

CITY OF NEWTON

IN BOARD OF ALDERMEN

FINANCE COMMITTEE AGENDA

MONDAY, DECEMBER 14, 2015

7 PM
Room 211

ITEMS SCHEDULED FOR DISCUSSION:

- #336-15 HIS HONOR THE MAYOR requesting authorization to expend twenty-five thousand dollars (\$25,000) received as a bequest from the Estate of Sylvia R. Goldberg to be used by the Newton Council on Aging and the Newton Senior Center. The Council on Aging intends to use the funds to support the creation of a marketing campaign to promote programs and services offered by the Department of Senior Services and the Senior Center. [11/30/15 @ 1:11 PM]
- #347-15 HIS HONOR THE MAYOR requesting authorization to settle a worker's compensation claim of nine thousand six hundred twenty-three dollars and six cents (\$9,623.06) from the Workers' Compensation Trust Fund for loss of function as a result of a cervical fusion suffered in a work related injury. [12/08/15 @ 9:42 AM]
- #338-15 HIS HONOR THE MAYOR requesting authorization to transfer the sum of fifty thousand dollars (\$50,000) from Budget Reserve to the Human Resources Department's Consultants Account to cover the costs associated with the development of a safety plan for City Hall and continued sensitivity training for City employees. [11/30/15 @ 1:11 PM]
- #339-15 HIS HONOR THE MAYOR requesting authorization to transfer the sum of five thousand dollars (\$5,000) from the Law Department's Full-time Salaries Account to the Law Department's Legal Services Account to fund the costs associated with State Bond Counsel's investigation into whether or not the City's planned solar installation at the Rumford Avenue Landfill constitutes an immaterial private purpose use of State bonds. [11/30/15 @ 1:11 PM]

REFERRED PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #345-15 HIS HONOR THE MAYOR requesting authorization to transfer the sum of fifty-six thousand dollars (\$56,000) from Budget Reserve to the Veterans Department's Veterans Benefits Account to pay the second installment for the purchase of the quadrant of graves located in the Newton Cemetery. [11/30/15 @ 1:11 PM]

The location of this meeting is handicap accessible and reasonable accommodations will be provided to persons requiring assistance. If you need a special accommodation, *please contact Jini Fairley, at least two days in advance of the meeting: jfairley@newtonma.gov, or 617-796-1253. For Telecommunications Relay Service dial 711.*

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

#346-15 HIS HONOR THE MAYOR requesting authorization to transfer the sum of one hundred fifteen thousand five hundred dollars (\$115,000) from Budget Reserve to the Public Buildings Department to fund the demolition of the garage and site restoration at 525 Winchester Street Newton Highlands. [11/30/15 @ 1:11 PM]

#340-15 HIS HONOR THE MAYOR requesting authorization to accept and expend a United States Food and Drug Administration grant in the amount of three thousand dollars (\$3,000) to be used for the Health and Human Services Environment Health Specialists to complete training in order to become Food and Drug Administration Standardized Inspectors. [11/30/15 @ 1:11 PM]

#341-15 HIS HONOR THE MAYOR requesting authorization to accept and expend a United States Food and Drug Administration grant in the amount of twenty thousand dollars (\$20,000) to be used for the Health and Human Services Standards Coordinator to write a community toolkit for designing and implementing a municipal food grading system. [11/30/15 @ 1:11 PM]

#342-15 HIS HONOR THE MAYOR requesting authorization to appropriate five hundred thousand dollars (\$500,000) from CATV Regulation Receipts Reserved for Appropriation for the installation of VoIP (Voice Over Internet Protocol) Technology, fiber components, and video surveillance and security alarm systems, as well as funding the addition of one full-time employee (VoIP/Router Specialist) in the Information Technology Department to the following accounts

VoIP/Security Project	
C11103-5795.....	\$450,000
Full-time Salaries	
0111101-511001	\$50,000

The Committee will meet jointly with the Zoning & Planning Committee to discuss the below item:

REFERRED TO ZONING & PLANNING AND FINANCE COMMITTEES

#344-15 COMMUNITY PRESERVATION COMMITTEE recommending the appropriation of seventy-two thousand six hundred fifty-two dollars (\$72,652) from the Community Preservation Fund’s historic and general reserves to the control of the Planning & Development Department for a grant to the New Art Center at 61 Washington Park for renovations to its National Register listed building that will comply with federal standards for historic rehabilitation.

#335-15 COMMUNITY PRESERVATION COMMITTEE recommending the appropriation of one hundred fourteen thousand nine hundred dollars (\$114,900) from the Community Preservation Fund’s historic and general reserves to the School Department to rehabilitate and display all three panels of the Maurice Compris mural originally installed in the library of Newton High School in 1936. [11/18/15 @ 11:52 AM]

- #25-15 ALD. GENTILE requesting a discussion regarding the establishment of an Investment Advisory Committee to be comprised of the Treasurer, Chief of Staff/Chief Financial Officer, Comptroller, Chairman of Finance and three residents of the City of Newton. [01/09/15 @ 1:57 PM]
- #337-15 HIS HONOR THE MAYOR requesting that the Rainy Day Stabilization Fund be converted to a formal statutory stabilization fund per Massachusetts General Law Chapter 40, Section 5B to improve investment income earnings for the Rainy Day Stabilization Fund. [11/30/15 @ 1:11 PM]
- #343-15 HIS HONOR THE MAYOR requesting authorization to appropriate three hundred eighty-five thousand dollars (\$385,000) from Free Cash to the School Department Budget to fund the retroactive portion of the Newton Teachers Association settlement. [11/30/15 @ 1:11 PM]
- #287-15 HIS HONOR THE MAYOR submitting the FY 2017-FY 2021 5-Year Financial Forecast for Board of Aldermen review/acceptance. [10/01/15 @ 1:53 PM]

It is the Chairman intention to entertain motions to refer the following items to the 2016 - 2017 City Council or to vote them no action necessary:

REFERRED TO FINANCE AND APPROPRIATE COMMITTEES

- #288-15 HIS HONOR THE MAYOR submitting the FY 2017-FY 2021 Capital Improvement Plan pursuant to section 5-3 of the Newton City Charter. [10/01/15 @ 1:53 PM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #223-15 ALD. LAREDO requesting a discussion of the process of licensing the current and future use of city building, including: (a) how licensees may request the use of city buildings; (b) the process for determining which licensees will get the use of city buildings; (c) how the fees for the use of city buildings are set; and (d) how the current process compares to the process for permitting the use of school buildings. [08/13/15 @ 11:20 AM]
- #202-15 ALD. SANGIOLO requesting that City of Newton formally accept and/or take all necessary steps to accept Mass General Law chapter 149 section 148C, in order to qualify full-time, part-time, seasonal, and temporary employees coverage under the earned sick time regulation, 940 CMR 33, as approved by the voters of Massachusetts in the 2014 Election – Ballot question 4 – Earned Sick Time for Employees. [08/17/15 @4:09 PM]
- #190-15 ALD. SANGIOLO requesting a discussion with the Executive Department relative to creating a policy to require audio recordings of all meetings of boards and commissions and requiring them to be posted to the City’s website, as well as

posting of all documentation that is reviewed by boards and commissions and/or by their designated City staff member.

- #133-15 HIS HONOR THE MAYOR requesting authorization to enter into negotiations for the potential lease on city properties for purposes of third-party construction, ownership, and operation of on-site renewable solar energy generation from which the City will purchase electric output and/or net metering credits.
[05/11/15 @ 5:00 PM]
ITEM SPLIT INTO PART A AND PART B
PART A – *Ground mounted solar panels at Rumford Avenue landfill, solar panels mounted on new carport structures at 60 Elliot Street, all roof mounted solar panel locations with the exception of City Hall, which is removed from the list of sites for solar panels.* – BOA APPROVED on 11/16/15
PART B – *Solar panels mounted on new carport structures at Newton South High School and solar panels mounted on new carport structures at the Library.* HELD on 11/09/15

REFERRED TO ZONING & PLANNING, LAND USE AND FINANCE COMMITTEES

- #104-15 ALD. JOHNSON, LAREDO, AND GENTILE requesting a report from the Planning Department with the following information: How many of the affordable units developed at Commonwealth Avenue, Pearl Street, and Eddy Street qualify to be included on the State’s Subsidized Housing Inventory List. If a property is not currently on the list, what can be done to make it eligible.
[04/09/15 @ 12:00PM]
- #84-15 ALD. GENTILE requesting a discussion with the Newton Community Development Foundation (NCDF) regarding their plans for repayment of the deferred rental payments and accrued interest on their ground lease with the City for the former Warren Junior High School site. [03/30/15 @ 2:57 PM]

REFERRED TO PUBLIC SAFETY & TRANS AND FINANCE COMMITTEES

- #465-14 ALD. SANGIOLO, GENTILE AND HARNEY requesting a discussion regarding reducing the fee charged to residents for permit parking programs. [11/17/14 @ 12:40 PM]
- #461-14 ALD. FULLER AND JOHNSON requesting a report from the Executive Department regarding the current open positions with a report listed by Department of the days open, current month/quarter forecasted to fill, and candidate pipeline/strategy for hiring. [11/17/14 @ 9:22 AM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #455-14 HIS HONOR THE MAYOR recommending amendment to Chapter 29, Section 80 **Sewer/Storwater use charge.** of the City of Newton Ordinances to create a storm water rate fee structure based upon square footage of impervious surface area.

- #375-14(6) HIS HONOR THE MAYOR requesting that Sec. 17-6 **Fees for building, electrical, gas and plumbing permits.** of the Revised Ordinances of the City of Newton, 2012 be amended by deleting the section and inserting the following in to take effect July 1, 2015:

CERTIFICATION OF USE AND OCCUPANCY FEE SCHEDULE

2. Condominium Certificate of Inspection (not required for \$100.00 new construction)

FEE AMENDMENT HELD PENDING ACTION ON DOCKET ITEMS #102-11 AND #95-11

REFERRED TO ZONING & PLANNING AND FINANCE COMMITTEES

- #315-14 ALD. HESS-MAHAN, ALBRIGHT, CROSSLEY AND DANBERG proposing an amendment to Chapter 2 of the City of Newton Ordinances setting forth requirements for procurement of materials and services by non-governmental recipients of federal, state or local funds administered by the City, such as CDBG and CPA funds. In order to encourage non-profit and other private organizations to participate in affordable housing, cultural and other public-private collaborations, such procurement requirements should accommodate the needs of non-governmental recipients for flexibility given the multiple public and private sources of funds necessary for any project by not placing undue or unreasonable burdens on them. [08/04/14 @ 5:08PM]

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #216-14 ALD. HESS-MAHAN, ALBRIGHT, BAKER, CROSSLEY, NORTON AND SANGIOLO proposing the following amendments to Chapter 12 Health and Human Services of the Revised Ordinances to:
- require owners of dwellings requiring a Certificate of Habitability under Section 12-1 and real estate agents/brokers who receive compensation in connection with the particular real estate transaction to notify the Commissioner of Health and Human Services whenever an apartment, tenement, or room in a lodging house is vacated by the occupant or when an area in an existing building is converted to a condominium prior to being reoccupied by a new tenant, lodger or occupant;
 - require educational institutions to disclose addresses of undergraduates living off-campus in Newton;
 - require a fee for certification; and
 - impose a fine for violation of these provisions. [05/14/14 @ 11:51 AM]

REFERRED TO LAND USE AND FINANCE COMMITTEES

- #49-14 LAND USE COMMITTEE requesting discussion with the Chief Financial Officer and the Chief Information Officer regarding the critical need to implement technology which enables the development, management and use of shared, searchable, mobile-accessed (both read and write) database which contains parcel-based information that can be accessed by all city departments (including Planning, Inspectional Services (ISD), Assessing, Engineering, Fire, Police,

Health), the Board of Aldermen and the community. This technology must support the work of ISD and other departments in both the office and the field to more effectively and efficiently monitor and enforce compliance with approved special permits and other related Board Orders. [02/10/14 @ 6:47 PM]

- #34-14 ALD. FULLER requesting a discussion with the Executive Office regarding the current status and challenges related to the City of Newton pension and retiree healthcare (OPEB) systems. [01/11/14 @ 5:22 PM]

REFERRED TO FINANCE AND PROGRAMS & SERVICES COMMITTEE

- #402-13 ALD. FULLER, GENTILE, RICE and LINSKY requesting a Home Rule Petition to amend Article 9 of the Charter to clarify that Neighborhood Area Councils shall maintain and control their own financial accounts and records, independent of City finances; and to further clarify that such independent financial accounts and records shall remain subject to City audit. [10/28/13 @ 10:18 AM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #41-13 ALD. CROSSLEY, FULLER AND SALVUCCI requesting a discussion with the administration to review how the city inventories, plans for, budgets and accounts for needed smaller capital expenditures (currently set at under \$75,000), which are excluded from the Capital Improvement Plan (CIP); how to make these non-CIP capital maintenance items visible, and how to integrate them with the overall planning, CIP, and budgeting processes. [01/14/13 @ 5:02 PM]

REFERRED TO ZONING & PLANNING, LAND USE & FINANCE COMMITTEES

- #273-12 ALD. CROSSLEY & HESS-MAHAN requesting a restructuring and increase in fees for permits charged by the Inspectional Services Department and fees charged by the Planning Department and City Clerk to assure that fees are both sufficient to fund related services provided and simple to administer.

REFERRED TO PROGRAMS & SERVICES AND FINANCE COMMITTEES

- #185-12 ALD. BAKER, BLAZAR, SANGIOLO, LINSKY, ALBRIGHT & DANBERG requesting that the Board of Aldermen adopt a RESOLUTION to His Honor the Mayor asking that, when the Mayor seeks future Board approval for bonding the cost of additional capital facilities or equipment for the schools, he include in that funding request, as well as in the city-wide Capital Improvement Plan, the estimated costs needed for funding the capital technology needs of the Newton Schools, including the appropriate portions of the estimated project costs of the School Committee's three-year district-wide technology plan not anticipated to be funded by the Information Technology Department budget; the anticipated technology grants from Boston College for the elementary schools; and/or estimated revenue from the E-rate Technology Reimbursement Program.
PROGRAMS & SERVICES APPROVED 6-0 on 07/11/12

REFERRED TO ZONING AND PLANNING AND FINANCE COMMITTEES

- #102-11 ALD. HESS-MAHAN, JOHNSON, COMMISSIONER LOJEK, AND CANDACE HAVENS requesting an amendment to Chapter 17 to establish a fee for filing a notice of condo conversion. [03-29-11 @ 4:55PM]
ZONING & PLANNING APPROVED 6-0 on 6/10/13

REFERRED TO ZONING AND PLANNING AND FINANCE COMMITTEES

- #95-11 ALD. HESS-MAHAN proposing an ordinance requiring that a notice of conversion to condominium ownership be filed with the Inspectional Services Department and that the property be inspected to determine compliance with all applicable provisions of the state and local codes, ordinances and the rules and regulations of all appropriate regulatory agencies. [03-24-11 @ 9:30AM]
ZONING & PLANNING APPROVED 6-0 on 6/10/13

REFERRED TO LAND USE & FINANCE COMMITTEES

- #276-10 ALD. FULLER, CROSSLEY, DANBERG, LINSKY requesting a review of guidelines for mitigation fund provisions to maximize the use of such funds on behalf of the city together with mechanisms by which the city can better track such funds to ensure they are used in a timely fashion.

REFERRED TO FINANCE AND APPROPRIATE COMMITTEES

- #257-12 RECODIFICATION COMMITTEE recommending (1) review of the Fees, Civil Fines/Non-Criminal Disposition contained in Chapter 17 LICENSING AND PERMITS GENERALLY and Chapter 20 CIVIL FINES/NON-CRIMINAL DISPOSITION CIVIL FINES to ensure they are in accordance with what is being charged and (2) review of the acceptance of G.L. c. 40 §22F, accepted on July 9, 2001, which allows certain municipal boards and officers to fix reasonable fees for the issuance of certain licenses, permits, or certificates.
- #248-12 RECODIFICATION COMMITTEE recommending that **ARTICLE IV. PURCHASES AND CONTRACTS, Secs. 2-182 through 2-205**, be amended to make it consistent with state law.
- #247-12 RECODIFICATION COMMITTEE recommending that Chapter 18 MEMORIAL FUNDS AND TRUSTS be reviewed relative to the consequences and practices of special legislation passed by the General Court in 2007, Chapter 75 of the Acts of 2007, in which the City sought and was granted an exemption from G.L. Chapter 44 §54, which intent was to allow the City greater flexibility in terms of investments.

Respectfully submitted,

Leonard J. Gentile, Chairman



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#336-15

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(617) 796-1100

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TDD/TTY
(617) 796-1089

E-mail
swarren@newtonma.gov

November 30, 2015

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 appropriate the sum of \$25,000, currently held in account 29B502S2B-4870. This money is a bequest from the Estate of Sylvia R. Goldberg dedicated to the Newton Council on Aging and Newton Senior Center. It is the intent of the Council on Aging to use these funds to support the creation of a marketing campaign to promote the programs and services offered through the Department of Senior Services and the Senior Center.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

RECEIVED
Newton City Clerk
2015 NOV 30 11:11
David A. O'Brien
Newton, MA 02459

1000 Commonwealth Avenue Newton, Massachusetts 02459

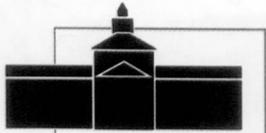
www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

City of Newton
Department of Senior Services

Newton Council on Aging



The Senior Center

Mayor Setti D. Warren
1000 Commonwealth Ave
Newton, MA 02459

August 31, 2015

Dear Mayor Warren,

I am writing on behalf of the Department of Senior Services and the Newton Council on Aging to ask that you docket an item with the Board of Alderman requesting them to authorize the expenditure of \$25,000, currently held in account 29B502S2B-4870. This money is a bequest from the Estate of Sylvia R. Goldberg dedicated to the Newton Council on Aging and Newton Senior Center.

For your awareness, Sylvia was Needham resident for most of her life. She participated regularly at the Newton Senior Center for many years. She moved to Newton just prior to her death. Her bequest reflects her appreciation for the Senior Center and the benefits she gained by her connection here. Sylvia was Marian Knapp's Aunt.

It is the intent of the Council on Aging for these funds to support the creation of a marketing campaign to promote the programs and services offered through the Department of Senior Services and the Senior Center. Discussions for the intent of these funds have focused on the need to raise awareness and increase participation in the supportive and valuable opportunities, and connections available throughout the City of Newton. As part of the NDSS and COA's strategic mission, vision, and goals we strive to engage senior residents and enhance a sense of community and belonging across the generations. Thank you for your attention to this matter.

Jayne Colino
Director, Department of Senior Services

Newton Council on Aging/Senior Center | 345 Walnut Street | Newton, MA 02460
Tel: 617-796-1660 | Fax: 617-969-9560
E-mail: info@newtonseniors.org | Web Site: www.newtonseniors.org



Interoffice Memorandum

To: Maureen Lemieux and the Board of Alderman Finance Committee
From: Kelly Brown, Worker's Compensation Manager
Date: December 7, 2015
Re: Workers Compensation Section 19 Agreement – Re Section 36 J & K Permanent Loss Of Function Total Agreement (including expenses and fees) \$ 9623.06

RECEIVED
 Newton City Clerk
 2015 DEC -8 AM 9:42
 David Addison, CMC
 Newton MA 02459

Employee: # 9910272
Date of Injury: 3/27/2012
Claim Number: 0028763
Job at the time of Injury: Working Foreman DOH 8/15/1977

Injury:

This Working Foreman was injured on 3/27/15 when he was pulling barrels apart and felt pain in his shoulder and neck. He ended up having a cervical fusion on 5/1/2003. He worked for the City for @ 38 years and had a number of work related injures to his neck, back, shoulder and left knee.

Legal:

His lawyer filed a claim for permanent loss of function and scarring based on our recent Independent Medical Evaluation (IME) by Dr Safran that stated that [REDACTED] is essentially at medical end result and has a permanent loss of function of 24 % of his cervical spine and a 4 inch wide and discolored scar. He claimed that he was entitled to \$15,901.48. We argued their interpretation of the scarring award. We asked the Conciliator to measure the scar and she came up with 2 inches and linear not the 4 inch, wide, discolored scar they claimed. So we got the award reduced from \$15901.48 to \$8813.96.

The employee is entitled to \$ 8,813.96

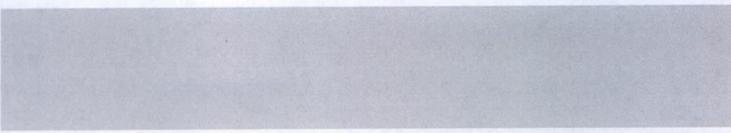
Section 36F for loss of function formula SAWW x 32 weeks X % of loss.
 Or \$1135.82 x 32x 24% x 75% cervical portion of the spine = \$ 6,542.32

Section 36 K scarring formula SAWW X # of inches OR \$1135.82 X 2= \$2, 271.64. This is for a 2 inch scar in his neck.

In addition we owe his Attorney a fee of \$809.10.

The WC claim itself remains open. He is on weekly benefits per order on Section 35 at \$ 723.16 a week per order. He had a cervical fusion on 5/1/2013. The current medicals indicate he still has issues with chronic neck and back pain so we have to continue paying him weekly so long as the medicals continue to state he is at least partially disabled and treating. The Section 36 is statutory and he is entitled to it at this time so defense council and I suggest that we pay it now and monitor his medical treatment closely and revisit settlement options again in the future if /when he reaches a medical end point.

CC: Jeff Honig- Interim Director of Human Resources



APPROVED
 [Signature]
 12/8/15

FORM 19



The Commonwealth of Massachusetts
Department of Industrial Accidents - Department 19
1 Congress Street, Suite 100, Boston, Massachusetts 02114-2017
Info. Line 800-323-3249 ext. 7470 in Mass. Outside Mass. 617-727-4900 ext. 7470
http://www.mass.gov/dia

DIA Board #
(if known)
843212

SECTION 19 AGREEMENT

1. Employee's Name (Last, First, MI) and Address (No., Street, City, State, Zip):
[Redacted] 2. Social Security Number*:

3. Employer/Address (No., Street, City, State, Zip):
City of Newton, 1000 Commonwealth Ave., Newton Center, MA 02459

4. Insurer/Address (No., Street, City, State, Zip):
City of Newton, 1000 Commonwealth Ave., Newton Center, MA 02459 5. Date of Injury (mm/dd/yyyy):
03/27/2012

Now come the parties in the above-referenced action and agree to the following on a:

Without Prejudice With Prejudice
Without Liability With Liability

Does this agreement close out the current litigation? Yes No Not Applicable
If the answer is no, what issues remain in dispute?

