



COMMUNITY PRESERVATION COMMISSION

REVISED AGENDA

April 14, 2020 at 7:00 P.M.

Ruthanne Fuller,
Mayor

Barney S. Heath,
Director

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

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www.newtonma.gov

2020 COMMUNITY PRESERVATION COMMITTEE

Mark Armstrong, Chair
Dan Brody, Vice Chair

Byron Dunker
Richard Kronish
Susan Lunin
Robert Maloney
Jennifer Molinsky
Peter Sargent
Martin Smargiassi

Program Website

www.newtonma.gov/cpa

Program Staff

Lara Kritzer,
Community Preservation
Program Manager

lkritzer@newtonma.gov

617.796.1144

The Community Preservation Committee (CPC) will hold this meeting as a virtual meeting. No in-person meeting will take place at City Hall.

To view and participate in this virtual meeting on your phone, download the "Zoom Cloud Meetings" app in any app store or at www.zoom.us. At the above date and time, click on "Join a Meeting" and enter the following Meeting ID: 842 942 8454.

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You can also access the meeting online at: <https://zoom.us/j/8429428454>

One tap mobile
+16465588656,,8429428454# US (New York)

Start times & order are approximate and subject to change at the meeting.

Proposals & Projects

7:00 P.M. - Whipple/Beal Fence Restoration, Newton Cemetery – Presentation and Review of Final Report

7:20 P.M. - Nathaniel Allen Homestead Rehabilitation, Newton Cultural Alliance – Presentation and Review of Final Report

7:40 P.M. – Rental Housing Assistance Program Pre-Proposal Discussion

Program Planning & Committee Business

- 1) Approval of March 10, 2020 Minutes
- 2) Review of potential proposals
- 3) New Signage for CPA projects
- 4) Other Business

ONLINE INFORMATION: [Blue, underlined phrases](#) on this agenda are clickable links to online information. Pre-meeting packets are posted on the program website approximately 1 week before each meeting.

The location of this meeting is handicap accessible, and reasonable accommodations will be provided to persons requiring assistance. To request assistance, please contact ADA Coordinator Jini Fairley at least two business days before the meeting, by email: jfairley@newtonma.gov or phone: 617.796.1253.

For TTY/TDD, dial 617-796-1089. For Telecommunications Relay Service dial 711.

Newton Community Preservation Program

Projects and Proposals



- **Whipple/Beal Fence Restoration, Newton Cemetery – Presentation and Review of Final Report**

The final report for the Whipple/Beal Fence Restoration is attached and the Applicant will give a presentation on the results at Tuesday's meeting. The remaining item to be completed at this time is the required Preservation Restriction. The Applicant is in the process of drafting the restriction and has been in contact with both CPC and Historical Commission staff on the details and requirements.

If the CPC feels that the Final Report is in order and provides all necessary information, it is recommended that the final funds be approved for release as soon as the finalized restriction is signed and recorded.

- **Nathaniel Allen Homestead Rehabilitation, Newton Cultural Alliance – Presentation and Review of Final Report**

The final report for the Allen House is attached and the Applicant will give a presentation on the results at Tuesday's meeting. When this was initially discussed to be added to this agenda for discussion, the Applicant was estimating that they were within 6-8 weeks of project completion. The Covid-19 situation has placed an indefinite delay on the project, however, and the Applicant is not certain of the completion date at this time. It was agreed that it made sense to go ahead with the Final Report as the work to be completed is clearly defined, and we hope to have a future meeting there to show everyone the final results once regular in-person meetings are re-established.

The final \$200,000 in project funding is currently on hold pending review of the Final Report. The Applicant is interested in having at least some of this funding released so that they can continue the work once the delay is over. One suggestion is that the Committee could release the majority of the funds and hold a small amount (perhaps \$10,000) for release when the Certificate of Occupancy is issued, or upon the completion of another final project goal.

- **Rental Housing Assistance Program Pre-Proposal Discussion Program Planning & Committee Business**

On Monday, April 6, the City Council docketed the following item:

Docket #227-20 Request for creation of rental assistance program during COVID-19 using CPC funds COUNCILORS HUMPHREY, ALBRIGHT, KALIS, RYAN, LIPOF, DOWNS, GREENBERG, BOWMAN asking the Community Preservation Committee and Planning Department to develop a rental assistance program for Newton citizens unable to pay rent during the COVID-19 emergency using Community Preservation funds of other funding programs under city control, using guidelines developed by the Massachusetts Housing Partnership and/or other appropriate guidelines.

