



## **Programs & Services Committee Agenda**

### **City of Newton** **In City Council**

**Wednesday, March 8, 2017**

**7:00PM**

**Room 211/204**

#### **Items Scheduled for Discussion:**

*The Programs & Services and Public Safety Committees will meet jointly on the following item:*

#### **Referred to PS&T, Programs & Services, Public Facilities and Finance Committees**

- #59-17**      **Appropriate \$350,000 for construction of a Parks & Recreation/Police building**  
HIS HONOR THE MAYOR requesting authorization to appropriate three hundred fifty thousand dollars (\$350,000) from Overlay Surplus for the purpose of funding the construction of a new combined Parks & Recreation and Police Department facility to be located at the Elliot Street DPW yard. [02-17-17 @ 9:29 AM]

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

- #55-17**      **Appropriate \$200,000 for repairs to the Gath Pool**  
HIS HONOR THE MAYOR requesting authorization to appropriate two hundred thousand dollars (\$200,000) from Overlay Surplus for the purpose of funding repairs to the Gath Pool. (03/02/17 @ 9:55 AM]

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

- #54-17**      **Request to increase the Parks & Recreation Department by one full-time position**  
HIS HONOR THE MAYOR requesting authorization to add one full-time employee within the Parks and Recreation Department. The position will be involved extensively in the administration of camps. [02/27/17 @ 2:42 PM]

*The Programs & Services and Public Facilities Committees will meet jointly on the following item in Room 204 at approximately 7:45PM:*

#### **Referred to Programs & Services, Public Facilities and Finance Committees**

- #57-17**      **Authorize submittal of Lincoln Eliot statement of interest to the MSBA**  
SUPERINTENDENT FLEISHMAN requesting a vote of the City Council to complement the vote of the School Committee to authorize the Superintendent of Schools to submit to the Massachusetts School Building Authority (MSBA) they FY 17 Statement

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

of Interest no later than April 7, 2017 for the consideration of Lincoln-Eliot Elementary School as a major school Building project after Cabot Elementary School. [02-17-17 @ 9:29 AM]

**#300-16 Ordinance to register lobbyists**

COUNCILORS COTE, NORTON AND HARNEY proposing an ordinance to register lobbyists in the City of Newton. [08/10/16 @ 3:11 AM]

*The docketers are recommending a vote of No Action Necessary on the following item:*

**Referred to Programs & Services, Public Facilities and Finance Committees**

**#312-10 Update on plans to address space needs in schools**

ALD. LENNON, LAPPIN, SCHNIPPER, SANGIOLO requesting a discussion with the School Committee on its plans to address space needs in the Newton public schools. [10/27/10 @11:07 AM]

*The docketers are recommending a vote of No Action Necessary on the following*

**Referred to Public Facil, Programs & Services and Public Safety & Trans Committees**

**#46-15 Discussion of parking options and permits at municipal & school parking lots**

ALD. JOHNSON & CICCONE, requesting a discussion with the Commissioner of Department of Public Works and the School Department to determine and discuss parking options including use of school properties based on the current municipal parking lot programs including the issuance of permits. [02/11/15 @1:35 PM]

**Items not Scheduled for Discussion at this meeting:**

**Referred to Programs & Services and Public Safety & Transportation Committees**

**#46-17 Discussion regarding how community policing works**

COUNCILOR ALBRIGHT requesting a discussion with the Chief of Police and/or members of his department to explain to the City Council how “community policing” works in Newton, how it differs from traditional policing, how staffing differs from traditional departments, and how it benefits Newton. [02/20/17 @ 3:21 PM]

*Public hearing to be assigned for April 5<sup>th</sup>:*

**#31-15(5) Citizens Petition to amend the noise ordinance relative to leaf blowers**

PHILIP JEPSEN ET AL. submitting a petition, pursuant to Article 10, Section 2 of the City of Newton Charter, to amend Section 20-13, Noise Control, in the City of Newton Ordinances as it relates to dates and hours of operation of leaf blowers and types of leaf blowers allowed. [02/21/17 @ 8:37 AM]

**#34-13 Ordinance to prohibit polystyrene food/beverage containers**

ALD. DANBERG, ALBRIGHT, BLAZAR, RICE, LINSKY AND CROSSLEY requesting a prohibition on polystyrene-based disposable food or beverage containers in the City of Newton if that packaging takes place on the premises of food establishments within the City. [01/03/13 @ 11:01 AM]

