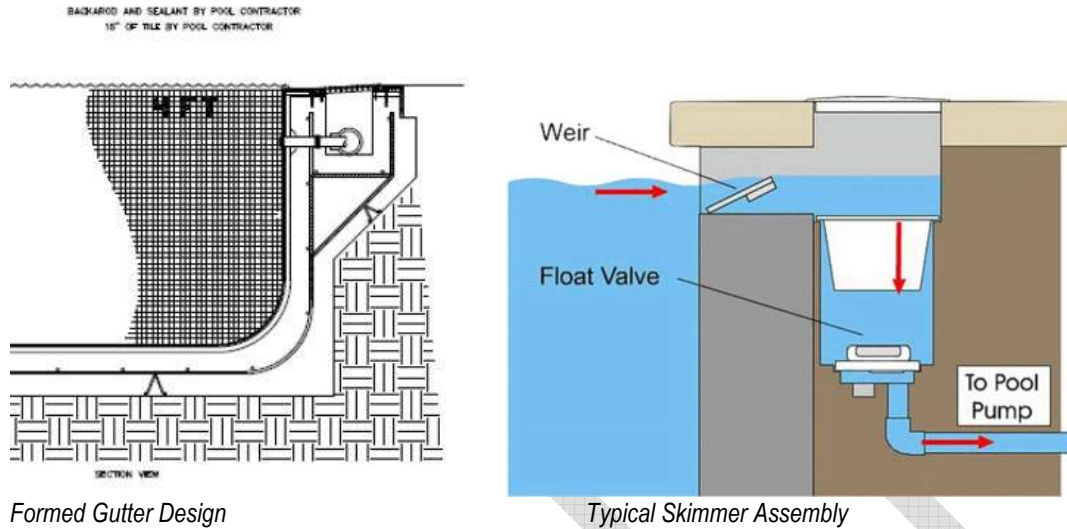
Zero Depth Entry with Deck Transition from Semi-Recessed to Deck Level Gutter

Gutter Options

Options for formed in place gutters as well as traditional skimmer options should be considered during preparation of construction documents in the future. Pool subcontractors may be able to field construct perimeter gutters in combination with standard skimming units to provide a code compliant, more cost-effective approach to surface skimming. Skimmers would be only acceptable in a separate wading pool.



Formed Pool Gutter at the Quechee Club Outdoor Pool



Pool Deck Equipment

Acceptable Manufacturers of Deck and Safety Equipment:

1. Paragon Aquatics, 341 Route 55, LaGrangeville, NY 12540-5105; ASD. Tel: (914) 452-5500, Fax: (914) 452-5426, Website: <http://www.paragonaquatics.com>
2. S.R. Smith Inc., 105 Challenger Dr. Portland, Tennessee 37148, Tel: (615) 325-0770, Fax (615) 325-0775, Website: <http://www.srsmith.com>.
3. Spectrum Pool Products, 7100 Spectrum Lane, Missoula, MT 59808, Tel: (406) 543-5309, Fax (406) 728-7143, Website: <http://www.spectrumproducts.com>.

Pool Deck Equipment Includes:

1. **Custom Fabricated Ramp Handrails and Guard:** Provide Custom fabrication, including anchorage, for the HCP Access Ramp Handrails as indicated. Provide Type 304 polished to Assist Rails: Provide custom fabrication. KDI Paragon 1.5 inch by 0.120-inch wall thickness rails. Anchorage shall be cast bronze No. 28102 with escutcheon plate No.28302.
2. **Ladders** shall be heavy duty and cross-braced. Provide number of steps as indicated and to accommodate depth at locations shown. Stainless steel pipe shall have a 0.109-inch wall thickness. Ladder Width shall be 24 inches.
3. **High Platform Lifeguard Chairs:** 6-foot-high Paraflyte Lookout Chair by KDI Paragon, Chairs shall include devices for holding a life ring and umbrella. Refer to drawings for quantity and location. Contractor must confirm final location and quantity with the Owner prior to fabrication and installation.



4. Pool Lift: Basis of Design SR Smith "Splash" Accessible Lift. Deck mounted, 344 degree rotation, 400 lift capacity, full compliant with MAAB and ADAAG 2010.



5. Diving Tower: Basis of Design is Duraflex One-meter diving stand with 16 ft. board.



Water Features for Pool

General: The water features are based on products by the Rain Drop Fountain manufactured by Sonar International, 2001 S Street N.W., Suite 250, Washington DC 20009, telephone 800/343-6063.

At the zero depth entry, we recommend low impact, surface sprays that are popular with younger bathers, limit spray, and keep the zero depth area active. Water feature work in the proposed design includes the following Options: **Pop jets, Basket weave and Slant Fins:**



Pop Jets



Basket weave



Slant Fins

Located away from the ramp, in a depth of approximately 12 inches of water, we recommend more active larger volume features such as the traditional mushroom, tumble buckets, and water bars.



Tumble Buckets in use



Rain Drop



Spray Tubes

Slides

Slides are available for the project; space availability and budget are the design parameters for selection. The current design is utilizing a slide manufactured by Natural Structures. Photo below is a similar slide at the Underwood Pool in Belmont, MA.



Maintenance and Safety Equipment

Loose Deck, maintenance, and safety equipment will be required to license and operate the pool. These items are typically not carried in the base construction contract. Equipment is typically obtained under goods and services procurement methods.