The Community Development and Housing Division staff are actively working to develop a rental assistance program at this time. I am expecting a CPA funding proposal to be submitted for review soon with a request for expedited review. The amount of the proposed funding request and the parameters of the program are still being discussed, as well as whether this would be run directly by the City or through another Housing organization. To give a sense of what this program might look like and what should be considered when CPA funding is involved, I have attached the following documents:

- Draft Rental Housing Assistance Guidelines and materials from the Metro West Collaborative Development, Inc., an affordable housing organization which assists communities in managing their affordable housing programs. This outlines one potential way that the City could go about creating a rental assistance program, in this case using an outside agency to run all aspects of the program. The City is in discussions with their Executive Director, Jennifer Van Campen, about potentially working with their organization on this.
- Mass. Housing Partnership's Emergency Rental Assistance Program summary with guidelines and best practices for using CPA funding for temporary rental assistance programs
- Using the CPA for Rental Assistance Programs – Taken from the Community Preservation Coalition's article on Rental Assistance at <https://www.communitypreservation.org/home/news/can-cpa-be-used-rental-assistance-answer-yes>, this list is an additional series of suggestions developed by the Mass. Housing Partnership



Newton Cultural Alliance

Uniting Culture & Community

March 31, 2020

Community Preservation Committee, Mark Armstrong, Chair
c/o Lara Kritzer, Community Preservation Program Manager
Newton Planning and Development Department
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Re: Nathaniel Allen Homestead, 35 Webster Street, West Newton

Dear Lara, Mark and Members of the Community Preservation Committee:

I write today to submit to you the Final Report for the Allen House Historic Preservation and Adaptive Reuse Project that the CPC has so graciously funded in part over the last several years. While the unexpected change in our country and daily lives as a result of the coronavirus pandemic has caused us to “pause” most of the construction a few weeks short of completion we are very grateful to the CPC for being willing to hear and review our Final Report in April. Having the remaining 10% of grant funds available to us is an enormous help! We remain determined to see this project to completion just as soon as it is totally safe to do so and look forward to a Certificate of Occupancy shortly thereafter and presumably in the next 2-3 months.

All of us at the NCA want to express our gratitude to both the CPC as well as your outstanding staff that have helped to guide us through this process over the last years. We are so grateful for the guidance, wisdom, tenacity and stewardship of everyone that has been involved. Once the peak has been reached, the dust has settled and life begins to take on some sense of normalcy once more we remain determined and excited to open this beautiful new space for the city’s residents – both creative and otherwise. At the beginning of that new day we look forward to inviting you all to the property to see for yourselves the remarkable and beautiful transformation of this magnificent gem in Newton’s historic fabric. In the interim the attached power point PDF will show some photos of progress along the way.

Thank you again for your support and for believing the NCA throughout this long project and process. Should you have any questions or would like additional information please do not hesitate to contact me. And please, yes, stay home and stay safe!

Very truly yours,

A handwritten signature in black ink that reads "Adrienne".

Adrienne Hartzell Knudsen
Managing Director

To: Members of the City of Newton Community Preservation Committee (CPC),
Mark Armstrong, Chair
From: Adrienne Hartzell Knudsen, Managing Director, Newton Cultural Alliance
Date: March 27, 2020 for April 14, 2020 presentation
Re: Allen House - Historic Preservation and Adaptive Re-use Rehabilitation

In keeping with the Community Preservation Grant Agreement between the Newton Cultural Alliance (NCA) and the City of Newton dated August 5, 2016, the NCA is pleased to submit this final report summing up the uses of the Community Preservation Act (CPA) funding for the historic preservation and adaptive re-use of the Nathaniel Allen House, 35 Webster Street, West Newton.

This presentation includes a final report on two CPA grants; the \$2,000,000 referenced above as well as the \$600,000 specified for a geothermal HVAC system approved on January 28, 2019. This report brings to the present time our work since the last update and presentation to the CPC on September 10, 2019. The construction period for which these grant funds were used began in December 2018 and will reach final conclusion in or around June 2020, subject to the restrictions and delays resulting from the coronavirus pandemic.

The NCA is incredibly grateful to the CPC for their support and interest over the last 7 years in this project and we are delighted to present herewith an overall summary of the work that has been completed since our last update in September 2019. We look forward to the opportunity to show you this new space in person in the not too distant future.

NOTE: the numbers (1) in the following text refer to the slides in the power point presentation.

Some project basics:

The Nathaniel Allen House adaptive reuse project undertaken by the Newton Cultural Alliance (NCA) has taken the 19thc. home of pioneer educator, Nathaniel Allen and has converted the buildings and grounds to a community arts and cultural center providing office, work, rehearsal, gathering and small performance space for Newton's arts and cultural organizations and the community. This property is on the National Registry of Historic Places and is also a Newton landmark. For clarity, the roughly 1.25-acre property is referred to in three parts; the house (1840's), connecting ell (late 19th c.), and barn (18th c.)

