



Finance Committee Agenda

City of Newton In City Council

Monday, February 11, 2019

7:00 PM
Room 211

Note: The Committee will join the Zoning & Planning Committee at 7 PM in the Council Chamber for the discussion of the Washington Street Corridor Action Plan.

Items scheduled for discussion:

#60-19 **Appointment of Michelle Pizzi O'Brien as Director of Human Resources**
HER HONOR THE MAYOR appointing MICHELLE PIZZI O'BRIEN as DIRECTOR OF HUMAN RESOURCES pursuant to Sec. 3-3 of the City Charter (30 days: 03/06/19).

#46-19 **Submittal of the CAFR, and external audit reports**
COMPTROLLER transmitting the Comprehensive Annual Financial Report and external audit reports for fiscal year ending June 30, 2018 for City Council review/acceptance.

Chair's Note: The Committee will review the June 30, 2018 Independent Financial Audit Report with Matt Hunt of Clifton, Larson, Allen, LLC, the City's independent auditor. Please bring the Management Letter, GAO and OMB A-133 Reports, and the Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2018 that you received in the packet. The reports can also be found online at: <http://www.newtonma.gov/gov/comptroller/new.asp>

#61-19 **Rescind the acceptance of Section 22F of MGL Chapter 40**
COUNCILOR GENITILE requesting rescission of the acceptance of Section 22F of Mass General Law Chapter 40 which authorizes certain municipal boards and officers to fix reasonable fees for the issuance of certain licenses, permits, or certificates, as provided therein.

#62-19 **Authorize \$51,168.77 to settle claims against the City**
HER HONOR THE MAYOR requesting authorization to appropriate and expend fifty-one thousand one hundred sixty-eight dollars and seventy-seven cents (\$51,168.77) for full and final settlement of the claims by Roger Counts against the City.

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.

- #63-19 Authorization to expend Byrne Memorial Justice Assistance Grant of \$19,741.60**
HER HONOR THE MAYOR requesting authorization to accept and expend the Edward J. Byrne Memorial Justice Assistance Grant in the amount of nineteen thousand seven hundred forty-one dollars and sixty cents \$19,741.60. [11/17/16 @12:56 PM]
- #64-19 Authorization to expend a US Food and Drug Administration Grant of \$20,000**
HER HONOR THE MAYOR requesting authorization to accept and expend a twenty thousand dollars (\$20,000) grant from the United States Food and Drug Administration for the Newton Food Safety Training Video Project.
- #65-19 Authorization to expend a US Food and Drug Administration Grant of \$3,000**
HER HONOR THE MAYOR requesting authorization to accept and expend a three thousand dollars (\$3,000) grant from the United States Food and Drug Administration for Environmental Health Specialist training.
- #66-19 Authorization to expend a US Food and Drug Administration Grant of \$4,000**
HER HONOR THE MAYOR requesting authorization to accept and expend a four thousand dollars (\$4,000) grant from the Massachusetts Housing Finance Authority to support the activities of the Hoarding Task Force.
- #534-18(2) Amend Council Order #534-18 by changing the funding source to Free Cash**
COMPTROLLER requesting Council Order #534-18 be amended by changing the funding source of twenty-eight thousand eight hundred four dollars (\$28,804) received from the State as reimbursement for McKinney-Vento Homeless Student Transportation from Revenue – 2018 to Free Cash.

Referred to Public Facilities and Finance Committees

- #67-19 Approve a \$500,000 for snow and ice removal**
HER HONOR THE MAYOR requesting authorization to transfer the sum of five hundred thousand dollars (\$500,000) from the Budget Reserve – Snow and Ice Removal Account to the following accounts:

Rental - Vehicles (0140110-5273).....	\$350,000
Regular Overtime (0140110-513001).....	\$150,000

All other items before the Committee will be held without discussion.

Respectfully submitted,
Leonard J. Gentile, Chair



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

#60-19

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

January 23, 2019

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

RECEIVED
NEWTON CITY CLERK
2019 JAN 28 AM 10:56
DAVID A. CROSBY, CLERK
NEWTON, MA 02459

Honorable City Councilors,

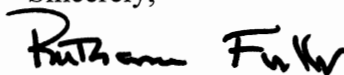
I write to request that your Honorable Council approve the appointment of Michelle Pizzi O'Brien as the City's Director of Human Resources.

Ms. Pizzi O'Brien has deep experience with labor relations and employee relations. She has served as the Director of Human Resources for the Town of Norwood since 2006 where she built their Human Resources Department and town-wide personnel functions from the ground up. She managed collective bargaining, implemented town-wide training programs, oversaw health insurance and other employee benefit programs, and developed best practice and personnel policies and procedures. Before her role with Norwood, Pizzi O'Brien worked in the Human Resources Bureau for the Massachusetts Department of Revenue and began her career in the City of Waltham's Human Resources Department as a Personnel Coordinator. As a result, she has a strong set of skills and the deep experience and leadership qualities needed to lead this critical department.

Ms. Pizzi O'Brien also holds a Bachelor of Arts degree from Regis College in Weston and a Masters in Public Administration from Boston's Northeastern University. In addition to her education and experience, she is also very active in many professional associations including being a member of the Board of Directors for the Massachusetts Municipal Personnel Association. Ms. Pizzi O'Brien also has deep personal connections to Newton as it was the community her mother and family immigrated to in the 1960s as new Americans, where her parents met and were later married in 1975, and where she spent her youth visiting her grandparents in the Village of Auburndale.


Michelle Pizzi O'Brien not only brings solid experience and a personal connection to Newton, she also has wonderful personal qualities as well. She is warm, positive and energetic. She cares deeply about employees and believes in public service. She knows how to collaborate and to lead simultaneously, an unusual quality. I am excited to partner with her and expect, with your approval, for her to begin March 11th.

Thank you for your consideration of this matter.

Sincerely,

Mayor Ruthanne Fuller



MICHELLE PIZZI O'BRIEN
M.P.A.

 [linkedin.com/in/michelle-pizzi-o'brien-mpa-ba6a596](https://www.linkedin.com/in/michelle-pizzi-o'brien-mpa-ba6a596)

 twitter.com/michellepizzi

PROFILE

Professional Human Resources Director with a deep understanding of public administration and a strong commitment to public service. Creative leader dedicated to collaboration and team building. Highly skilled in all areas of public human resources management. Skills are coupled with the positive attitude and energy needed to create and support a dynamic team of public servants.

