

**NEWTON  
PUBLIC SCHOOLS**

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**MEMORANDUM**

**TO: Sandra Guryan**

**FROM: Michael Cronin**

**DATE: June 17, 2013**

**RE: Operations Status Report**

**Charter Maintenance Update**

<b>Charter Maintenance as of May 31, 2013</b>						
	<b>FY13 Adjusted Budget</b>	<b>Period 11 Exp. a/o 5/31/13</b>	<b>YTD Encumb. + Exp.</b>	<b>Forecast Rest of Year</b>	<b>FY13 Projected Final</b>	<b>FY13 Balance</b>
Public Building Repair & Maintenance	\$2,705,100	\$192,516	\$2,603,778	\$270,775	\$2,874,553	-\$169,453
Office Equipment Repair & Maintenance	\$201,822	\$761	\$121,634	\$12,959	\$134,593	\$67,229
Building Maintenance Supplies	\$82,500	\$5,659	\$101,249	\$0	\$101,249	-\$18,749
Housekeeping Equipment	\$81,511	\$8,104	\$53,174	\$28,195	\$81,369	\$142
Work by Other Departments*	\$40,000	\$0	\$56,912	\$1,600	\$58,512	-\$18,512
PC Software - Administrative	\$20,091	\$0	\$17,469	\$1,255	\$18,724	\$1,367
Consultants	\$10,000	\$910	\$3,000	\$2,000	\$5,000	\$5,000
Chemicals	\$10,000	\$2,110	\$9,944	\$56	\$10,000	\$0
Training Expenses	\$5,403	\$0	\$0	\$0	\$0	\$5,403
Solid Waste Collections/Disposal	\$5,000	\$0	\$0	\$5,000	\$5,000	\$0
Work Study Wages	\$0	\$0	\$10,222	\$0	\$10,222	-\$10,222
Communications Supplies	\$0	\$1,238	\$2,884	\$0	\$2,884	-\$2,884
<b>Total Charter Maintenance</b>	<b>\$3,161,427</b>	<b>\$211,298</b>	<b>\$2,980,265</b>	<b>\$321,840</b>	<b>\$3,302,105</b>	<b>-\$140,678</b>
*Work by Other Departments is made up of payments to the City for maintenance work completed by City staff and budgeted under the category of Charter Maintenance.						

The charter maintenance budget for FY13 has been increased from its original amount of \$2,228,350 to \$3,161,427 in order to fund special projects which are completed or planned between now and the end of FY13. Special projects in FY13 have been paid for with funds primarily from utility savings. The forecasted expenditure of \$321,840 will cover normal expenses from now until June 30, 2013. The final balance deficit has increased by approximately \$20,000 since last month's report. This increase of approximately \$20,000 is due to an early start of preventive maintenance of HVAC equipment.

**Status Update on Capital and Other Building Projects**

The following list of major capital and building projects is updated monthly. Once projects are completed, they are noted as such and then removed from the list the following month.

<b>PROJECTS</b>	<b>STATUS</b>	<b>CIP YEAR Requested by School Committee</b>
Horace Mann Window Replacement	Construction will begin in summer.	FY11
Bowen School - Masonry Repairs	Repair general envelope cracks, stairs, and ramps. Assessment complete. Public Buildings is in the process of obtaining additional quotes so that work can begin as soon as possible.	FY12
Education Center – Masonry Repairs	The bid was awarded on 5/16. Repairs will be made during Summer 2013.	FY12
Lincoln-Eliot HVAC distribution system	The project was awarded to Enterprise Equipment. Work is planned for the Summer of 2013.	FY13
Burr HVAC Direct Digital Controls Conversion	The project was awarded to Enterprise Equipment. Work is planned for Summer 2013.	FY13
Bigelow - Life/Safety Upgrades	This project to replace the generator and backup system of exit and emergency lights is in process with work being completed 3:00 – 11:00 pm. The project will be completed by the end of June 2013.	FY12
Burr - Life/Safety Upgrades	This project to replace the generator and backup system of exit and emergency lights is in process with work being completed on a 3:00 – 11:00 pm schedule. The project will be completed by the end of June 2013.	FY12
Electrical Upgrades at Countryside, Franklin, and Memorial-Spaulding	These upgrades were bundled with the life safely projects at Bigelow and Burr and are being completed on a 3:00 – 11:00 pm schedule. Completion is expected by the end of June 2013.	FY12
Peirce – Elevator and Accessibility Upgrades	Installation complete; awaiting State inspection which is scheduled for June 2013.	FY12

**Facilities Report**

April and May were fairly quiet months with regard to reactive HVAC maintenance. The department was able to take advantage of the vacation week to do some program testing at North to determine the extent to which the HVAC system contributes to the total power load. It was determined that, on average, in the heating and free cooling season, the HVAC accounts for roughly 35% of the total electrical load. This is standard in the industry and, given that North has numerous large electrical needs not factored into a “standard” (pool, technical education shops, kitchens, etc.), we are actually ahead of the curve.