Please see the enclosed which is incorporated by reference to this document.

Dept. of Industrial Accidents
Conciliation Unit
Lump Sum Approved As Complete
Agreement Approved
Date 11-9-15
Conciliator [Signature]

This agreement does not forfeit the parties' rights to raise any other claims or defenses.

6. Employee/Claimant Signature: [Redacted] 7. Date (mm/dd/yyyy): 11-9-15
8. Employer Counsel Signature: [Signature] 9. Date (mm/dd/yyyy): 11-9-15
10. Insurer Counsel/Claims Rep. Signature: [Signature] 11. Date (mm/dd/yyyy): 11-9-15

APPROVAL FOR THE DEPARTMENT BY:

NAME: _____ TITLE: _____ DATE: _____

*Disclosure of Social Security Number is Voluntary. It will aid in the processing of your claim.

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF INDUSTRIAL ACCIDENTS

EMPLOYEE: [REDACTED]
EMPLOYER: City of Newton
INSURER: Self-Insured
DIA NO.: 8432-12

SECTION NINETEEN AGREEMENT

Now come the parties in the above-captioned matter and hereby agree as follows:

1. The Employee sustained an injury on March 27, 2012 to the left side of the neck while separating barrels.
2. The Employee eventually underwent cervical fusion surgery at C6-7 with Dr. Jenis on May 1, 2013.
3. The Employee filed a claim seeking benefits under § 36 for loss of function impairment of the cervical spine as well as for linear scarring on the neck as the result of the procedure.
4. The Employee based his loss of function claim on the Independent Medical Examination of Dr. Arthur Safran where he concluded there was a 14% impairment of the whole person.
5. The Employee's scar was evaluated by a Conciliator at the Department of Industrial Accidents and determined to be a two inch linear scar on the neck.

The Insurer agrees to the following on a without prejudice basis:

1. The Insurer agrees to pay \$6,542.32 to [REDACTED] in consideration for 24% loss of function of the cervical spine (SAWW: \$1,135.82 x 32 weeks x 24% x 75% (cervical spine)).

2. The Insurer agrees to pay [REDACTED] \$2,271.64 in consideration for the two inch scar located on the neck (SAWW: \$1,135.82 x 2).
3. The Insurer agrees to pay an Attorney's fee of \$809.10 to Attorney Branca.

This Agreement is without prejudice to either party. Each party retains the right to file future claims and assert all defenses.

[REDACTED SIGNATURE]

Employee

Dated: 11/9/15

William A. Branca

Attorney William Branca

Counsel for Employee

Dated: 11/9/15

Mary Ann Calnan

Mary Ann Calnan

Counsel for Insurer

Dated: November 9, 2015



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#338-15

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(617) 796-1100

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E-mail
swarren@newtonma.gov

November 30, 2015

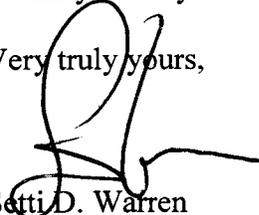
Honorable Board of Aldermen
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to transfer the sum of \$50,000 from 0110498-5794 Budget Reserve to account 0110901-5301 "Consultants" to cover costs associated with the development of a safety plan for City Hall and continued sensitivity training for city employees.

Thank you for your consideration of this matter.

Very truly yours,


Setti D. Warren
Mayor

RECEIVED
NOVEMBER 30
2015 NOV 30 PM 1:11
DAVID A. SWANSON
Newton, MA 02459

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

City of Newton



Setti D. Warren
Mayor

DEPARTMENT OF HUMAN RESOURCES

1000 Commonwealth Avenue
Newton Centre, MA 02459-1449
Telephone (617) 796-1260
Fax (617) 796-1272

Jeffrey A. Honig
Interim Director of Human Resources

November 18, 2015

Mayor Setti D. Warren
City of Newton
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449

Dear Mayor Warren:

By this letter, I am requesting that the Board of Aldermen transfer the sum of fifty thousand dollars and no cents (\$50,000.00) to the Consultants line item (No. 5301) in the FY 21016 budget of the Department of Human Resources.

These funds are being requested to fund the following additional consulting services for this fiscal year:

Harassment/Bias Training
Public Buildings Safety Plan/Training
Health and Wellness Plan/Training

Thank you for your attention to this request.

Respectfully yours,

Jeffrey A. Honig
Interim Director of Human Resources



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#339-15

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E-mail
swarren@newtonma.gov

November 30, 2015

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 transfer the sum of \$5,000 from 0110801-511001 Law Department - Full Time Salaries to 0110801-5309 Law Department - Legal Services for the costs associated with State Bond Counsel's investigation of whether or not the City's planned solar installations at Rumford Ave would constitute an immaterial private purpose use of the state bonds.

RECEIVED
Newton City Hall
2015 NOV 30 PM 11
David A. Warren
City of Newton
0110801-5309

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE



City of Newton, Massachusetts
Office of the Mayor

SETTI D. WARREN
MAYOR

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swarren@newtonma.gov

November 30, 2015

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 transfer \$56,000 from Budget Reserve to 0150301-5709 Veteran Benefits - Veterans' Department for the second installment of the purchase of the quadrant of graves located in the Newton Cemetery.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

RECEIVED
Newton City Clerk
2015 NOV 30 PM 1:11
MICHAEL A. OLSON, CMC
Newton, MA 02459

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

City of Newton



Setti D. Warren
Mayor

DEPARTMENT OF VETERANS' SERVICES

SETH BAI, VSO

Director

1000 Commonwealth Avenue
Newton Centre, MA 02459-1449

Telephone
617- 796-1092
Facsimile
617- 552-7063
TTY
617-796-1089

Mayor Setti D. Warren

Newton City Hall

1000 Commonwealth Ave.

Newton MA 02459

Dear Mayor Warren:

In order to best serve the needs and honor the lives of the veterans served by the City's Veterans Services Department; I respectfully request that Your Honor docket an item with the Board of Aldermen, requesting the purchase of the graves in the agreed upon quadrant located in the veterans lot section I-North per the contracted sales agreement of \$56,000.00 by December 31st 2015. The remaining balance of \$56,000 is to be paid by December 31st 2016.

Thank you for your consideration in this matter.

Very truly yours,

Seth Bai

Veterans Services Director

#345-15



Newton Cemetery Corporation

A Beautiful Garden Cemetery Serving Greater Boston

INVOICE

SOLD TO:

City of Newton

LOCATION		OWNER OF RECORD	DATE	INVOICE NO.
			11/18/2015	33842
ITEM CODE	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
		Partial Payment for the Purchase of Graves in Section I-North, Lot 150 per Sales Agreement		56,000.00
TERMS		SALES TAX	TOTAL	\$56,000.00

791 Walnut Street, Newton Center, Massachusetts 02459-1719 (617) 332-0047 Fax: (617) 969-5520
E-mail: ncc@newcemcorp.org Website: www.newcemcorp.org

Updated on August 8, 2013

Chapter 28

VETERANS' SERVICES*

Sec. 28-1. Control of department.

There is hereby established a department of veterans' services which shall be under the charge of the veterans' agent. (Rev. Ords. 1973, § 22-1)

Sec. 28-2. Veterans' agent—Powers and duties generally.

The veterans' agent shall have charge under the statutes of the commonwealth and under the board of aldermen of the disbursement of military aid, state aid, soldiers' relief and war allowances under any general or special law. He shall cause all applications for aid to be carefully investigated. He shall keep an account of all moneys received and expended on account of such aid. He shall record and file all information with respect to individual cases of aid requested, granted and denied, and the reason for granting or refusal thereof. (Rev. Ords. 1973, § 22-2)

State law reference—Appointment, powers, duties of veterans' agents, G.L. c. 115, § 3

Sec. 28-3. Same—Duty to furnish information, advice and assistance to veterans.

The veterans' agent shall furnish such information, advice and assistance to veterans as may be necessary to enable them to procure the benefits to which they are or may be entitled relative to employment, vocational or other educational opportunities, hospitalization, medical care, pensions and other veterans' benefits. (Rev. Ords. 1973, § 22-3)

Sec. 28-4. Same—Burial agent.

The veterans' agent shall also be the burial agent as defined in chapter 115, section 7 of the General Laws. (Rev. Ords. 1973, § 22-4)

Sec. 28-5. Burial permits.

(a) The burial agent shall issue permits for burial in the so-called Veterans' Lot at the Newton Cemetery under the following conditions: Any person who has served or shall hereafter serve in the Armed Forces of the United States in time of war, the dates of beginning and ending of such war to be as determined by the commonwealth for purposes of settlement and veterans' benefits, and shall die in service or be released therefrom under honorable conditions, and at the time of his decease shall have domiciled for three (3) consecutive years preceding death or shall have a settlement in the city or shall have entered such service to the credit of the city as determined by the adjutant general's office of the commonwealth, shall be entitled to burial in the lot in the Newton Cemetery owned by the city, known as the Veterans' Lot.

**Cross references*—Health and human services, Ch. 12; exemption from parking meter regulations for disabled veterans, § 19-197; planning and development, Ch. 22

State law references—Veterans' benefits generally, G.L. c. 115; local departments of veterans' services, G.L. c. 115, § 10 et seq.

(b) The burial agent shall make and keep a record of all interments in such lot and shall issue the permits as required for opening graves.

(c) Any question of right of burial arising under this section shall be determined by the mayor. (Rev. Ords. 1973, § 22-5)

Sec. 28-6. Payment of money by warrant of comptroller of accounts.

The comptroller of accounts, upon request of the veterans' agent, may issue his warrant for the payment by the city collector-treasurer to the veterans' agent of such sums as may be required for purposes of emergency relief of veterans and allowances under any general or special law. The veterans' agent shall keep accurate accounts of all payments made by him from money so received, and upon the first day of each month or upon request shall render to the comptroller of accounts a transcript thereof with proper vouchers attached. Not more than two thousand dollars (\$2,000.00) shall be advanced at any time to the veterans' agent, and no additional advance shall be made unless all money previously advanced shall have been properly accounted for. (Rev. Ords. 1973, § 22-6; Ord. No. 1, 6-3-74)

Cross reference—Comptroller of accounts generally, Ch. 2, Art. III, Div. 3

Sec. 28-7. Establishment of information center; purpose.

The veterans' agent shall establish an information center in which the dwelling units in the city available for veterans will be listed and veterans will be advised and assisted in establishing contact with the persons in charge of the selling or rental of such dwelling units and in determining whether a dwelling unit offered to a veteran is suitable for him at the price or rental charged. (Rev. Ords. 1973, § 22-7)

(Ord. No. A-12, 02-19-13)



City of Newton.

IN BOARD OF ALDERMEN,

May 4, 1903.

ORDERED,

That any person who has served or shall hereafter serve in the Army or Navy of the United States and die in the service or be honorably discharged therefrom, and at the time of his decease have a domicile or legal residence in the City of Newton, shall be entitled to burial in the lot in the Newton Cemetery owned by the City of Newton, known as the Soldiers' Burial lot.

The City Clerk shall make and keep a record of all interments in said lot, and issue the permits as required for opening the graves.

Any question of right of burial arising under the foregoing resolution shall be determined by His Honor the Mayor.

P.L. Kingbury record kept at Cemetery only
Graves given on order of
Ambrant
City Clerk from Jan 1911
Edw. Anderson
James F. Graham
Wm W. Jacques
John Moore
John Smith
Edw. Anderson



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#346-15

Telephone
(617) 796-1100

Facsimile
(617) 796-1113

TDD/TTY
(617) 796-1089

E-mail
swarren@newtonma.gov

November 30, 2015

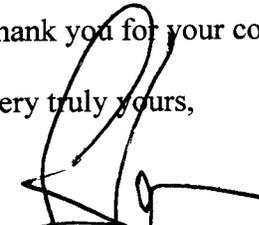
Honorable Board of Aldermen
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to transfer the sum of \$115,500 from Budget Reserve to the Public Buildings Department to fund the demolition of the garage and site restoration at 525 Winchester Street, Newton Highlands. This project is a result of the negotiations with the Parks and Recreation Commission to allow the Fire Department to temporarily locate the firefighters and equipment from the former Station #10 to Nahanton Park during the construction of the new Station 10.

Thank you for your consideration of this matter.

Very truly yours,


Setti D. Warren
Mayor

RECEIVED
2015 NOV 30 11 11
City of Newton
Newton, MA

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

City of Newton



PUBLIC BUILDINGS DEPARTMENT

Josh Morse, Building Commissioner
Telephone (617) 796-1600
FAX (617) 796-1601
TTY: (617) 796-1608
52 ELLIOT STREET
NEWTON HIGHLANDS, MA 02461-1605

Setti D. Warren
Mayor

November 20, 2015

Public Facilities and Finance Committees
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

RE: Summary of the Demolition of the Garage and site restoration at 525 Winchester Street, Newton Highlands

The Public Buildings Department requests the sum of \$115,500.00 to fund the Demolition of the Garage and site restoration at 525 Winchester Street, Newton Highlands.

This project was a result of the negotiations with the Recreation Commission to allow the Fire Department to place the firefighters and equipment from the old Fire Station #10 to a temporary site during the construction of the new fire station. As part of the negotiations, Recreation Commission requested the garage building on this site would either be fully renovated for Recreation Department activities use or torn down and the site returned to green Recreational Space. At the time of the creation of the Fire Station #10 construction budget, no determination was made as to the final dispensation of the garage, therefore, no funds were placed in the budget for this garage. It was hoped that through tight fiscal management of the project budget, potential funds would become available for this purpose.

However, through an oversight, no mention of work to be done at this site was included in the Bond Sale Request, preventing the Public Buildings Department from using funds that are currently available in the construction budget as the project is now in the closeout stage.

The building is currently housing a carpenter shop as well as providing a storage site of building materials for the Public Buildings Department. Due to the building being demolished the Public Buildings Department will have to move the Carpentry Shop and some of items stored to our facility located at 52 Elliot Street. Minor modifications to the Public Buildings Department Garage area will be required.

It is the intent of the Public Buildings Department to turn back the above total of \$115,500.00 from the Fire Station #10 construction project contingency to the Budget Reserve Fund and request additional funds to cover the following:

Table with 2 columns: Description and Amount. Rows include Demolition of Existing Building and Site Restoration (\$ 53,400.00), Disposal of materials stored that are no longer required, obsolete or hazardous (43,775.00), Moving of Carpentry Shop and required stored materials from Winchester Street (7,825.00), Modifications to existing Public Buildings Department Garage (5,000.00), Contingency (5,500.00), and Total (\$115,500.00).

Should you have any questions regarding the above, please feel free to contact my office.

Sincerely,

Josh Morse
Public Buildings Commissioner

cc: Maureen Lemieux, Chief Financial Officer
Alex Valcarce, Deputy Commissioner
Dori Zaleznik, Chief Admin Officer



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#340-15

Telephone
(617) 796-1100

Facsimile
(617) 796-1113

TDD/TTY
(617) 796-1089

E-mail
swarren@newtonma.gov

November 30, 2015

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

Ladies and Gentlemen:

RECEIVED
Newton City Hall
2015 NOV 30 PM 1:11
Dana A. Gifford, Clerk
Newton, MA 02459

I write to request that your Honorable Board docket for consideration a request to authorize the acceptance and expenditure of the sum of \$3,000 awarded by the United States Food and Drug Administration. The award will be used for the Health and Human Services Environment Health Specialists to complete training in order to become FDA Standardized Inspectors.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

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

#340-15



November 20, 2015

Grant Number: G-T-1510-03046

Project Title: Training for Environmental Health Specialists to Work Towards Requirements of Standard 2 and Maintain FDA Standardization

Award Value: \$3,000.00

Project Period: November 30, 2015 to September 30, 2016

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

RECEIVED
NEWTON CITY OFFICE
2015 DEC -2 AM 11:36
DANIEL A. GREGG, GMAC
NEWTON, MA 02459

Dear Aimee Sullivan:

We have approved your application for Training for Environmental Health Specialists to Work Towards Requirements of Standard 2 and Maintain FDA Standardization 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 September 30, 2016 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 September 30, 2016. 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

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 9/11/2013, 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. 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,



Joe Corby
Executive Director
Association of Food and Drug Officials
2550 Kingston Road
Suite 311
York, PA 17402

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: Daniel Lukash (daniel.lukash@fda.hhs.gov)
Catherine Hosman (catherine.hosman@fda.hhs.gov)

G-T-1510-03046

City of Newton Health and Human Services

Average of Rating: 39.5

City of Newton Health and Human Services

\$3,000.00 | 10/5/2015 | Grant: Year 3 (Sept/Oct 2015)

G-T-1510-03046 | Category 3 - Training

FD218 Risk-Based Inspection Methods at Retail- Workshop builds on concepts learned in FD215. Case studies, role playing, and simulated exercises are used to enhance the critical thinking skills and techniques used by food safety inspection officers to conduct risk-based inspections.

Objectives

- Learn elements of performing a risk-based inspection, ensuring uniformity between inspectors
- HACCP Principles

Timeline: Scheduled for two days- Summer, 2016.

Resources: Travel: \$850

FD215 Managing Retail Food Safety- Application of risk-based inspections in food establishments. Builds foundation for the Risk-Based Inspection course (FD218).

- Prevent, reduce, or eliminate hazard risks in food establishments
- Apply HACCP principles to routine inspections and offer intervention strategies to operators

Timeline: Scheduled for two days- Fall 2016

Resources: Travel: \$750

Conference for Food Protection (CFP)

CFP provides individuals a voice in the food safety standards development. CFP members can join Standing Committees of the Conference and Council Committees that are formed to continue discussion on issues deliberated at a biennial meeting. The CFP consists of representatives and partnerships of regulators, industry members, consumers and academics.

Objectives

- Understanding Food Code changes and networking with development professionals
- Discuss issues frequently encountered in food safety and prevention techniques

Timeline: 4/16-20, 2016

Resources: Travel: \$1400

Organization:	City of Newton Health and Human Services
Location:	Newton, MA
Primary Contact	Aimee Sullivan
Confirm Primary Contact	Aimee Sullivan

Jurisdictional Level:	State
FDA Region:	NORTHEAST (RI, MA, ME, NH, VT, CT, NY, NYC, NY Health)

AUTHORIZING OFFICIAL INFORMATION

Authorizing Official Title:	Chief Financial Officer
Authorizing Official First Name:	Maureen
Authorizing Official Last Name:	Lemieux
Authorizing Official Email:	mlemieux@newtonma.gov
Authorizing Official Phone:	617-796-1000

TRAINING INFORMATION

Please note the Project Title has a limit of 255 characters. The system will automatically truncate text longer than this amount.

Project Title: Training for Environmental Health Specialists to Work Towards Requirements of Standard 2 and Maintain FDA Standardization

Granting Year: Year 3 (Sept/Oct 2015)

PROJECT START DATE - May start on or after 11/30/2015: 11/30/2015

PROJECT END DATE - Must be completed by 09/30/2016: 9/30/2016

Have you conducted a self assessment of all 9 standards? Yes

Date of Most Recent Self-Assessment: 4/30/2014

Amount Requested (Minimum: \$500 / Maximum: \$3,000) \$3,000.00

For what type of training are you requesting funds? (Select all that apply) Attendance to an FDA Regional Retail Food Safety Seminar, Attendance to Retail Food Safety Training Courses, Conferences, Workshops, or Seminars.

Name(s) of Conference(s), Workshop(s), or Seminar(s) FD218- Risk Based Inspection Methods at Retail, FD215, Managing Retail Food Safety, Conference for Food Protection

Course Number(s) FD218, FD215

Location(s) of Training(s) Princeton, NJ, Hartford, CT, Boise, ID

Is attendance at the training required to maintain FDA Standardization? Yes

How many food safety professionals will receive direct training using these funds? : 4

How many additional food safety professionals will be directly impacted (increased resources, knowledge, skills, and/or improved job performance) by those receiving the direct training? : 435

Training Description:

FD218 Risk-Based Inspection Methods at Retail- Workshop builds on concepts learned in FD215. Case studies, role playing, and simulated exercises are used to enhance the critical thinking skills and techniques used by food safety inspection officers to conduct risk-based inspections.

Objectives

- Learn elements of performing a risk-based inspection, ensuring uniformity between inspectors
- HACCP Principles

Timeline: Scheduled for two days- Summer, 2016.

Resources: Travel: \$850

FD215 Managing Retail Food Safety- Application of risk-based inspections in food establishments. Builds foundation for the Risk-Based Inspection course (FD218).

- Prevent, reduce, or eliminate hazard risks in food establishments
- Apply HACCP principles to routine inspections and offer intervention strategies to operators

Timeline: Scheduled for two days- Fall 2016

Resources: Travel: \$750

Conference for Food Protection (CFP)

CFP provides individuals a voice in the food safety standards development. CFP members can join Standing Committees of the Conference and Council Committees that are formed to continue discussion on issues deliberated at a biennial meeting. The CFP consists of representatives and partnerships of regulators, industry members, consumers and academics.

Objectives

- Understanding Food Code changes and networking with development professionals
- Discuss issues frequently encountered in food safety and prevention techniques

Timeline: 4/16-20, 2016

Resources: Travel: \$1400

Training Participants:

John McNally - Registered Sanitarian, Senior Environmental Health Specialist, Newton Health and Human Services Department. The focus of food safety has changed over time therefore the information learned in the courses will allow John to remain viable with the implementation of the FDA Food Code.

Robin Williams - Registered Sanitarian, Senior Environmental Health Specialist, Newton Health and Human Services Department. Courses will provide the foundation necessary for ongoing regulatory inspector training and standardization in Newton. Currently MA Standardized inspector, working towards FDA standardization.

Kyle Simpson - Registered Sanitarian, Environmental Health Specialist, Newton Health and Human Services Department. The knowledge learned in the courses will provide additional information that can be applied during an inspection and will aid in future standardization trainings.

Kofi Appawu – MPH, Environmental Health Specialist, Newton Health and Human Services Department.

Attending the courses will provide Kofi with the essential information required to properly complete his training.