Operation/Maintenance Manuals

O&M of all equipment and systems will be required. Documents in electronic and paper format. Manuals shall include proper start-up and shutdown procedures.

Operating Diagram

Operations of the pool will be in clear diagram form included in the closeout documents and mounted permanently in the filer room. Diagram is cross references to equipment, valve numbers, and piping. Furnish and equipment plates, valve tags and pipe labels to correspond to instructions.

Maintenance and Service:

Startup and Shut down Service and instruction to the Owner's operating personnel shall be given upon completion of the Project. All training will be videotaped

Assuming a spring pool opening, the first season pool opening, and first season shut-down are included as part of the base contract. Opening the pool for a second season will occur within the one-year correction period.

We recommend that the City include two additional years of preventive maintenance, service calls, pool opening and pool closing in the base contract to ensure the pool subcontractor maintains the pool for a period of three years. After three years, the service contract would be bid and opened to other qualified pool subcontractors/service companies.

PLUMBING

Lavatories: Wall mounted units in single use rooms, undermount units with solid surface counters in multiple lavatory arrangements. Time metered or sensor faucet. Fixtures. Code compliant, low gallons per flush toilets and urinals.

Toilet/Urinal Flush-o-meters

Recessed sensor operated units. Hardwired installation. Exposed sensor flush-o-meters would be required for battery operation.

Shower Fittings Symmons Hyd-a-pipe System. Thru-ceiling supply, non-adjustable institutional head; push button control.



Exterior Shower (Rinse Station) Drain to storm:

location to be determined, assume two at either end of the pool complex
"Most Dependable Fountain" unit, Model TW 500SM or 565 SM with cold water only



HVAC

General: The work under this section shall include all labor, materials, accessories, services, and equipment necessary to furnish and install:

1. All fans.
2. All ductwork.
3. All duct fittings.
4. All ductwork accessories.

5. All air inlet and outlet equipment.
6. Testing, Adjusting and Balancing

Ductwork: All ductwork shall be fabricated of G-60 coated galvanized steel of lock forming grade and conforming to ASTM standards A-525 and A-527, unless otherwise noted, and shall be constructed in accordance with the latest SMACNA standards.

Ceiling fans: We strongly suggest ceiling fans in the staff spaces and locker rooms. The additional air movement significantly improves the conditions of the rooms during the summer. Fans can be ceiling or wall mounted. We use industrial/agricultural grade, caged fans.



Sequence of Operations for Exhaust fans

1. Control Building Exhaust Fans shall be energized when the lights in the spaces they serve are switched on or by timer. Fans should run for an hour after the pool closers to ensure air is moving and spaces are drying out.
2. Filter Area Exhaust Fan shall be energized when:
 - a. When the carbon dioxide detector senses CO₂ levels in excess of 1000 parts per million (If CO₂ is provided for pool pH.
 - b. When the manual switch is put in the "ON" position.
 - c. Ceiling fans will be set by remote switch and timer controlled by Staff.

ELECTRICAL:

Service: With the addition of pumps, program, and the spray deck, we assume a new electrical service will be required. Existing service size may be adequate, service equipment needs to be replaced

Complete grounding system as required by Article 250 of the National Electrical Code.

Distribution: All new conduit, panels, conductors and devices required for new bath house configuration and equipment. Use non-metallic elements were allowed by code. Panels are NEMA 4 or 4X rated.

Light Fixtures:

Vapor-tight, vandal-resistant LED light fixtures. Wall or ceiling mounted to suit location and application.

LED Downlighting at entry and managers offices.

Lighting at doors will be cut-off, night-sky rated LED wall sconces.

Housekeeping and low level, security lighting to monitor the pool during the season will be reviewed during the next phase of design.

Pool Bonding

Furnish all labor, materials, and equipment necessary to complete all work as shown on drawings and specified. This work is to include but not limited to the following: furnish and install common pool bonding grid, wire and bonding to swimming pool and all pool equipment.

SITE WORK

Order of Conditions

Work requirements for erosion control, tree protection, and notifications stipulated by the Conservation Commission.

Site Preparation: Strip and stockpile loam from sloped area around existing pool deck.

Construction Dewatering:

The Contractor shall be responsible for providing all site dewatering and groundwater control without limitation necessary for constructing the project. The Contractor shall employ methods such as, but not limited to pumping from sumps, well points and gravel packed wells. Dewatering must comply with potential site and land use restrictions established by the Conservation Commission.

Backfill: Backfill site to achieve new rough grade elevation using free-draining gravel; and Ordinary borrow shall not be used in area of existing pool or as backfill

Under lawn areas, ordinary borrow may be used meeting the following requirements:

Pool Sub-base: Dense graded crushed stone shall consist of angular material derived from a stone quarry that is hard, durable and free of deleterious materials. Material shall be free from clay, loam or other plastic material. Extend pool sub-base beyond the pool footprint to create drainable subgrade.

Reclaimed crushed and prepared concrete from existing pool and decks may be used as part of the sub-base.

Geotextile: Below the pool sub-base, place Mirafi FW700 woven geo-textile or approved equal.

Sub-Base for Decking:

Provide minimum 8 inches of processed gravel consisting of inert natural non-recycled material that is hard, durable stone, gravel and coarse sand, free from loam and clay, surface coatings, and deleterious materials

Insulation: High density rigid insulation (60PSI) beneath portions of the deck and zero depth areas of pool to prevent frost penetration beneath structure and decking.