**#45-17 Resolution to commemorate Newton residents in World War I**

COUNCILOR YATES proposing a Resolution to urge all relevant City agencies to commemorate the participation of Newton residents in World War I, honor their courage, idealism and suffering, and learn from the consequences of the war. [02/27/17 @ 2:15PM]

**Referred to Finance and Appropriate Committees**

**#359-16 Submittal of the FY 2018 to FY 2021 Capital Improvement Plan**

HIS HONOR THE MAYOR submitting the Fiscal Years 2018 to 2022 Capital Improvement Plan pursuant to section 5-3 of the Newton City Charter. [10/11/16 @ 11:28 AM]

**#363-16 Amendment to the City Council Rules for yearly review of City Clerk’s salary**

PRESIDENT LENNON AND VICE PRESIDENT LAPPIN requesting an amendment to Article XI of the Rules and Orders of the City Council to require an annual review of the salary of the City Clerk/Clerk of the Council. [10/26/16 @ 3:58 PM]

**Referred to Programs & Services and Public Facilities Committees**

- #344-16**      **Discussion regarding oversight of all city/school buildings to improve efficiencies**  
COUNCILOR LAPPIN requesting a discussion regarding the Public Buildings Department overseeing all public buildings, including School Department facilities, to improve efficiencies. [10/07/16 @ 10:47 AM]
- #301-16**      **Amendment to the Tree Preservation Ordinance**  
COUNCILOR SANGIOLO requesting an amendment to the Tree Preservation Ordinance so that any tree removal requested by a city department be forwarded to the Urban Tree Commission and all tree removal requests under the Tree Preservation Ordinance be posted online to give residents and interested citizens notification. [08/09/16 @10:30 PM]

**Referred to Land Use, Programs & Services, and Finance Committees**

- #256-16**      **Request to extend notification area of notice for special permit petitions**  
COUNCILORS COTE, NORTON, HARNEY, BLAZER, BROUSAL-GLASER, AND LEARY requesting an amendment to the City Council Rules, Article X; Section 6 – Additional Notification Requirements, to include that the area of notice for special permit petitions be expanded beyond the abutters to abutters within 300' required by Massachusetts General Law Chapter 40A to also include property owners within 600' of the subject property. This notification will apply to all classes of building except for residential 1 and 2-family units that will remain 1 or 2-family units after receiving a special permit. Only abutters to abutters within 300' will be entitled to the rights conferred by Massachusetts General Law Chapter 40A [07/01/16 @2:09 PM]
- #264-16**      **Ord. requiring Councilor notice of and involvement in street tree waiver requests**  
COUNCILORS HESS-MAHAN, NORTON, KALIS, COTE, DANBERG, HARNEY, SANGIOLO, LEARY AND YATES requesting an ordinance requiring that Councilors from each respective ward be given notice and a meaningful opportunity to object to granting a hardship waiver or permit to remove a street tree. [07/21/16 @ 11:40 AM]

**Referred to Programs & Services, Public Facilities and Finance Committees**

- #175-16**      **Authorization to enter into a settlement agreement with National Grid.**  
HIS HONOR THE MAYOR requesting authorization for the City to enter into a settlement agreement with Boston Gas Company d/b/a National Grid. [04/25/16 @ 6:52 PM]
- #158-16**      **Ordinance to require notice on gas pumps relative to climate change**  
COUNCILORS NORTON AND SANGIOLO requesting an ordinance that requires a notice posted on retail gas station pumps within the City of Newton that informs consumers that burning gasoline contributes to climate change; and a link to a City website page offering information regarding alternatives to gasoline powered

transportation, including walking, biking, public transit and electric vehicles.  
[04/25/16 @ 9:02 AM]

- #56-16**      **Ordinance amendment to add statutory references to policy on housing practices**  
COUNCILOR HESS-MAHAN requesting an amendment to Chapter 12, Section 50(b) *Policy of the city regarding housing practices*, to add statutory references to Title VI of the Civil Rights Act of 1964; the Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act; and any other applicable state or federal laws that were inadvertently omitted from the current ordinance.  
[02/08/16 @ 1:51 PM]