Training Outcomes:

Measureable Outcome 1: Acquiring an estimated 20 CEU's to maintain credentials. Maintaining inspector credentials is required to be in compliance with Standard 2 and will help meet the current work already completed for Standard 2. Newton hopes to become in compliance with Standard 2 by June 2016.

Measureable Outcome 2: All four Newton food safety inspectors MA standardized. The trainings outlined above will help Newton's food inspectors perform consistent inspections, evaluate and assess risk factors, and enforce food safety laws and regulations for Newton food establishments. This will allow Newton to maintain compliance with Standards 1 and 3, and add to work completed for standards 2 and 4. Standardization of all inspectors will be the result of knowledge gleaned from the trainings and proceeding with required Standard 2 procedures.

BUDGET INFORMATION

BUDGET REQUESTS	
Budget Item	Grant Amt Requested
Travel	\$3,000.00
Total Grant:	\$3,000.00

Budget Narrative (1500 Max Characters)

\$3000 will be used for traveling to and from all three conferences/trainings. Travel includes mileage reimbursement to New Jersey, and Connecticut, airfare (to Boise, Idaho), and hotel stays in all three places.

REQUEST DOCUMENTS

Award Letter

Award Letter

Added at 5:40 PM on November 20, 2015



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#341-15

Telephone
(617) 796-1100

Facsimile
(617) 796-1113

TDD/TTY
(617) 796-1089

E-mail
swarren@newtonma.gov

November 30, 2015

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 authorize the acceptance and expenditure of the sum of \$20,000 awarded by the United States Food and Drug Administration. The award will be used for the Health and Human Services Standards Coordinator to write a community toolkit for designing and implementing a municipal food grading system.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

RECEIVED
NEWTON CITY HALL
2015 DEC - 1 PM 2:46
DAVID A. WILSON, CLERK
NEWTON, MA 02459

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

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

#341-15



November 20, 2015

Grant Number: G-MP-1510-03044

Project Title: Community Toolkit for Designing and Implementing a Municipal Food Grading System

Award Value: \$20,000.00

Project Period: July 1, 2016 to December 4, 2016

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

RECEIVED
Newton City of Health
2015 DEC -2 AM 11:36
David A. O'Leary, CEO
Newton, MA 02459

Dear Aimee Sullivan:

We have approved your application for Community Toolkit for Designing and Implementing a Municipal Food Grading System 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 4, 2016 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 4, 2016. 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

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 9/11/2013, 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. 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,



Joe Corby
Executive Director
Association of Food and Drug Officials
2550 Kingston Road
Suite 311
York, PA 17402

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: Daniel Lukash (daniel.lukash@fda.hhs.gov)
Catherine Hosman (catherine.hosman@fda.hhs.gov)

G-MP-1510-03044

City of Newton Health and Human Services

Average of Ratings: 39.666666667

City of Newton Health and Human Services

\$20,000.00 | 10/5/2015 | Grant: Year 3 (Sept/Oct 2015)

G-MP-1510-03044 | Category 2 - Moderate Projects

The main objective of this project is to develop a Community Toolkit for Designing and Implementing a Municipal Food Grading Program adhering to the most up to date FDA Food Codes (2013) based on the recent multi-year design and implementation in Newton, Massachusetts. The key benefits of this project include: 1) A comprehensive account of the steps, strategies, challenges and outcomes of a successful transition to a food grading system that can be replicated by other communities and lessen the resources needed by them to design and implement, 2) Documentation and codification of Newton's multi-year initiative to design and implement a food grading system will provide comprehensive guidelines for ongoing adherence to the program and training for members of the City of Newton's Health and Human Services Department.

The City of Newton Health and Human Services team conducted extensive outreach with restaurants in the community, initiated monthly food safety trainings in multiple languages, and developed a customized model for the community based on restaurant feedback while strictly adhering to the FDA 2013 food code. Additionally, the team created tools for on-going public awareness of food safety and restaurant compliance and developed systems for inspector compliance with required time frames for inspections and communication of outcomes to both restaurants and the public. The development of a toolkit that documents in a clear, accessible manner the systems, strategies and the lessons learned during the process of program design and implementation will greatly benefit any community considering or committing to designing and implementing a similar program as well as provide benefits to the City of Newton as it works to continuously maintain and improve this program.

Project Timeline: July 1, 2016 –November 30, 2016

July 2016: Gather current documentation on development and implementation of food grading system

August 2016: Interview sampling environmental health inspectors and restauranters for detailed understandings of process

September 2016: Draft comprehensive toolkit of Food Grading Development and Implementation based on Newton, MA program

October 2016: Design Toolkit including graphics, cover design for both hard copy and electronic distribution

October 2016: Copy editing of tool kit

October 2016: Develop detailed distribution strategy to reach regional and national communities

November 2016: Print Hard copies

November 2016: Distribute to representatives of at least 100 communities via hard copies, electronic copies and public presentations

Non-personnel Resources required:

1) Outside printing vendor for hard copy of toolkit

2) Copy editor consultant

3) Graphic design consultant

Organization:	City of Newton Health and Human Services
Location:	Newton, MA
Primary Contact	Aimee Sullivan
Confirm Primary Contact	Aimee Sullivan

Jurisdictional Level: State

FDA Region: NORTHEAST (RI, MA, ME, NH, VT, CT, NY, NYC, NY Health)

AUTHORIZING OFFICIAL INFORMATION

Authorizing Official Title: Chief Financial Officer
Authorizing Official First Name: Maureen
Authorizing Official Last Name: Lemieux
Authorizing Official Email: mlemieux@newtonma.gov
Authorizing Official Phone: 617-796-1000

PROJECT INFORMATION

Please note the Project Title has a limit of 255 characters. The system will automatically truncate text longer than this amount.

Project Title: Community Toolkit for Designing and Implementing a Municipal Food Grading System
Granting Year: Year 3 (Sept/Oct 2015)
PROJECT START DATE - May start on or after 11/30/2015: 7/1/2016
PROJECT END DATE - Must be completed by 12/04/2016: 12/4/2016
Have you conducted a self assessment of all 9 standards? Yes
Date of Most Recent Self-Assessment: 4/30/2014
 (Must have occurred within the last 5 years)
Amount Requested (Minimum \$10,000 / Maximum \$20,000) \$20,000.00

Project Summary:

The main objective of this project is to develop a Community Toolkit for Designing and Implementing a Municipal Food Grading Program adhering to the most up to date FDA Food Codes (2013) based on the recent multi-year design and implementation in Newton, Massachusetts. The key benefits of this project include: 1) A comprehensive account of the steps, strategies, challenges and outcomes of a successful transition to a food grading system that can be replicated by other communities and lessen the resources needed by them to design and implement, 2) Documentation and codification of Newton's multi-year initiative to design and implement a food grading system will provide comprehensive guidelines for ongoing adherence to the program and training for members of the City of Newton's Health and Human Services Department.

The City of Newton Health and Human Services team conducted extensive outreach with restaurants in the community, initiated monthly food safety trainings in multiple languages, and developed a customized model for the community based on restauranters feedback while strictly adhering to the FDA 2013 food code. Additionally, the team created tools for on-going public awareness of food safety and restaurant compliance and developed systems for inspector compliance with required time frames for inspections and communication of outcomes to both restaurants and the public. The development of a toolkit that documents in a clear, accessible manner the systems, strategies and the lessons learned during the process of program design and implementation will greatly benefit any community considering or committing to designing and implementing a similar program as well as provide benefits to the City of Newton as it works to continuously maintain and improve this program.

Project Timeline: July 1, 2016 –November 30, 2016

July 2016: Gather current documentation on development and implementation of food grading system

August 2016: Interview sampling environmental health inspectors and restauranters for detailed understandings of process

September 2016: Draft comprehensive toolkit of Food Grading Development and Implementation based on Newton, MA program

October 2016: Design Toolkit including graphics, cover design for both hard copy and electronic distribution

October 2016: Copy editing of tool kit

October 2016: Develop detailed distribution strategy to reach regional and national communities

November 2016: Print Hard copies

November 2016: Distribute to representatives of at least 100 communities via hard copies, electronic copies and public presentations

Non-personnel Resources required:

- 1) Outside printing vendor for hard copy of toolkit
- 2) Copy editor consultant
- 3) Graphic design consultant

Project Members:

1) Deborah C. Youngblood, PhD., Commissioner of Health and Human Services, City of Newton, will provide in-kind oversight of the project. Commissioner Youngblood has extensive experience developing toolkits for project replication and has successfully developed and disseminated similar types of projects throughout her career.

2) Aimee Sullivan, MPH, will be the Project Lead of the toolkit. Mrs. Sullivan is the Standards Coordinator and has guided the design and implementation of the City of Newton's Food grading program since 2013.

3) Robin Williams, REHS/RS, John McNally, RS, Kyle Simpson, REHS/RS, and Kofi Appawu, MPH, the City of Newton's environmental health inspector team, will provide in-kind consultation and review throughout the project.

Project Outcomes:

Outcome 1: City of Newton Food Grading toolkit will support adherence to new food grading system by Department of Health food inspectors by providing a comprehensive guide to procedural and protocol questions.

o Measurement of success to outcome 1: Restaurant inspections are completed on time (within 5 day grace period) an average of 90% of the time.

o Measurement of success to outcome 1: New inspectors are trained using the toolkit within 2 weeks of start date

Outcome 2: Communities considering and/or committed to designing and implementing a Food Grading program based on the FDA food code receive copies of the toolkit and it supports their efforts

o Measurement of success to outcome 2: At least 100 communities receive either electronic or hard copies of the toolkit by November 30, 2016.

o Measurement of success to outcome 2: Project members or departmental designees provide technical assistance in the form of phone support or presentations to at least 4 communities by June 30, 2017.

Which standard(s) will this project help you meet? Select all that apply, #1-9
(Note: If performing a self assessment, select all 9 standards.)

Standard No. 4 - Uniform Inspection Program, Standard No. 7 - Industry and Community Relations

BUDGET INFORMATION

BUDGET REQUESTS	
Budget Item	Grant Amt Requested
Printing/Postage Services	\$3,630.00
Consultants	\$2,800.00

Personnel	\$13,570.00
Total Grant:	\$20,000.00

Budget Narrative (1500 Max Characters)

Personnel Costs:

Project Lead, Aimee Sullivan: \$29.5 per hour (including fringe benes) x 20 hours per week x 23 weeks = \$13,570

Other Costs:

Graphic Design Consultant: \$1,800

Copyeditor Consultant: \$1,000

Printing of Toolkit: \$2,700

Postage for Toolkit Distribution: \$930

REQUEST DOCUMENTS
Award Letter Award Letter Added at 5:40 PM on November 20, 2015



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#342-15

Telephone
(617) 796-1100

Facsimile
(617) 796-1113

TDD/TTY
(617) 796-1089

E-mail
swarren@newtonma.gov

November 30, 2015

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 authorize the transfer and appropriation of the sum of \$500,000 from CATV Regulation Receipts for the installation of VoIP (Voice Over Internet Protocol) Technology, Fiber Components, and Video Surveillance and Security Alarm Systems, as well as the addition of 1 FTE – VoIP/Router Specialist position to the Information Technology Department to support this additional technology. The transfer will be to the following accounts:

- \$171,000.00 0111103-58512 VoIP Account
- \$60,000.00 C11101-585016 Fiber Components
- \$219,000.00 0111103-53404 Internet Access Charges
- \$50,000.00 0111102-511001 Full Time Salaries

Please reference the attached memo for the project breakouts. Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

2015 NOV 30 PM 1:11
RECEIVED
OFFICE OF THE MAYOR
CITY OF NEWTON
NEWTON, MASSACHUSETTS

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE



CITY OF NEWTON, MASSACHUSETTS

DEPARTMENT OF INFORMATION TECHNOLOGY

Telephone (617) 796-1180
Facsimile (617) 796-1196
TDD/tty # (617) 796-1089

Setti D. Warren, Mayor

Joseph P. Mulvey
Chief Information Officer

RECEIVED
HOWTON CIVIL SERVICE
2015 DEC -7 PM 1:47
David A. Gagnon, CIO
Newton, MA 02459

To: Maureen Lemieux
From: Joseph Mulvey, IT Department
Date: November 19, 2015
Re: Additional Funding using Cable License Fees

Hi Maureen,

There are a few additional fiber moves, additions and changes as building use and needs evolve. I have quotes for some of the expected projects and feel it would be in our best interests to create an account dedicated to future funding of this growth.

Also, as discussed earlier today, the VoIP project has gone on quite well in the test departments at City Hall, Fire Station #10 and Parks and Recreation.

We have funding to overhaul the Building Department and will be close to depleting the FY16 funding for VoIP improvements. Many locations need updated wiring to ensure Quality of Service. Some locations need more robust concentrators with backend copper lines.

As our responsibilities now include phone administration, we find our staff time is very consumed with tasks never before under our jurisdiction. We are looking to create a VoIP Specialist / Router Technician position to help the multi-year Voice over IP migration.

Given the success and the ease of mobility with these phones, I am respectfully requesting that you consider appropriating funds from our Cable Licensing Fee for the following projects:

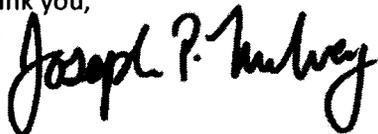
Convert Police Dispatch to VoIP	
CXII Controller with 11 phones	\$ 18,500.00
Convert Law, HR, Purchasing, Assessing, BOA/Clerk	
Rewiring as needed	\$ 10,000.00
Replace all employee desk phones with VoIP	\$ 20,000.00
Convert Library Administration to VoIP	
Connect all closets via multimode fiber	\$ 7,500.00
Replace all employee desk phones with VoIP	\$ 15,000.00
Convert Senior Center to VoIP	\$ 6,500.00
Upgrade wiring	\$ 4,000.00

Replace all employee desk phones with VoIP	\$ 5,000.00
Move DPW/Engineering To Crafts	
Rewire Crafts St both buildings	\$ 10,000.00
CX Controller with 20 phones and licenses	\$ 16,000.00
Move DPW/Engineering to Elliot	
Rewire Elliot St., both buildings	\$ 10,000.00
CX Controller with 20 phones and licenses	\$ 16,000.00
Move Planning into DPW/Engineer	
Rewire both areas	\$ 4,000.00
Install 25 VoIP phones with full licenses	\$ 12,500.00
Move basement inspectors into 2nd floor ISD	
Rewire ISD	\$ 5,500.00
Convert ISD to VoIP (21 phones)	\$ 10,500.00
Fiber Additional Moves, Adds and Changes	\$ 35,000.00
SCADA Connections	\$ 25,000.00
Physical Security	
Alarm System: High Rise package	\$ 150,000.00
City Hall Video Surveillance System	\$ 34,000.00
Photo ID/ Badge System implementation	\$ 15,000.00
Update all devices up to code	\$ 20,000.00
Additional Salary Funding Source	
For new VoIP/Router Specialist Position in IT	\$ 50,000.00
Estimated Total	\$ 500,000.00

If I may be of further assistance in answering any questions, I am always available.

Thank you,

Joe





Setti D. Warren
Mayor

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

#344-15
Telephone
(617) 796-1120
Telefax
(617) 796-1142
TDD/TTY
(617) 796-1089
www.newtonma.gov

James Freas,
Acting Director

**Community Preservation Committee
Funding Recommendation for
NEW ART CENTER PRESERVATION PLANNING**

date: 3 December 2015
from: Community Preservation Committee
to: The Honorable Board of Aldermen

PROJECT GOALS & ELIGIBILITY

The New Art Center's building on Washington Park in Newtonville is a former church, originally constructed in 1872 and used in the twentieth century by a neighborhood women's club and after City acquisition, by Newton Junior College. This project will produce conceptual and schematic designs for making this historic building accessible, energy-efficient, and usable for the Center's full range of current and planned future programs. All work proposed will meet the federal rehabilitation standards for historic buildings, as required to qualify both for funding under the Community Preservation Act (CPA) and for historic tax credits.

This building's individual listing on the National Register of Historic Places makes it eligible for CPA funding.

RECOMMENDED FUNDING

On 5 November 2015 by a vote of 6-0 (members Michael Clarke, Joel Feinberg and Richard Kronish absent) the Community Preservation Committee recommended appropriating \$72,652 from the Community Preservation Fund's fund balance and reserves for historic resources, and general fund balance, to the Planning & Development Dept., for a grant to the New Art Center for the overall purposes summarized in this budget:

New Art Center Preservation Planning Project Budget

Uses (roughly chronological order, does not match order in proposal)	
Completed Plans: Systems Replacement (2010) & Envelope Survey (2014)	\$17,421
Purchasing requirements research & bidding/contracting process	\$3,300
Work by contracted architect & consultants:	
existing conditions survey, needs assessment & feasibility study	\$14,500
conceptual design & schematic design development	\$70,000
construction estimation	\$4,000
project management support services	\$2,500
Contingency (3.6% of total excluding completed plans)	\$3,352
Total	\$115,073
Sources	
CPA funds	\$72,652
Massachusetts Cultural Council Cultural Facilities Fund (expended)	\$4,000
New Art Center Private donors (expended)	\$13,421
New Art Center private donor (confirmed)	\$25,000
Total	\$115,073

website www.newtonma.gov/cpa

contact Alice E. Ingerson, Community Preservation Program Manager

email aingerson@newtonma.gov phone 617.796.1144

SPECIAL ISSUES CONSIDERED BY THE CPC

Historic Preservation Standards The Center's planning to date has focused on the functional and programming needs its building must meet, rather than on historic preservation per se. The CPC asked that the Center's RFPs and contracts be approved by the Planning Dept.'s historic preservation staff, to ensure that the project meets the Secretary of the Interior's Standards for the Treatment of Historic Properties (www.nps.gov/tps/standards.htm). Compliance with these Standards is required for CPA eligibility and to make any future construction based on the results of the current project eligible for historic tax credits.

The CPC also asked the Center to work with CPC staff to determine whether the grant agreement for this project should make completion of the Center's Strategic Plan a condition for the initial release of CPA funds, or whether instead the partly CPA-funded preservation architect should be hired in time to participate in finalizing the Strategic Plan. The Center has indicated it is willing to consider both options.

Project Budgeting & Purchasing As suggested by the CPC, the base for the budget contingency on page 1 of this recommendation now excludes the cost of already completed plans. Since the anticipated cost of architectural and estimation services exceeds the CPA funding request, CPC staff should work with the Center and the City's Chief Purchasing Officer to design the most efficient possible process for purchasing these professional services with a combination of public and private funds.

ADDITIONAL RECOMMENDATIONS *(funding conditions)*

1. The CPC assumes that all recommended funds will be appropriated within 6 months, and the project will be completed within 18 months, after the date of this recommendation. If either deadline cannot be met, the New Art Center should request an extension of that deadline in writing from the CPC.
2. In addition to other provisions usual in CPA grant agreements for Newton, the agreement for this project should
 - ◆ require Planning staff approval of RFPs prior to distribution, and contracts prior to execution, for consultant services –to ensure that both design and construction work on the Center's building is eligible for both CPA funding and for historic tax credits
 - ◆ specify conditions for the initial release of CPA funds (possibly including completion of the Strategic Plan)
 - ◆ specify the procedures that will be used to combine public and private funds for purchasing the professional services needed to complete the project
 - ◆ specify conditions for releasing the final 10% of CPA funds, including an in-person and written final report to the CPC
3. Any CPA funds appropriated but not used for the purposes stated herein will be returned to the Newton Community Preservation Fund.

KEY OUTCOMES

The Community Preservation Committee will evaluate this project based on how well it meets all the conditions listed above.

ATTACHMENTS

(delivered to the clerks of the Public Facilities, Programs & Services and Finance Committees)

- Copy of CPC project webpage, with links to additional information:
www.newtonma.gov/gov/planning/cpa/projects/new_art_ctr.asp
- Proposal and presentation by the New Art Center to the CPC, October-November 2015

New Art Center

CPC Preservation Planning Proposal

The experience of art belongs to *all* human beings.

It helps people build community, and live fuller lives.

- Students participating in the arts have better academic performance and lower dropout rates.
- At-risk students with access to arts have better academic results, job opportunities, and higher community engagement.
- Community-based cultural programs reduce long-term care risk factors for those over 65.
- Building livable communities for people of all ages helps the region prepare for rapidly aging populations.

Source: *It Works. Work It...* Mass. Cultural Council, 2016

Presented 5 November 2015

1

New Art Center

CPC Preservation Planning Proposal

The New Art Center’s historic building needs preservation and renewal.

- ADA provisions are not implementable.



2

New Art Center

CPC Preservation Planning Proposal

The New Art Center's historic building needs preservation and renewal.

- Systems throughout the building are stretched to the maximum and patched together.



New Art Center

CPC Preservation Planning Proposal

The New Art Center's historic building needs preservation and renewal.

- Rooms are inadequate for teaching purposes and restrict our ability to develop new offerings.



Organizational strategic plan in development, due February 2016

- Board, staff and consultants TDC are building a new vision, strategy, goals and objectives for the Center which in turn will drive planning in many areas:
 - Fundraising plan
 - Long-range financial plan
 - Facilities plan
 - Education program development plan

Facilities Plan: the purpose of this proposal

- The building and many systems require substantial upgrades to accommodate ADA requirements, building codes, sustainability, maintenance & function.
- The work will trigger compliance with MA Architectural Access Board regulations.
- NAC has already commissioned a Systems Replacement Plan (2010) and an envelope assessment (2014) by independent engineers.

New Art Center

CPC Preservation Planning Proposal

Facilities Plan

- Additional inputs required for design process:
 - Existing Conditions Survey (to incorporate existing envelope study)
 - Needs assessment: integrate conditions with life safety, code compliance, regulatory constraints & efficient operation to determine priorities.
 - Feasibility study: integrate needs with budget and organizational goals; determine priorities for design project.

7

New Art Center

CPC Preservation Planning Proposal

Facilities Plan

- Procurement of design services
 - Develop scope-of-work: integrate all above elements to define scope of design project.
 - Selection process: prepare qualifications and RFP/RFQ; advertise and otherwise recruit bidders; pre-bid meeting; analyze, rank, interview respondents. Select vendor through City of Newton Purchasing process.
- Initial design phases
 - Conceptual Design: Designer produces initial designs to address critical goals, regulatory and code requirements.
 - Schematic Design: Refine concept into priceable designs
- Estimation
 - Engage professional construction estimator to price designs

8

Fundraising & Implementation

- Planning project will provide documentation necessary to raise funds for construction.
- Potential sources of construction funds:
 - CPC
 - Mass Cultural Council Cultural Facilities Funds
 - Equity- or income-backed funding (deed amendment needed to secure ownership).
 - Capital campaign focused on NAC donors.