SKILLS & ABILITIES

- ✓ Dedication to Public Service
- ✓ Labor/Employee Relations
- ✓ Budget Development and Management
- ✓ Team Building
- ✓ Conflict Resolution
- ✓ Experienced Trainer
- ✓ Benefits Administration
- ✓ Strategic Planning
- ✓ Succession Planning
- ✓ Policies and Procedures

EXPERIENCE

TOWN OF NORWOOD, NORWOOD MA DIRECTOR OF HUMAN RESOURCES 2006 TO PRESENT

- Direct the strategic and transactional human resources function for all union and nonunion employees for a community of over 29K residents and budget of approximately \$186M.
- Negotiated a \$2.2M reduction in health insurance and successfully transferred over 2200 lives to health insurance coverage through the *Commonwealth of Massachusetts Group Insurance Commission*.
- Successfully built the Human Resources Department from a one-person department with no independent budget, to a multi-member department with a combined budget of over \$15M, making the HR function part of the executive administration team.
- Management representative for the Board of Selectmen and General Manager in all collective bargaining and labor relation matters. Represent the employment and financial interest of the town while also maintaining excellent and collaborative relationships with union representation.
- Facilitated the strategic hiring of major department heads including the General Manager, Chief of Police, Chief of Fire, Chief Financial Officer, Treasurer/Collector, Public Health Director, Community and Economic Development Director and many other management and key staff roles (see hr.norwoodma.gov 2017 Human Resources Town Report).
- Manage employee benefits program for more than 850 eligible employees and 600 retirees with a FY19 budget of \$14M.
- Implemented and conducted a wide spectrum of training programs for managers and employees on various topics such as Harassment, Professional Conduct, Customer Service, Leadership, Team Building, the "Work/Life" Balance, Diversity and Inclusion, and more.
- Implemented wellness initiatives tallying up thousands of hours of healthy activity by General Government and School Department employees.
- Developed, negotiated and implemented over 30 best practice and personnel policies and procedures town wide (visit hr.norwoodma.gov under *Personnel Policies*)
- Updated employee classification and compensation program instituting performance metrics and targeted research to have compensation package reflect current market and provide for internal equity. Implemented Point Factor classification review system.
- Town of Norwood liaison to the Ethics Commission, conducting training and ensuring compliance yearly.
- Counsel management staff and employees on a regular basis, resulting in remarkable relationships internally and externally.
- Manage all compliance efforts as it relates to employment law, safety standards, and other related areas including, but not limited to, Sexual Harassment, Conflict of Interest, Pay Equity, HIPPA, ADA, DOT regulations, Civil Service, Employment Eligibility, Pregnant Worker's Fairness Act, etc.
- Committed to my duty to the public, and to the advancement of ethics and professionalism in public administration.

LEADERSHIP

Massachusetts Municipal Personnel Association (MMPA)

Board of Directors
Membership Committee Chair
Regular contributor and presenter

International City/County Management Association (ICMA)

Active Member
Contributing Department Manager and Community host to two fellows through the Young Southeast Asia Learning Initiative (YSEALI)

Massachusetts Collectors/Treasurers Association (MCTA)

Volunteer presenter and trainer
Conducted presentations, training seminars and classes at the annual Amherst Treasurers School, annual conferences and regional conferences

Society for Human Resources Management (SHRM)

Active Member
SHRM-SCP exam in May 2019

Northeast Human Resources Association (NEHRA)

Active member, invited to present at the 2019 Annual NEHRA Conference

International Public Management Associations for Human Resources (IPMA-HR)

Active member
IPMA-SCP exam February 2019

National Public Employer Labor Relations Association (NPELRA)

Active Member

Massachusetts Commission Against Discrimination (MCAD)

Certified investigator and trainer
Completed the *Train-the-Trainer* Program

DEPARTMENT OF REVENUE, BOSTON MA

HUMAN RESOURCES BUREAU

PERSONNEL ADMINISTRATOR/HR SUBJECT SPECIALIST 2004 TO 2006

- Served as Human Resources Bureau subject specialist in the area of FMLA and leave administration, coordinating medical leaves for a major state department.
- Coordinated agency wide audit as part of a union settlement agreement requiring the granting of creditable previous service toward the calculation of vacation accruals for over 1500 employees.
- Provided employee and management counseling relating to leave administration and reasonable accommodations.
- Provided guidance and recommendations to ensure benchmark HR practices to address the needs of employees while meeting the goals and obligations of the agency.

CITY OF WALTHAM, WALTHAM MA

HUMAN RESOURCES DEPARTMENT

PERSONNEL COORDINATOR/HR POLICY RESEARCH 2001 TO 2004

- Provided day-to-day human resources assistance in a fast paced department for a large municipal organization.
- Acted as the department policy research analyst, researching employment policy, working with city solicitors on development, and with managers and employees on implementation.
- Assisted the management team with the hiring of hundreds of employees consistent with Civil Service procedures and municipal recruitment practices.
- Created and developed a full employee orientation process updating benefits to reflect competitive package.

EDUCATION

NORTHEASTERN UNIVERSITY, BOSTON MA

Master of Public Administration

REGIS COLLEGE, WESTON MA

Bachelor of Arts in Political Science

VOLUNTEER WORK

Volunteer Reader for the *Read Across America* program

Parent/Teacher Association, Prescott School, Norwood

Boy Scouts of America, volunteer and contributing parent

Norwood Recreation community events program volunteer

Volunteer host to ICMA YSEALI Management Fellows

Supported training in public personnel administration for Pakistani government officials through the Massachusetts Municipal Association

CITY OF NEWTON

DOCKET REQUEST FORM

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

To: Clerk of the City Council

Date: 01-22-18

From (Docketer): Councilor Gentile

Address: _____

Phone: _____

E-mail: _____

Additional sponsors: _____

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

Requesting rescission of the acceptance of the provisions of Section 22F of MGL Chapter 40 which authorizes certain municipal boards and officers to fix reasonable fees for the issuance of certain licenses, permits, or certificates, as provided therein.