EXTERIOR IMPROVEMENTS

Portland Cement Concrete Paving at Sidewalks and Pool Deck:

4,000 PSI, air entrained concrete; with lamp black added at 2 lbs. per cubic yard. Plain steel welded wire fabric reinforcing; sleeved expansion dowels at deck expansion joints. 12-inch thick downturns all perimeters.

- Dowelled construction joints every 25 to 30 feet way
- Sawcut contraction joints every 4 to 5 feet each way

Fencing

6 feet high, 9-gage, vinyl coated chain link fence fabric with 1 – ½ -inch weave. Top rail, intermediate rail, and bottom rail. Corner and line posts, vertical bracing at corners.

Emergency egress gates will be located around the perimeter of the pool deck. Gates will be secure with exit devices, tamper resistant panels, and alarmed to prevent unauthorized access.



Plantings:

Maintenance of Trees: Selective removal and pruning of existing trees

Planting; We recommend trees and planting on the west (street) side of the building

Planting and green space will be coordinated with the overall Albemarle site design. .

Shade Structures

The design proposes cantilevered fabric roof structures along the north and east edge of the pool deck. The cantilevered design provides maximum shade without added vertical posts. Size, angle, and fabric will be determined as the project advances



Square and rectangular fabric structures are proposed to mark entries and circulation points at the spray deck and provide shade over the storage area at the southwest corner of the pool deck adjacent to the bathhouse.



SITE UTILITIES

- Deck Drainage** Decks will be drained to linear trench drains and area drains spaced around the pool deck. Decks shall slope less than 2% to drains. Drainage shall discharge into recharge system or storm water. The majority of water entering the deck drains is rain water.
- Sanitary Sewer:** Existing sewer connections will be reviewed and updated as needed
- Domestic Water.** The existing water service size will be confirmed and updated as required.
- Electrical** New electrical service may require new primary service to the building.

Construction of the spray deck will require coordination with existing underground conduit servicing the ball field lights from the existing field house

Tel/Data: Data and telephone service will be maintained or upgraded to meet new design requirements. Data drops are required in managers office, staff area, control desk, and filter room to monitor chemical controllers. Staff and public Wi-Fi will be determined.

Technology: City may want to consider intrusion and surveillance systems at the pool.

A public address system for staff to broadcast announcements, lightning storm warnings, and similar “all facility” announcements should be considered.

DRAFT

Code Compliance: Current

Use Group: Complex is Assembly A-3

Construction Type:

Type III, non-combustible exterior walls, wood framed roof structure

Floor of bathhouse is Type II concrete and steel frame

Building Area:

Main level, 4,030 SF gross
Basement (Filter Room) 2,730 SF
Crawl Space 1,300 SF

Life Safety:

Fire Protection: The pool complex is Assembly (A-3) occupancy. The size, occupancy, and fire area meet the requirements in the IBC 9032.2.1.3; a sprinkler system is not required.

Fire Alarm: An addressable fire alarm system is required. Building is not heated or conditioned. The following must be provided:

- A small, conditioned cabinet for the fire alarm control panel
- Cold and wet rated devices to prevent condensation tripping the alarm system
- Emergency lighting and exit signs are existing and required in the renovation

Energy Code:

The building itself does not utilize mechanical heating or cooling, making thermal performance a non-factor. The building will be drained and winterized for the off season.

Lighting and fans will be controlled by occupancy and CO2 sensors.

Handicapped Access:

- Main entry is not accessible
- Individuals with disabilities must use a pathway along the south side of the building and enter the complex from the pool deck.
- The floor level of the bathhouse is approximately 6 inches above the pool deck. Small ramps have been added to provide access from the deck into the men's and women's locker rooms. The staff areas are not accessible.
- Accommodations have been made to provide accessible toilet and shower facilities in the bathhouse.
- Staff areas are not accessible.
- A portable lift is available individuals with disabilities; staff must move the lift into place; this is not code compliant.
- The existing pool has a perimeter of over 300 linear feet. A second accessible means of egress/access is required.
- Access to the wading pool is not accessible.; the pool is not accessible.

Plumbing Fixture Count

The number of plumbing fixtures required for pool bathhouses is calculated by the number of bathers allowed in the swimming pool. 105 CMR 435.00 State Sanitary Code and the 248 CMR the State Plumbing Code establishes the criteria for bather load and fixtures counts. The existing pool has a calculated bather load of 460 Bathers. This 230 Men and 230 Women. The existing bathhouse provides the code required fixture count.

BATHER LOAD & FIXTURE QUANTITIES COMPUTATIONS EXISTING POOL

Information based:

105 CMR 435.00 State Sanitary Code/ 248 CMR 10.00 Uniform State Plumbing Code

Bather Load			
	Non Swimmer Area (<5'-0" depth)	Swimmer Area (>5'-0" depth)	
Area Pool (15,000sf)	5,150sqft	1,800sqft	
Area of Wading Pool	400sqft	sqft	
Total pool surface area	5,550sqft	1,800sqft	
One bather/user per (pool surface area)	15sqft	20sqft	
Number of Bathers/users	370	90	460
Number of Male Bathers/Users	185	45	230
Number of Female Bathers/Users	185	45	230

Plumbing Fixture Quantities Based on Maximum Bather Load				
	Men		Women	
One Water Closet Per	40	bathers	40	bathers
One Wash Basin Per	60	bathers	60	bathers
One Shower Per	40	bathers	40	bathers
	Men	Provided	Women	Provided
Number of Water Closets (Includes Urinal in Men's Room)	6	7	6	7
Number of Wash Basin's	4	4	4	4
Number of Shower's	6	6	6	6

Swimming Pool

A revised 105 CMR 435.00, Minimum Standards for Swimming Pools, State Sanitary Code; Chapter V of the Commonwealth of Massachusetts has been under draft review since 2017. We anticipate that these revisions will be adopted and have included proposed changes to the regulations as part of this review.