Construction updates since 9/19:

Fall 2019: At the time of our last report, the interior walls, a major exterior wall, the barn ceiling, and floors throughout the barn were all being framed (2 & 3). After the framing was complete, insulation (4) was installed in the ceilings, exterior walls, etc. In addition, a trench from the new utility pole and transformer on Cherry Street was excavated and conduits installed to provide utility services to the Allen House project underground instead of overhead, in order to preserve the historic landscape.

In January 2020, once the main exterior wall of the building ell was restored after months of being open to the elements, the framing of the windows and doors (5) in this space began, and the installation of a 100% pine board ceiling (6) in the barn began. This amazing carpentry project, was completed by just one craftsman and has created a beautiful ambiance in the barn performance and gathering space, which is deemed one of our successes. In addition, January saw the start of the installation of the geothermal HVAC system throughout the building. (7)

In February, as the carpentry work continued in the barn, restoration of the field stone wall (8) and the tiling of the new public bathrooms (9) in the lower level of the barn was done along with the first hanging of the foyer chandeliers and building of railings and stairs. Carpentry detail work continued, the staircases got new treads and there was continued work on trim of all kinds. Running in a parallel path through the winter has been the installation of a full service elevator as well as the restoration of the historic bowling alley that Allen built to provide physical education for his students in the 1850's.

In March, given the good weather, the landscape and exterior work began. The brick walkways to the lower level of the barn and the Webster street entrance along with the Webster street drop off area and handicapped ramp have now been completed (10). Porches, railings and trellis work have been restored on the Webster Street side of the property. The underground electric service was also connected, after which the process of commissioning of the geothermal HVAC system began. The rear parking area and patio work along with the landscape and irrigation system fed by a groundwater well will follow shortly.

Slides 11 – 13 show the almost finished project. Projected final work and opening is now on “pause” as a result of the COVID-19 pandemic. Given this unexpected delay, we hope to complete this project--currently about 8 weeks of work--by late June, with opening as soon as permissible thereafter.

Successes and surprises along the way:

The preservation and community contribution of bringing this beautiful corner of Newton back to a new vitality and life is our over-riding sense of success in this project. That said, as with every historic rehabilitation project there have been a number of surprises and at the same time we feel strongly that the ultimate success of this project, being realized as we meet, will be a beautiful space for the Newton community; creative and general, to gather to enjoy and experience.

Successes:

Consistent with our conviction that the development of the Nathaniel Allen House as a key element in the historic fabric of Newton, we see our success through a variety of lenses.

- The preservation and adaptation of this historic gem for community and creative use
- An answer to the much needed appeal for “space” by the creative community
- A versatile multi-function generic kind of space for community, social and creative functions
- A geothermal HVAC system that is environmentally sustainable

Surprises:

- **Crumbling walls and no foundation.** Upon excavation to increase useable space under the barn, time and time again the contractors discovered little or no foundation. To the extent a foundation existed, invariably what had been built, in some cases 100 - 150 years ago, simply crumbled when exposed. This in turn led to the need for additional and strengthened support in each one of the basement support walls, as along with a corresponding increase in expenses.
- **The most dramatic surprise - the coronavirus pandemic.** This world-wide crisis has caused the NCA to press the pause button on the remaining construction until such time as it is deemed safe to have crews working in close proximity again. When we are finally permitted to open this new resource, we expect to provide a new, safe, comfortable space where the community can gather. We will not open for public use unless and until we have proper safeguards and procedures in place to deal with whatever the requirements for public spaces are at that time.

It is with extreme appreciation that the NCA submits this Final Report on this Historic Preservation project so generously and thoughtfully funded by Newton's CPC.

Respectfully submitted,

Adrienne Hartzell Knudsen, Managing Director, Newton Cultural Alliance

**Newton Community Preservation Program Grant Proposal
 Newton Cultural Alliance – Nathaniel Allen Homestead
 March/April 2020 - updated with contract and amendment costs
 FINAL REPORT**

PRO FORMA

Uses of Funds		Nov. 2018	Sept. 2019	April 2020
	Acquisition and closing costs	325,000	325,000	325,000
Phase I	Hard costs	480,000	480,000	
	Soft costs - Architecture and Engineering	330,000	330,000	
	Total Phase I	810,000	810,000	810,000
Phase II	Hard costs	685,000	685,000	
	Soft costs - Architecture and Engineering	280,000	280,000	
	Total Phase II	965,000	965,000	965,000
Sub total	Phases I and II	2,100,000	2,100,000	2,100,000
Phase III				
	Change orders		258,298	755,406
	Total Hard Costs Phase III	3,500,000	4,258,894	4,258,894
	Total Soft Costs Phase III	400,000	400,000	400,000
	Total Phase III	3,900,000	4,917,192	5,414,300
	Overall Project Expenses			
	Contingency	300,000	42,000	0
	Finance/Interest Expense	350,000	190,000	190,000
	Developer Fee	600,000	300,000	150,000
	Management and staff	250,000	200,000	150,000
	Total overall project expenses	1,500,000	732,000	490,000
	Total Phase III	3,900,000	4,658,894	5,904,300
TOTAL Uses of Funds		6,000,000	6,758,894	8,004,300
Sources of Funds:				
	CPA - grants of 2014, 2016	2,300,000		
	Village Bank Debt (750 + 300)	1,050,000		
	MA Cultural Council (270+200)	470,000		
	NCA - donations before 2017	550,000		
	Capital Campaign - new funds incl. \$200k in pledges rec'd	900,000		
	MA Historic Tax Credits - net	1,143,000		
	Federal Historic Tax Credits - net	1,000,000		
	CPA - Additional grant 2018	600,000		
TOTAL Sources of Funds		8,013,000		