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

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

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

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

4. This item should be taken up in committee:

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

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

PLEASE FILL OUT BOTH SIDES

#168-01
(#411-99(2))

CITY OF NEWTON
IN BOARD OF ALDERMEN

July 9, 2001

ORDERED:

That, in accordance with the recommendation of His Honor the Mayor and the Finance Committee through its Chairman Ald. Paul E. Coletti, the City of Newton hereby accepts the provisions of §22F of MGL Chapter 40, which authorizes certain municipal boards and officers to fix reasonable fees for the issuance of certain licenses, permits, or certificates, as provided therein.

Under Suspension of Rules
Readings Waived and Adopted
21 yeas 0 nays 2 absent (Ald. Ciccone and M. Lipof)
1 vacancy

EXECUTIVE DEPARTMENT
Approved: July 11, 2001



(SGD) EDWARD G. ENGLISH
City Clerk



(SGD) DAVID B. COHEN
Mayor

RECEIVED
JUL 26 2001
MAYOR'S OFFICE



David B. Cohen
Mayor

City of Newton, Massachusetts
Office of the Mayor

#168-01
#169-01
#173-01

Telephone
(617) 552-7100
Telefax
(617) 965-6885
E-mail

Dcohen@ci.newton.ma.us

May 1, 2001

2001 MAY -4 PM 4:32
CITY CLERK
NEWTON, MA 02159

Honorable Board of Aldermen
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to increase fees for several departments to meet essential personnel and service needs for Fiscal Year 2002.

An attached schedule outlines existing and proposed revised fees in the Inspectional Services Department for electrical, gas, and plumbing permits and for Zoning Board of Appeals application fees.

I estimate that the increased revenues from these fees will be approximately \$125,000 in Fiscal Year 2002. I have included several items in the FY02 operating budget that will be paid for with this revenue. I have added funding to the Inspectional Services Department for a half time plumbing inspector to assist with the tremendous workload in the department. Additionally, these new revenues will allow the department to fill the Chief Building Inspector position, formerly held by the current Commissioner, Mark Gilroy, and to promote a current Building Inspector to the position of Senior Building Inspector. These fees have not been raised in the past 20 years, and the burden on the taxpayers to support the inspection activities of the Department has increased. These increases will help to correct that imbalance. Absent these fee increases, the changes outlined above cannot occur, plus an addition \$40,000 will be necessary.

I also respectfully request that your Honorable Board accept the provisions of Section 22F of Chapter 40 of the Massachusetts General Laws (attached). Your Honorable Board and I have twice petitioned the General Court to enact special legislation to empower the City of Newton to set fees for municipal lien certificates and similar instruments by ordinance. The legislature has not acted favorably on those petitions and seems unlikely to in time for increasing fees for the Fiscal Year 2002 budget. I, therefore, ask your Honorable Board to accept the provisions of Section 22F of Chapter 40, which will allow

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.ci.newton.ma.us

#168-01
#169-01
#173-01

department heads to "fix reasonable charges to be paid for any services rendered or work performed by the city."

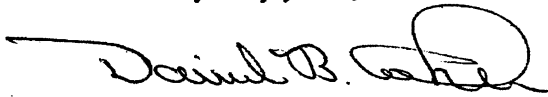
If you Honorable Board accepts this section, I will ask the Collector/Treasurer to submit a proposal to increase the fee for municipal lien certificates and other similar instruments, starting July 1, 2001. I will report his recommendations to you. Furthermore, in the future, I will not ask other department heads for fee increase recommendations without submitting those increases for your review. I have also asked the opinion of the City Solicitor, who opines that after three years from the effective date of acceptance, if future a Board of Aldermen were displeased with fee increases implemented by department heads, such Board could rescind acceptance of this section. I estimate the additional income from fee increases in the Collector/Treasurer's Department to be \$50,000 in Fiscal Year 2001. These funds will be used to properly fund overhead costs for researching and producing municipal lien certificates.

Recently changes in state regulations have mandated different types and intensities of inspections for food service establishments. Additionally, new regulations of tattoo and other body art businesses require new inspections. I, therefore, respectfully request that your Honorable Board adopt the fee increases outlined in the attached memorandum from David Naparstek, the Commissioner of Health.

Finally, I recommend that your Honorable Board amend Section 19-191 of the Revised Ordinances to provide for doubling the parking meter fee for short-term (one hour meters) on-street parking. The effect of this increase would that on-street short-term parking will cost 50¢ per hour. I estimate the increased revenue from this source would be approximately \$271,000. These funds will enable us to provide the resources to be used for the City's transportation program. Details of the transportation program will be outlined in a forthcoming memorandum from Mike Kruse, the Planning Director.

Thank you for your consideration of this matter.

Very truly yours,



David B. Cohen
Mayor

DBC: smp

#62-19



RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

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(617) 796-1100

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(617) 796-1113

TDD
(617) 796-1089

E-mail
rfuller@newtonma.gov

January 28, 2019

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

Councilors:

I write to request that your Honorable Council docket for consideration a request to authorize the appropriation of \$51,168.77 from Account # 0110893-5725 Law Department Claims and Settlements Account as full and final settlement of the claims by Roger Counts against the City of Newton.

Thank you for your consideration of this matter.

Sincerely,

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

Ruthanne Fuller
Mayor

RECEIVED
CITY OF NEWTON
2019 JAN 28 PM 5:56
CITY OF NEWTON



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

RUTHANNE FULLER
MAYOR

RECEIVED
NEWTON CIVIC CENTER
2019 JAN 28 PM 4:07
January 28, 2019

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

Councilors:

I write to request that your Honorable Council docket for consideration a request to authorize the acceptance and appropriation of a grant in the amount of \$19,741.60 from the Governor's "Local Law Enforcement Equipment and Technology" grant opportunity from the Edward Byrne Memorial Justice Assistance Grant Program.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor



City of Newton Police Department



TELEPHONE
(617) 796-2101
FAX # (617) 796-3679

Office of the Chief of Police

HEADQUARTERS
1321 WASHINGTON STREET
NEWTON, MASSACHUSETTS 02465

DAVID L. MACDONALD
CHIEF OF POLICE

February 8, 2019

Honorable City Council
Newton City Hall
1000 Commonwealth Ave.
Newton, Ma. 02459

Re: Local Law Enforcement Equipment and Technology Grant.