M.G.L. c140 § 206, a statutory law that takes precedence over regulatory law, further defines the requirements for fencing and pool covers.

- Existing pool is covered in the off season meeting the requirement of M.G.L. c140 § 206.
- The pool is properly secured by a 6ft. high chain link fence enclosure.
- The pool deck provides adequate space around the perimeter of the pool.
- The existing slide does not meet the requirements of the code. The slide discharges bathers 12 inches plus above the pool surface and is classified as a drop slide. Slides in Massachusetts must discharge users horizontally at the water surface.
- The east side of the pool enclosure must provide an appropriate fence; the pool is currently open to the pond/river.
- The pool does not have a perimeter deck. Although the pool is open to the lawn area, a hard surface draining away from the pool is needed; a minimum 4 foot wide deck is required on the east side between the pool and the pond/river.
- The pool does not provide surface skimming.
- Returned water supply is not spaced around the pool to provide uniform flow.
- The ledge along the retaining wall is 6 inches; a maximum of 4 inches is allowed.
- Assist rails are not provided at the steps.
- Accessible access into the pool is not provided.
- The pool must filter water at a rate of once every 6 hours; the current pool is operating at the older 8 hour rate. The addition of spray features in a new pool will increase the turnover rate to 4 hours. A separate splash pad requires a ½ hour turnover.
- An automatic water monitoring and control device is required to measure chlorine, pH, and ORP.

BATHER LOAD & FIXTURE QUANTITIES COMPUTATIONS PROPOSED POOL

Information based:

105 CMR 435.00 State Sanitary Code/ 248 CMR 10.00 Uniform State Plumbing Code

Bather Load			
	Non Swimmer Area (<5'-0" depth)	Swimmer Area (>5'-0" depth)	
Area Pool (15,000sf)	7,620sqft	2,200sqft	
Area of Wading Pool	sqft	sqft	
Total pool surface area	7,620sqft	2,200sqft	
One bather/user per (pool surface area)	15sqft	20sqft	
Number of Bathers/users	508	110	618
Number of Male Bathers/Users	254	55	309
Number of Female Bathers/Users	254	55	309

Plumbing Fixture Quantities Based on Maximum Bather Load				
	Men	Women		
One Water Closet Per	40 bathers	40 bathers		
One Wash Basin Per	60 bathers	60 bathers		
One Shower Per	40 bathers	40 bathers		
	Men	Provided	Women	Provided
Number of Water Closet's (Includes Urinal in Men's Room)	8	8	8	8
Number of Wash Basin's	6	6	6	6
Number of Shower's	8	8	8	8

Note: Proposed Fixture Counts Include Gender Neutral and Staff Facilities.



BARGMANN HENDRIE + ARCHETYPE, INC.

Architecture | Planning | Interior Design

9 Channel Center Street
Suite 300
Boston, MA 02210

617 350 0450
bha@bhplus.com
www.bhplus.com

May 16, 2022

Alejandro M. Valcarce, AIA, Deputy Commissioner
City of Newton
Public Buildings Department
52 Elliot Street
Newton Highlands, MA 02461-1605

Re: Gath Pool Renovation Project- Proposal for Design Services
Schematic Design/Site Plan Approval Through CD Phase

Dear Alex:

BH+A is pleased to submit this proposal for design services related to the renovation of Gath Pool. Our proposal is based on the feasibility study design. Scope includes the new swimming, a spray deck, new pool decks, site amenities, and a renovated bathhouse.

Schematic Design/Site Plan Approval We understand the City would like to undertake phases Schematic Design and Site Plan Approval simultaneously. For site plan approval we will need to produce drawings beyond the schematic design phase level. We will also be accelerating portions of the building and aquatic design that is normally performed in the design development phase Design will include design development level civil engineering and landscape architecture drawings. We will need a traffic and parking report to answer Planning Board and public questions. The building elevations need to be advanced to a level where accurate renderings can be provided that will “not change” in subsequent phases. The civil and landscape work will require stormwater design and preparation of a NOI for the Planning Board and Conservation Commission.

General

1. Develop feasibility study design.
2. Prepare schedule of tasks and anticipated submittals
3. Develop spray deck design, water feature selections and amenities
4. Hazardous material testing and report
5. Geotechnical investigation and recommendations
6. Sustainability approach (explore use of SITES 2 in lieu of LEED)
7. Review pool design with Health Department and State DPH if desired
8. Estimate of probable construction costs
9. Work with City on preparing estimate of total project cost
10. Input on potential project schedule
11. Schematic Design Drawings
12. Outline Specifications
13. Narratives of MEP systems
14. Narrative of pool filtration equipment
15. Technology narrative describing telephone, data, sound system, security system
16. Identification of probable filed-sub-bids under M.G.L c149.