**Referred to Programs & Services and Public Facilities Committees**

- #201-15**      **Discussion of the condition of the Kennard Estate on Dudley Road**  
ALD. SANGIOLO requesting a discussion with the Commissioner of Public Buildings, the Commissioner of Parks and Recreation, and the Executive Department regarding the condition of the property located at 246 Dudley Road (Kennard Estate) and how much, if any, repairs and upgrades will be needed as the City relocates the Parks and Recreation Department to that location. [09/01/15 @ 4:00 PM]

**Referred to Programs & Services and Public Facilities Committees**

- #141-15**      **Discussion on tracking the gas utility infrastructure in Newton**  
ALD. BROUSAL-GLASER, SANGIOLO, HESS-MAHAN, COTE, NORTON AND ALBRIGHT requesting a discussion with *the Director of Urban Forestry*, a representative of the Department of Public Works and a representative of the Law Department about tracking and improving the condition of the gas utility infrastructure in Newton, new state statutes governing infrastructure repairs, coordination of increased repair work with city operations, the status of negotiations with National Grid to compensate for tree deaths resulting from gas leaks, and the possibility of creating a utilities working group to monitor progress on these and related issues.  
05/26/15 @ 2:53 PM]

- #483-14**      **Resolution to promote cooperative programs with food establishments**  
PROGRAMS & SERVICES COMMITTEE proposing a RESOLUTION to promote a cooperative program with food establishments in the City, the Newton-Needham Chamber of Commerce, the Economic Development Commission, the Director of Economic Development and members of the Board of Aldermen, to find opportunities for these establishments to provide their food services for events in the City. [12/02/14 @ 3:56 PM]

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

**#216-14**

**Ordinance amendment for notification of vacancy of unit and/or condo conversion**

**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]
- FINANCE VOTED NO ACTION NECESSARY 7-0 12/14/15

**#398-13**

**Discussion of complementary ordinance or regulations for Marijuana Dispensaries**

**ALD. BAKER & DANBERG** requesting a discussion of a possible ordinance, regulations or otherwise, to complement zoning regulation of any licensed Registered Marijuana Dispensaries to respond to any secondary impacts so as to make the operation of such dispensaries as successful as possible. [10/28/13 @ 10:00 AM]

**UPDATE ITEMS:**

**Referred to Programs & Services Committees and Public Facilities**

**#12-17**

**Request for updates on the Library Expansion Project**

**COUNCILORS CROSSLEY, ALBRIGHT AND BLAZAR** requesting periodic updates from the Library Trustees and Library Director on the Library expansion project. [01/03/2017 @ 3:55 PM]

**Referred to Programs & Services Committees and Public Facilities**

**#13-17**

**Request for updates on the Archive Expansion Project**

**COUNCILORS CROSSLEY, ALBRIGHT, AND BLAZAR** requesting periodic updates from the City Clerk on the Archives expansion project. [01/03/2017 @ 3:56 PM]

**Referred to Programs & Services and Public Facilities Committees**

**#27-16**

**Updates from the Administration on the renovations at the Aquinas site**

**PROGRAMS & SERVICES AND PUBLIC FACILITIES COMMITTEES** requesting that the School Department and/or Executive Department provide updates on removal of asbestos and other toxic materials that were identified at the Aquinas site, the scope

and timing of window replacement in particular, and renovations that may be necessary to facilitate short and long-term plans for uses and operations at the site.  
[01/10/16 @ 1:14 PM]

**Referred to Programs & Services and Public Safety & Transportation Committees**

- #312-15      Update from Health Department on opiate overdose epidemic**  
ALD. COTE, HARNEY AND NORTON, requesting a review and discussion of the opiate overdose epidemic including an update from the Health Department appraising the board on the current situation to include comparative statistics from previous years as to the number of opiate overdoses handled by first responders. In addition, what is being done immediately to take this on and what support can the Board provide
- #377-14      Discussion of proposed changes of use of the Senior Center**  
THE PROGRAMS & SERVICES COMMITTEE requesting a discussion with the Director of Senior Services, the Council on Aging and the Executive Department relative to changes in the use of the Senior Center at 345 Walnut Street. [10/16/14 @ 5:43 PM]

**Referred to Programs & Services and Public Facilities Committees**

- #119-14      Update from Inspectional Services on ADA compliance of City properties**  
ALD. ALBRIGHT AND CROSSLEY requesting discussion with the Inspectional Services Department to explain the development of short and long term plans to identify and correct buildings, sidewalks, playgrounds, etc., that do not conform to American Disability Act (ADA) standards. The discussion should include information on how improvements will be incorporated into the Capital Improvement Plan or if less than \$75,000 into a comprehensive budget plan to correct ADA deficiencies. [03/12/14 @ 4:18 PM]