Dear Newton City Councilors,

Through the Governor's Safer Communities Initiative, money became available this fall for municipal police agencies to seek a grant award for law enforcement related equipment and technology for up to \$20,000. Due to the contemporary reality of active shooters in our society, there had been much dialogue within the Newton Police department prior to this opportunity about upgrading out tactical equipment. As a group, we decided to apply to upgrade the ballistic helmets and plate carriers that are assigned to every frontline cruiser. The men and women who operate these cruisers would be the first officers called upon in such a scenario. They are deserving of having equipment that can give them confidence.

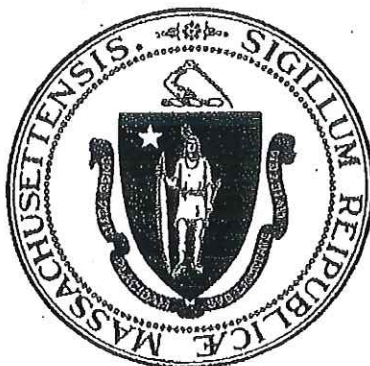
We are grateful to the Executive office of Public Safety and Security for considering our application and awarding us \$19,741.60. This money represents the vast majority of the \$21,375.90 that we will need to replace the older gear in all frontline Patrol and Patrol Supervisor cars.

Respectfully,

David L. MacDonald
Chief of Police



**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research
Availability of Grant Funds**



Governor's Safer Communities Initiative

***Local Law Enforcement
Equipment and Technology Grant Opportunity***

**Charles Baker
Governor**

**Karyn Polito
Lieutenant Governor**

**Daniel Bennett
Secretary**

**Angela Davis
Executive Director**

Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants & Research

Governor's Safer Communities Initiative
Availability of Grant Funds
Edward J. Byrne Memorial Justice Assistance Grant Program

Local Law Enforcement Equipment and Technology Grant Opportunity

~~Due Wednesday, October 17, 2018~~

Introduction

The Executive Office of Public Safety and Security's (EOPSS) Office of Grants and Research (OGR) will make available approximately \$1,000,000 from the Edward J. Byrne Memorial Justice Assistance Grant (JAG) Program for local units of government/Police Departments to competitively solicit one-time federal funding to address local law enforcement equipment and technology related needs. Priority will be given to Departments proving greatest need AND propose items that will enhance overall law enforcement officer safety or enhance school safety.

Applicant Eligibility

Only a Police Department from a Massachusetts municipality (local unit of government) is eligible to apply. Both the Chief Executive Officer (Mayor, City Manager, or Town Administrator) and Police Chief/Commissioner of the municipality seeking a grant award must sign and date the application being submitted. Applications received without the required signatures will be deemed invalid and will NOT be considered for an award. Only (1) application per municipality is permitted for consideration of funding.

Federal Award Background

The Edward J. Byrne Memorial JAG Program, administered by the U.S. Department of Justice, Bureau of Justice Assistance, and authorized under Public Law 109-162, is the leading source of federal justice funding to state and local jurisdictions. The JAG Program provides Massachusetts and other states, tribes, and local governments with critical funding to support a range of program areas including law enforcement, prosecution and court, prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, and technology improvement, and crime victim and witness initiatives. The EOPSS/OGR is the State Administering Agency (SAA) for JAG funds awarded to the Commonwealth of Massachusetts.

The JAG Program Law requires that states *pass-through* a federally predetermined percentage of funds to local units of government and has additional requirements for funds that must be allocated specifically for what are known as *variable less than \$10,000 jurisdictions*. This AGF will permit Massachusetts to meet its federally mandated *variable pass-through* obligation.

Contents of this AGF

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I. Important Highlights

Key Dates

Application Posted: On or about Monday, September 24th, 2018

Applications Due: Wednesday, October 17th, 2018 by 4:00 pm

Anticipated Award Announcements: On or about Thursday, November 1st,

2018 Anticipated Grant Period: November, 2018 through February 28th, 2019

Purpose

This grant opportunity is designed for municipal police departments that can demonstrate greatest need for law enforcement related equipment and technology deemed instrumental for not only combating crime but for increasing officer safety and/or enhancing the safety and security of the perimeters within or around one's public school building(s).

Our nation's law enforcement officers constantly face extraordinary new challenges with often very limited resources. They are our country's front line in the fight against crime and perform such duty with the upmost integrity, skill and dedication. At EOPSS, we believe it is imperative that the Commonwealth continue do all that it can to outfit our officers with the latest technology and equipment resources available to not only protect our communities but to protect those who protect and serve us each and every day.

Equally important is protecting our children and youth at our schools from random acts of violence. It is impossible to stop every type of situation but we can do more to prevent or minimize such acts by providing law enforcement departments with the financial resources needed to assist their local public schools with addressing previously identified needs and gaps by supplying the district with equipment and technology to better secure the school premise(s) and building(s).

For the purpose of this competitive grant opportunity, funding will be prioritized for proposals that seek to address the critical safety needs that enhance protection and safety for our law enforcement officers (bulletproof vests, tasers, interoperable radios, etc.) and/or prioritized for proposals that address the school safety and security needs of a district (cameras to be installed at entryways, metal detectors, emergency communication system, etc.).

Allowable Equipment and Technology Related Costs

Local Law Enforcement Departments may apply for up to \$20,000.00 in funding to address their equipment/technology needs. The following are some additional examples of the types of purchases allowable under this application process:

- Ballistic Resistant and Stab Resistant Body Armor (Bulletproof Vests)
- School Site Alarm and Protection Systems

- Metal detectors, surveillance video cameras;
- Fingerprint scanners, tasers and protective gear;
- **Interoperable communications;
- ***Systems upgrades (hardware/software), including potential upgrades necessary for local police departments to come into compliance with the FBI's UCR Redevelopment Project (UCRRP); and
- Vehicle laptop computers, license plate readers;

***Bulletproof Vests**-JAG funds may also be used to purchase vests for sworn law enforcement personnel that are currently not approved/participating in the federal Bulletproof Vest Partnership (BVP) Program. If a department has received reimbursement from the federal government for an officer's vest in the past 5 years, you may not seek JAG funding to purchase an additional vest for that same officer. Unlike BVP, JAG funds used to purchase vests do not require a 50 percent match. JAG funds can be used to pay for 100% of the cost of the vest purchased.