Final Report - Whipple Beal Fence Restoration

March 23, 2020

Community Preservation funds were used to restore the historic Whipple Beal fence at Newton Cemetery, a cast iron fence that was in an extreme state of deterioration. The fence is the last remaining piece of decorative iron fencing in Newton Cemetery, and it encloses the Whipple Beal lot where the first burial took place in the Cemetery in 1856.

The first step was to hire a consultant to document the pre-restoration condition of the fence, develop project specifications, manage the bid process, and oversee the restoration process. CPA funds were used to hire RDLA/Ray Dunetz Landscape Architecture of Boston, MA

After the drawings and specifications were completed, the project was publicly bid through the City of Newton Purchasing Department, with Cassidy Brothers Forge of Rowley, MA the successful bidder. Cassidy labeled and disassembled the existing cast iron fence pieces and brought to their shop on custom built pallets. They were then cleaned and repaired as necessary. Missing parts and elements too damaged to repair were cast at Henry Perkins Foundry in Bridgewater, MA from molds taken of existing elements. The molds, or patterns, of the various elements including the willow tree and lamb, posts and medallion tops were given to Newton Cemetery, and are now in safe storage.

When all the repairs were complete and new castings fabricated, the fence pieces were reassembled into larger sections and painted at Cassidy's shop, then brought to Newton Cemetery for final assembly on site. The fence was reset onto new granite footings provided and installed by the Friends of Newton Cemetery.

A rededication ceremony was held on June 2, 2019. Members of the design and restoration team, Newton Cemetery Trustees and staff, the Mayor, City Councilors, Community Preservation committee members, many Whipple Beal family descendants, and numerous guests were in attendance.

Cost Summary

Original CPA appropriation	\$60,000
Design & Specifications	\$4,460
Restoration	\$53,740
Overall Project Cost	\$58,200
Unspent CPA funds	\$1,800

Emergency Rental Assistance Program

In response to the loss of income to households due to Covid-19, this program has been created and funded by the Towns of _____, _____, _____ and _____ utilizing their Community Preservation Act or other non-federal funds. This program seeks to be efficient and responsive. It is temporary in nature. Applicants are eligible for:

- Up to **three months** rental assistance (future or arrearage payments beginning 3/1/20)
- Up to **\$750** per month (**landlord** to give some up?)

Household Eligibility

“Eligible” Household

An eligible household is one that:

- Has reduced income because of Covid-19
- Earns less than _____% of Area Median Income
- Preference shall be for households that receive no other housing payments assistance

A “household” shall mean an individual or two or more persons who will live regularly in the unit as their principal residence and who are related by blood, marriage, law, or who have otherwise evidenced a stable inter-dependent relationship.

Income and Asset Eligibility

The total income of the applicant and all other members of the applicant’s household over the age of eighteen (18) may not exceed _____% of the Area Median Income for the greater Boston area adjusted for family size. An applicant’s total household income cannot exceed the following limits:

Household size	1 person	2 person	3 person	4 person	5 person	6 person
Income Limit 80% area median	\$67,400	\$77,000	\$86,650	\$96,250	\$103,950	\$111,650

Process

- All potential participants must complete an application and attach requested documents prior to the deadline. All complete applications will be entered into a lottery.
- Assistance with the submission of the application is available to those with limited computer access.
- Applicants have the right to request a reasonable accommodation(s), which may include a change to a rule, policy, procedure or practice to afford a person with a disability an equal opportunity to participate fully in the housing program or to use and enjoy the housing.
- Free language assistance is available to households with limited English proficiency.
- The Lottery will be held via zoom. Applicants will be given access to the zoom meeting.
- All applicants will then be drawn and assigned a Lottery Wait List number in the order they were drawn.
- The list will then be reviewed for re-ordering based on preferences described above, creating a Reordered Lottery Wait List.