New Art Center

CPC Preservation Planning Proposal

Project Budget

Systems Replacement Plan (Completed 2010)	\$ 8,512
Detailed Envelope Survey (Completed 2014)	\$ 8,909
<hr/>	
Existing Conditions Survey	\$ 6,000
Needs Assessment	\$ 6,000
Feasibility Study	\$ 2,500
<hr/>	
Purchasing requirements research	\$ 500
Selection process for designer/architect services	\$ 2,300
Selection process for estimator services	\$ 500
<hr/>	
Conceptual Design:	
dependent on needs assessment, completed by hired architect	\$25,000
Schematic Design Development, architectural & engineering fees for architect & consultants	\$45,000
<hr/>	
Construction estimation	\$ 4,000
<hr/>	
Project Management support services	\$ 2,500
Contingency @ 3% (based on subtotal of \$111,721)	\$ 3,352
TOTAL USES	\$115,073

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

City of Newton



Setti D. Warren
Mayor

PRE-PROPOSAL

PROPOSAL

Last updated December 2014.

(For staff use)
date rec'd:

Rec'd 5 pm, 30
September 2015

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

Community Preservation Program Manager,
City of Newton Planning & Development Department, 1000 Commonwealth Ave., Newton, MA 02459
aingerson@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	New Art Center – Preservation Planning			
Project LOCATION	New Art Center in Newton, 61 Washington Park, Newtonville, MA 02460			
Project CONTACTS	Name & title or organization	Email	Phone	Mailing address
Project Manager	Dan Elias, Executive Director, New Art Center	dan@newartcenter.org	617-964-3424	61 Washington Park, Newtonville, MA 02460
Project FUNDING	A. CPA funds requested: \$72,652	B. Other funds to be used: \$42,421	C. Total project cost (A+B): \$115,073	
Project SUMMARY	Summarize the project's main tasks, components or features, and why you believe it is eligible for CPA funds. You may provide more information in attachments, but your SUMMARY MUST FIT IN THE SPACE BELOW.			
<p>The New Art Center is requesting a grant to help fund a planning process for preservation and rehabilitation of our historic building at 61 Washington Park. The existing building, while in need of work, is what binds us to our community, offering a warm and unique space centrally located in a supportive neighborhood. We see great potential for improving and growing our organization, as the supporting documents will show, in our current space. The proposed planning process will result in a set of schematic designs with which the NAC will estimate costs and solicit contractor bids. With these documents in hand, we will be able to approach Newton's CPC, the MA CFF, private foundations and individuals with studied and fact-based data for what will be an extensive capital campaign and long-overdue renovation of our building. We understand that if the CPC awards us a grant for this planning process that it is in no way committing to fund any portion of the larger building project expected to follow. Upon completion of the planning, and with a clear and realistic building budget in hand, we will launch a capital campaign fundraising effort. We are in the soft phase of our fundraising efforts, and have several interested funders, good prospects and \$150,000 committed to date.</p> <p>With MCC funding, we have completed a Systems Replacement Plan and other repairs to the building: switching from oil to gas heat, replacing leaky, inefficient windows, installing an accessible bathroom and repairing the ramp on the front entrance of the building. This proposal builds on those critical upgrades to make the building safe, efficient, accessible and ready to serve all our patrons. Earlier this year we conducted a building envelope assessment with private funding. We have postponed repairs based on these findings until a more thorough planning process is complete, due in large part to feedback we received from the Mass Cultural Council that our argument for funding this work would be more successful as part of a more informed long-term plan.</p> <p>As a first step, the NAC has hired (with its own funds) Technical Development Corporation (TDC) to create a strategic plan for the organization to include goals for the facility, which will in turn inform the existing conditions survey, needs assessment and ultimate design project, should we receive CPC planning funds. We have attached the status of this strategic planning process to-date.</p> <p>The resulting assessments from this planning process will determine our building's condition, problems, zoning issues and City of Newton and historical rehabilitation requirements as well as an ADA review and a cost analysis of the necessary work. Conceptual and schematic design phases are the bulk of the costs, as an architect and associated specialists develop and refine designs to insure that the project can be achieved. A feasibility analysis will act as a check on our design ambitions.</p>				

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

Project TITLE		New Art Center – Preservation Planning	
USE of CPA FUNDS		HISTORIC RESOURCES	
Check all that apply:		preserve ✓	rehabilitate/ restore ✓
COMMUNITY NEEDS	Provide a brief quote and citation (plan title, year, page number) showing how this project meets needs already recognized in at least 2 community-wide plans with links under Guidelines & Forms on www.newtonma.gov/cpa . You may also list other community benefits not mentioned in any plan.		
<p>The proposed planning process for preservation and rehabilitation of the New Art Center building at 61 Washington Park, Newtonville, serves community needs as outlined by the following citations, making it very clear that our goal of using and sustaining an existing structure and adapting it for current use fit well into the City's <i>Comprehensive Plan</i> and the <i>Newton Historic Preservation Design Guidelines</i>:</p> <p><u><i>Adaptive reuse of historic buildings</i></u>: <i>Comprehensive Plan, 2007, page 9-8</i>: "Recycling "used buildings" and "used land" is critical for achieving the sustainability and smart growth goals articulated for Newton in this Plan. Historic buildings and landscapes are already used throughout the City for affordable housing, economic development, and recreation. Ironically, many of these uses are not recognized as historic preservation or adaptive reuse, perhaps because these projects depend less on preservation regulations and review than on proactive planning and voluntary actions by property owners, buyers, tenants, developers, and nonprofit organizations, who have quietly chosen to treat history as a valuable economic and environmental asset."</p> <p><u><i>Sustainability</i></u>: <i>Newton Historic Preservation Design Guidelines</i>: Sustainability, page 1: "The preservation of historic buildings and sites plays a key role in the protection of cultural resources and community character, promoting social sustainability."</p> <p><i>Newton Historic Preservation Design Guidelines</i>: Sustainability, page 2: "An added benefit to historic buildings is that they are intrinsically "green" with substantially lower environmental impact than new construction. Since historic buildings and structures already exist, the energy required to fabricate the lumber, bricks and details was expended in the past. New construction often includes demolition of existing buildings, with construction waste filling approximately 25% to 30% of landfills, in addition to waste associated with the fabrication of new construction materials. The most appropriate materials for the majority of preservation projects are often historic materials that are more sustainable than non-biodegradable manufactured products such as vinyl and plastics."</p> <p><i>Heritage Landscapes Report for Newton</i>: Village Centers and their Defining Features, p. 17: "During the HLI meetings, there was strong sentiment that the villages remain as the core of Newton's character and that all villages should be considered heritage landscapes. Each is valued for its small human scale, although each has a mix of residential and commercial properties." And "Most neighborhoods, ... are an amalgamation of architectural styles reflecting all periods of their history. This "evolving" character is an important feature to Newton residents who state that they are concerned about substantial changes that obliterate neighborhood character."</p>			
COMMUNITY CONTACTS	List 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
Emily Norton, Alderman, Ward 2		emily@emilynorton.org	617-795-0362
Claire Sokoloff, former chair, Newton School Committee		clasok@aol.com	617-527-2219
Lisa Monahan, Chair of NAC Board, trained architect		lisa@lisamonahan.com	617-964-4723
			58 Prescott Street, Newton, MA
			41 Oxford Road, Newton Centre, MA 02459
			1105 Walnut St., Newton, MA 02461
NON-CPA FUNDING	Source of Funds	Amount	Status of Funding (requested, expected, confirmed)
Private donors		\$38,421	Expended or Confirmed
Mass. Cultural Council		\$ 4,000	Expended

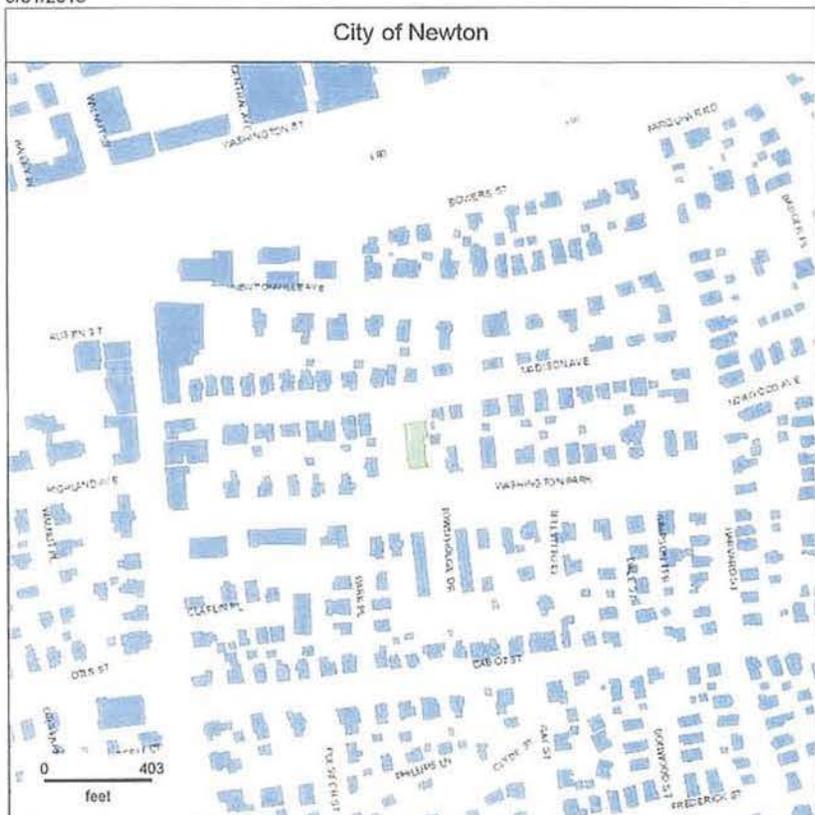
You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.
Full proposals must include separate, detailed budgets in addition to this page.

Project TITLE	New Art Center – Preservation Planning	
SUMMARY CAPITAL/DEVELOPMENT BUDGET		
Uses of Funds		
Systems Replacement Plan (Completed 2010)		\$ 8,512
Detailed Envelope Survey (Completed 2014)		\$ 8,909
Existing Conditions Survey		\$ 6,000
Needs Assessment		\$ 6,000
Feasibility Study		\$ 2,500
Purchasing requirements research		\$ 500
Selection process for designer/architect services		\$ 2,300
Selection process for estimator services		\$ 500
Conceptual Design: dependent on needs assessment, completed by hired architect		\$25,000
Schematic Design Development, architectural & engineering fees for hired architect & consultants		\$45,000
Construction estimation		\$ 4,000
Project Management support services		\$ 2,500
Contingency @ 3% (based on subtotal of \$111,721)		\$ 3,352
D. TOTAL USES (should equal C. on page 1 and E. below)		\$115,073
Sources of Funds		
CPC (Requested)		\$72,652
Massachusetts Cultural Council Cultural Facilities Fund (Expended)		\$4,000
New Art Center Private donors (Expended)		\$13,421
New Art Center private donor (Confirmed)		\$25,000
E. TOTAL SOURCES (should equal D. above)		\$115,073
SUMMARY ANNUAL OPERATIONS & MAINTENANCE BUDGET (cannot use CPA funds)		
Uses of Funds		
Janitorial Expense		\$15,500
Building and Liability Insurance		\$15,500
Repairs and maintenance		\$27,000
Building supplies		\$ 1,500
F. TOTAL ANNUAL COST (should equal G. below)		\$59,000
Sources of Funds		
Earned annual revenue of \$820,000 from classes		\$59,000
G. TOTAL ANNUAL FUNDING (should equal F. above)		\$59,000
Project TIMELINE	Phase or Task	Season & Year
	Existing conditions survey and needs assessment	Dec – Jan 2015-2016
	Feasibility study and purchasing requirements research	Jan 2016
	Completing procurement for designer/architect services	March 2016
	Conceptual design	April – Jul 2016
	Schematic design development and Construction Estimation	Jun – Aug 2016

Project TITLE		New Art Center – Preservation Planning	
↓ Check off submitted attachments here. **Attachment numbers in check-boxes**			
REQUIRED	Att 1	PHOTOS	of existing site or resource conditions (2-3 photos may be enough)
	Att 1	MAP	of site in relation to nearest major roads (omit if project has no site)
PROJECT FINANCES printed and as computer spreadsheets, with both uses & sources of funds			
detailed budget attachments REQUIRED	Att 2	development pro forma/capital budget AND timeline: 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) All budget information included on page 3 of proposal form; additional narrative provided.	
	Att 3	operating/maintenance budget, projected separately for each of the next 10 years (CPA funds may not be used for operations or maintenance)	
	Att 4	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	
	Att 5	purchasing of goods & services: briefly summarize sponsor’s understanding of applicable state statutes and City policies	
SPONSOR FINANCES & QUALIFICATIONS			
REQUIRED	Att 6	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.)	
	Att 7	for project manager: relevant training & track record of managing similar projects	
OPTIONAL	Att 8	LETTERS of SUPPORT	from Newton residents, organizations, or businesses
REQUIRED	Att 9	HISTORIC SIGNIFICANCE	For all historic resources projects, see separate instructions for 3 attachments analyzing historic significance and significant features, and showing how project meets national preservation standards
SITE CONTROL, VALUE & DEED RESTRICTIONS			
REQUIRED	Att 10	deed (confirming proposal sponsor’s control of site)	
	Att 5	owner’s agreement to a permanent deed restriction for historic preservation	
ADDITIONAL ATTACHMENTS			
OPTIONAL	Att 11	Systems Replacement Plan (SRP) and Envelope Analysis (2010, Funded by Massachusetts Cultural Council grant)	
	Att 12	Current Strategic Planning Process Status	

Attachments outlined in red above are available on the CPC's webpage for this project, but have been omitted from the materials accompanying the CPC recommendation to the Board of Aldermen. The project webpage is:
www.newtonma.gov/gov/planning/cpa/projects/new_art_ctr.asp

5/31/2013

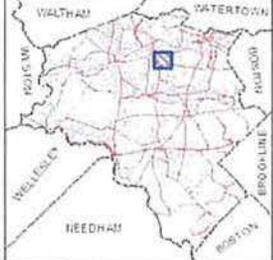


Property ID: 22006 0012
 Address: 61 WASHINGTON PK
 Owner: NEWTON ARTS CENTER INC



MAP FOR REFERENCE ONLY
 NOT A LEGAL DOCUMENT

Because of different update schedules, current property assessments may not reflect recent changes to property boundaries. Check with the Assessors' Office to confirm boundaries used at the time of assessment.



New Art Center Accessibility and Preservation Pre-Proposal to
 Newton Community Preservation Committee – Photos

31 May 2013
 page 1 of 11



Figure 1: Exterior of Main Gallery's stained glass windows



Figure 2: Exterior of ELVAS studio architectural detail

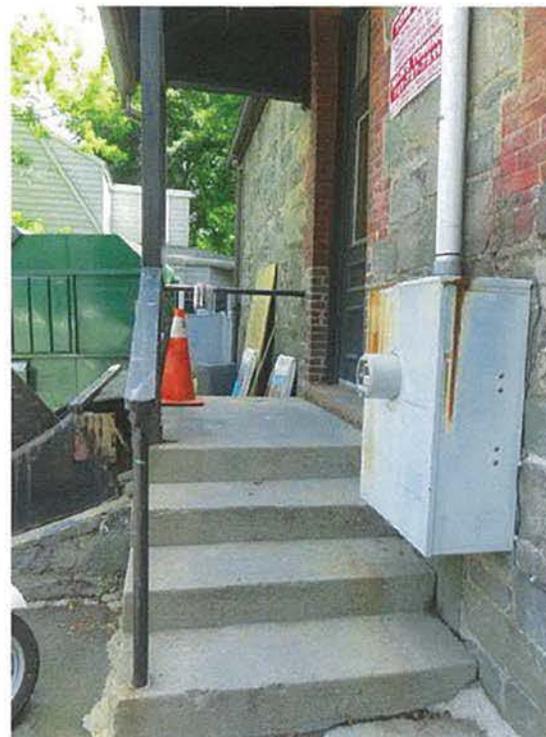


Figure 3: ELVAS studio is not handicapped accessible

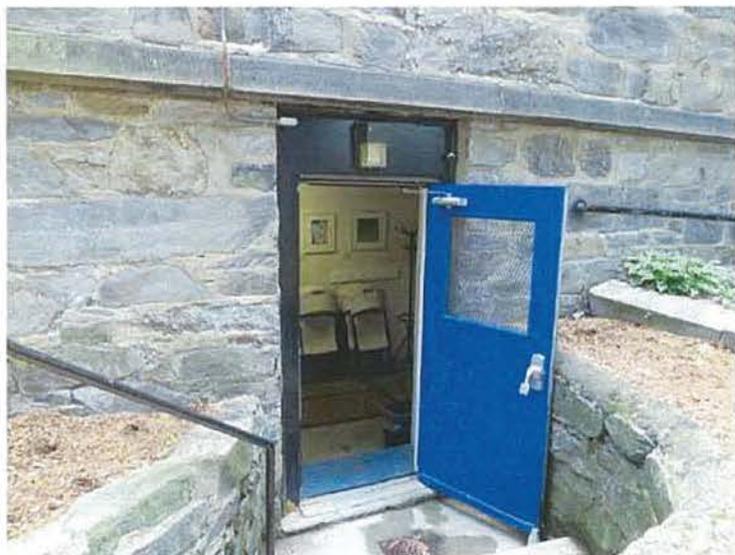


Figure 4: Lower studios are not handicapped accessible



Figure 5: Main Gallery interior, floors in need of repair

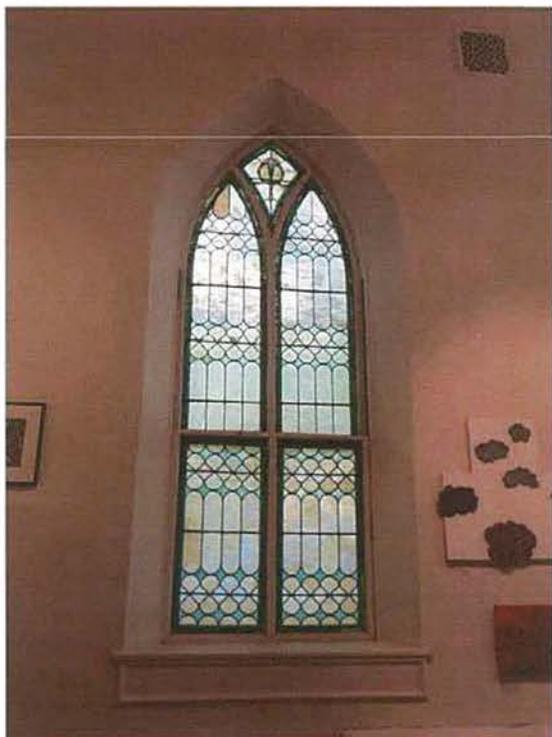


Figure 6: Interior of Main Gallery's stained glass windows



Figure 7: Stained glass in ELVAS studio



Figure 8: Lower studio interior



Figure 9: Driveway which needs to be repaved



Figure 10: Porch outside of Main Gallery



Figure 11: Exterior of Main Gallery and tower

New Art Center
Supplemental Materials to the CPC, Attachment 2
October 1, 2015

Project Budget Narrative AND timeline

This narrative refers to the budget summary on page 3 of the proposal form. That page includes all available budget information, so no separate budget attachment has been provided. The following is an explanation of each item, along with the expected timeline for each item.

Systems Replacement Plan: Completed in 2010, please see attachment 11 of this proposal.

Detailed Envelope Survey: Completed in 2014, please see attachment 11 of this proposal.

To Be Completed December 2015 – January 2016:

Existing Conditions Survey: Look at each element of the building and the property it sits on to compile an inventory of the observed condition. A room-by-room walk through would be completed, looking at building systems, in-place construction and its condition.

Needs Assessment: Review the findings of the existing conditions survey and prioritize the conditions for life safety, code compliance, and efficient building operation. Review the goals and how the existing condition needs to be addressed to accomplish them. This would include the physical condition and any regulatory constraints.

To Be Completed January, 2016:

Feasibility Study: Using the information obtained from the existing conditions survey and review of goals, make determinations about the success of accomplishing the noted goal(s). Factors to be examined in addition the physical building are zoning, historical limitations and budget constraints.

Purchasing Requirements Research: Review the City of Newton requirements for purchasing goods and services when municipal funds are used in a design and construction project.

To Be Completed March 2016:

Selection Process for designer, architect and estimator: Prepare a request for proposals from each of the above noted professionals to provide a specific set of documents necessary to complete the planning process. Steps would be: complete the written RFP; advertise the request, respond to any questions related to the request; hold a pre-bid meeting to review the building with respondents; receive bid proposals, analyze, rank and set up interviews with selected respondents; choose final vendors; execute contracts.

To Be Completed April – June 2016:

Conceptual Design: Work with the selected designer/architect to lay out the desired goals and address any code issues.

To Be Completed June – August 2016:

Schematic Design: Refine the concepts to ensure the building and the budget can support them. Ensure what is shown can be built physically as well as financially. The architect will provide some in-house budget analysis. Secure a third party independent estimator.

Construction Estimation: Prepare an independent estimation of project costs to confirm the desired goals as detailed can be supported by the project budget or use the information to establish and refine a budget.

