



City of Waltham

Jeannette A. McCarthy
Mayor

CITY OF WALTHAM
CITY CLERK'S OFFICE

2017 OCT -5 A 11: 53

RECORDED

October 5, 2017

TO: The City Council
RE: Planning Department Appropriation Request – Park Benches

Dear Councillors:

I respectfully request an appropriation of funds in the amount of \$15,000.00 to purchase park benches.

FROM:

#310-000-2017-3590 Bond Premium-2017 \$15,000.00

TO:

#310-175-2017-6360 Planning-Park Benches \$15,000.00

Attached is a copy of an email that was received from the Planning Department. Mr. LaCrosse will be available to answer questions concerning this request.

Sincerely,

Jeannette A. McCarthy

JAM/ccb

Enclosure

cc: James LaCrosse

Casey-Brenner, Colette

From: LaCrosse, James
Sent: Wednesday, September 27, 2017 9:24 AM
To: Monaghan, Julie A.
Cc: Casey-Brenner, Colette
Subject: Bench Donations - Summary of Info

Mayor,

There are currently two outstanding bench donations with which I'm seeking approval to move forward and are at different stages of the process.

- The first donation is on behalf of the Crane Brothers
- Contact – Kathy Hodge
- Status – still no approval from Mayor's office to move forward
- No estimate for this bench has been attained (most recent complete bench cost \$2,585.00 and I don't see this increasing much)
- *following outstanding items
 - Mayor's approval to move forward
 - Request quote from vendor
 - Donation amount will need to be determined
 - family will submit letter requesting council approval of gift
 - Appear before council for questions
 - Locate area on common for the bench (if outside the common Mayor needs to approve)
 - Deposit check with Treasurer's in appropriate account
 - confirm account for supplementing cost
 - Produce a PO
 - Confirm wording on plaque with the family
 - Order bench (6-8 week delivery)
 - Install Pad / confirm delivery of bench / Install

- The 2nd donation is on behalf of Robert E. Connors Jr. Esq
- Contact – Mike Connors
- Mayor moved forward
- Vendor sent quote (\$2,585.00) and Gift amount set for \$1,500.00
- Council approval has been received (Order No. 33724)
- Locate area on common for the bench (if outside the common Mayor needs to approve)
- Donation check deposited with Treasurer's
- *following outstanding items
 - confirm account to supplement costs
 - Produce PO
 - confirm wording on plaque with the family
 - Order bench with PO in hand (6-8 week delivery)
 - Install Pad / confirm receipt of bench / install in proper location

Please advise

Jimmy LaCrosse

Principal Planner

City of Waltham Planning Department

Government Center

119 School Street, Suite 25

Waltham, MA 02451

Tel (781) 314-3370 Fax (781) 314-3376

jlacrosse@city.waltham.ma.us