- Starting at the top of the list, households will be offered the opportunity to enter into a Rental Assistance Agreement with their landlord and Metro West CD in the order listed on the Reordered Lottery Wait List.
- If the household is unable to execute a Rental Assistance Agreement within five days of being offered the assistance they will be removed from the Reordered Lottery Wait List and the next highest ranked household will be offered the opportunity.
- Metro West CD will proceed through the list in this manner until all funds are awarded.
- Households who contact the Metro West CD office after the deadline will be added to the bottom of the Re-ordered Lottery Wait List in the order received.

Removal from the Lottery Wait List

- Households who do not respond to phone, e-mail, or mail inquiries or who do not respond to a request for additional information within the time frame provided shall be removed from the Lottery Wait List.

Preferences

Preference shall be given to households that do not receive any other rental housing assistance such as RAFT, Section 8, MRVP or other locally administered support.

Lottery drawings shall result in each applicant being given a ranking among other applicants with households receiving preference for units based on the above criteria.

Affirmative Marketing Methods

Metro West CD does not discriminate on the basis of race, color, religion, national origin, disability, familial status, sex, age, marital status, children, sexual orientation, genetic information, gender identify, ancestry, veteran/military status or membership.

Marketing Activities

Marketing activities will be conducted for a two-week period beginning _____ and ending _____, 2020. Efforts consist of:

- 1) Town Covid-Response website pages
- 2) Email outreach to local employers and non-profit organizations in participating communities.

Applications will be available on-line at the Metro West CD website, or as a fillable-pdf via secure e-mail or via paper and the US Postal Service. In all cases the process begins by contacting the Metro West CD office. The staff of Metro West CD are available to assist individuals in the completion of their application and are able to accommodate households with disabilities that may impede their ability to complete the application. Metro West CD staff can also arrange for assistance for households that have limited English proficiency. Applicants have the right to request a reasonable accommodation, which may include a change to a policy, procedure or practice to afford a person with a disability an equal opportunity to participate fully in the housing program or to use and enjoy the housing. Applicants may also be entitled to a

reasonable modification(s) of the housing, when such modifications are necessary to afford a person with a disability an equal opportunity to use and enjoy the housing.

Emergency Rental Assistance Available in _____ (town)

CUT AND PASTE FROM Page 1

The Households

Household income cannot exceed the following limits:

Household size	1 person	2 person	3 person	4 person	5 person	6 person
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The Process

- Website page
- Fillable pdf
- Paper via USPS

TTY users please call 711.

FREE TRANSLATION ASSISTANCE IS AVAILABLE: Call Robyn at 617-923-3505 x 5.





Emergency Rental Assistance Programs

In these unprecedented times, your community may be exploring the idea of creating an emergency rental assistance program.

The following information provides guidance as you consider developing a short-term program to support lower income people negatively impacted by the spread of COVID-19.

CONSIDER YOUR FUNDING SOURCE

If the funds you are considering using are Community Preservation Act (CPA) resources, allocations still need to be confirmed by your legislative body. In towns with Town Meeting, this means that CPA funds are not an immediate resource.

Additionally, your funding source may set a household income limit to receiving funds. For example, the CPA statute sets a household income ceiling of 100 percent of the area median income (AMI).

WE ARE ALL IN THIS TOGETHER

Municipalities that undertake emergency rental assistance to support individuals and families adversely affected by this pandemic are also helping their landlords. In order to maximize limited public resources, consider asking local landlords to contribute as well. Rent reductions, combined with emergency rental assistance, could allow us to reach more households in need.

For example, if a household's rent must be reduced by \$300 per month to make it feasible with its reduced income, can the landlord reduce the rent by a portion of that amount and the rental assistance program make up the difference?

CREATE CLEAR GUIDELINES, ADVERTISE THEM WELL

1. **Purpose** – Clearly state the intent of the short-term program: that it is for individuals and families whose incomes have been adversely affected by the COVID-19 pandemic, who it serves (e.g., income limits) and how long you expect to run the program.
2. **Parameters** – How much assistance will you provide a household each month, for how many months and what is the total assistance allowed per household? Revisit eligibility periodically, perhaps every 90 or 120 days. Or is the assistance for a set number of months or when the client is back to full employment? Do applicants need to be paying over 35 percent of their gross income on housing costs to qualify?

The benefit should generally be consistent across clients, unless, for example, you are offering to pay the difference between the monthly rent and 35 percent of the client's gross monthly income. In this situation, the constant is that clients are paying 35 percent of their gross income on housing.

3. **Application** – An existing application for another program could be adapted, but be mindful to request only the information you truly need for an emergency rental assistance program. Make the application an online document or a fillable Word or PDF document that can be completed online and submitted electronically, with a paper option for those who cannot file electronically.