New Art Center Facilities and Utilities Expense projections, 2016-2025

Expense	2016 [1]	%+/-	2017	%+/-	2018	%+/-	2019 [2]	%+/-	2020 [3]	%+/-	2021	%+/-	2022	%+/-	2023	%+/-	2024	%+/-	2025
Expense																			
6300 - Facilities Expense																			
6310 - Janitorial Expense	16,500.00	0.0	16,500.00	0.00	16,500.00	20.00	19,800.00	0.00	19,800.00	0.00	19,800.00	0.00	19,800.00	0.00	19,800.00	0.00	19,800.00	0.00	19,800.00
6320 - Building & Liability Insurance	15,600.00	5.0	16,380.00	5.00	17,199.00	7.00	18,402.93	5.00	19,323.08	5.00	20,289.23	5.00	21,303.69	5.00	22,368.88	5.00	23,487.32	5.00	24,661.69
6330 - Repairs & Maintenance	20,000.00	3.0	20,600.00	3.00	21,218.00	-50.00	10,609.00	3.00	10,927.27	3.00	11,255.09	3.00	11,592.74	3.00	11,940.52	3.00	12,298.74	3.00	12,667.70
6340 - Building Supplies	4,300.00	3.0	4,429.00	3.00	4,561.87	10.00	5,018.06	3.00	5,168.60	3.00	5,323.66	3.00	5,483.37	3.00	5,647.87	3.00	5,817.30	3.00	5,991.82
6350 - Facilities License & Permits	100.00	0.0	100.00	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00
6380 - Offsite Storage	1,320.00	0.0	1,320.00	0.00	1,320.00	-100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub-total of Facilities Expense	57,820.00	3%	59,329.00	3%	60,898.87	-11%	53,929.99	3%	55,318.95	3%	56,767.98	3%	58,279.80	3%	59,857.27	3%	61,503.36	3%	63,221.21
6370 - DepExp - CA	45,000.00	-3.0	43,650.00	-3.00	42,340.50	100.00	84,681.00	-3.00	82,140.57	-3.00	79,676.35	-3.00	77,286.06	-3.00	74,967.48	-3.00	72,718.46	-3.00	70,536.90
Total 6300 - Facilities Expense	102,820.00	0%	102,979.00	0%	103,239.37	34%	138,610.99	-1%	137,459.52	-1%	136,444.33	-1%	135,565.86	-1%	134,824.75	0%	134,221.82	0%	133,758.11
6400 - Utilities Expense																			
6410 - Electricity	9,100.00	6.0	9,646.00	6.00	10,224.76	-10.00	9,202.28	6.00	9,754.42	6.00	10,339.69	6.00	10,960.07	6.00	11,617.67	6.00	12,314.73	6.00	13,053.62
6430 - Telephone	4,100.00	3.0	4,223.00	3.00	4,349.69	3.00	4,480.18	3.00	4,614.59	3.00	4,753.02	3.00	4,895.61	3.00	5,042.48	3.00	5,193.76	3.00	5,349.57
6440 - Water/Sewer	2,500.00	3.0	2,575.00	3.00	2,652.25	3.00	2,731.82	3.00	2,813.77	3.00	2,898.19	3.00	2,985.13	3.00	3,074.68	3.00	3,166.93	3.00	3,261.93
6450 - Gas Expense	8,200.00	6.0	8,692.00	6.00	9,213.52	-30.00	6,449.46	6.00	6,836.43	6.00	7,246.62	6.00	7,681.41	6.00	8,142.30	6.00	8,630.64	6.00	9,148.69
Total 6400 - Utilities Expense	23,900.00	5%	25,136.00	5%	26,440.22	-14%	22,863.75	5%	24,019.21	5%	25,237.51	5%	26,522.23	5%	27,877.14	5%	29,306.25	5%	30,813.81
Total Expense	126,720.00	1%	128,115.00	1%	129,679.59	25%	161,474.73	0%	161,478.73	0%	161,681.84	0%	162,088.09	0%	162,701.89	1%	163,528.07	1%	164,571.92 [4]

30% Increase over 2016

NOTES:

- 1) Per FY 2016 budget
- 2) Assumes building project completed in 2019. Repairs & maintenance costs drop, depreciation goes up, offsite storage ceases. Building becomes more efficient for gas & electricity, and requires higher standard of cleaning.
- 3) After renovation, costs revert to climbing as previously.
- 4) After 20 years' increases, total is still well within NAC's capacity to fund through tuitions.

NB: Since the present proposal is for planning and needs analysis, the scope and nature of renovations have not yet been determined. The increase in depreciation expense assumes a cost of renovations equal to the present asset value of the building.



September 29, 2015

Alice Ingerson
Community Preservation Project Manager
Department of Planning
City of Newton
1000 Commonwealth Avenue
Newton, MA 02460

To the Committee,

Regarding funding for our planning project to preserve our building at 61 Washington Park, we have a 5-year verbal commitment at \$25,000. per year to use for institutional priorities from a donor who wishes to remain anonymous. We have committed her gift for 2016 calendar year to funding our portion of the present proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Elias'. The signature is fluid and cursive, with a large initial 'D' and 'E'.

Dan Elias
Executive Director



September 23, 2015

Alice Ingerson
Community Preservation Program Manager
City of Newton Planning & Development Department,
1000 Commonwealth Ave.,
Newton, MA 02459

Regarding the New Art Center in Newton Inc. Preservation Planning grant proposal:

To the Community Preservation Program Committee,

In the event that the Newton CPC funds construction or alteration of the New Art Center building at 61 Washington Park, the New Art Center Board of Governors is ready and willing to enter into a permanent deed restriction for historical preservation.

Furthermore, the New Art Center understands that, should we receive City of Newton funds through the CPC, we will be required to comply with City policies and state statutes when procuring goods or services with those funds.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daniel Elias', with a long horizontal flourish extending to the right.

Daniel Elias
Executive Director

A handwritten signature in black ink, appearing to read 'Lisa Monahan', with a long horizontal flourish extending to the right.

Lisa Monahan
President, Board of Governors

New Art Center
Supplemental Material to the CPC
October 1, 2015

ELIGIBILITY STATEMENTS OF LEAD PERSONNEL

Dan Elias, CPC Program Manager

As Executive Director and coordinator of the board's building committee, Dan Elias will oversee all aspects of this project including fund-raising, staff supervision, maintaining and enforcing the budget and final oversight of the required contractors, with the support of the building committee and construction manager. Dan has managed several similar planning and construction projects in the past, including the Center's Massachusetts Cultural Council Capital Facilities Fund's grant for Accessibility and Energy Efficiency. Dan was Director of Grants Management for the Peabody Essex Museum, has a Master's degree from Harvard University in Museum Studies with a focus on management and administration, and has owned and managed two businesses. He has work experience as a builder and craftsman in woodworking, ironworking, construction and painting.

Diana Bailey, Building Committee Chair

Diana will be our resident architectural expert and advisor to Dan on the planning process. Since winning, upon graduation, the prize from the Harvard Graduate School of Design for Excellence in the Study of Architecture, Diana has worked for over 35 years working as an architect doing different types of work, ranging from designing the Harvard Red Line T station, to low income housing, to designing houses and extensive interior renovations, the latter two of which are her current foci. Her experience in collaborating with vendors and managing construction projects, and understanding the details of all of these projects will be vital to efficient, high quality outcomes.

1. Analysis of Historical Significance

(Adapted from the Andover-Harvard Theological Library database and Samuel Francis Smith's *History of Newton, Massachusetts, Town and City, from its Earliest Settlement to the Present Time, 1630-1880, 1880*)

61 Washington Park was built as Newton's first Universalist church. The Newton Universalist Society was organized in April 1871, holding its first meeting in the small hall over Williams' Drug Store, in Newtonville Square. The Society voted in July 1872 to purchase land on the newly-established Washington Park for the erection of a church building. The cornerstone was laid on October 22, 1872, and the Newtonville Universalist Church—built at a cost of about \$20,000—was dedicated on June 26, 1873. It was one of four churches built in Newtonville in the late 1800s, the village's first period of major growth.

In 1932 the land and building were sold to Newton Women's Club. In 1962 the land and building were sold to the City of Newton which leased it to Newton Junior College. Newton Junior College was operated through the Newton Public Schools. It was founded in 1946 in order to allow returning veterans to continue their education but closed in 1976 due to increasing costs. In 1976, the City sold the building to Newton Cultural Affairs, Inc. so that the space could be used as an arts center.

2. Description of Historically Significant Features

(Adapted from the National Register of Historic Places)

The Universalist Church at 61 Washington Park, now home to the New Art Center, is the only non-residential structure in the National Register district. This 1½-story, three-bay, Gothic Revival stone building is also the largest in the district, with its rear elevation fronting Madison Avenue. Distinctive architectural details include large, pointed-arched windows filled in ornamental stained glass; an arched front door; and a front-gable, slate-shingled roof. The roof features bands of polychrome, hexagonal slates that form a decorative pattern.

The right bay features the lower half of the church tower, which holds the primary entranceway to the building and was the base for the original belfry and steeple. Two narrow lancet windows are positioned directly above this entranceway on the facade of the tower, which has a decorative metal cornice with diamond-shaped details.

The west elevation features a covered side entrance, which has a hipped, slate-shingle roof, supported by six wooden posts leading to a pair of paneled wooden doors. This elevation also has a three-pointed arch, stained glass sash windows (mimicked on the east elevation), and a metal handrail leading down to an additional side entrance. The middle and rear bays were added sometime before 1895. The middle bay on the west elevation has a Tudor-arched side entrance with metal doors and transom and a small, double-hung, sash window with a quoin-patterned brick casing. A small gabled dormer sits in the center of the roof. On the east side, this bay features a hipped dormer above a trio of tall, narrow, double-hung sash windows set into patterned, brick casing. The rear bay on the west elevation reveals one side of the large, gable-on-hip roof that connects to the main building, with the small, pedimented gable having board-and-batten siding and a boxed vent. A smaller half-hipped roof is set into the larger roof directly below the gable, covering a trio of 12-paned, fixed-sash windows with stained glass and thick stone sills. Below each of these windows is a set of six decorative terra-cotta tiles with sunburst-patterned ornamentation. The rear bay on the east elevation has the same detailing as on the west.

The rear (north) side of the building is dominated by the steeply-pitched, gable-on-hip roof, and has a 1/1 double-hung sash window and four 2/2 double-hung sash windows, all with quoin-patterned brick casings. A rear entranceway with concrete steps and a shed roof was added in 1932, extending the

New Art Center Accessibility and Preservation Pre-Proposal 31 May 2013, rev. 10 June 2013
to Newton Community Preservation Committee – Historic Resources Attachments p. 2 of 3

existing bulkhead that covers the stairway to the basement. The entrance features a paneled wood door with a six-paned transom, and the same quoin-patterned casing found on the building's sash windows.

The building suffered a major alteration in 1938, when the wooden belfry and steeple were destroyed by the devastating Hurricane of 1938. More recent alterations have been few and have been achieved with concern for preservation of the building's historic character. A wooden ramp and metal handrail were added in 1980 to allow access to the Main Gallery for visitors who use wheelchairs and walkers. Repairs to roofs have maintained the original slate, and replacement gutters and downspouts (installed in 2009) are copper.

3. Summary and Justification of Proposed Treatment

The proposed improvements to the New Art Center at 61 Washington Park fall in the categories of **rehabilitation and preservation**. The decision to embark on this process, and to request planning funds from the Newton CPC, comes out of the long-standing need for rehabilitation of our building, feedback we have received from the Mass Cultural Council that our application for funding major construction would be looked upon more favorably if it were part of a better-informed, long-term plan, and the work that has been done piecemeal, as we have been able to afford each project. The most responsible and fiscally feasible approach to complete the majority of the rehabilitation at this point is to begin with a thorough and detailed existing conditions survey and needs assessment. These surveys, along with the ensuing conceptual and schematic designs, will enable us to have a clear grasp of the full scope of work and feasibility of a major construction project. We have ideas of what the needs will be, and have listed below some of the items that will most likely come up, but without conducting a full planning process as outlined in this proposal, we will not have a clear idea of all that a project such as this will entail, resulting in unforeseen and untenable issues and associated costs. We are very excited to begin and look forward to working with the CPC.

The New Art Center serves 2,500 students and 4,500 visitors each year, yet much of the building remains inaccessible to visitors with disabilities. Only the Main Gallery is accessible via ramp, and we have installed an accessible bathroom on the Main Gallery level. Our goal is to make the entire building accessible. We also hope to make much-needed capital improvements to preserve the building's historic character, including preserving the Main Gallery's original stained glass windows and repairing the roof. These are comprehensive and long-term changes that will modernize the building, make it more sustainable and increase its ability to serve the needs of the community while also being able to reach a broader audience.

This proposal is specifically to attain funds to plan our approach to the rehabilitation of our building in a careful and considered way. Some of the upgrades to the building that we anticipate will be made apparent are:

- Repair roof, building tower, porch and other portions of building's exterior
- Upgrade HVAC systems in galleries and studios
- Install elevator from Main Gallery to downstairs studios
- Repave driveway to direct water away from building
- Create barrier-free access to large art studio and main office
- Re-plan existing kitchen to install barrier-free restroom
- Restore or replace inefficient, leaking windows in large art studio
- Preserve stained glass windows in Main Gallery
- Restore floor in Main Gallery
- Renovate basement studios
- Create barrier-free access to ceramics studio

New Art Center Accessibility and Preservation Pre-Proposal 31 May 2013, rev. 10 June 2013
to Newton Community Preservation Committee – Historic Resources Attachments p. 3 of 3

Along with our neighbors on Washington Park, we believe the New Art Center's use of the historic building at 61 Washington Park has been good for historic preservation. While the evolution of the building to the art center necessitated many changes to the building's interior, it did allow the building's most important interior space, the former church nave, to remain intact—not carved into numerous rooms on multiple stories, as with former churches converted into residential or commercial space. Moreover, the building's architecturally significant exterior has been preserved as carefully as possible (with further restoration work planned as funds can be found), and the building remains a largely unspoiled example of Victorian Gothic Revival architecture.

The New Art Center remains committed to the 61 Washington Park location. The building is an integral part of the organization's identity as a community art center. By making the building accessible to a diverse population, we will ensure the continued usability of this historic property. We hope the planning process and rehabilitation to follow, accomplished with care and respect for the building's history, will adapt the building at 61 Washington Park for use by students and visitors of all abilities in the decades to come.



Setti D. Warren
Mayor

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

#335-15

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

James Freas,
Acting Director

**Community Preservation Committee
Funding Recommendation for
1930s MURAL (NEWTON NORTH HIGH SCHOOL)**

date: 18 November 2015
from: Community Preservation Committee
to: The Honorable Board of Aldermen/City Council

PROJECT GOALS & ELIGIBILITY

This project will rehabilitate a three-part mural by WPA artist Maurice Compris that was first installed in the library of Newton High School in 1936. The mural was dedicated to the memory of Newton High graduate Stafford Leighton Brown, who served as an ambulance driver and pilot in France during World War I beginning before the United States entered the war. He died in a test flight crash just 6 months before the war's end. His mother, Eugenie Brown, also established a scholarship in her son's name that is still awarded at Newton North. After the mural was removed from the old Newton High School, only the central panel ("Education") was installed in the cafeteria at the new Newton North High School. Just before that school was demolished, the side panels ("Industry" and "Commerce") were rediscovered – unfortunately too late to design a space at the current Newton North to accommodate the three-part mural's original configuration. However, the School Dept. has committed to displaying all three panels in a way that helps viewers see them as a single work of art. The Newton Historical Commission made the mural eligible for CPA funding by voting on 24 September 2015 to declare it significant in the history and culture of Newton.

RECOMMENDED FUNDING

On 5 November 2015 by a vote of 6-0 (members Michael Clarke, Joel Feinberg and Richard Kronish absent) the Community Preservation Committee recommended appropriating \$114,900 for this project from the Community Preservation Fund's fund balance and reserves for historic resources and general fund balance, to the control of the School Department for the overall purposes summarized in this budget:

Project Budget for 1930s Mural - Newton North High School

Uses	
Restoration Conservators	\$82,200
Project/Administrative Support	\$15,600
Installation Subcontractor	\$8,800
Installation Materials	\$8,300
Total	\$114,900
Sources	
CPA funds	\$114,900
Note: The School Dept. is also submitting a request to the Newton Cultural Council to support interpretive materials, which are not in themselves eligible for CPA funding.	\$2,000

website www.newtonma.gov/cpa

contact Alice E. Ingerson, Community Preservation Program Manager

email aingerson@newtonma.gov phone 617.796.1144

SPECIAL ISSUES CONSIDERED BY THE CPC

Funding Leverage The CPC's current funding guidelines and comments from the League of Women Voters encouraged raising some funds for this project from non-CPA sources, such as Newton North's PTO or alumni. However, some CPC members felt it would be difficult to raise non-CPA funds for the project, or that PTO and alumni funds should be reserved for supporting classroom education. Given the relatively small amount requested, the CPC decided not to require additional leverage.

Installation & Maintenance Given the mural's difficult recent history, the CPC was particularly concerned to ensure its future maintenance. Since the School Dept. does not have in-house the skills needed to evaluate proposed installation locations and required conservation measures (such as UV film to reduce light exposure from windows), or to design a long-term maintenance program for the mural, the CPC asked that these tasks be included in the contract for the restoration conservator hired with CPA funds.

Research & Interpretation The City of Newton seal and Newton High School letters and colors in the central "Education" panel support the School Dept.'s view that this mural was intended to depict Newton's history or at least Newton's self-perceptions as of the 1930s. On the other hand, some aspects of the mural do not easily fit into this interpretation, such as the longshoremen loading (or unloading) an ocean freighter in the "Commerce" panel. Several questions about the mural's creation and intentions remain unanswered: Comprised other work for the New Deal's Works Progress Administration (WPA), but no connection between this mural and the WPA has yet been documented. A 1936 student newspaper article credits Mrs. Eugenie Brown with providing "materials" for the mural, but no documentary evidence has been found for who actually commissioned the mural, or why. The CPC hopes the School Dept. will follow through on its stated intention to sponsor further student research on these and other questions raised by the mural. The CPC also hopes the School Dept. will engage the general public in discussing the mural's history and meanings, especially in the context of current debates about Newton's community character and economic diversity.

ADDITIONAL RECOMMENDATIONS *(funding conditions)*

1. The CPC assumes all recommended funds will be appropriated within 6 months, and the project will be completed within 18 months, after the date of the recommendation. If either of these deadlines cannot be met, the School Dept. should submit to the CPC a written request to extend that deadline.
2. The contract with the restoration conservator should include evaluating proposed installation locations; recommending and implementing any measures needed to protect the mural in the final location chosen; and producing a brief (one-page) "preservation maintenance plan," with cost estimates, to guide the School Dept. in caring for the restored mural.
3. The School Dept. should sponsor additional research, ideally by Newton students, on the mural's history; encourage broad community discussions of that history; and hold a public re-dedication ceremony for the restored mural once it has been installed in its new location.
4. Within a month of completing the project, the School Dept. should provide the CPC with a final in-person and written report on the project's results, including the preservation maintenance plan in **2** above.
5. Any CPA funds appropriated but not used for the purposes stated herein must be returned to the Newton Community Preservation Fund.

KEY OUTCOMES

The Community Preservation Committee will evaluate this project based on goals 1-4 above and in the long term, on appropriate maintenance and continued student and public engagement with the restored mural .

ATTACHMENTS

(Delivered to the City Clerk and clerk of the Finance Committee)

- Copy of the CPC's webpage for this project, with links to additional information:
www.newtonma.gov/gov/planning/cpa/projects/art.asp#1930s-mural
- School Dept. funding proposal and slide presentation to the CPC in October-November 2015

“Education”

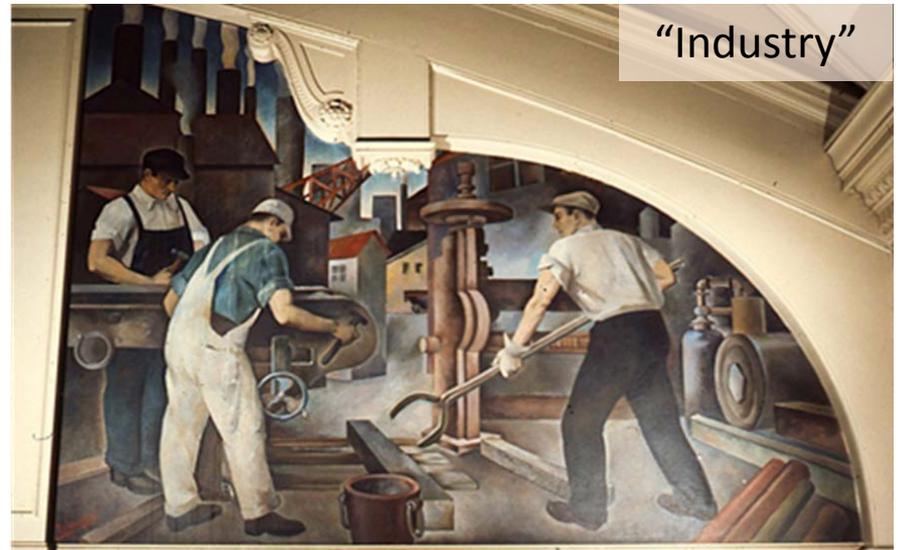


Maurice
Compris mural
in its original
location,
Newton High
School Library,
date unknown
(photo supplied
by Newton
School Dept
2013)

“Commerce”



“Industry”



Maurice Compris mural, 21 August 2015,
Unrolled on the floor of Newton City Hall War Memorial Auditorium

#335-15





#335-15
Maurice Compris mural,
21 August 2015,
unrolled on the floor of
Newton City Hall War
Memorial Auditorium



Maurice Compris mural, 21 August 2015,
Unrolled on the floor of Newton City Hall War Memorial Auditorium

#335-15



closeups from
central panel



Maurice Compris mural, 21 August 2015,
Unrolled on the floor of Newton City Hall War Memorial Auditorium

#335-15



closeups from
central panel



City of Newton Newton(North) High School

Historical Mural Restoration and Installation CPC Project Request

November 5, 2015

The Story of Lt. Brown

- Stafford Leighton Brown graduated from Newton High School in 1915.
- He attended Dartmouth College, and in 1917, joined the American Ambulance Field Service, and was sent to France.
- He became a pilot and flew in the famous Lafayette Flying Corps.

Lt. Brown in uniform:



- His plane crashed in Oct. 1918, just six weeks before the war ended, and Lt. Brown is buried in an American Cemetery in France.
- He once wrote: *“I would like to be remembered for having done something worthwhile, or for dying in the attempt.”*

Mural in Brown's Honor

- In 1936 Maurice Compris was commissioned to paint a three-part mural entitled "Citizenship."
- The mural was dedicated to the memory of Lt. Brown and hung in the Newton High School library.
- Each panel depicts an aspect of life and education in the city.

Mural in Brown's Honor

- Mrs. Eugenie Stafford Brown (Stafford's mother) was present at the dedication of the murals in 1936, and according to *The Newtonite*, she paid for the materials that Compris used to create them.
- She also established a scholarship in her son's name, which is still given annually to "a deserving Newton North student."