Vests purchased with JAG funds may be purchased at any threat level, make, or model from any distributor or manufacturer, as long as the vests have been tested and found to comply with the latest applicable National Institute of Justice (NIJ) ballistic or stab standards. In addition, vests purchased must be American-made. Information on the latest NIJ standards can be found at: <https://www.nij.gov/topics/technology/body-armor/pages/safety-initiative.aspx>

As is the case in BVP, grantees who wish to purchase vests with JAG funds must certify that law enforcement agencies receiving vests have a written "mandatory wear" policy in effect. This policy must be in place for at least all uniformed officers before any JAG funding can be used by the agency for vests. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty. A copy of a Department's mandatory wear policy must be submitted with this application. The certification must be signed by the certifying official and must be attached to the application. An example certification type related to a mandatory wear policy can be found at: <https://www.bja.gov/Funding/BodyArmorMandatoryWearCert.pdf>

****Interoperable Communications** -Grantees that are using JAG funds to support emergency communications activities (including the purchase of interoperable communications equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order) must ensure:

- Compliance with the *FY 2014 SAFECOM Guidance on Emergency Communications Grants* (including provisions on technical standards that ensure and enhance interoperable communications); and
- Adherence to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band.

In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations

for this particular grant. Grantees shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: <https://it.ojp.gov/GSP>. Grantees shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

Additional Interoperable Communications Compliance Requirements

Applications that request funds for *interoperable communications components*, such as the purchase of radios, or other communication system components are subject to an additional approval process per Massachusetts Executive Order 493, by the Statewide Interoperability Executive Committee (SIEC) or a representative thereof.

In order to receive approval to utilize JAG funds for *interoperable communications components*, a department must also complete and submit an additional document called "Interoperable Communications Investment Proposal" (ICIP) as part of this application process. The ICIP form is Attachment D.

*****Systems Upgrades**-JAG funding may be utilized in support of systems upgrades (hardware/software), including potential upgrades necessary for units of local government to come into compliance with the FBI's UCR Redevelopment Project (UCRRP). For more information on the UCRRP visit: <https://ucr.fbi.gov/crime-in-the-u.s/2010/crime-in-the-u.s.-2010/aboutucrmain>

Unallowable Costs

JAG Local Law Enforcement Equipment and Technology grant funds cannot be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Additionally, for the purposes of this application, JAG funds may not be used for any of the following:

- Personnel salary or benefits;
- Standard firearms or ammunition;
- Construction, office furniture, or other like purchases;
- Vehicles, vessels or aircraft including unmanned aerial vehicle/unmanned aircraft, aircraft system, or aerial vehicles (UA/UAS/UAV);
- Extended warranty above and beyond the cost of the item (after the contract end date).

II. Grant Compliance Details

Fund Disbursement

This is a cost reimbursement grant. Reimbursement requests will be submitted to OGR on a quarterly basis. Details about the reimbursement process will be addressed in greater detail after award notifications are made.

Subgrantee Requirements

Subrecipients must abide by the grant requirements below as well as all OGR Subrecipient Grant Conditions to be provided at the time of contracting.



The Commonwealth of Massachusetts
Executive Office of Public Safety & Security

Office of Grants & Research
Ten Park Plaza, Suite 3720
Boston, Massachusetts 02116

Tel: (617)725-3301

Fax: (617)725-0260

www.mass.gov/eops

Charles D. Baker
Governor

Daniel Bennett
Secretary

Karyn Polito
Lieutenant Governor

Angela F.F. Davis
Executive Director

November 1, 2018

David MacDonald, Chief
Newton Police Department
1321 Washington Street
Newton, MA 02465

Dear Chief MacDonald:

Congratulations! We are pleased to inform you that the **Newton Police Department** has been awarded **\$19,741.60** for the Governor's "Local Law Enforcement Equipment and Technology" grant opportunity from the Edward Byrne Memorial Justice Assistance Grant Program offered by the Executive Office of Public Safety and Security, Office of Grants and Research (OGR).

Additional correspondence, including all the necessary documents required to make this award official will be forthcoming from OGR.

In the meantime, if you have any questions, please feel free to contact Kevin Stanton at kevin.stanton@mass.gov or on the telephone at 617-725-3363.

Once again, congratulations on your award and we look forward to working with you and your community on this important public safety initiative.

Sincerely,

Handwritten signature of Charles D. Baker in black ink.

Governor Charles D. Baker

Handwritten signature of Karyn E. Polito in black ink.

Lieutenant Governor Karyn E. Polito



RUTHANNE FULLER
MAYOR

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

#64-19

Telephone
(617) 796-1100

Telefax
(617) 796-1113

TDD
(617) 796-1089

E-mail
rfuller@newtonma.gov

January 28, 2019

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

Councilors:

I write to request that your Honorable Council docket for consideration a request to authorize the acceptance and appropriation of a grant in the amount of \$20,000 from the U.S. Food and Drug Administration for the Newton Food Safety Training Video Project.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

RECEIVED
NEWTON CITY CLERK
2019 JAN 28 PM 4:07
Ruthanne Fuller
Newton, MA 02459

VOLUNTARY NATIONAL RETAIL FOOD
REGULATORY PROGRAM STANDARDS
(RETAIL STANDARDS) GRANT PROGRAM



December 3, 2018

Grant Number: G-MP-1810-06237
Project Title: Newton Food Safety Training Video Project
Award Value: \$20,000.00
Project Period: January 1, 2019 to December 31, 2019

Aimee Sullivan
City of Newton Health and Human Services
1000 Commonwealth Ave.
Newton, Massachusetts 02459

Dear Aimee Sullivan:

We have approved your application for Newton Food Safety Training Video Project as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of City of Newton Health and Human Services to the Association of Food and Drug Officials (AFDO).

As part of your application your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- **The grantee must complete the full scope of work and all tasks outlined in the approved grant application by December 31, 2019 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.**
- **Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.**
- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after December 31, 2019. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: http://afdo.org/fda_vnrfrps.