4. Income eligibility – Long-term rental assistance programs generally require significant proof of total household income. Given the unique circumstances today triggered by significant loss of work income in our communities, you may consider a less onerous burden of proof. However, given that you are distributing public resources, you must still be prudent. The following are possible recommendations:
 - a. Copy of current lease or documentation from landlord of rental rate
 - b. Termination letter from employer, if applicable
 - c. Paystubs or print-out from employer to verify decreased income
 - d. If unemployed or furloughed, acknowledgement from the Department of Unemployment Insurance.
 - e. One to three months of bank statements
 - f. Total household income (self-certified)
5. Documents – Clearly state the documents you require for a complete application. Provide guidance for submitting the application electronically, with a paper option.
6. Selection process – Will you have a monthly deadline for applying or a “rolling” deadline? “First come-first served” structures often impede equal opportunity for some applicants, including some applicants with disabilities. If demand exceeds supply, a random selection may promote the most fairness.

When necessary, some communities have qualified applicants and then run a lottery to allocate “rental vouchers” worth up to a certain amount.

7. Accommodations – Even in these extraordinary times, we need to make sure that all of our low income residents can access our housing programs. Reasonable accommodations should be made to assist those with physical, mental or language challenges. This assistance could include connecting with organizations and programs that serve people with disabilities or who do not speak English as a first language.
8. Program management – In addition to creating clear program guidelines for external audiences, the municipality or its agent should document the internal structure and processes used. This includes how funds are distributed and tracked. Regular reports should be submitted to the appropriate oversight board or entity.

CLARIFY THAT THIS ASSISTANCE IS A TEMPORARY PROGRAM

Typical rental assistance programs require a rigorous review of all forms of income, generally submitted in hard copy. Because an emergency program created in response to hardship caused by the COVID-19 pandemic is directly responding to loss of work income, proof of income requirements could potentially be limited to paystubs and/or proof of unemployment. In addition, you should allow applications and attachments to be submitted electronically.

If, in the course of supporting an emergency rental assistance program, your municipality decides to expand into a long-term program, the program structure should be modified to reflect this new status.

BE CAUTIOUS ABOUT RESTRICTING ELIGIBILITY BEYOND INCOME

If the purpose of your emergency rental assistance program is to stem the financial impact of COVID-19 and provide rent relief for low income households, be careful with adding additional criteria to qualify for assistance. Many people across multiple industries are being impacted by the pandemic. The more restrictions you put on qualifying (e.g., live *and* work in the community, work in a particular industry) the more you may infringe on fair housing and other laws, as well as hinder your goal of supporting your most impacted residents.

APPLICATIONS SHOULD BE READILY AVAILABLE

When distributing public funds, the availability of this support should be widely publicized. Notice of the program should be posted on the municipal website, where there is local information about COVID-19 resources and with local service providers.

Additionally, given the nature of this pandemic, applicants should have the option to submit applications and attachments online and utilize electronic resources, such as email and smart phones.

RENT PAYMENTS SHOULD BE MADE DIRECTLY TO LANDLORDS

It is standard that payments for rent assistance be paid directly to the landlord. This may require obtaining a Form W-9 from the landlord, which can be completed online.

COMPLY WITH THE MASSACHUSETTS ANTI-AID AMENDMENT

Anti-aid Amendment applies when public funds are given to a non-publically owned and controlled entity. These allocations must be serving a public good and in fact, be purchasing a service to benefit the municipality (DLS No. 2006-75).

MA Department of Revenue has provided the following guidance when distributing CPA resources that may provide guidance for the use of other municipal resources, in addition to CPA:¹

DLS recommends each community, in consultation with municipal counsel, develop a CPA grant agreement to:

- Clearly define grant terms
- Ensure timely completion of project
- Implement and protect project's community preservation purpose
- Ensure compliance with the Anti-aid Amendment, if applicable

Even if a municipality is distributing the emergency rental assistance funds, a grant agreement, contract or lease addendum should be executed by the municipality, landlord and household, to make sure all parties understand the parameters of the program. The agreement should include language that specifies the purpose of the funds, how much assistance is being provided and for how long.

¹ Division of Local Services. "Community Preservation Act & Fund." MA Municipal Lawyers Association, 19 May 2016.

An existing grant agreement used by the Community Preservation Committee (CPC), for example, could be modified to fit the needs of an emergency rental assistance program.

IT IS ADVISABLE TO PARTNER WITH AN ORGANIZATION OR CONSULTANT

The administration of affordable housing programs can be complicated. It is advisable to partner with an existing entity that has experience supporting low income tenants. This organization (e.g., housing non-profit, housing authority) or municipal department could apply for funds from your municipality, CPC or housing trust fund to then develop an emergency rental assistance program.

For example, Waltham’s City Council has allocated \$150,000 (non-CPA resources) to its municipal Housing Division for emergency rental assistance. This division already has experience managing federal CDBG and HOME funds to benefit low and moderate income households.