**Respectfully Submitted,**

**John B. Rice, Chair**



SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

#59-17

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(617) 796-1100

Telefax  
(617) 796-1113

TDD  
(617) 796-1089

E-mail  
swarren@newtonma.gov

March 2, 2017

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

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to authorize the appropriation and expenditure of \$350,000 from Overlay Surplus for the purpose of funding the construction of a new combined Parks and Recreation and Police Department facility to be located at the Elliot Street DPW yard.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren  
Mayor

RECEIVED  
Newton City Clerk  
2017 MAR -2 AM 9:55  
David A. Olson, CMC  
Newton, MA 02459





Setti D. Warren  
Mayor

## PUBLIC BUILDINGS DEPARTMENT

Joshua R. Morse, Commissioner

Telephone (617) 796-1600

FAX (617) 796-1601

TTY: (617) 796-1089

52 ELLIOT STREET

NEWTON HIGHLANDS, MA 02461-1605

The request for \$350,000 is for a new facility at the Elliot Street DPW yard, which will house the Parks and Recreation and Police Departments.

The maintenance division of Parks and Recreation is currently located at 70 Crescent Street. This property will no longer be available for this use, and we therefore needed to construct a new facility elsewhere. After looking at a number of sites, the Elliot Street DPW yard was selected due to the synergy with DPW, and the minimal impact to residents. The maintenance division needs a facility to house their equipment, perform maintenance and repair of that equipment, house supplies, and serve as a base location for the maintenance crew.

The Police Department has had a long standing desire for a substation on the south side of the city. This substation would have standard office hours, and would be used for report writing and customer interface. Police Headquarters can be a challenging building to get to with parking scarce in that area. Specifically, the Police Department feels that this substation would be more welcoming and accessible for Newton's elderly population. In addition to the substation, there will be a small training classroom for the NPD. Having training at Police Headquarters is challenging due to the limited parking. There is also increased departmental efficiency by not having to have police officers on the south side of the city, drive to the north side to write a report.

To meet the programmatic needs of both departments, we are proposing a prefabricated facility for joint use, with separate entrances. The first phase of design will help us determine the gross building square footage, but I would anticipate a facility between 5000 and 8,000 square feet. We will need to look at a couple of options for site placement of the facility, but our primary focus will be minimizing impact to the neighborhood, while also maximizing accessibility for visitors to the substation. We also need to make sure this facility does not negatively impact DPW operations.

Josh Morse  
Building Commissioner  
Public Buildings Department  
City of Newton



SETTI D. WARREN  
MAYOR

## NEWTON PARKS AND RECREATION DEPARTMENT

246 Dudley Rd., Newton, MA 02459  
Office: (617) 796-1500 / Fax: (617) 796-1512  
TDD/TTY: (617) 796-1089  
parks@newtonma.gov



ROBERT J. DERUBEIS  
COMMISSIONER

February 17, 2017

Honorable Mayor Setti D. Warren  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, Mass. 02459

Dear Mayor Warren:

I am writing to respectfully request that you docket with the Honorable City Council for consideration a request to appropriate and expend \$200,000.00 to make repairs to the Gath Pool.

The repairs will consist of general concrete repairs to portions of the deck, replacement of a portion of the water slide, replacement of diving board, re-caulking and sealing under pool gutter, resurfacing the deck and wading pool bottom and edges with a deck surface that allows for non-slip, chlorine safe, U.V. resistant surfacing. The pool base will be painted, women's showers will be renovated and the valves and filters will receive repairs where needed.

Thank you for your consideration in this matter.

Respectfully submitted,

Robert J. DeRubeis

att:

cc: Maureen Lemieux, Chief of Staff/CFO  
Josh Morse, Public Building Commissioner  
Arthur Cabral, Public Buildings  
Tom Cahill, Aquatics Director, Parks & Recreation

COMMISSION  
MEMBERS

WARD 1 - BETHEL CHARKOUDIAN  
WARD 2 - ARTHUR MAGNI, CHAIRMAN  
WARD 3 - PETER JOHNSON

WARD 4 - PETER KASTNER  
WARD 5 - BYRON DUNKER  
WARD 6 - ANDREW STERN

WARD 7 - RICHARD TUCKER, VICE-CHAIR  
WARD 8 - DONALD FISHMAN  
SECRETARY-ROBIN MCLAUGHLIN

ALTERNATES: MICHAEL CLARKE, JACK NEVILLE, SAM FIGLER, PAT PALMER

[WWW.NEWTONMA.GOV/GOV/PARKS](http://WWW.NEWTONMA.GOV/GOV/PARKS)



SETTI D. WARREN  
MAYOR

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

**#55-17**

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swarren@newtonma.gov

March 2, 2017

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

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to authorize the appropriation and expenditure of \$200,000 from Overlay Surplus for the purpose of funding repairs to Gath Pool.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Setti D. Warren".