The amount of \$20,000.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a subaward under this AFDO grant. #64-19

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Steven Mandernach
Executive Director
Association of Food and Drug Officials
155 W. Market St.
3rd Floor
York, PA 17401

AFDO Programmatic Point of Contact:

Michael Turner
retailstandards@afdo.org
(850) 583-4593

Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Gerald Berg (gerald.berg@fda.hhs.gov)
Daniel Lukash (daniel.lukash@fda.hhs.gov)

#65-19



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

January 28, 2019

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

Councilors:

I write to request that your Honorable Council docket for consideration a request to authorize the acceptance and appropriation of a grant in the amount of \$3,000 from the U.S. Food and Drug Administration for Newton Environmental Health Specialist Training.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in cursive script that reads "Ruthanne Fuller".

Ruthanne Fuller
Mayor

RECEIVED
Ruthanne Fuller
2019 JAN 28 PM 4:07

VOLUNTARY NATIONAL RETAIL FOOD
REGULATORY PROGRAM STANDARDS
(RETAIL STANDARDS) GRANT PROGRAM



December 3, 2018

Grant Number: G-T-1810-06474

Project Title: Newton Environmental Health Specialist Training

Award Value: \$3,000.00

Project Period: January 1, 2019 to December 31, 2019

Aimee Sullivan
City of Newton Health and Human Services
1000 Commonwealth Ave.
Newton, Massachusetts 02459

Dear Aimee Sullivan:

We have approved your application for Newton Environmental Health Specialist Training as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of City of Newton Health and Human Services to the Association of Food and Drug Officials (AFDO).

As part of your application your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- **The grantee must complete the full scope of work and all tasks outlined in the approved grant application by December 31, 2019 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.**
- **Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.**
- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after December 31, 2019. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: http://afdo.org/fda_vnrfrps.

The amount of \$3,000.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a subaward under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact #65-19. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Steven Mandernach
Executive Director
Association of Food and Drug Officials
155 W. Market St.
3rd Floor
York, PA 17401

AFDO Programmatic Point of Contact:

Michael Turner
retailstandards@afdo.org
(850) 583-4593

Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Gerald Berg (gerald.berg@fda.hhs.gov)
Daniel Lukash (daniel.lukash@fda.hhs.gov)

#66-19



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

January 28, 2019

2019 JAN 28 PM 4:07

RECEIVED
CITY CLERK

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

Councilors:

I write to request that your Honorable Council docket for consideration a request to authorize the acceptance and appropriation of a grant in the amount of \$4,000 from the Massachusetts Housing Finance Authority (MassHousing) to support the activities of the Newton Hoarding Task Force.

Thank you for your consideration of this matter.

Sincerely,

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

Ruthanne Fuller
Mayor



Massachusetts Housing Finance Agency
One Beacon Street, Boston, MA 02108

TEL: 617.854.1000 |
FAX: 617.854.1091 | www.masshousing.com
Videophone: 857.366.4157 or Relay: 711

September 1, 2018

Pamela Weissman
Director of Social Services
City of Newton
1000 Commonwealth Avenue
Newton, MA 02459

Dear Ms. Weissman:

I am pleased to inform you that the City of Newton has been awarded \$4,000.00 to support the activities of the Newton Hoarding Task Force as described in the proposal submitted on August 8, 2018.

The terms of the attached Terms and Conditions govern the award to the City of Newton. By accepting payment of funds from MassHousing, you agree to be bound by the terms of the Terms and Conditions.

As stated in the Terms and Conditions, you must submit a brief progress report due February 28, 2019 and a final report due July 26, 2019. To receive payment, you must submit an invoice and supporting documentation to MassHousing. Reports and invoices should be submitted directly to:

Edward R. Chase
Community Services
MassHousing
One Beacon Street
Boston, MA 02108
echase@masshousing.com

All inquiries and notifications related to this award should be directed to me at 617-854-1094 or echase@masshousing.com. Thank you for your commitment to addressing hoarding in Massachusetts and your local community.

Sincerely,

Edward R. Chase, Community Services
MA Statewide Steering Committee on Hoarding

TERMS AND CONDITIONS

The following terms and conditions apply to the funds awarded to the Newton Hoarding Task Force (the "Program") in connection therewith by the Massachusetts Housing Finance Agency ("MassHousing") to the City of Newton (the "Contractor").

1. EMPLOYMENT OF CONTRACTOR

MassHousing agrees to engage Contractor and Contractor agrees to perform the services described in these Terms and Conditions.

2. AREA AND SCOPE COVERED

Contractor shall do, perform, and carry out, in a satisfactory and proper manner, various assignments relating to the matters identified in the Scope of Work described in Attachment A hereto and relating to such additional matters on which Contractor and MassHousing may agree. Contractor shall receive assignments primarily from Edward R. Chase. Contractor shall furnish all equipment necessary to perform the services specified herein. None of the work or services covered by these Terms and Conditions shall be subcontracted without the prior written approval of MassHousing.

3. PERSONNEL AND STATUS OF CONTRACTOR

- a. Contractor represents that it is an independent contractor and has, or will secure at its own expense, all personnel required in performing the services under the Program and these Terms and Conditions. The use of subcontractors by Contractor requires the approval of MassHousing.
- b. Contractor shall complete the services required hereunder according to its own lawful means and methods of work, which shall be in the exclusive charge and control of Contractor. Contractor shall be entirely and solely responsible for its acts and the acts of any individuals it employs or vendors with which it subcontracts while engaged in the performance of services hereunder. The parties further hereby acknowledge that Contractor's employees and subcontractors (if permitted by MassHousing) shall not be deemed to be employees of MassHousing by virtue of the Program or these Terms and Conditions, or actions of such employees and subcontractors in furtherance of either.

- c. Contractor shall have no right to bind MassHousing, transact any business in MassHousing's name or on MassHousing's behalf, or make any promises or representations on behalf of MassHousing, unless MassHousing authorizes Contractor to do so explicitly in connection with a particular matter. Neither Contractor nor its employees or subcontractors are to be considered agents or employees of MassHousing for federal tax or other purposes, and neither Contractor nor its employees or subcontractors are entitled to any of the benefits that MassHousing provides for its employees.
- d. All of the services required will be performed by Contractor or under its supervision, and all personnel engaged in the work shall be authorized under state and local law to perform such services.