If working with an external partner, be prepared to pay an administration fee to cover the costs of implementing, and reporting on, your emergency rental assistance program. Administration costs are allowed when using CPA funds.

For additional support, please contact:

Shelly Goehring
Senior Program Manager
Massachusetts Housing Partnership
sgoehring@mhp.net
857-317-8525

Using the Community Preservation Act (CPA) For Rental Assistance Programs

Suggestions from the Massachusetts Housing Partnership

1. Remember, rental assistance programs using CPA funds have a household income limit of 100% area median income (AMI).
2. Guidelines for the program should be clear and well-advertised. Reasonable accommodations should be made to assist those with physical, mental, or language challenges.
3. If this is a temporary program only, make that clear. Additionally, some communities may want eligibility to only extend to existing residents. Federal case law prohibits durational residency requirements when seeking public assistance. Exclusion of people who don't already live in the community could be problematic, particularly if the program becomes long-term. Perhaps revisit the guidelines for the program every 90 days.
4. Be cautious about restricting eligibility to people working in certain industries (e.g., hospitality) when many people in a variety of industries are feeling the impacts of COVID-19.
5. Applications should be readily available and require standard documentation to determine income eligibility.
6. Rent payments should be made directly to landlords.
7. To comply with the Anti-aid Amendment, add an addendum to an existing rental lease or create a grant agreement with the rental assistance beneficiary and landlord.
8. It is advisable to partner with an organization or consultant with experience running affordable housing programs to establish and implement a rental assistance program.



If you have any further questions about pursuing rental assistance projects with CPA funding, we recommend contacting:

**Shelly Goehring at the Massachusetts Housing Partnership (MHP)
857-317-8525 / sgoehring@mhp.net**

Newton Community Preservation Program

Finances



- ◆ **Currently Available Funds**

Regularly updated on the program website, www.newtonma.gov/cpa, under [Program Finances & Reports](#)

- **Community Preservation Plan**

Regularly updated on the program website, www.newtonma.gov/cpa, under [Guidelines & Forms](#)

Newton Community Preservation Fund		Fiscal 2018	Fiscal 2019	Fiscal 2020
COMMUNITY PRESERVATION FUND AVAILABLE FUNDS		CURRENTLY <i>based on Fy18 CP-1 & CP-2</i>	<i>based on Fy19 CP-1 & CP-2</i>	<i>based on Sept. 2019 revised budget, Fy19 CP-1 & CP-2</i>
REVENUE				
local CPA surcharge <i>(1% of Newton's total property tax levy)</i>		\$3,233,186	\$3,381,289	\$3,568,921
state matching funds				
<i>% match for previous year's certified local revenue</i>		<i>budgeted 10%, final 17.2%</i>	<i>budgeted 8.5%, final 19%</i>	<i>budgeted 11.5%</i>
confirmed & budgeted in listed year		\$291,500	\$253,970	\$383,309
confirmed late in prior year, budgeted in listed year		\$181,657	\$240,424	\$360,816
additional sources:				
fund balance <i>(unspent funds forwarded from prior year; should not be totaled across years)</i>		\$9,816,683	\$12,669,321	\$10,740,419
bonds				
earnings		\$218,993	\$399,904	
other <i>(incl. liens)</i>		\$13,113		
TOTAL REVENUE		\$13,755,133	\$16,944,907	\$15,053,465
EXPENDITURES				
PROGRAM ADMINISTRATION & DEBT SERVICE				
program administration (max 5% of current-yr new funds)		-\$144,662	-\$131,574	-\$215,456
<i>(fy18 and fy19 year-end actual; fy20 as budgeted - incl. "lagged" state funds in base for % calculation)</i>		<i>confirmed 4%</i>	<i>confirmed 3.1%</i>	<i>budgeted 5%</i>
debt service for 20 Rogers St. <i>(final payment in fy17, allocated 100% to recreation)</i>		no debt service	no debt service	no debt service
TOTAL Program Administration & Debt Service		-\$144,662	-\$131,574	-\$215,456
AVAILABLE FUNDS after program administration & debt service		\$13,610,471	\$16,813,333	\$14,838,009
PROJECT APPROPRIATIONS by City Council (chronological order)				
in FISCAL 2018 (chronological order)				
236 Auburn Street (CAN-DO/Metro West/Price Ctr) [\$300,000 historic resources, \$677,7000 affordable housing]		-\$977,700		
Newton Cemetery - Whipple-Beal Cast Iron Fence (historic resources)		-\$60,000		
in FISCAL 2019 (chronological order)				
Jackson Road/Haywood House New Senior Housing (Newton Housing Authority)			-\$3,000,000	
300 Hammond Pond Parkway/Webster Woods (City of Newton) - <i>professional services for open space preservation</i>			-\$100,000	
Newton Homebuyer Assistance Program - return of unspent funds			\$805,000	
Stanton Avenue /Golda Meir House Senior Housing (JCHE)			-\$3,250,000	
Grant to Newton Conservators - Conservation Restrictions (Wabasso Street, Rogers Street)			-\$30,000	
Allen House (historic resources) - supplemental request (\$2.3 million previously appropriated)			-\$600,000	
in Fiscal 2020 (chronological order)				
300 Hammond Pond Parkway (Webster Woods), open space acquisition: \$15,740,000 authorized principal for 30-year debt. The CPC assumes first debt service would be due in Fy21.				\$0
300 Hammond Pond Parkway: See above. <i>CPC recommendation to convert \$740,000 for conservation restriction grant and legal, etc. costs from direct funding to 30-year debt is now pending with the Council.</i>				\$0
Riverside Greenway - Pigeon Hill Trail Design (recreation land)				\$50,000
Newton Housing Authority Acceptance of CAN-DO Portfolio (affordable housing)				\$1,105,000
TOTAL Appropriations (By Year)		-\$1,037,700	-\$6,175,000	\$1,155,000
AVAILABLE FUNDS after new appropriations		\$12,572,771	\$10,638,333	\$13,683,009