Setti D. Warren  
Mayor

RECEIVED  
Newton City Clerk  
2017 MAR -2 AM 9:55  
David A. Olson, CMC  
Newton, MA 02459

# \*Gath Memorial Pool Repairs



Harry Gath Memorial Pool is showing its 50 years of operational success, there are many areas that need to be addressed for repair to keep this facility functional until a full replacement of the facility is arranged in the future through the Capital Improvement Process.

Deck repairs are desperately needed 50 years of weathering, removing equipment, leaks in the gutter system collapsing the fill behind the pool walls are now showing their issues. Over by the slide we have two very severe heaved areas of the deck, see photos, there are many other areas see photos of cracks chipped areas etc.... See photos





# \*General Concrete Repairs

DOUBLE ENTRY GATE CONCRETE WORK				\$ 10,000
CORNER OF SHALLOW END CONCRETE WORK				\$ 3,200
AREA IN FRONT OF OFFICE WINDOWS CONCRETE WORK				\$ 3,000
DIVING WELL AREA UNEVEN SURFACE CONCRETE WORK				\$ 3,300
DRIVEWAY GATE ENTRANCE REPLACE CONCRETE				\$ 3,200
TOTAL GENERAL CONCRETE REPAIR WORK				\$ 22,700

## \* FUNDING PROJECT BREAKDOWN - CONCRETE DECK REPAIRS





\* REMOVAL OLD L.G. CHAIR ANCHORS  
AND REPLACE DECK DRAINS & HIGH  
DIVE ANCHOR SET



REMOVE LIFE GUARD STAND ANCHORS (3)		\$ 3,000
REPALCE (3) POOL DRAINS		\$ 4,000
REMOVE DIVING BOARD STAND ANCHORS		\$ 3,200
<b>SUB TOTALS</b>		<b>\$ 10,200</b>

# \* FUNDING PROJECT BREAKDOWN - ANCHOR REMOVAL AND DRAIN REPLACEMENT



\* REPLACEMENT OF EXIT  
SECTION WATER SLIDE



\* DIVING BOARD REPLACEMENT - CURRENT BOARD IS WORN OUT (1) A NEW BOARD PROVIDES PROPER ANTISLIP SURFACE

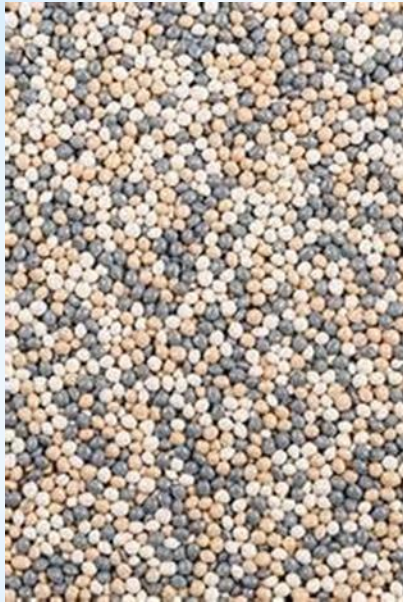
REPLACE BOTTOM SECTION OF WATER SLIDE				\$	2,990
REPLACE ONE OF THE TWO DIVING BOARDS				\$	4,200
PAINT POOL				\$	29,150
RAKE OUT & REPLACE EXPANSION JOINTS (50')				\$	1,500
INSIDE POOL GUTTER RE-CAULK 394 lf, & (6) VERTICAL JOINTS				\$	16,000
SUBTOTAL ABOVE WORK				\$	53,842

\* FUNDING PROJECT BREAKDOWN - REPLACEMENT OF DIVNGBOARD, WATER SLIDE EXIT SECTION, EXAPANSION JOINTS HORIZONTAL AND VERTICAL IN POOL, REPLACE APPROX. 400' CAULKING UNDER GUTTER SEALING WATER INSIDE THE POOL



- \* Wading pool is in need of serious work. Concrete on the sides of the pool are also showing wear and tear (see photos) the cracks and chips in the concrete are a tripping hazard to small children. We propose to resurface the deck and wading pool bottom and edges with a deck surface that allows for non slip, chlorine safe, U.V. resistant surfacing.