4. TIME OF PERFORMANCE; TERM

The services of Contractor are to commence as soon as practicable after receipt of the award letter to which these Terms and Conditions are attached. The Program and these Terms and Conditions shall terminate on **June 30, 2019** unless extended by written agreement of the parties.

5. COMPENSATION

- a. Contractor agrees to perform all of the services in connection with the Program for an amount not to exceed **\$4,000.00**. Contractor shall perform no work in excess of the cost limitation set forth herein absent written authorization from MassHousing's designee to proceed with such work.
- b. Compensation shall be payable upon the submission of a payment voucher describing the services rendered and, if applicable, certifying to the hours worked, subject to the approval of MassHousing. Amounts paid pursuant to such vouchers shall constitute full and complete compensation and reimbursement for Contractor's services under the Program and these Terms and Conditions.

6. NON-DISCRIMINATION

There shall be no discrimination against an employee who is employed in the work covered by the Program and these Terms and Conditions, or against any applicants for such employment, because of race, color, religious creed, national origin, sex, sexual orientation, or ancestry. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for

training, including apprenticeship. Contractor shall insert a similar provision in all subcontracts for services covered by these Terms and Conditions.

7. TERMINATION OF PROGRAM

If, through any cause, Contractor shall fail to fulfill in a timely and proper manner its obligations under the Program, or if Contractor shall violate any of the covenants, agreements, or stipulations of these Terms and Conditions, MassHousing shall thereupon have the right to terminate the Program by giving written notice to Contractor of such termination and specifying the effective date thereof, which shall be at least five (5) days before the effective date of such termination. MassHousing may also terminate the Program without cause by giving notice to the Contractor of such termination at least thirty (30) days before the effective date of such termination. In the event of termination for cause or without cause, all finished or unfinished documents, data, studies, surveys, drawings, maps, models photographs, and reports prepared by Contractor shall, at the option of MassHousing, become its property, and Contractor shall deliver all such work product in its possession promptly to MassHousing. In the event of termination for cause or without cause, Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed up to date of the notice of termination. Notwithstanding the above, Contractor shall not be relieved of any liability to MassHousing for damages sustained by MassHousing by virtue of any breach of the Terms and Conditions by Contractor.

8. CHANGES

MassHousing may, from time to time, require changes in the scope of services of Contractor to be performed under the Program and these Terms and Conditions. Such changes, including any increase or decrease in the amount of Contractor's services and compensation, shall be incorporated in written amendments to these Terms and Conditions and Contractor's compensation shall be modified as mutually agreed upon by Contractor and MassHousing.

9. INTEREST OF MEMBERS OF MASSHOUSING AND OTHERS

No officer, member or employee of MassHousing and no member of its governing body and no other public official of the governing body of the locality or localities in which the Program is situated or being carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of these Terms and Conditions, shall (a) participate in any decision relating to the Program that affects its personal interest or the interest of any corporation, partnership, or association in which it is

directly or indirectly interested; or (b) have any interest, direct or indirect in the Program or the proceeds thereof.

10. INTEREST OF CONTRACTOR

Contractor may be considered a state employee or special state employee under the terms of the Conflict of Interest Statute, Chapter 268A, § 1 *et seq.*, and will take all necessary action, in connection with the provision of services hereunder, to avoid any conflict of interest as defined by such statute and applicable rules governing Contractor's professional responsibilities. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with performance of services required to be performed under these Terms and Conditions. Contractor further covenants that in the performance of these Terms and Conditions no person having any such interest shall be employed.

11. ASSIGNABILITY

Contractor shall not assign any interest in the Program or under these Terms and Conditions, and shall not transfer any interest in the same whether by assignment or novation, without the prior written consent of MassHousing.

12. INDEMNITY

Contractor shall be entirely and solely responsible for its actions and the actions of its employees and subcontractors while providing services under this Contract. Contractor agrees to indemnify and hold harmless MassHousing against all claims, demands, suits, awards, and judgments, made or recovered by any persons or agencies due to the negligent actions of Contractor or its employees or subcontractors during the rendering of services under this Contract, including any actions that may constitute a violation of federal or state law governing the use of protected information or a failure to comply with the MassHousing's information security program. Notwithstanding the above, Contractor shall not be responsible for damages caused by the negligent actions of MassHousing, its employees or subcontractors.

13. INSURANCE

Contractor agrees to maintain professional liability insurance coverage for negligent acts, errors and omissions in an amount, as reasonably determined by MassHousing, sufficient to support Contractor's obligations to indemnify MassHousing as set forth in Section 15 above. In addition, Contractor shall maintain such insurance as will fully protect Contractor and MassHousing from any and all claims under any workers' compensation

act or employers' liability law, and from any and all other claims of whatsoever kind or nature for the damage to property or any personal property or personal injury, including death, made by anyone whomsoever, that may arise from operations carried on under the Terms and Conditions, either by Contractor and its employees, by any subcontractor, or by anyone directly or indirectly engaged or employed by either of them. Contractor further agrees to maintain such automobile liability insurance as will fully protect Contractor and MassHousing for bodily injury and property damage claims arising out of the ownership, maintenance, or use of owned, hired, or non-owned vehicles used by Contractor or its employees or subcontractors, while providing services in connection with the Program.

14. ENTIRE CONTRACT

These Terms and Conditions, as well as the award letter to which they are attached, constitutes the entire contract between the parties relating to the subject matter hereof, and all prior negotiations, representations, contracts, and understandings are superseded hereby. In the event of any conflict between the provisions of these Terms and Conditions and any attachments, addenda, amendments or exhibits hereto, the provisions of these Terms and Conditions shall prevail.

15. AMENDMENTS

No contracts amending, altering, supplementing, or waiving any of the provisions of these Terms and Conditions shall be binding upon either party unless made in writing and signed by authorized representatives of the parties.

16. NO WAIVER

Failure of either party to enforce a right under these Terms and Conditions shall not act as a waiver of that right or the ability to later assert that right relative to the particular situation involved.

17. GOVERNING LAW

These Terms and Conditions shall be construed and enforced in accordance with the laws of the Commonwealth of Massachusetts.