Center Panel – “Education” in Original Installation



Left Panel – “Commerce” in Original Installation



Right Panel – “Industry” in Original Installation



The “WPA Mural”

- The mural was often called “the WPA mural.”
- Compris did do some work for the WPA, but we have no evidence that this mural was funded by the WPA.
- It certainly is in the style of many similar works funded by the WPA.

Mural Restoration

- In 1973 Newton High was torn down; the center panel was moved to the new NNHS and hung in the cafeteria until 2010. The two side panels were rolled up and stored.
- In 2010 the new Newton North opened; the center panel was found to be in need of significant restoration.
- It was decided to apply for CPA funds to restore all three panels of the original mural.

Future Plans

- We hope to fully restore the mural, and hang it prominently in Newton North.

PROPOSED FY2016 RESTORATION BUDGET

Conservation Restoration	\$ 82,200
Installation	\$ 17,100
Admin Fee	\$ 15,600
Total Projected Expenses	\$114,900

Thank You!

- Thank you for your time and consideration.
- We hope that you will approve our request to add another chapter to the story of this dramatic work of public art!



David Fleishman
Superintendent of Schools

Newton Public Schools
100 Walnut Street
Newton, MA 02460

#335-15
Telephone
(617) 559-6100
Fax
(617) 559-6101

September 10, 2015

Alice Ingerson
Community Preservation Program Manager
Planning and Development Department
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Dear Ms. Ingerson:

I am very excited about the opportunity to restore the giant murals that originally hung in the library at Newton High School. The murals are dramatic and a portrayal of Newton in the early and mid 20th century and are magnificent in scope and style.

I am delighted to inform you that the Newton Public Schools enthusiastically support the restoration and the re-hanging of the murals. We will commit resources to managing the project including administrative support and a designated project manager to oversee the grant funds. I can assure you that we are also committed to displaying the murals, interpreting them for the public and maintaining them in the future.

If you need further information about this most promising initiative, please do not hesitate to contact me.

Sincerely,

David Fleishman
Superintendent of Schools

DAF/mb

cc: Jonathan Bassett
Jennifer Huntington



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

PRE-PROPOSAL

PROPOSAL

Last updated 21 September 2014.

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

Community Preservation Program Manager,

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

aingerson@newtonma.gov

617.796.1144

#335-15

(For staff use)
date rec'd:
5:30 pm,
25 Sept 2015
(electronic
version)

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	1930s Mural Restoration – Newton North High School		
Project LOCATION	Newton North High School, 457 Walnut St, Newtonville, MA 02460		
Project CONTACTS	Name & title	Email	Phone
Project Manager	Cynthia Brown, Purchasing Manager, School Dept.	cindy_brown @newton.k12.ma.us	617.559. 9050
Other Contacts	Representing Newton North High School:		
	Jennifer Huntington, Principal Emeritus	granx4@gmail.com	617.965. 5063
	Jon Bassett, Head, History & Social Sciences	jonathan_bassett @newton.k12.ma.us	617.559. 6280
Project FUNDING	A. CPA funds requested: \$114,900	B. Other funds to be used: N/A	C. Total project cost (A+B): \$114,900
Project SUMMARY	Summarize the project's main tasks, components or features, and why you believe it is eligible for CPA funds. You may provide more information in attachments, but your SUMMARY MUST FIT IN THE SPACE BELOW.		
<p>This proposal seeks funding to restore a large, three-part mural- by Maurice Compris, which was originally installed in 1936 in the library at Newton High School, and which has been seriously damaged over many years in storage. It consists of a large central panel on the theme of "education," and two side panels, one illustrating "industry" and one illustrating "commerce."</p> <p>The mural, totaling over forty feet in length, was dedicated to the memory of Lt. Stafford Leighton Brown, Newton High School Class of 1915, who volunteered with the American Ambulance Field Service in France in 1917 and died in an accident on September 28, 1918, while serving as a pilot with French forces.</p> <p>When the multi-building Newton High School was torn down in 1973, the mural's central panel was moved to the new Lowell Avenue Newton North High School and hung in the cafeteria. For reasons still to be researched, the two side panels were rolled up and stored. When that building was demolished, the mural's central panel was again taken down, rolled up and also put in storage. A space was designed in the new NNHS building on Walnut Street for that panel, should it be restored. After that building opened in 2010, the two side panels were re-discovered. They would hang across the hall from the central panel.</p> <p>The main task of the project is to clean and restore these important historical visual artifacts, and to reunite them, although not on a single wall, to hang in the new building for future generations to appreciate. The school department is offering significant 'in-kind' support for the project in the form of administrative support for the grant, and a commitment to displaying and maintaining them in the future.</p> <p>We believe that the restoration of this unique and beautiful mural offers the city, and the school, a wonderful opportunity to preserve, and present, an important part of our community's story. The murals will honor both the man to whom they were dedicated, and reclaim a part of the school's history that will definitely contribute to our whole community.</p>			

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

Project TITLE		1930s Mural Restoration – Newton North High School	
USE of CPA FUNDS			
HISTORIC RESOURCES:		preserve	rehabilitate/ restore
		✓	✓
COMMUNITY NEEDS	Provide plan title, year, page number and a brief quote showing how this project meets needs already recognized in at least 2 community-wide plans linked to the Guidelines & Forms page of the CPC website, www.newtonma.gov/cpa . You may also list other community benefits not mentioned in any plan.		
<p>Among the goals outlined in Newton’s <i>Comprehensive Plan</i> in the Chapter 9 on History, are:</p> <ul style="list-style-type: none"> to allow “educators to use local historical resources and sites to help students explore broader issues and develop both analytical and communication skills.” [Chapter 9, p. 1]. to align “... Newton with recent trends in the broader practice of historic preservation by seeing history everywhere.” [Chapter 9, p. 6]. to support “ ... more systematic use of local resources in the Newton Public Schools.” [Chapter 9, p. 13]. <p>This application, for funds to restore a three-part mural that the Newton Historical Commission has designated of local significance in Newton’s history, seeks to help fulfill the above goals and actions.</p> <p>The School Department has already demonstrated positive support for the restoration of the murals through many hours of staff time preparing an RFQ for the restoration, touring the building to find a suitable site to hang the art, and several general meetings to help facilitate the project. David Fleishman, Superintendent of Schools, has promised on-going support for the care, upkeep and maintenance of the murals.</p> <p>Why restore this mural now? The mural will remind Newton’s students, teachers and the community of the school’s intimate connection to World War I, the terrible “war to end all wars.” Lt. Stafford Brown was just the age of most of the students who will be able to use the mural as a research tool for their junior history theses, as a visual historical marker for tours of the school, and inclusion on websites about the history of the school and the city.</p> <p>Important questions about this mural remain to be researched, including whether it was intended to portray Newton’s self-perception or future aspirations as a community in the 1930s, and whether it was funded in whole or in part through the New Deal’s Works Progress Administration. No matter what original intentions and funding, however, the challenge of reinterpreting it through time, in the context of changing community values and historical methods, will help students to develop the ‘analytical and communication’ skills called for by the <i>Comprehensive Plan</i>, and to “see history everywhere.”</p>			
COMMUNITY CONTACTS	List 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. Consult staff on the types of community contacts required for your specific proposal.		
	Name & title or organization	Email	Phone
	David Fleishman, School Superintendent	fleishmand@newton.k12.ma.us	617.559.6100
	Peter Capodilupo, former NNHS housemaster & English Dept. Co-Chair		617.244.5972
	Helen and Peter Smith	phsmith@igc.org	617.969.5243
	Claudia Wu	Wuclauds5@gmail.com	617.965.7665
			19 Marion St., West Newton 02465
			130 Washington St., Newton Corner 02458
			25 Sewall St., West Newton 02465
NON-CPA FUNDING	Source of funds	Amount requested	Date of funding decision (confirmed or expected)
	Newton Cultural Council	\$2,000	Late October

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page. **#335-15**
Full proposals must include separate, detailed budgets in addition to this page.

Project TITLE	1930s Mural Restoration – Newton North High School	
SUMMARY CAPITAL BUDGET		
Uses of Funds		
Senior Restoration Contractor		\$24,000
Restoration Contractors		\$58,200
Project Administrative Supports		\$15,600
Installation Subcontractor		\$8,800
Installation Materials		\$8,300
	TOTAL	\$114,900
Sources of Funds		
Community Preservation Program		\$114,900
Newton Cultural Council		\$2,000
		\$00,000
	TOTAL	\$116,900
SUMMARY ANNUAL OPERATIONS & MAINTENANCE BUDGET (cannot use CPA funds)		
Uses of Funds		
Newton Public Schools Administrative Support		N/A
	TOTAL	N/A
Sources of Funds		
		\$00,000
		\$00,000
	TOTAL	\$00,000
Project TIMELINE	Phase or Task	Season & Year
	Confirmation of project funding by Board of Aldermen	January 2016
	Bidding & contracting	
	Mural restoration & further research (for historic interpretation)	
	Re-installation & re-dedication	December 2016

Project TITLE		1930s Mural Restoration – Newton North High School		#335-15
Note: Any specific attachments not required for this proposal have been deleted below by CPC staff. ↓ Check off submitted attachments here.				
REQUIRED.	✓	PHOTOS	of mural in its orig. location, showing its current condition, and of planned location for reinstallation (New location provided as map, not as photo.)	
	✓	MAP/PLAN	floor plan of Newton North High School, showing planned display location, *** marks the location of main mural Note: a photo of the planned location for central panel of the mural is included in the RFQ below.	
Detailed budget attachments REQUIRED.	PROJECT FINANCES printed and as computer spreadsheets, with both uses & sources of funds			
	✓	development pro forma/capital budget: include total cost, hard vs. soft costs and contingencies, and project management – amount and cost of time from contractors or staff (in-kind contributions by existing staff must also be costed) operating/maintenance budget, projected separately for each of the next 10 years (CPA funds may not be used for operations or maintenance)		
		non-CPA funding: commitment letters, letters of inquiry to other funders, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions		
REQUIRED.	SPONSOR FINANCES & QUALIFICATIONS			
	✓	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 <i>Statement in lieu of attachment:</i> Cindy Brown, Project manager, has worked for the NPS for several years and has a lot of experience managing budgets, purchases etc. She prepared the RFQ, and paid a lot of attention to the murals and their condition.		
	✓	RFQ (request for qualifications) used to solicit the project estimates on which this proposal’s budget is based; and summary of responses to the RFQ.		
OPTIONAL	✓	LETTERS of SUPPORT	from Newton residents, organizations, or businesses	
REQUIRED.	See note.	CAPITAL IMPROVEMENT PLAN	current listing/ranking & 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	
REQUIRED.	✓	HISTORIC SIGNIFICANCE	For all historic resources projects, see separate instructions for required attachments: analyzing historic significance, detailing significant features, and showing how project meets national preservation standards.	
			Letter from Newton Historical Commission confirming that the resource is locally significant (required for CPA eligibility). Voted YES 9/24/2015	

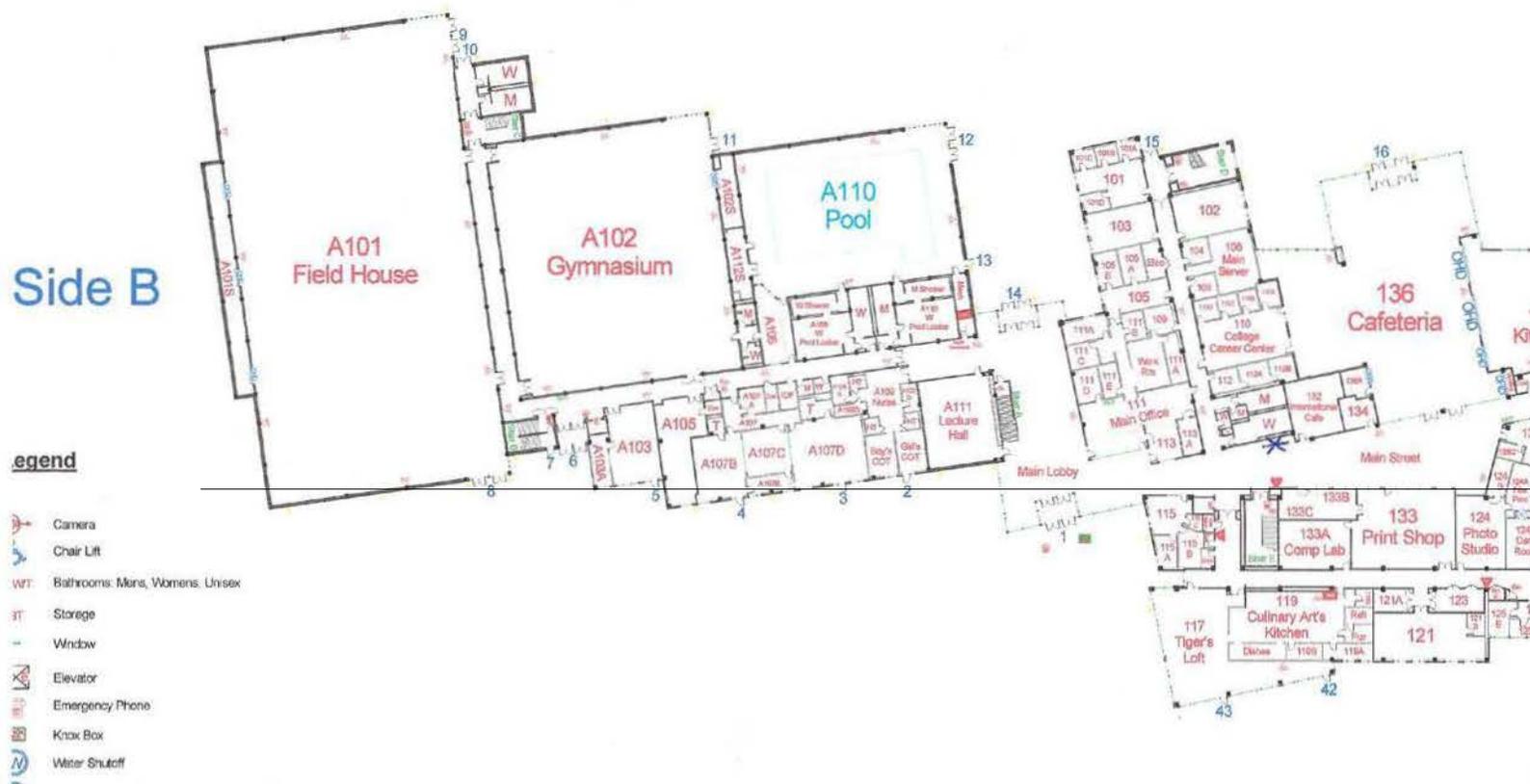
Note: This project is not listed in the current *Capital Improvement Plan*, but as context, CPC staff added to this proposal the list of other School Dept. projects that are listed in the *CIP*.

chool District:	Newton Public Schools
chool Name:	Newton North High School
ddress:	457 Walnut Avenue Newtonville, MA 02460

Side C

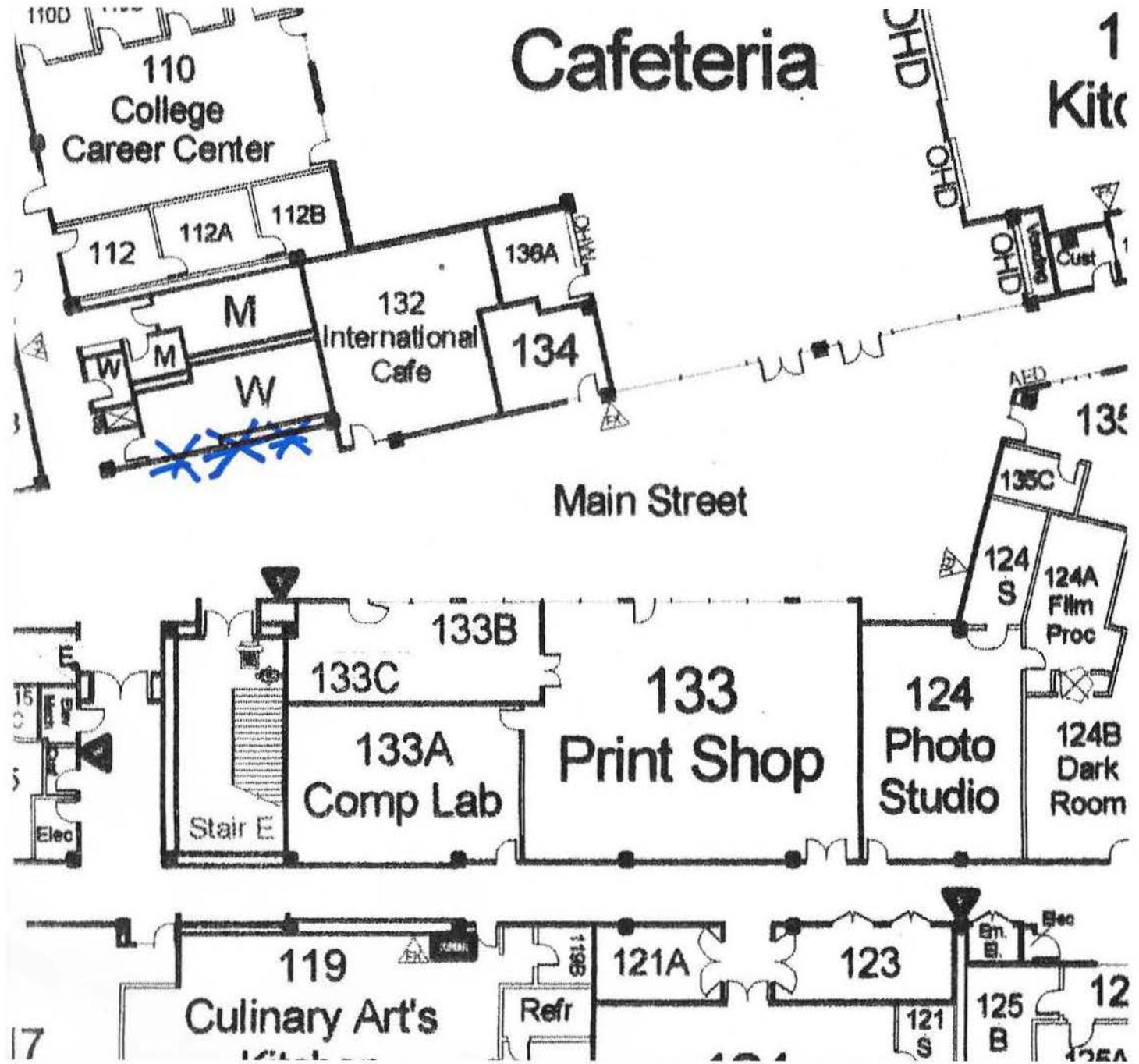
Floor 1

Card Reader Doors
Are displayed in **ORANGE**



NNHS Floor Plan:

NNHS Enlarged Floor Plan-- *** marks the location for main mural



*Submitted 25 Sept 2015;
reformatted for legibility by CPC staff 28 Sept 2015*

Project Budget for 1930s Mural Restoration - Newton North High School

Description	Cost of Time (Hourly Rate)	Estimated Time	Total Cost
Senior Restoration Contractor	\$120	200	\$24,000
Restoration Contractors	\$120	485	\$58,200
Project/Administrative Supports			\$15,600
Installation Sub Contractor			\$8,800
Installation Materials			\$8,300
Project Total			\$114,900
In-Kind Contributions:	Cost of Time	Time	Total
NPS Professional Services	* \$1,000		
Administrative Support	N/A		

* CPC Staff Note: Assume this figure belongs under "total cost," rather than "hourly rate."

NEWTON PUBLIC SCHOOLS
100 WALNUT STREET
NEWTONVILLE, MA 02460

Cindy Brown
Purchasing Manager
cindy_brown@newton.k12.ma.us

Tel. 617-559-9050
Fax 617-559-9039

Request for Quotation

RFQ# 091615

Professional Mural Restoration and Installation Services

Please Quote No Later Than September 23, 2015

Newton Public Schools (NPS) is seeking quotations that will lead to the hiring of a professional mural restoration certified conservation contractor and a professional installer contractor to provide specific conservation restoration and installation services for a large three piece oil-based 1930s mural in accordance with the terms and conditions contained herein. All quotes must be submitted in the manner and form prescribed by the specifications, which control award of the contract. This Request for Quote (RFQ) is to collect information and review quotes for the grand total of all restoration and installation services described below. Contract is contingent upon a grant that will be applied for and approved in October of 2015. A more detailed proposal will be required at that time.

The contract, if awarded, shall be in effect from the time of the approved grant funded contract execution through December 31, 2016. Subcontracting of any of the work is not permitted unless indicated within this RFQ response or pre-approved in writing by the NPS designated Project Manager.

Quotes may be delivered to the NPS Purchasing Department via the address listed above OR emailed to: cindy_brown@newton.k12.ma.us and copied to: alyssa_baringer@newton.k12.ma.us OR faxed to 617-559-9039. It is recommended to email or call to confirm that your quote has been received for consideration.

1.0 Overview and Scope of Services

Newton Public Schools has three separate oil-based murals painted on canvas by Maurice Compris in the late 1930's. The center panel is approximately 22' wide by 12' tall with an arc top. The other pieces are two side panels, each measuring approximately 10' wide by 12' tall with more pronounced arcs on top. Currently there are no strainers, stretchers, or supports for these canvases. The current condition of these canvases is delicate and will require a significant amount of cleaning, repairing and conservation restoration work before they can be re-installed at Newton North High School. The original murals were site specific and built right into a wall with elaborate molding framework. There is a need for some added restoration on the side panels in four small areas where the molding cut right into the canvases. All three canvases will be hung on panels after restoration is completed and transported to Newton North High School for final installation. The larger center mural will be installed on one prepared wall to be hung approximately 25' high. The two end murals will be installed side by side to be hung approximately 22' high on wall in close proximity to the main mural. Awarded contractor(s) will be responsible to provide a dedicated staging area for the conservation, restoration, and assembly of panels where restoration work will be completed. Pricing will also include any related restoration materials, canvas molding or framing for finished edges, tools, packing, shipping, and transportation of canvases and supports during various stages of completion.

The three murals were unrolled, laid out, and available to be viewed by potentially interested contractors to assess how much restoration work will be needed and to help in the preparation of a detailed quote. This RFQ should not exceed more than an additional page of scope work description in addition to the price proposal page included with this RFQ. A more detailed scope of work will be required once the grant is approved to fund this project. The restoration work will require

in-painting to give the same detail as the original mural work. There are four small sections that will need additional canvas and painting to fill in areas that were cut out to accommodate the original elaborate molding. These areas were pointed out at the viewing when the murals were rolled out on display. Awarded contractor(s) would be responsible for the complete professional restoration project and to attach the murals to new support panels for an extensive, complete and professional installation with a finished look. Please review Attachments 1 & 2 on pages 6 & 7.