\* SAFETY SURFACING PROPOSED WILL  
BE NON POROUS, HAND TROWELED  
AND ALLOW FOR PERMANENT  
DESIGN IN THE SURFACING

BABY POOL DECK AUQA FLEX PRODUCT						\$ 46,600
INSPECT FILTERS						\$ 2,900
FLANGE REPAIRS						\$ 891
OTHER REPAIRS						\$ 16,500
SHOWER REPAIRS						\$ 25,000
CONTINGENCY						\$ 18,169
SUBTOTAL						\$109,460

\* FUNDING PROJECT BREAKDOWN REPAIRS TO BABY POOL AND BABY POOL DECK, INSPECTER INSIDE FILTERS, REPLACE GASKETS ON FILTER FLANGES, OTHER REPAIRS, REPLACE AND REPAINT WOMEN'S SHOWERS, PROJECT CONTINGENCY



# \* VALVE AND FILTER REPAIRS



*PROJECT FUNDING BREAKDOWN:						
DECK REPAIRS						\$ 53,600
BABY POOL REFINISHING						\$ 46,600
SHOWER REPAIRS						\$ 25,000
PAINT POOL						\$ 29,150
MISCELLANEOUS REPAIRS						\$ 27,481
CONTINGENCY						<u>\$ 18,169</u>
TOTAL FUNDING REQUEST						\$ 200,000

# \* FULL PROJECT COST BREAKDOWN



SETTI D. WARREN  
MAYOR

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

**#54-17**

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swarren@newtonma.gov

February 27, 2017

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

RECEIVED  
Newton City Clerk  
2017 FEB 27 PM 2:42  
David A. Olson, CMC  
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to authorize the addition of 1 FTE (Full Time Equivalent) within the Parks and Recreation Department to be funded out of Parks and Rec Revolving Funds.

This position will be involved extensively in the administration of camps and will be a significant addition to the department.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren  
Mayor

## City of Newton Job Posting

**Position Title:** Camp and Program Manager

**Department:** Parks and Recreation

**Salary Range:** \$56,801 - \$76,336

**Grade:** S09

**Union:** AFSCME Local 3092

**Department Head:** Robert DeRubeis

**Date of Notice:** 11/21/16

**Posting:** Department Employees      City Wide Employees      External

**Qualifications:** Bachelor's Degree in Recreation, Education, or related field and 5 year supervisory role at a camp required. Experience with running special events, recreation programming (including planning, scheduling, budgeting, organizing and evaluating), and working with people with special needs. Knowledge of clerical practices, office procedures and the operation of office equipment such as personal computers, computer software and Microsoft office applications. Certification in First Aid and CPR required. Valid Massachusetts driver's license required.

### **Job Description:**

The Camp and Program Manager will be responsible for managing summer camps, school vacation camps, creating new recreation programs, working with existing recreation programs, and running Parks and Recreation special events. In addition, the Camp and Program Manager will be responsible for supervising part time seasonal employees and volunteers at various programs. This position may sometimes require flexible hours including evenings and weekends.

### **Position Responsibilities:**

- Manage T-ville Trails, Centre Acres, Acres in the Falls and Summer Vacation Camps including pre-camp planning; budgeting, fee collection and check requests; obtaining permits; hiring, evaluating and training staff; record keeping; preparing promotional material and manuals; ordering supplies and scheduling transportation; communication with parents and the general public; etc.
- Manage school vacation camps in December, February and April.
- Plan, develop and implement activities at our recreation facilities.
- Coordinate special events and special projects such as Picnic and Play in the Park; Haunted House; Camp Fair; Memorial Day Parade; Family Trips; sit on committees as a liaison for Parks and Recreation for City wide events; and other events and projects that come up.
- Provide transportation in department vehicles to recreation programs as needed.
- Coordinate and supervise part time seasonal employees and volunteers.
- Work with the Mayor's office to provide an internship program at Newton Parks and Recreation.
- Follow department, City and other government rules, regulations, policies and procedures.
- Work with other City departments as needed.
- Perform other duties as required.