ATTACHMENT A

Description of Scope of Work

The contractor shall provide services as described in its proposal submitted in response to the FY19 Hoarding Task Force Request for Proposals.

Eligible Activities include:

- in home sorting and discarding, and funding assistance for such services
- funding assistance for cleanups when needed
- continuing task force development, support and funding
- increased peer led support groups
- continuing professional support groups
- community outreach and education,
- training, especially more hands on and advanced training
- data collection, tracking and analysis
- other, as proposed by the applicant and subsequently approved by MassHousing.

Eligible Costs include:

- direct staff or contracted personnel
- services
- operations
- administrative support
- other, as proposed by the applicant and subsequently approved by MassHousing.

To receive payment, the contractor shall submit an invoice(s) with supporting documentation for costs incurred through **June 30, 2019**. Invoices may be submitted at anytime during the operation of the Program, but no later than **July 26, 2019**.

The contractor shall also submit a progress report due **February 28, 2019** and a final report due **July 26, 2019**. Reports must minimally include:

- narrative that summarizes the activities of the grant and assesses the impact on the community
- data that summarizes the number of persons (both clients and professional/community persons) benefiting by, or impacted by the grant by activity type, and
- data that demonstrates the success of any individual cases.

Invoices and reports shall be submitted to:

Edward R Chase
Community Services Department
MassHousing
One Beacon Street
Boston, MA 02111
echase@masshousing.com

Sample Data Summary Report

Task Force Name:

Task Force meetings:

Aver # Attendees:

Aver # Attendees:

Professionally Led Groups	# Groups: # Sessions: Aver # Attendees:
---------------------------	---

Peer Led Groups	# Groups: # Sessions: Aver # Attendees:
-----------------	---

Events	# Community Events: # Participants:
--------	--

Trainings	#Trainings/Workshops: #Participants:
-----------	---

Cases	# Identified/Referred: # Assessments: # Interventions: # Positive Outcomes:
-------	--

Services	
Sorting & Discarding/Coaching	# Cases: # Hours:
Heavy Chore	# Cases: # Hours:

Clinical Supervision	# Hours:
----------------------	----------

Group Fees Paid	# Cases: \$ Amount:
-----------------	------------------------

Other:	
--------	--

Shawna Sullivan

From: Susan Dzikowski
Sent: Tuesday, January 15, 2019 2:39 PM
To: Shawna Sullivan
Cc: Stephen Curley
Subject: #534-18 amend this council order dated November 5, 2018

Shawna,

As per our conversation, please amend council order #534-18 to transfer from *Free Cash (01-3498)* in the amount of \$28,804 to C301058-538301.

This change is due to the fact that the Homeless Student Funds were received in FY18, not FY19.

Please let me know if you require additional information.

Thanks,

Sue

Susan Dzikowski
Comptroller, City of Newton
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459
sdzikowski@newtonma.gov
617-796-1305

RECEIVED
Newton City Clerk
2019 JAN 15 PM 2:44
SUSAN A. DZIKOWSKI, COMPTROLLER
NEWTON, MA 02459

CITY OF NEWTON

IN CITY COUNCIL

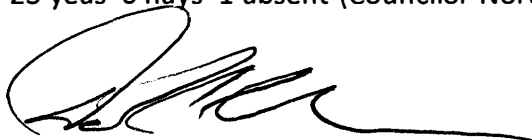
November 5, 2018

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chair Leonard J. Gentile, the sum of twenty-eight thousand eight hundred four dollars (\$28,804) be and is hereby appropriated from Fiscal Year 2018 Revenue to be expended under direction and control of the of the Superintendent of Schools.

FROM:	Revenue - 2018	
	(0130101-433018).....	\$28,804
TO:	Homeless Student Transportation	
	(C301058-538301)	\$28,804

Under Suspension of Rules
Readings Waived and Adopted
23 yeas 0 nays 1 absent (Councilor Norton)



(SGD) DAVID A. OLSON
City Clerk



(SGD) RUTHANNE FULLER
Mayor

Date 11/9/18

#67-19



City of Newton, Massachusetts
Office of the Mayor

RUTHANNE FULLER
MAYOR

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

February 7, 2019

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

Councilors:

I write to request that your Honorable Council Amend Docket Item # 67-19 by replacing the request for a transfer in the amount of \$500,000 from Snow & Ice Reserve with a request to transfer \$1,000,000 from the Snow & Ice Reserve to the following accounts:

RECEIVED
NEWTON CITY CLERK
2019 FEB - 7 PM 5:51
DEBRA A. CHASE, CLERK
NEWTON, MA 02459

<u>From Account #</u>	<u>To Account #</u>	<u>Description</u>	<u>Amount</u>
0110498-5794	0140110-5273	Rental Vehicles/Contractors	\$650,000
0110498-5794	0140110-513001	Regular Overtime	\$350,000

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

#67-19



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

RUTHANNE FULLER
MAYOR

RECEIVED
Newton City Clerk
2019 JAN 28 PM 4:06
January 28, 2019
Ruthanne Fuller, City
Mayor, Newton, MA 02459

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

Councilors:

I write to request that your Honorable Council docket for consideration a request to authorize the transfer of \$500,000 from Acct # 0110498-5794, Budget Reserve/Snow & Ice Removal to the following accounts:

<u>Amount</u>	<u>Account</u>	<u>Description</u>
\$150,000	0140110-513001	DPW Snow/Ice Control - Regular Overtime
\$350,000	0140110-5273	DPW Snow Control – Rental Vehicles/Contractors

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

Our snow costs have risen to \$2.3 million for the year, here is a breakdown of costs to date:

	Budgeted	Expenses	Balance
Total Personnel	\$ 283,300.00	\$ 426,694.72	\$ (143,394.72)
Total Contractors	\$ 621,000.00	\$ 754,368.13	\$ (133,368.13)
Salt	\$ 335,000.00	\$ 238,670.42	\$ 96,329.58
Equipment	\$ 760,725.00	\$ 885,482.47	\$ (124,757.47)
Total	\$ 2,000,025.00	\$ 2,305,215.74	\$ (305,190.74)

Jack Cowell
Finance Manager – City of Newton, MA
617-796-1082