Gath Pool Proposal for Design Services
SD/Site Plan Approval Through CD
May 16, 2022
Page 2

17. Collateral Material for use by Gath Working Group
18. Multiple Gath Working Group meetings (typically bi-monthly)
19. Multiple meetings with City Boards and Commissions
20. Assumes to Public Forums

Added Design for Site Plan Approval

1. Identify site and building utility requirements
2. Identify wetland resource requirements and flood/riverway requirements
3. Stormwater management approach
4. Traffic analysis to determine anticipated vehicular and pedestrian traffic
5. Site plan approval submission
6. Submission of a Notice of Intent and public hearing with Conservation Commission

Design Development

It is the intent of the Design Development Phase to define, refine and describe all important aspects of the Project focusing on detailing and integration of equipment; development of technical specifications; and generation of drawings that are the basis of final construction documents.

1. Develop Design of bathhouse, pool, decks, spray deck and site improvements.
2. Technical advancement of pool filtration systems
3. Integration of MEP systems
4. Preliminary project specifications
5. Updated Estimate of probable construction costs
6. Multiple Gath Working Group meetings (typically bi-monthly)
7. Multiple meetings with City Boards and Commissions
8. Assumes a Public Forum

Construction Documents

Based on the approved Design Development Phase Documents prepare Construction Documents setting forth in detail the requirements for construction of the project. Our documents will include plans, elevations, wall sections, details, finishes, and specifications. They will be prepared electronically to provide maximum clarity and easy transferability of data to the general contractor and others responsible for the construction process. All documents will be prepared in strict accordance with the requirements of Massachusetts' public construction laws M.G.L. c 149 and the Acts of 2004.

Determine with the City, whether prequalification of potential General Bidders and selected Filed-Trades would be incorporated into the procurement process.

Proposed Fee

The fee is based on providing the above scope for the fully renovated and expanded swimming pool complex with a current budget of \$6,000,000.

Gath Pool Proposal for Design Services
SD/Site Plan Approval Through CD
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Page 3

	Base Fee	Accelerated and Site Permitting	Study and Testing
Basic Fee Schematic Design	\$ 72,000		
Accelerated Civil Design for Permitting		\$ 15,000	
Additional Civil Engineering and Environmental Permitting for Site Plan and Conservation Submission		\$ 25,000	
Accelerated Landscape for Permitting		\$ 10,000	
Accelerated Arch/Aquatic Design Fee for permitting		\$ 20,000	
Accelerated MEP Design affecting Utility and Stormwater Design		\$ 15,000	
Traffic and Parking			\$ 8,500
Collateral Material For Submissions		\$ 4,000	
Hazardous Material Investigation			\$ 4,500
Soil Borings and Report			\$ 8,500
Technology Narrative			\$ 2,500
Sustainability/Energy Approach			\$ 4,500
Basic Fee Design Development (Reduced fee of advancement of design during SD/Permitting)	\$ 66,000		
Basic Fee Construction Documents	\$ 192,000		
Geotechnical Specifications			\$ 5,000
Hazardous Material Specifications			\$ 4,000
Technology Specifications infrastructure and equipment			\$ 6,000
	<hr/>		
	\$ 330,000	\$ 89,000	\$ 43,500
Total Fee SD/Permitting, DD and CD			\$ 462,500
Bidding	\$ 24,000		
Construction Administration	\$ 96,000		

Gath Pool Proposal for Design Services
SD/Site Plan Approval Through CD
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Page 4

The base contract fee is \$480,000 for SD through CA. \$30,000 of DD fee has been moved into the accelerated work column. The total fee, including supplemental services is \$582,500.

The above fee does not include a site survey, hazardous material monitoring during demolition, and quality control testing of materials during construction.

We would anticipate the cost of the project will increase over the next year due to economic factors that cannot currently be fully defined. However, an increase in materials and construction labor costs does not change our scope or fee. Our tasks remain the same.

Feel free to contact me directly to discuss.

Sincerely,



Thomas A. Scarlata, CSI, CCS, CCCA, AIA
Principal

Copies to: BH+A File
Enclosure none

Programming

General

Improvements to the existing pool complex were derived from meetings with staff, observing the pool in use, and multiple public meetings. The stated programming goals for the project are:

- Maintain and Activate More Green Space Around the Pool
- Improve Entry and Arrival Sequence
- Improve Experience for User Groups, Including Recreational and Competitive Swim
- Universal Access To Facility and All Pools
- Provide Leisure and Play Areas for Pool Patrons
- Create Flexible Pool Spaces For Different User Groups to Use the Pool at the Same Time
- Improve Operating Productivity by Eliminating Water Loss and Increasing Energy Efficiency
- Evaluate Bathhouse to Improve Overall Guest Experience
- Address Code, Accessibility, and Interior Upgrades
- Provide Improved Opportunities for Shade Structures and Sunbathing Areas

The pool will design will be multi-generational and have offerings and features for bathers of all ages. Uses of the pool include:

- Recreational swimming
- Exercise and fitness
- Adaptive aquatics
- Swim lessons
- Lifeguard training
- Competitive Swimming
- Recreational Diving

Current pool designs should be attractive to all and support daylong visitations. The pool should draw families and accommodate children of all ages, parents, extended families and grandparents. The Improvements that have been recommended for the pool include:

- Increased deck space
- Increased shade
- More seating and seating types
- Space for eating
- Improved experience and efficiency of swim meets
- Ease of access to bathhouse
- Bathhouse facilities that are gender neutral and usable by parents with small children and bathers requiring assistance by an aid.
- Provide access to the spray deck during pool use.

Spring 2022 Programming Summary

During the spring of 2022, the Gath Working Group has met with multiple stakeholder groups, and City Commissions to focus the programming and identify areas of further study as the project advances.