2.0 Description and Delivery

The restoration contractor will work closely with Newton Public Schools staff to plan and develop a strategy and timeline that meets our needs and expectations after the initial award. Regular meetings and contact from the execution of this contract through the completion of this restoration project will be required.

3.0 Price Schedule

Quote for estimated restoration services for Newton Public Schools "NPS" as per scope of service.

IMPORTANT: Quote must include all RFQ scope specifications and minimum requirements. Please include in your quote the number of hours per restorer and the hourly rate for each.

Award will be made to the lowest responsive and responsible contractor.

Restoration and Installation Services

Senior Restoration Conservation Contractor: Est. # of hours _____ at an hourly rate of _____ = \$ _____

Restoration Assistant Contractors: Est. # of hours _____ at an hourly rate of _____ = \$ _____

Project Manager: Est. # of hours _____ at an hourly rate of _____ = \$ _____

Administrative Support: Est. # of hours _____ at an hourly rate of _____ = \$ _____

Senior Professional Installers: Est. # of hours _____ at an hourly rate of _____ = \$ _____

Installation Assistants: Est. # of hours _____ at an hourly rate of _____ = \$ _____

Project Manager: Est. # of hours _____ at an hourly rate of _____ = \$ _____

Other Expenses: Location (restoration area), staging, packaging and transporting for restoration and installation = \$ _____

Other Expenses: Materials needed for restoration and installation (canvas, paint, panels, etc.) = \$ _____

***GRAND TOTAL FOR CONSERVATION RESTORATION AND INSTALLATION SERVICES**
= \$ _____

*Please add all nine (9) totals to calculate Grand Total

_____ and \$ _____

(Written word Grand Total)

(Numerical)

Grand Total (From execution of the contract through December 31, 2016)

IMPORTANT: Award will be made to the lowest responsive and responsible bidder based on estimated grand total and provided that grant funds are awarded.

Contractor Information:

Signature: _____ **Date:** _____

Name: _____ **Title:** _____

Company: _____ **Telephone:** _____

E-mail _____ **Fax:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

4.0 Minimum Requirements

- 4.1 Contractor(s) must have a minimum of ten (10) years of experience completing successful comparable projects, such as described within this RFQ.
- 4.2 Contractor(s) must submit evidence of certification as a professional conservation restoration professional.
- 4.3 Contractor(s) must provide company names and contact information of three (3) references with whom they have successfully worked on comparable projects as described within this RFQ.
- 4.4 Awarded contractor must be able to produce evidence of existing coverage of a certificate of insurance or insurance binder to demonstrate that workers compensation insurance and liability insurance (minimum of \$1,000,000) is in effect.

5.0 Payment

Invoices shall be billed in duplicate to Accounting Dept., Newton Public Schools, 100 Walnut Street, Newtonville, Massachusetts 02460. All invoices will be processed and paid within 45 days of receipt of invoice. Invoices may be submitted monthly or quarterly as work has been completed.

6.0 Contract Forms

Sign and include a Certificate of Non-Collusion, as well as a signed Certificate of Payment of Taxes to the Commonwealth of Massachusetts ("Tax Attestation Form").

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ATTACHMENT 2

Photo of where the main mural will be hung.



RFQ Attachment Check List: (to be included with your RFQ submission)

- A. Request for Quote response
- B. Certificate of Non-collusion Form
- C. Tax Attestation Form
- D. A list of company names and contact information of three (3) references with whom you have successfully worked on comparable projects within the last five (5) years.

SECTION COMPLETED

FUND: 01 - GENERAL FUND
DEPARTMENT: NEWTON PUBLIC SCHOOLS

CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY

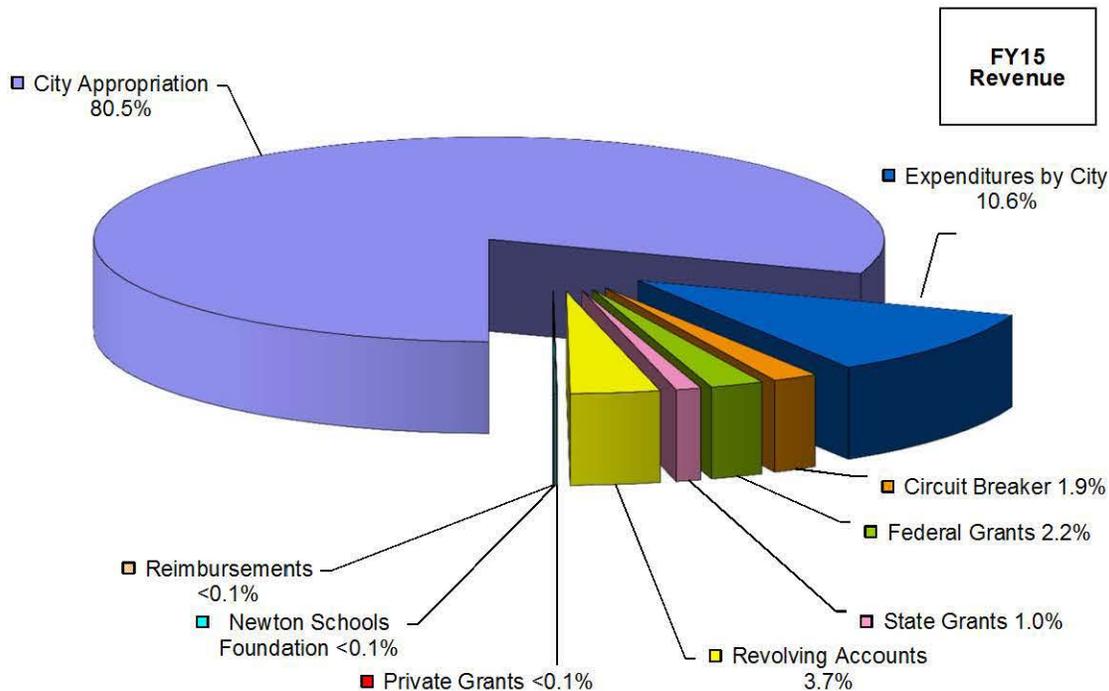
	ACTUAL 2013	ACTUAL 2014	AMENDED 2015	YTD 03/31/2015	RECOMMENDED 2016	CHANGE 2015 To 2016
FUNCTIONAL ELEMENT SUMMARY						
98001080 SCHOOL COMMITTEE	180,210,956	188,932,442	195,831,164	125,390,236	203,710,912	7,879,748
TOTAL FUNCTIONAL ELEMENT	180,210,956	188,932,442	195,831,164	125,390,236	203,710,912	7,879,748
OBJECT SUMMARY						
5795 - UNDISTRIBUTED BUDGET	180,210,956	188,932,442	195,831,164	125,390,236	203,710,912	7,879,748
TOTAL OBJECT	180,210,956	188,932,442	195,831,164	125,390,236	203,710,912	7,879,748

This page added by CPC staff.

Newton Public Schools Revenue Funds Summary FY13, FY14 and FY15

Fund	FY13 Actual	FY14 Actual	FY15 Budget	DIFFERENCE FY14 - FY15
City Appropriation (Annual Operating Budget)	\$178,607,074	\$188,179,011	\$195,831,164	\$7,652,153
Expenditures by City*	29,242,962	24,699,280	25,885,684	1,186,404
Federal Grants	5,624,306	4,861,034	5,320,549	459,515
Circuit Breaker	4,822,162	5,231,633	4,525,031	-706,602
State Grants	2,584,054	2,617,449	2,516,642	-100,807
Private Grants	103,599	262,569	78,020	-184,549
Newton Schools Foundation	109,984	190,204	192,280	2,076
<u>Revolving Funds Revenue:</u>				
Athletics	842,215	798,538	795,068	-3,470
School Lunch	3,021,083	3,027,090	3,057,361	30,271
Summer School and Camp	506,553	569,021	562,742	-6,279
Bus Fees	500,657	516,838	410,000	-106,838
Student Fees	572,870	476,804	479,829	3,025
School-Based Instructional Programs	215,043	461,240	472,482	11,242
Tuition-Based Pre-School	742,529	763,877	779,155	15,278
Community Education	1,351,544	1,772,053	1,770,949	-1,104
Use of School Buildings	566,051	675,903	576,000	-99,903
<u>Subtotal Revolving Funds</u>	<u>8,318,545</u>	<u>9,061,365</u>	<u>8,903,586</u>	<u>-157,779</u>
<u>Reimbursements</u>				
Medicaid Reimbursement	620,000	0	0	0
E-Rate Reimbursement	119,426	119,259	112,979	-6,281
Total	\$230,152,112	\$235,221,804	\$243,365,934	\$8,144,130

* Includes retirement benefits, retiree insurance, long term debt retirement, long term debt service/school construction, student support services (nursing, crossing guards) and general administrative services.



Community Letters of Support:

Claudia Sauermann Wu
25 Sewall Street
West Newton, MA 02465
wuclauds5@gmail.com; 617-965-7665

September 20, 2015

Community Preservation Committee
c/o Alice Ingerson, Community Preservation Program Manager
Newton Planning and Development Department
Newton City Hall, 1000 Commonwealth Avenue
Newton, MA 02459

Dear Ms. Ingerson and Members of the Community Preservation Committee:

My name is Claudia Wu. I am a long time Newton resident and historic preservation professional, and am writing in support of CPA funding to restore the three Compris murals commissioned in memory of Lt. Stafford Leighton Brown.

Our city is so very fortunate to have surviving murals from the WPA period associated with Newton from the first part of the 20th century. Although we often celebrate our history by preserving our built environment, and have put mechanisms in place for doing so, it is historic art and artifacts that often convey our sense of place in the most powerful way.

The Compris murals, lovingly commissioned by a mother in memory of her son, depict an early 20th century Newton, a time of great change and upheaval in the United States. While they are noteworthy and important as public art, they also capture a certain vision of Newton and life in a Boston suburb at this time. Preserving this visual record is an important part of our city's history and can be the vehicle through which many stories of the past are told to our students and the public.

The agrarian nature, social structure and economic life of our city are all pieces of history reflected and celebrated in this artwork. And yet, while the murals depict a changing Newton, they also tell a larger story of depression-era WPA projects, immigrant artists such as Maurice Compris who brought their artistic style to a growing United States and young men going off to war. There is much to be learned from them.

When we have the chance to preserve a unique and fragile artifact that tells us something about ourselves and the people who came before us, we need to act. We have an opportunity to remember Lt. Brown with public art that celebrates the city that he came of age in and thereby continue to make connections across decades for the residents of this city. The restoration of these murals is an excellent use of Newton's CPA funds, and I urge you to allocate funding for this important project.

Thank you very much for your consideration of this application.

Sincerely,


Claudia Wu

Community Preservation Program
c/o Alice Ingerson, program manager
Newton City Hall
1000 Commonwealth Ave.
Newton, Mass. 02459

September 11, 2015

This letter is in support of the application to get funds to restore the murals by Maurice Compris in memory of Lt. Stafford Leighton Brown, Class of 1915.

Both of our children are Newton North graduates. Teaching at Newton High and then Newton North from 1971-2009 as well as working on Newton's Comprehensive Plan are part of both our experiences over the years.

We urge you to find the way to bring the murals back into the life of Newton North so that students can appreciate both the graphic depictions of the city and the sacrifices graduates have made.

Sincerely,

The image shows two handwritten signatures in cursive. The top signature is "Helen F. Smith" and the bottom signature is "Peter H. Smith".

Helen F. Smith
Peter H. Smith
130 Washington St.
Newton, Mass. 02458

Since 1859, before Abraham Lincoln was President and most of our ancestors were on some distant continent, there has been Newton High School. Its founding motto, “Animi Cultus Humanitatis Cibus”, affirms that “Learning Sustains the Human Spirit”, and this motto is embedded in the original set of murals which stood proclaiming Newton’s educational mission.

Even as the make-up of our community has evolved and changed over the last century and a half, this core value has been a touchstone and a mirror of Newton’s culture. The “Millennial” mural, commissioned and mounted through Project 2000, acknowledged the need to symbolize and visualize the diverse breadth and profound depth of Newton’s people and their children. Now as we enter our “new” building, the mural’s message is both striking and evocative. It is important to remember that it was designed as a “partner” to be viewed as a counterpoint and “companion” piece with the original mural which was to be restored. The original stood at the “heart” of the original Newton High School, reminding those generations of who they were and what they should aspire to.

Many of us who are part of Newton’s traditional human “fabric” are afraid this historical art may be lost. There is already a place, a “frame”, ready for its showing and display juxtaposed to Millennial 2000’s beauty. The restoration would complete the spiritual journey which reminds us all of Newton’s unyielding commitment to both our children and their vital and vibrant education, regardless of the changes and challenges which time may thrust upon us.

Thank you,

Peter A. Capodilupo

(former Housemaster, English Department Co-Chairman, Head Football Coach)

Ward

- I Ellen Gibson
- II Margaret Albright
- III Angela Pitter-Wright
- IV Diana Fisher Gomberg
- V Steven Siegel
- VI Ruth Goldman
- VII Matthew Hills, Chairperson
- VIII Margie Ross Decter, Vice-Chairperson

Newton School Committee

100 Walnut Street
Newtonville, MA 02460
Tel (617) 559-6110
Fax (617) 559-6101
www.newton.k12.ma.us
schoolcommittee@newton.k12.ma.us

Mayor Setti Warren
Ex officio



September 25, 2015

Community Preservation Program
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Dear Members of the Community Preservation Program:

I am writing to express the enthusiasm and support of the School Committee for the project to restore and re-hang the murals at Newton North. The murals are an important portrayal of Newton's history from the early and middle part of last century, and we are delighted that they will again be hung at Newton North.

I am happy that Superintendent Fleishman has informed you that the Newton Public Schools support the project and will commit resources to manage the project (including administrative support and a designated project manager to oversee the grant funds). The support for this project will enable current and future Newton residents to benefit from the murals for decades to come.

Thank you again for your interest, and please contact me with any questions.

Sincerely,

Matt Hills
Chair, Newton School Committee

/mb

HISTORIC RESOURCES PROPOSAL FOR RESTORATION/REHABILITATION OF THREE MURALS

On September 24, 2015, the Newton Historical Commission voted unanimously to designate three murals of historical importance to the City.

This proposal seeks funding to restore and rehabilitate these murals, which were painted in the 1930's by Maurice Compris, possibly with WPA funding. The murals were dedicated to Lt. Stafford Leighton Brown, Class of 1915, who died in 1918, and were hung in the library of Newton High School in the original building on Walnut Street. The murals probably depict what Newton thought was important at that time: education, family life, commerce, trade and agriculture. The school's colors, orange and black, are integrated into the central section. The two side panels do not accurately depict the city's commerce, but the pictures of shipping and foundry work were possibly included, if the work was indeed funded by the WPA, to comply with WPA guidelines, given the Depression in the 1930's.

Maurice Compris (1885-1939) was born in Amsterdam, Holland and was a member of the Royal Academy there before moving to the USA. He became a member of both the Rockport and the North Shore Art Associations. The main mural has been called "The WPA mural", and research shows that WPA money was awarded to those art associations in the 1930's, although it is not known for sure if Mr. Compris received funding from the WPA to complete these particular murals.

Lt. Stafford Leighton Brown graduated from Newton High School in 1915 and went on to Dartmouth College. In 1917 he left college to join the American Ambulance Field Service unit in France. After working in and around Verdun, the site of fierce fighting, Lt. Brown transferred to the Lafayette Escadrille. Here he trained as a pilot and took many important photographs of enemy territory for the French government. In one letter to his family he wrote that he would like to be remembered: "... for having done something worthwhile, or for dying while trying to do the same." Lt. Brown died September 28th, 1918 after a fall from his Spad monoplane. He is buried in the American cemetery in Suresnes, Seine, France.

In December 1936, the three murals were dedicated to Lt. Brown in a ceremony at the high school. [See attached Dedication Ceremony program]. The artist, Maurice Compris, was present at the ceremony, and the guest of honor was **Mrs. Eugenie Stafford Brown**. Local history has usually described the murals as having been commissioned by Mrs. Stafford Brown. So far there is no actual evidence to support this. She did, however, donate funds for a scholarship in his name, which is still awarded to this day.

(statement continued on page 2)

***HISTORIC RESOURCES PROPOSAL
FOR RESTORATION/REHABILITATION OF THREE MURALS***

(statement continued from page 1)

When the original high school building on Walnut Street was torn down in 1973, the main mural was transferred to the new school on Lowell Avenue and hung in the school's cafeteria until 2010. For reasons that are not known, the two side panels were not re-hung, but rolled up and kept in storage. When the Lowell Avenue school building was torn down and the school moved to Walnut Street in 2010, a specific place was designated for the mural to be rehung on "Main Street". However, the mural was deemed to be badly in need of restoration, and was rolled up and put in storage. It was then that the side panels were rediscovered! Since that time all three murals have remained in storage, except for a brief time this past summer when they were unrolled and laid out in the War Memorial Room at City Hall. Several art restoration firms came to view the murals prior to presenting quotes for the much-needed work.

If the murals are restored, there is, sadly, no wall space big enough in the new school building to hang all three panels together. So, rehabilitation might be a better word to use, since restoration implies not only the physical restoring of the actual paintings, but also hanging them all together again. The main mural, once restored, will hang in its own niche, and wall space will be found near the Career and Technical Education department – directly across from the niche – to hang the side panels.

The School Department is fully in support of this project and has already given 'in-kind' support to unroll the murals, repack them professionally, and then find an appropriately qualified restoration company to do the work. In addition, the Newton Public Schools is committed to ongoing administrative support of any funding; maintenance of the murals; and interpretation of them at a re-dedication ceremony and in history classes at Newton North.

Dedication of the Mural
in memory of
Lieutenant Stafford Leighton Brown

Class of 1915

Newton High School



For His Country He Sacrificed That
Which Was Most Precious
His Life
September 28, 1918

DEDICATORY PROGRAM

December 2, 1936



INTRODUCTIONS

Raymond A. Green

GUESTS

Margarita W. Ellis
Maurice ComprisChairman of Art Committee
The Artist

SPEAKERS

Paul E. Elicker
Julius E. Warren
George H. FernaldPrincipal of Newton High School
Superintendent of Newton Schools
Chairman of Newton School Committee

GUEST OF HONOR

Eugenie Stafford Brown

Donor of Brown Scholarships

Music by Newton High School Ensemble

LIEUTENANT STAFFORD LEIGHTON BROWN, in whose memory this mural is dedicated, will be remembered throughout the years by boys of the Newton High School. In his name a \$50,000 scholarship fund has been set aside by his mother, Mrs. Eugenie Stafford Brown, to be awarded on the basis of character, leadership, scholarship, and need to boys who are graduates of Newton High School.

Lieutenant Brown was a prominent member of the Class of 1915, and among other activities in the school had an outstanding record as captain of the Tennis Team. He entered Dartmouth College, leaving in 1917 during his sophomore year to join the American Ambulance Field Service Unit in France.

After spending some months near Paris he served for a time in the vicinity of Verdun where there was much desperate fighting. During this period he passed through many thrilling experiences and had many narrow escapes from death. Later Lieutenant Brown was transferred to the famous Lafayette Escadrille, receiving his training at Tours and at Issoudun. He obtained many important photographs of enemy territory for the French government. His war record is that of a daring and resourceful pilot. He was killed in a fall from a Spad monoplane on September 28, 1918.

Boys of Newton may well take him as an example of character and leadership.

THE MURAL is a painting forty-five feet wide rendered in conservative modern style by Maurice Compris.

The theme of the painting, which is "Citizenship", is developed in three panels. The main and central panel symbolizes "Education" and the two smaller ones on either side represent the workers in "Industry" and "Commerce".

In the center panel, against a background of New England hills, on which appear the farm and early church, modern youth is symbolized in the various studies and activities of school life, such as Science, History, Art, Drama, Music, and Athletics. Here the school colors, orange and black, are skilfully woven into the scheme. Not of least importance is the central group, an everyday father with an everyday family standing on a foundation of rock in which is graven the seal of the City of Newton.

Just behind this group rise the inspiring upright lines of buildings of the "City of the Future".

The quotation, inscribed in gold under the entire width of the decoration, is from the Athenian Oath and well expresses the ideal which the mural should inspire: "We will strive unceasingly to quicken the public sense of civic duty that we may transmit our city not less, but greater, better, and more beautiful than it was transmitted to us".

MAURICE COMPRIS, the artist, was born in Holland in 1885. He obtained his training at the Quellinns and the Royal Academy in Amsterdam, Holland. He has studied under Professors Alabee, Drake, Vanderwoay, and Jan Dunselman, and in England and Belgium.

Mr. Compris is an excellent draftsman and is versatile in both academic and modern manners. He has shown his work in the major exhibitions of this country. In addition to murals and decorative panels for public buildings, he is notably successful as a portrait painter.

CITY OF NEWTON

IN BOARD OF ALDERMEN

ORDINANCE NO. A-

2015

BE IT ORDAINED BY THE BOARD OF ALDERMEN
OF THE CITY OF NEWTON AS FOLLOWS:

That the Revised Ordinances of Newton, Massachusetts, 2012, as amended, be and are hereby further amended with respect to **Article XVIII** of **Chapter 18 MEMORIAL FUNDS AND TRUSTS** as follows:

Following Section 18-232 Exemption from G.L. c. 44 § 54, insert a new Section as follows:

18-233 Investment Advisory Committee.

(a) Establishment

The Investment Advisory Committee is hereby established to maximize investment income earnings on temporarily idle cash in the City treasury, consistent with state and federal law and City investment policies. The activities of the Investment Advisory Committee shall be advisory only. The Committee shall take no action that is inconsistent with State law or the City Charter or Code of Ordinances, nor shall it abridge any investment management authority/responsibility assigned to the City Treasurer/Collector or Trustee by virtue of State Law; City Charter or Code of Ordinance; or trust agreement.

(b) The purposes of the Investment Advisory Committee shall be:

- 1) To advise the City Treasurer/Collector on investment management options that minimize the need for ongoing tax levy subsidies for the City's Rainy Day Stabilization Fund, while maintaining appropriate levels of liquidity and complying with State law governing the investment of Stabilization Fund assets.
- 2) To advise the City Treasurer/Collector on investment management options to maximize investment earnings on temporarily idle operating

cash that are consistent with liquidity needs; State and Federal law; and City investment policies.