Individuals interested in this position should submit a resume, cover letter and updated City of Newton Application form to <https://cityofnewton.hyrell.com> no later than close of business Friday December 2, 2016.

**The City of Newton is an Equal Employment/Affirmative Action Employer**

RECEIVED  
Newton City  
2016 AUG 10 PM 3:33  
David A. O'Brien  
Newton, MA 02459

## Registration of Lobbyists

1) Purpose: The primary goal of this ordinance is to preserve the integrity and transparency of the democratic process, by mandating the registration of those who are hired to promote and influence a legislative agenda.

### 2) Definitions:

City Official: the Mayor and members of the City Council; any Board member, Commission member or other appointee of the Mayor; City Department Heads.

Compensation: any economic consideration in any form, in exchange for services rendered or to be rendered in the future, which shall include any remuneration of any value, direct or indirect.

Lobbying: a communication, by any means, from a lobbyist to a City Official concerning any issue or docket item that will foreseeably be decided or voted upon by that City Official, which seeks to influence, convince, induce, or otherwise persuade the member to decide to act or vote in a particular way.

Lobbyist: a person who is retained, without or without direct or indirect compensation for the purpose of lobbying; a person who is employed by a lobbyist organization.

### 3) Registration Required

a) Registration with the City Clerk's office shall be required for any person or entity that:

1) meets the definition of lobbyist or lobbyist organization as defined in section 2 above, and

2) engages in lobbying as defined in Section 2 above.

b) Any person engaging in lobbyist activity is required to register with the Clerk's Office within ten (10) days of commencing lobbyist activity, and shall renew the registration annually thereafter.

c) Registration shall consist of the following information:

- 1) name, address, telephone number of the person engaged in lobbying activity,
- 2) name and address of the source of compensation for lobbying
- 3) a description of the action, docket item, or subject matter, the lobbyist seeks to influence,

- 4) amount of compensation received in connection with lobbying activity at the time of registration; if compensation cannot be calculated, then a brief description of the compensation shall be made;
- d) The cost of registration shall be \$100 per lobbyist.
- e) Failure to register, or failure to renew registration, while conducting lobbyist activities will be considered a violation of this ordinance.
- f) Renewal of registration will not be required upon the cessation of lobbying activity, with proper notice to the City Clerk's office.

#### 4) Exceptions

The following individuals and entities are exceptions to the definitions in Section 2, and the Registration requirements of Section 3:

- a) officials of any local, state or federal agency acting in their official capacity,
- b) a person, or group of people, advocating on their own behalf for their own interests,
- c) an employee of a non-profit organization, advocating on an issue impacting a constituent of that entity.

#### 5) Reporting Requirements

A person who meets the threshold requirements of Section 2(a) must file an annual report with the City Clerk's Office. The annual report shall consist of the following information:

- a) Name, business address, and telephone number of the lobbyist
- b) If applicable, names of the owners of the business, or if a corporation, the names of the officers of the business.
- c) Name, business address and telephone number of each client for whom the lobbyist is performing lobbying activity in the City;
- d) A brief description of the nature of each client's business;
- e) A brief description of the actions, docket items, legislative or administrative activities the lobbyist seeks to influence on behalf of each client;
- f) Name of each person employed by the lobbyist to conduct lobbying activity in the City;



- g) Any donations to any entity on behalf of a City Official
  - i) A complete and comprehensive accounting of any expenses that are paid on behalf of any client for the purpose of lobbying a City Official
  - k) The total amount of compensation received for services as a lobbyist for the purpose of lobbying any City Official; an accounting shall be made for each client for whom a lobbyist is compensated
  - l) A contact log consisting of a recording of all contacts made with City Officials for the purpose of lobbying. The contact information shall include all phone records, emails and other correspondence by and between the lobbyist and a City Official.
- 6) Enforcement (TBD)
- 7) Penalties: A violation of any section of this Ordinance shall result in a fine of \_\_\_\_.
- 8) This Ordinance shall be interpreted in accordance with chapter 268B of the General Laws, and nothing herein shall be construed to limit the prohibitions, restrictions, duties obligations or requirements thereunder.
- 9) Severability: If any provision of this Ordinance is held to be invalid by a court of competent jurisdiction then such provision shall be considered severable from the remaining provisions, which shall remain in full force and effect.