The City has engaged Weston & Sampson to design field and park improvements to Albemarle Park. The pool design team has met with Weston & Sampson to coordinate the pool improvements.

Meetings

The Gath Working Group held the following meetings part of the pool programming:

Community Meeting 1	September 23rd, 2021
Community Meeting 2	October 28th, 2021
Community Meeting 3	December 2nd, 2021
Community Meeting 4	January 25th, 2022
Conservation Commission Project Update	January 6th, 2022
Commission on Disabilities Project Update	March 14th, 2022
Parks + Recreation Commission Project Update	February 28th, 2022, and March 21st, 2022
Design Review Committee Project Update	April 13th, 2022
Friends of Albemarle:	January 21st, 2022
	April 1st, 2022
	April 29th, 2022
Newton Bluefish	February 28th, 2022 and April 26th, 2022
LGBTQ+	February 28th, 2022
55+ Recreation Group	February 28th, 2022
Disability Community	March 7th, 2022
Community Meeting 5	May 3, 2022

Items for Additional Study

As the project advances into future design phases, the following items will be studied and developed;

- Traffic
- Drop off and Pick-up
- Parking
- Storm Water Storage
- Accessibility
- Conservation measures
- Flood zone measures
- Sustainability
- School and athletic field usage and needs

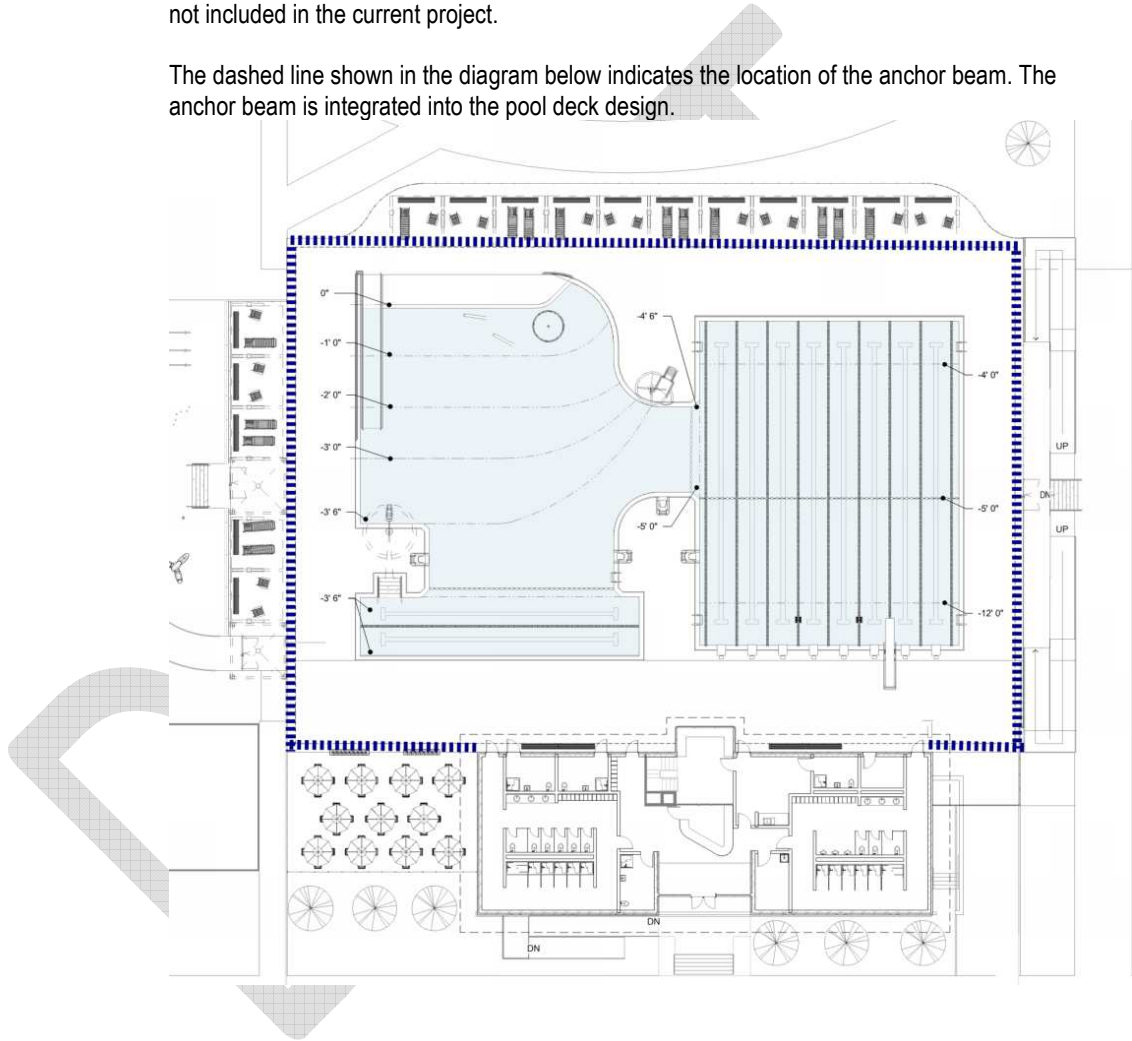
Indoor Pool

During early meetings, the need for an indoor pool in the City was identified. Rebuilding the Gath Pool as an indoor pool was discussed. The following is the status of an indoor pool.

The City has placed a feasibility study of an indoor pool on the Capital Improvement Plan.