The department is completing the full inventory of exhaust fans, air-cooled condensing units and air handling units at the elementary schools for inclusion in our annual PM program. The high school and middle schools programs began last year and have proved fruitful. By adding the elementary buildings, the entire district will be involved in at least a minimum PM plan that will extend equipment service life, reduce reactive calls, and provide more consistent climate control.

The gas consumption at North is on track to be reduced by close to 70% from our inaugural year (FY 2011). The methodology of reducing the outdoor reset schedule for the boilers to require a more narrow

range of minimum and maximum hot water supply temperatures has been replicated at all schools with this function.

<b>Custodial Overtime Summary Report 7/1/12 - 6/11/13</b>			
<b>Category</b>	<b>Monthly hours 4/21/13 - 6/11/13</b>	<b>FY13 YTD Cumulative hours 7/1/12 - 6/11/13</b>	<b>YTD Total Overtime Expense</b>
<b>Operations Budget Funded</b>			
Cleaning & Misc.	13.95	507.75	\$6,386.70
Admin. Work	-	-	0.00
Heat/Building Check	6.00	219.50	8,862.04
Man Out/Coverage	430.50	4,594.90	177,680.17
Moving	-	63.00	2,472.65
Carpentry	-	107.00	4,671.92
Painting	-	-	0.00
School Committee	11.50	84.00	15,755.98
Package	45.50	531.00	19,577.01
PTO/PTSA	7.00	390.00	14,917.04
School Event	177.00	2,592.00	100,674.12
<b>TOTAL</b>	<b>691.45</b>	<b>9,089.15</b>	<b>\$350,997.63</b>

### Use of School Buildings

The department has approved a total of **1,066** Use of Buildings permits since July 1, 2012. The breakdown of permits by type is:

- A= (School related or PTO)
- B= (City youth groups, municipal, day care & Newton community groups)
- C= (Other users including: business users [Newton and non-Newton] and non-Newton community groups)

<b>Permit Category</b>	<b>FY 13 Total # of USB Permits Approved YTD 7/1/12 to 6/7/13</b>	<b>FY 13 Total Amount Invoiced 7/1/12 to 6/7/13</b>	<b>FY 13 Total Payments Received 7/1/12 to 6/7/13</b>	<b>FY 13 Total Amount Due from Permits Approved from 7/1/12 to 6/7/13</b>
A	802	\$ 16,503.00	\$ 14,500.00	\$ 2,003.00
B	181	\$ 288,546.88	\$ 265,066.91	\$ 23,479.97
C	83	\$ 328,582.40	\$ 268,289.15	\$ 60,293.25
<b>Total</b>	<b>1,066</b>	<b>\$ 633,632.28</b>	<b>\$ 547,856.06</b>	<b>\$ 85,776.22</b>
<b>Total Amount Due from B and C Permits</b>				<b>\$ 83,773.22</b>

<b>USB Custodial Overtime Summary Report 7/1/12-4/20/13</b>			
<b>Category</b>	<b>Monthly hours 4/21/13 - 6/11/13</b>	<b>FY13 YTD Cumulative hours 7/1/12- 6/11/13</b>	<b>YTD Total Overtime Expense</b>
<b>School Funded</b>			
High School Athletics	30.0	938.50	\$34,929.79
Summer School	-	213.00	8,721.97
<b>Subtotal</b>	<b>30.0</b>	<b>1,151.50</b>	<b>\$43,651.76</b>
<b>User Funded</b>			
Community Schools	207.6	2,379.05	\$90,989.74
Day Care	5.0	442.50	16,506.88
Elections	144.5	534.00	20,427.15
Recreation	43.0	2,181.50	89,590.37
Public Building Transfer Bill	-	458.00	17,833.15
Other Paid Permits	171.0	3,509.50	147,638.20
Construction related	-	-	-
<b>Subtotal</b>	<b>571.0</b>	<b>9,504.55</b>	<b>\$382,985.49</b>
<b>TOTAL All USB</b>	<b>601.0</b>	<b>10,656.05</b>	<b>\$426,637.25</b>

Thank you to Paul Anastasi, Carol Chafetz, Anne Cogan, David Stickney and Beverly Morong for their contribution to this report.