- 3) To advise the City Treasurer/Collector on investment management options to maximize investment earnings on trust and internal service funds, consistent with liquidity needs; State and Federal law; and any related trust agreements.
- 4) To assist the Finance Committee in monitoring the City's compliance with state law and City investment policies.
- 5) To recommend changes in the City's investment policies and/or State law, when the Committee determines that such changes are appropriate in order to meet the City's investment management safety/liquidity/return objectives.

(c) Composition

The Committee shall consist of the Chair of the Finance Committee; the Chief Financial Officer; the Comptroller; and the City Treasurer/Collector, all ex-officio, as well as four residents of the City, who are qualified to advise on the investment of idle cash by virtue of education and professional experience. Two citizen members shall be appointed by the Mayor and two by the President of the Board of Aldermen. The term of office for the appointed members shall be two years, provided that for the initial appointments made hereunder, each of the appointing authorities shall make one of its appointments for a three year term.

(d) Meetings

The investment Advisory Committee shall meet at least quarterly in the first year and in subsequent years no less than twice a year and make a written annual report on their activities to the Mayor and Board of Aldermen within (60) days following the conclusion of each fiscal year.

**Acts****2007****Chapter 75.** AN ACT RELATIVE TO THE INVESTMENT OF TRUST FUNDS FOR THE CITY OF NEWTON.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Notwithstanding any general or special law to the contrary, the treasurer of the city of Newton may invest the funds of the city in the custody of the treasurer in accordance with the investor rule, and sections 3, 4, 5, 8 and 9 of chapter 203C of the General Laws. The treasurer, in consultation with each trust fund board of trustees, shall develop investment policies which shall include an asset allocation policy for each trust fund and shall select professional investment advisors to manage the funds.

SECTION 2. Section 54 of chapter 44 of the General Laws shall not apply to the city of Newton.

SECTION 3. This act shall take effect upon its passage.

Approved July 25, 2007.

**PART I** ADMINISTRATION OF THE GOVERNMENT**TITLE VII** CITIES, TOWNS AND DISTRICTS**CHAPTER 44** MUNICIPAL FINANCE**Section 54** Investment of trust funds

Section 54. Trust funds, including cemetery perpetual care funds, unless otherwise provided or directed by the donor thereof, shall be placed at interest in savings banks, trust companies incorporated under the laws of the commonwealth, banking companies incorporated under the laws of the commonwealth which are members of the Federal Deposit Insurance Corporation, or national banks, or invested by cities or towns in participation units in a combined investment fund under section thirty-eight A of chapter twenty-nine, or in paid-up shares and accounts of and in co-operative banks, or in shares of savings and loan associations or in shares or savings deposits of federal savings and loan associations doing business in the commonwealth to an amount not exceeding one hundred thousand dollars, or in bonds or notes which are legal investments for savings banks. Cities and towns having such funds in the custody of the treasurer in an aggregate amount in excess of two hundred and fifty thousand dollars may also invest such funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the commonwealth; provided, that not more than fifteen per cent of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than one and one-half per cent of such funds be invested in the stock of any one bank or insurance company. This section shall not apply to the city of Boston.

**PART II** REAL AND PERSONAL PROPERTY AND DOMESTIC RELATIONS**TITLE II** DESCENT AND DISTRIBUTION, WILLS, ESTATES OF DECEASED PERSONS AND ABSENTEES, GUARDIANSHIP, CONSERVATORSHIP AND TRUSTS**CHAPTER 203C** PRUDENT INVESTMENT**Section 3** Investment and management decisions

Section 3. (a) A trustee shall invest and manage trust assets as a prudent investor would, considering the purposes, terms, and other circumstances of the trust, including those set forth in subsection (c). In satisfying this standard, the trustee shall exercise reasonable care, skill, and caution.

(b) A trustee's investment and management decisions respecting individual assets shall be considered in the context of the trust portfolio as a part of an overall investment strategy reasonably suited to the trust.

(c) Among circumstances that a trustee shall consider in investing and managing trust assets are such of the following as are relevant to the trust or its beneficiaries:

- (1) general economic conditions;
- (2) the possible effect of inflation or deflation;
- (3) the expected tax consequences of investment decisions or strategies;
- (4) the role that each investment or course of action plays within the overall trust portfolio;
- (5) the expected total return from income and the appreciation of capital;
- (6) other resources of the beneficiaries;
- (7) needs for liquidity, regularity of income, and preservation or appreciation of capital; and
- (8) an asset's special relationship or special value, if any, to the purposes of the trust or to one of the beneficiaries.

(d) A trustee shall make a reasonable effort to verify facts relevant to the investment and management of trust assets.

(e) A trustee may invest in any kind of property or type of investment consistent with the standards of this chapter.

(f) A trustee who has special skills or expertise, or is named trustee in reliance upon the trustee's representation that the trustee has such special skills or expertise, shall have a duty to use such special skills or expertise.



PART II REAL AND PERSONAL PROPERTY AND DOMESTIC RELATIONS

TITLE II DESCENT AND DISTRIBUTION, WILLS, ESTATES OF DECEASED PERSONS AND ABSENTEES, GUARDIANSHIP, CONSERVATORSHIP AND TRUSTS

CHAPTER 203C PRUDENT INVESTMENT

Section 4 Diversification

Section 4. A trustee shall reasonably diversify the investments of the trust unless, under the circumstances, it is prudent not to do so.



PART II REAL AND PERSONAL PROPERTY AND DOMESTIC RELATIONS

TITLE II DESCENT AND DISTRIBUTION, WILLS, ESTATES OF DECEASED PERSONS AND ABSENTEES, GUARDIANSHIP, CONSERVATORSHIP AND TRUSTS

CHAPTER 203C PRUDENT INVESTMENT

Section 5 Review of assets

Section 5. Within a reasonable time after accepting a trusteeship or receiving trust assets, a trustee shall review the trust assets and make and implement decisions concerning the retention and disposition of assets, in order to bring the trust portfolio into compliance with the purposes, terms, and the other circumstances of the trust, and with the requirements of this chapter.



PART II REAL AND PERSONAL PROPERTY AND DOMESTIC RELATIONS

TITLE II DESCENT AND DISTRIBUTION, WILLS, ESTATES OF DECEASED PERSONS AND ABSENTEES, GUARDIANSHIP, CONSERVATORSHIP AND TRUSTS

CHAPTER 203C PRUDENT INVESTMENT

Section 8 Costs incurred

Section 8. In investing and managing trust assets, a trustee shall incur only costs that are appropriate and reasonable in relation to the assets, the purpose of the trust, and the skills of the trustee.



PART II REAL AND PERSONAL PROPERTY AND DOMESTIC RELATIONS

TITLE II DESCENT AND DISTRIBUTION, WILLS, ESTATES OF DECEASED PERSONS AND ABSENTEES, GUARDIANSHIP, CONSERVATORSHIP AND TRUSTS

CHAPTER 203C PRUDENT INVESTMENT

Section 9 Determination of compliance with prudent investor rule

Section 9. Compliance with the prudent investor rule shall be determined in light of the facts and circumstances existing at the time of a trustee's decision or action.

• Chapter 12: Procuring Banking Services

Responsibilities of and Functions Carried Out by the Treasurer

Following is a brief description of the various treasurers' responsibilities, intended as an overview and introduction.

The treasurer must take custody of all monies belonging to the city or town and must scrupulously account for those monies. (41:35) In this accounting, the treasurer must utilize and maintain a cash book, containing a breakdown of all receipts, disbursements, and cash balances.

The treasurer must determine the cash needs of a municipality and ensure that sufficient liquid assets are available to pay current obligations. All money not

Page 2-1

Duties and Responsibilities of the Treasurer

required to be kept liquid for purposes of distribution must be invested by the treasurer in such a manner as to require the payment of interest on the money at the highest possible rate reasonably available, taking account of safety, liquidity and yield. (44:55B)

§ 55B. Investment of public funds

All moneys held in the name of a city, town, district or regional school district or any other account under the jurisdiction of a city, town, district, or regional school district or officer thereof, which are not required to be kept liquid for purposes of distribution, shall be invested in such a manner as to require the payment of interest on the money at the highest possible rate reasonably available, taking account of safety liquidity and yield. All officers of a city, town district or regional school district who control the investment of such funds shall invest them prudently, consistent with the provisions of sections fifty-four and fifty-five and, if the funds are the result of gift or grant or bequest, the terms of such gift or grant or bequest, so as to accrue the highest amount of interest reasonably available on such funds taking account of safety, liquidity and yield. The provisions of section sixty-two shall not apply to this section. Added by St.1985, c. 740, § 2.

**PART I** ADMINISTRATION OF THE GOVERNMENT**TITLE VII** CITIES, TOWNS AND DISTRICTS**CHAPTER 44** MUNICIPAL FINANCE**Section 55B** Investment of public funds

Section 55B. All moneys held in the name of a city, town, district or regional school district or any other account under the jurisdiction of a city, town, district, or regional school district or officer thereof, which are not required to be kept liquid for purposes of distribution, shall be invested in such a manner as to require the payment of interest on the money at the highest possible rate reasonably available, taking account of safety liquidity and yield. All officers of a city, town district or regional school district who control the investment of such funds shall invest them prudently, consistent with the provisions of sections fifty-four and fifty-five and, if the funds are the result of gift or grant or bequest, the terms of such gift or grant or bequest, so as to accrue the highest amount of interest reasonably available on such funds taking account of safety, liquidity and yield. The provisions of section sixty-two shall not apply to this section.



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#337-15

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November 30, 2015

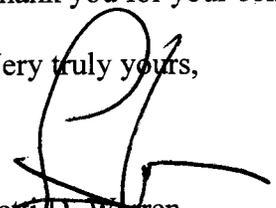
Honorable Board of Aldermen
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to convert the Rainy Day Stabilization Fund to a formal statutory stabilization fund per GL Chapter 40, Section 5B. The purpose for this request is to improve investment income earnings for the Rainy Day Stabilization Fund. Establishing a formal statutory stabilization fund will enhance the City's investment options for these funds beyond the status quo. Investment decisions would remain with the treasurer, but the City would have the option of investing a portion of the assets in investment vehicles with longer time horizons.

Thank you for your consideration of this matter.

Very truly yours,


Setti D. Warren
Mayor

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

2015 NOV 30 PM 1:11
RECEIVED
CITY OF NEWTON



Informational Guideline Release

Property Tax Bureau
 Informational Guideline Release (IGR) No. 04-201
 January 2004

CREATION OF MULTIPLE STABILIZATION FUNDS
AND
PROPOSITION 2½ OVERRIDES FOR STABILIZATION FUNDS

Chapter 46 §§14 and 50 and Chapter 140 §§19 and 137 of the Acts of 2003
 (Amending G.L. Ch. 40 §5B and Ch. 59 §21C(g))

This Informational Guideline Release (IGR) informs local officials about new legislation that allows cities, towns and districts to create multiple stabilization funds for different purposes. The legislation also prohibits cities and towns from using the increased levy capacity resulting from a Proposition 2½ levy limit override approved for the purpose of making appropriations to any of those funds for any other spending purpose in a subsequent year without voter approval

Topical Index Key:

Accounting Policies and Procedures
 Appropriations
 Proposition 2½
 Special Funds

Distribution:

Accountants/Auditors
 Mayors/Selectmen
 City/Town Managers/Exec. Secys.
 Finance Directors
 Finance Committees
 City/Town Councils
 City Solicitors/Town Counsels

The Division of Local Services is responsible for oversight of and assistance to cities and towns in achieving equitable property taxation and efficient fiscal management. The Division regularly publishes IGRs (Informational Guideline Releases detailing legal and administrative procedures) and the Bulletin (announcements and useful information) for local officials and others interested in municipal finance.

Post Office Box 9569, Boston, MA 02114-9569, Tel: 617-626-2300; Fax: 617-626-2330 <http://www.dls.state.ma.us>

Informational Guideline Release (IGR) No. 04-201
January 2004

CREATION OF MULTIPLE STABILIZATION FUNDS
AND
PROPOSITION 2½ OVERRIDES FOR STABILIZATION FUNDS

**Chapter 46 §§14 and 50 and Chapter 140 §§19 and 137 of the Acts of 2003
(Amending G.L. Ch. 40 §5B and Ch. 59 §21C(g))**

SUMMARY:

These guidelines explain new legislation that gives cities, towns and districts the flexibility to create multiple stabilization funds for different purposes. The legislation amends G.L. Ch. 40 §5B, which previously provided for a single stabilization fund into which cities, towns and districts could appropriate monies to be reserved for future appropriation for any lawful purpose. Under the amendment, a community may now establish one or more stabilization funds for different purposes by a two-thirds vote of its legislative body. It may amend the purposes of those funds at a later time in the same manner. Appropriations both into and from the funds require a two-thirds vote of the legislative body. Previously, appropriations to the stabilization fund only required a majority vote. Interest earned on all stabilization funds remains with the funds. The interest provision had been inadvertently omitted when the statute was amended, but it was restored by a recent technical amendment and applies retroactively. Ch. 140 §§19 and 137 of the Acts of 2003.

In addition, a new paragraph has been included in G.L. Ch. 59 §21C(g), which authorizes a property tax levy limit override under Proposition 2½. Under this new provision, a city or town that has an override approved by its voters for the purpose of making appropriations to any stabilization fund must now allocate or dedicate the additional levy capacity resulting from that override to the same purpose in subsequent years. Ordinarily, monies from an override are only earmarked for the stated purpose in the fiscal year the override is effective. Two-thirds of the selectmen, town council or city council, with the mayor's approval if required by law, must vote to "appropriate" the additional capacity for the same stabilization fund purpose each year after the override takes effect. If "appropriated," the assessors must raise the amount in the tax rate and the municipality's levy limit is increased accordingly for that year. Voters may approve a change in the purpose for which the additional levy capacity can be used in future years. Approval of any change is by majority vote at a referendum.

These changes became effective July 31, 2003. They apply to any appropriation voted and levy limit override approved for a stabilization fund after that date.

PROPERTY TAX BUREAU

DANIEL J. MURPHY, CHIEF

GUIDELINES:**I. MULTIPLE STABILIZATION FUNDS****A. Creation of Funds**

Stabilization funds may be created for one or more different purposes. G.L. Ch. 40 §5B. A fund may be created for a broad category of spending purposes, *e.g.*, any lawful purpose, capital budget purposes or purposes for which the community may borrow money. It may also be created for a specific purpose or project, *e.g.*, acquire a new fire truck or undertake a particular school construction project.

Creation of a fund requires a two-thirds vote of the legislative body of the city, town or district. The vote must clearly define the purpose(s) of the fund.

B. Pre-existing Fund

Any pre-existing stabilization fund balance should continue to be treated as a reserve for any lawful purpose, *i.e.* a "general" stabilization fund. The city, town or district can reallocate or earmark all or part of that balance to any new stabilization funds it creates by a vote to transfer monies from that "general" stabilization fund to the newly created fund. See Section I-D below.

C. Changing Fund Purpose

The purpose of a stabilization fund may be changed at any later time by a two-thirds vote of the legislative body. For example, if a community had established a fund in order to reserve monies to acquire a new fire truck and a balance remains after the purchase, the legislative body could vote to change the purpose to meet some new savings objective.

If a Proposition 2½ levy limit override was approved for the purpose of funding the particular stabilization fund, however, the city or town must also follow the referendum procedure explained in Section II-C below to be able to change the fund purpose and then continue using the additional levy capacity resulting from that override in future years.

D. Appropriations and Transfers

Appropriations into and from any stabilization fund require a two-thirds vote of the legislative body.

Monies may also be transferred from one stabilization fund to another by two-thirds vote. If the monies in the fund from which the transfer is made could not be appropriated directly for the purpose of the fund receiving the transfer, *e.g.*, a transfer of \$50,000 from a fund for a particular school construction project to a fund to construct a new senior center, the vote also serves as a change in purpose to the extent of the amount appropriated.

E. Investment and Interest

The treasurer may invest stabilization funds in national, savings or cooperative banks, Massachusetts trust companies, federal savings and loans associations located in Massachusetts or securities that are legal investments for savings banks under Massachusetts law.

All interest earned on the investment of stabilization funds belongs to the funds. The treasurer may pool monies from all stabilization funds for investment purposes, but the accounting officer must account for them separately in the general ledger and allocate interest earned on the pooled monies proportionately to each stabilization fund.

F. Limits on Funds

1. Annual Appropriations

Total annual appropriations to all stabilization funds are limited to 10 percent of the prior year's tax levy. This includes "appropriations" of additional levy capacity resulting from Proposition 2½ overrides approved for the funds. See Section II-B below. The limit on total appropriations may be exceeded with approval of the Director of Accounts.

2. Balance

The total of all stabilization fund balances cannot exceed 10 percent of a community's equalized valuation.

II. STABILIZATION FUND OVERRIDES

A. Presentation and Approval of Override Referendum

Cities and towns may ask voters to approve a Proposition 2½ levy limit override referendum for the purpose of funding any of the stabilization funds it establishes.

If approved, the additional levy capacity is earmarked for the same stabilization fund in the fiscal year the override is effective and subsequent years. G.L. Ch. 59 §21C(g).

Therefore, the amount of any override for a stabilization fund must be clearly identified, preferably by presenting a separate override question for each stabilization fund being funded. For example:

Shall the city/town of _____ be allowed to assess an additional \$100,000 in real estate and personal property taxes for the purposes of funding the municipal capital stabilization fund for the fiscal year beginning July 1, ____?

Shall the city/town of _____ be allowed to assess an additional \$100,000 in real estate and personal property taxes for the purposes of funding the school capital stabilization fund for the fiscal year beginning July 1, ____?

If the amount is included in an override for multiple purposes, however, the exact amount allocated to the particular stabilization fund must be stated. For example:

Shall the city/town of _____ be allowed to assess an additional \$1,000,000 in real estate and personal property taxes for the purposes of funding the town and school operating budgets, the municipal capital stabilization fund (\$100,000) and the school capital stabilization fund (\$100,000) for the fiscal year beginning July 1, ____?

B. Appropriation of Override in Future Years

1. Annual Appropriation Procedure

In the year the override is effective, the appropriation of the funds generated by the override to the particular fund is made by the usual appropriation procedure, *i.e.*, a two-thirds vote of the legislative body.

Each year thereafter, however, the selectmen, town council or city council, with the mayor's approval if required by law, must decide whether to "appropriate" any of the additional capacity resulting from the override for the same stabilization fund purpose. A two-thirds vote is required to make any "appropriation".

2. Appropriation Amount

All or some of the additional levy capacity may be "appropriated." In the first year after the override is effective, the additional levy capacity that may be appropriated is 102.5 percent of the override amount. In subsequent years, it is 102.5 percent of the amount of additional levy capacity appropriated in the last year it was appropriated.

For example, a \$100,000 override is approved for a school capital project stabilization fund for fiscal year 2005 and the legislative body appropriates the same amount from that year's tax levy for that purpose. In FY2006, \$102,500 is available for "appropriation" by the selectmen, town council or city council, with the mayor's approval if required by law. That entire amount is "appropriated." In FY2007, \$105,062 (1.025 x FY2006 appropriation of \$102,500) is available, but only \$80,000 is "appropriated." The amount available in FY2008 now becomes \$82,000 (1.025 x FY2007 appropriation of \$80,000). No appropriation is made in FY2008, however. The amount available in FY2009 is \$82,000 (1.025 x last appropriation made, *i.e.*, FY2007 appropriation of \$80,000).

3. Tax Rate

The assessors must raise the amount "appropriated" in the tax rate. This "appropriation" is reported on page two of the tax rate recapitulation under "Other Amounts to Be Raised" and documented by a certified copy of the "appropriation" vote, as explained in the annual tax rate recapitulation instructions issued by the Bureau of Accounts.

4. Levy Limit Calculation

The municipality's levy limit for any year is increased by the amount of additional levy capacity that is appropriated for the stabilization fund purpose. The new limit must still be within overall levy ceiling of 2½ percent of the full and fair cash value of taxable property.

C. Change in Override Purpose

1. Presenting Referendum

The selectmen, town council or city council, with the mayor's approval if required by law, may ask the voters to approve a change in the purpose of the override. This change can result in the additional levy capacity being allocated to another stabilization fund or to any other municipal purpose. A two-thirds vote is required to place the referendum before the voters.

2. Referendum Form

The following question form should be used to present a referendum to change the override purpose:

Shall the city/town of _____ be allowed to change the purpose of a Proposition 2½ override referendum approved at an election held on _____, ____ for the (capital stabilization fund) to the following new purpose(s): _____ for the fiscal year beginning July 1, ____?

3. Referendum Approval

The referendum is approved if a majority of those voting on the question vote "yes."

4. Appropriation in Future Years

If the purpose of the override is changed to another stabilization fund, or other purpose, the additional levy capacity would have to be "appropriated" to the new purpose each year or the levy limit would be reduced. See Section II-B above.



SETTI D. WARREN
MAYOR

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November 30, 2015

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 transfer \$385,000 from Free Cash to the School Department Budget to fund the retroactive portion of \$180 per full-time equivalent employee in FY15) of the Newton Teachers Association (NTA) settlement.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor

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Newton City Hall
2015 NOV 30 PM 1:18
David A. Discolli
Newton, MA 02459

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

CITY OF NEWTON

IN BOARD OF ALDERMEN

_____, 2015

Whereas, Area Councils are created by the Board of Aldermen in accordance with the requirements of the City of Newton Charter;

Whereas, Area Councils are subject to City audit and must adhere to the City's financial requirements and all other statutory duties, responsibilities, rights and obligations concerning the handling of funds received by the Area Councils;

Whereas, utilizing a revolving gift account to receive and expend money, in accordance with Massachusetts General Laws chapter 44 § 53A, will allow the Area Councils to comply with the requirements of municipal finance laws and the requirements of the Charter.

NOW THEREFORE BE IT RESOLVED, by the Board of Aldermen, that

1. Existing Area Councils shall establish revolving gift accounts and shall adhere to the City's "Guidelines for Neighborhood Area Council Special Revenue Funds."
2. Any Orders issued by the Newton Board of Aldermen to establish a new Area Council shall contain a condition that the Area Council create a revolving gift account through which the Area Council will conduct all financial business.