Consider placing an air-supported structure, commonly referred to as a “bubble”, at the Gath Pool in the future. As part of the current project, a perimeter anchor beam will be incorporated into the redesign to eliminate removal and reconstruction of the pool decks in the event a bubble is added in the future. Modifications to the bathhouse and infrastructure required to support a “bubble” are not included in the current project.

The dashed line shown in the diagram below indicates the location of the anchor beam. The anchor beam is integrated into the pool deck design.



Friends of Albemarle
c/o Cedar Pruitt, President
2 Wyoming Road
Newton MA 02460

June 6, 2022

To the Community Preservation Committee,

Thank you for considering an investment in the citywide asset and community resource that is Gath Pool. We advocate for moving forward rapidly with this needed project which impacts all of Newton.

Our nonprofit organization, Friends of Albemarle, which we launched in January 2021 and established our 501(c)3 status with Gath Pool restoration as the leading priority, represents all 8 wards of the city. We now surpass 450 members and continue to represent Newton broadly, featuring a roster of multiple elected officials including more than half of City Council, with members eager to champion Gath Pool as an indisputably city-wide asset.

Gath Pool has a significant impact on the daily life and health of our community and is failing. If we don't address this issue now, the time may come when we can't use it at all.

We have met approximately monthly with Newton Parks and Recreation, working on solutions for Gath Pool as well as the athletic fields, and heard from many community members over the past two years. The support of the CPC is crucial to replacing this 55+-year-old pool so that Newton can retain an outdoor pool that serves the community.

This community resource plays a vital role in keeping users cool, healthy and engaged, especially our most at-risk populations, and especially as we look ahead to hotter summers. From our youngest toddlers learning to swim—a crucial life-saving skill—to our seniors who use the pool as a therapeutic and community space, this pool matters so much to so many in Newton.

In addition, Newton's top-ranked championship swim team, the Newton Bluefish, would be unable to compete in the summer without the use of Gath Pool. A two-day regional competition for the Summer Suburban League has been held at Gath Pool for decades and is a summer highlight for many families from numerous surrounding towns.

We would be remiss if we didn't point out that the Gath Pool is a pulse point of Newton. Friendships are made, connections formed, and community built all summer long. It provides a safe and healthy outdoor recreation option for our community teens, not to mention jobs for many of them. As a low-cost facility that serves all members of our community, Gath Pool is an

equitable feature of our town and a great equalizer, especially for those who don't have their own pools, or the ability to join private clubs.

We believe that Newton should have robust swim facilities that include all-day use of the Gath outdoor pool during the late spring, summer and early fall, as a renovation could potentially extend the season of the pool. A functional bathhouse will be an asset for the entire park all year round, from concession stands to bathroom facilities during sporting events.

Given the age of the pool and its state of disrepair, it is a race against time to keep this vital community asset afloat. With careful planning and your financial help, it is a race we can win.

Sincerely,
Friends of Albemarle
<https://friendsofalbemarle.org>
450+ Newton residents

Cedar Pruitt, President
cpruitt@gmail.com
2 Wyoming Road Newton MA 02460

Jacqueline Freeman, Secretary
freeman.jac@gmail.com
29 North Street, Newton, MA 02460

Megan Anapolle, Treasurer
megananapolle@yahoo.com
88 Central Ave Newton MA 02460

CITY OF NEWTON

IN CITY COUNCIL

DRAFT

ORDERED:

That, in accordance with the recommendation of the Community Preservation Committee through its Chair, Jennifer Molinsky, the Programs & Services Committee through its Chair Josh Krintzman and the Finance Committee through its Chair Rebecca Walker Grossman, the appropriation of four hundred eighty-six thousand five hundred dollars (\$486,500) in Community Preservation Act funding from the FY23 Unrestricted Funds to the control of the Planning & Development Department to complete Phase II of the Gath Memorial Renovation Project, including the completion of construction and bidding documents, project permitting, and any other work necessary to make the project “shovel-ready” be and is hereby approved as follows:

FROM:	CPA Unrestricted Budgeted Reserves (58R10498-579000)	\$486,500
TO:	Gath Pool Renovation Phase 2 (58D60213-530100)	\$486,500

Under Suspension of Rules
Readings Waived and Approved
DRAFT

(SGD) CAROL MOORE
City Clerk

(SGD) RUTHANNE FULLER
Mayor

Date: _____



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

Telephone
(617) 796-1100
Fax
(617) 796-1113
TDD/TTY
(617) 796-1089
Email
rfuller@newtonma.gov

August 1, 2022

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

To the Honorable City Councilors:

I am pleased to reappoint Shawn Murphy, of 11 Morrill Street, West Newton 02465 as a Constable for the City of Newton. His term of office shall expire September 15, 2025 and his appointment is subject to your confirmation.

Thank you for your attention to this matter.

Warmly,

Ruthanne Fuller
Mayor

RECEIVED
2022 AUG - 1 PM 1:21
CITY CLERK
NEWTON, MA. 02459

Application Form

Profile

Shawn _____ Murphy _____
First Name Middle Initial Last Name

_____ _____
Email Address

11 Morrill Street _____
Home Address Suite or Apt

West Newton _____ MA _____ 02465 _____
City State Postal Code

What Ward do you live in?

Ward 3

_____ _____
Primary Phone Alternate Phone

City of newton _____ Firefighter _____
Employer Job Title

Which Boards would you like to apply for?

