

**NEWTON
PUBLIC SCHOOLS**

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MEMORANDUM

TO: Sandra Guryan

FROM: Michael Cronin

DATE: May 28, 2013

RE: Operations Status Report

Charter Maintenance Update

Charter Maintenance as of Period 10 - April 30, 2013					
	FY13 Adjusted Budget	YTD Encumb. + Exp.	Forecast Rest of Year	FY13 Projected Final	FY13 Balance
Public Building Repair & Maintenance	\$2,705,100	\$2,452,012	\$404,439	\$2,856,451	-\$151,351
Office Equipment Repair & Maintenance	\$201,822	\$120,873	\$13,720	\$134,593	\$67,229
Building Maintenance Supplies	\$82,500	\$23,744	\$45,000	\$68,744	\$13,756
Housekeeping Equipment	\$81,511	\$46,851	\$34,430	\$81,281	\$230
Work by Other Departments*	\$40,000	\$56,912	\$3,400	\$60,312	-\$20,312
PC Software - Administrative	\$20,091	\$17,469	\$1,255	\$18,724	\$1,367
Consultants	\$10,000	\$10,000	-\$5,000	\$5,000	\$5,000
Chemicals	\$10,000	\$7,834	\$2,166	\$10,000	\$0
Training Expenses	\$5,403	\$0	\$0	\$0	\$5,403
Solid Waste Collections/Disposal	\$5,000	\$0	\$5,000	\$5,000	\$0
Work Study Wages	\$0	\$10,222	\$0	\$10,222	-\$10,222
Communications Supplies	\$0	\$2,884	\$0	\$2,884	-\$2,884
Total Charter Maintenance	\$3,161,427	\$2,748,799	\$504,410	\$3,253,209	-\$91,782
*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. Included within these special projects are: the folding wall at Countryside, an air handling unit at Brown, and the funding of approximately \$100,000 of special preventive maintenance and associated repairs of HVAC infrastructure at various schools and the Bowen gas conversion. In recent years, the charter maintenance year-end expenditures have been approximately \$400,000 above budget. It is expected that this fiscal year will mirror past spending. Special projects in FY13 have been paid for with surplus funds, mainly from utilities. The forecasted expenditure of \$504,410 will cover normal expenses

from now until June 30, 2013 as well as Day auditorium seating, Oak Hill auditorium sound and lighting improvements, and new lockers at various schools.

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.

PROJECTS	STATUS	CIP YEAR Requested by School Committee
Horace Mann Window Replacement	Bid opening date was held on March 28, 2013 and the bid was awarded to Lambrian Construction. 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	Bids are due on 5/16. Repairs will be made during Summer 2013.	FY12
Lincoln-Eliot HVAC distribution system	The low bidder is Enterprise Equipment. Since the bid exceeds budget, the City may potentially seek additional funds. 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; still awaiting State inspection now scheduled for June 2013.	FY12
Newton South – Phase 2 Surveillance Cameras	The 63 cameras for Phase II are operational is complete.	Grant/local match

Facilities Report

April was a fairly quiet month 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, tech education shops, kitchens, etc.), North is actually ahead of the curve.

The Operations Department is just completing the full inventory of exhaust fans, ACCU’s, and AHU’s at the elementary schools for inclusion in the annual PM program. The high 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 the district's 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.

Custodial Overtime Summary Report 7/1/12-4/20/13				
Category	Monthly hours 3/24-4/20/13	FY13 YTD Cumulative hours 7/1/12-4/20/13	FY12 YTD Cumulative hours 7/1/11-4/21/12	YTD Total Overtime Expense
Operations Budget Funded				
Cleaning & Misc.	0	493.8	389.5	\$6,386.70
Admin. Work	0	0	0	0
Heat/Building Check	9	213.5	236	8,554.16
Man Out/Coverage	545.5	4,164.40	4,010.50	161,177.11
Moving	3	63	40.5	2,472.65
Carpentry	28	107	27	4,671.92
Painting	0	0	29	0
School Committee	16.5	72.5	94	15,224.01
Package	50	485.5	541	17,885.51
PTO/PTSA	40.5	383	390.5	14,664.93
School Event	162.5	2,415.00	2,002.00	93,803.16
TOTAL	855	8,397.70	7,760.00	\$324,840.15

Use of School Buildings

The department has approved a total of **967** 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)

Permit Category	FY 13 Total # of USB Permits Approved YTD 7/1/12 to 5/8/13	FY 13 Total Amount Invoiced 7/1/12 to 5/8/13	FY 13 Total Payments Received 7/1/12 to 5/8/13	FY 13 Total Amount Due from Permits Approved from 7/1/12 to 5/8/13
A	712	\$ 12,847.00	\$ 10,047.00	\$ 2,800.00
B	173	\$ 290,074.88	\$ 263,401.91	\$ 26,672.97
C	82	\$ 323,724.40	\$ 259,004.40	\$ 64,720.00
Total	967	\$ 626,646.28	\$ 532,453.31	\$ 94,192.97
Total Amount Due from B and C Permits				\$ 91,392.97

USB Custodial Overtime Summary Report 7/1/12 - 4/20/13				
Category	Monthly hours 3/24-4/20/13	FY13 YTD Cumulative hours 7/1/12 - 4/20/13	FY12 YTD Cumulative hours 7/1/11 - 4/21/12	YTD Total Overtime Expense
School Funded				
High School Athletics	52.5	908.5	761	\$ 33,865.59
Summer School	0	213	211	\$ 8,721.97
Subtotal	52.5	1,121.50	972	\$ 42,587.56
User Funded				
Community Schools	156	2,171.50	2,136.50	\$ 82,395.03
Day Care	79.5	437.5	302	\$ 16,327.16
Elections	0	389.5	267	\$ 14,905.96
Recreation	82	2,138.50	2,316.00	\$ 87,592.32
Public Building Transfer B	0	458	277.5	\$ 17,833.15
Other Paid Permits	356.5	3,338.50	3,622.00	\$ 140,782.46
Construction related	0	0	0	\$ -
Subtotal	674	8,933.50	8,921.00	\$ 359,836.08
TOTAL All USB	726.5	10,055.00	9,893.00	\$ 402,423.64

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