Constables: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

Assisting the public, I have tried to upload my resume and it won't let me

Upload a Resume

**Shawn
Murphy**
Newton Fire Dpt.
lieutenant

11 Morrill street
Newton, Mass 024
[REDACTED]

Experience

NFD Rescue 1/ Lieutenant
Jan,2017-Present
Supervise the daily operations and training of a rescue company.
Search and Rescue function. Technical rescue function.

DFS/ Hazardous Materials technician
Oct 2019- Present
Haz-Mat Tech for District 2

FEMA MATF1/ Rescue Specialist
January 2016 - Present
Responsible for performing the rescue function of the Task Force team
during deployments, training and operations.

NFD Fire Prevention/Lieutenant
2008-2010
Performing plan reviews and on site sign offs and inspections.
Enforcing state codes and local ordinances.

Newton Fire Department
Nov. 2000 - Present
Various assignments

Education

Waldorf University/ Master's Degree
2014-2017
MA Organizational Leadership/Fire Rescue Executive Leadership

Waldorf University/ Bachelor's Degree
2012-2014
B.S. in Fire Science Administration, Magna Cum Laude

Middlesex Community College/ Associates
2002-2005
A.S. in Fire protection and Safety Technology

CONSTABLE BOND

Bond No.: S-924827

KNOW ALL MEN BY THESE PRESENTS, That we,

Shawn T Murphy

of 11 Morrill Street

West Newton

MA 02465

as Principal and

NGM Insurance Company

of 55 West Street

Keene NH 03431-7000

as Surety are held bound unto the

City of Newton

in the full and just sum of

Five Thousand and 00/100 Dollars

(\$5,000)

to the payment of which sum well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Whereas, the above bounded Principal has been appointed as Constable for

City of Newton

NOW, THEREFORE, if the said Principal shall faithfully perform all duties of his said office in the service of all Civil Processes which may be committed to him during the term of which he has been Elected or Appointed, then this obligation shall be null and void; otherwise to remain in full force and effect.

This bond shall be effective on 7/1/2022 and expire on 7/1/2025.

SIGNED, sealed and dated June 23, 2022

Shawn T Murphy

Principal

By: 

Shawn T Murphy

NGM Insurance Company

Surety

BY: 

D.O. Smith

Attorney-in-Fact





NGM INSURANCE COMPANY
A member of The Main Street America Group

POWER OF ATTORNEY

S-924827

KNOW ALL MEN BY THESE PRESENTS: That NGM Insurance Company, a Florida corporation having its principal office in the City of Jacksonville, State of Florida, pursuant to Article IV, Section 2 of the By-Laws of said Company, to wit:

"SECTION 2. The board of directors, the president, any vice president, secretary, or the treasurer shall have the power and authority to appoint attorneys-in-fact and to authorize them to execute on behalf of the company and affix the seal of the company thereto, bonds, recognizances, contracts of indemnity or writings obligatory in the nature of a bond, recognizance or conditional undertaking and to remove any such attorneys-in-fact at any time and revoke the power and authority given to them."

does hereby make, constitute and appoint D O Smith its true and lawful Attorney-in-fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed bond number S-924827 dated July 1, 2022, on behalf of **** Shawn T Murphy **** in favor of City of Newton for Five Thousand and 00/100 Dollars (\$ 5,000) and to bind NGM Insurance Company thereby as fully and to the same extent as if such instrument was signed by the duly authorized officers of NGM Insurance Company; this act of said Attorney is hereby ratified and confirmed.

This power of attorney is signed and sealed by facsimile under and by the authority of the following resolution adopted by the Directors of NGM Insurance Company at a meeting duly called and held on the 2nd day of December 1977.

Voted: That the signature of any officer authorized by the By-Laws and the company seal may be affixed by facsimile to any power of attorney or special power of attorney or certification of either given for the execution of any bond, undertaking, recognizance or other written obligation in the nature thereof; such signature and seal, when so used being hereby adopted by the company as the original signature of such officer and the original seal of the company, to be valid and binding upon the company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, NGM Insurance Company has caused these presents to be signed by its Vice President, General Counsel and Secretary and its corporate seal to be hereto affixed this 7th day of January, 2020.

NGM INSURANCE COMPANY By: *Kimberly K. Law*



Kimberly K. Law
Vice President, General Counsel and Secretary

State of Florida,
County of Duval

On this 7th day of January, 2020, before the subscriber a Notary Public of State of Florida in and for the County of Duval duly commissioned and qualified, came Kimberly K. Law of NGM Insurance Company, to me personally known to be the officer described herein, and who executed the preceding instrument, and she acknowledged the execution of same, and being by me fully sworn, deposed and said that she is an officer of said Company, aforesaid: that the seal affixed to the preceding instrument is the corporate seal of said Company, and the said corporate seal and her signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company; that Article IV, Section 2 of the By-Laws of said Company is now in force.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed by official seal at Jacksonville, Florida this 7th day of January, 2020.

Lois K. Pentz



I, Nancy Giordano-Ramos, Vice President of NGM Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said Company which is still in force and effect. IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Company at Jacksonville, Florida this 23rd day of June, 2022.

Nancy Giordano-Ramos



WARNING: Any unauthorized reproduction or alteration of this document is prohibited.

TO CONFIRM VALIDITY of the attached bond please call 1-800-225-5646.

TO SUBMIT A CLAIM: Send all correspondence to 55 West Street, Keene, NH 03431 Attn: Bond Claims.