Newton Community Preservation Fund		Fiscal 2018	Fiscal 2019	Fiscal 2020
COMMUNITY PRESERVATION FUND CURRENTLY AVAILABLE FUNDS		<i>based on Fy18 CP-1 & CP-2</i>	<i>based on Fy19 CP-1 & CP-2</i>	<i>based on Sept. 2019 revised budget, Fy19 CP-1 & CP-2</i>
CPC RECOMMENDATIONS pending with City Council (chronological order)				
TOTAL Recommendations				\$0
AVAILABLE FUNDS if all current recommendations were funded in full				\$13,683,009
FULL PROPOSALS UNDER CONSIDERATION by CPC				
Crescent Street (City of Newton) final design & construction: \$1,481,622 housing, \$1,093,378 recreation/ playground [CPC vote on hold per project sponsor request as of 18 June 2018]				\$2,575,000
TOTAL Proposals				\$2,575,000
AVAILABLE FUNDS if all submitted proposals were funded in full				\$11,108,009
Pre-Proposals & Project Updates SUBMITTED to CPC				
City Hall & War Memorial Auditorium Exterior Stairs (historic restoration/rehabilitation) - 12 March 2019 CPC agreed to consider a full proposal for this amount toward initial/conceptual design, if the proposal includes some matching non-CPA funds; total anticipated CPA request incl. construction \$2,332,000				\$68,250
TOTAL				\$68,250
AVAILABLE FUNDS if these requests were accepted / funded in full in Fy20				\$11,039,759
Note: Unless exceptional needs require otherwise, Newton's CPC aims to maintain a balance of approximately 1 year's new funding (currently ≈ \$4 million), so the program can start each year with about 2 years' worth of funds.				
<p style="text-align: right;"><i>last updated 9 January 2020, A. Ingerson based on information provided by Newton Comptroller</i></p>				
Newton Community Preservation Fund		Housing	Historic Resources	Open Space/ Recreation
Restricted vs. Unrestricted Available Funds				
Restricted				
Fy20 Budget Reserves (net of Fy20 appropriations to date)		\$431,305	\$431,305	\$0
<i>MUNIS Account Numbers</i>		58C10498 57900C	58B10498 57900B	58A10498 57900D
Fund Balances (unspent funds from Fy19 & prior years, net of Fy20 appropriations to date)		\$0	\$126,077	\$409,689
<i>MUNIS Account Numbers</i>		5820 3599	5810 3599	5840 3599
Restricted Totals		\$431,305	\$557,382	\$409,689
Unrestricted				
Fy20 Budget Reserve		\$2,803,676		
<i>MUNIS Account Number</i>		58R10498 579000		
Fund Balance (unspent funds from prior years)		\$9,830,958		
<i>MUNIS Account Number</i>		5800 3599		
Unrestricted Total		\$12,634,634		
Total Funds Available		\$14,033,010		



Ruthanne Fuller,
Mayor

Newton, Massachusetts
Community Preservation Committee
COMMUNITY PRESERVATION PLAN

funding guidelines (pp. 1-2) adopted: April 3, 2018
future proposals (pp. 3-4) last updated April 7, 2020

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 Director of Planning
 & Development

Massachusetts' [Community Preservation Act](#) (CPA) provides local and state funds for community housing (affordable housing), historic resources, and land for open space or recreation, within certain constraints:

ALLOWABLE SPENDING PURPOSES under the Community Preservation Act				
RESOURCES → ↓ ACTIVITIES	COMMUNITY HOUSING	HISTORIC RESOURCES	OPEN SPACE	LAND for OUTDOOR RECREATION
ACQUIRE	YES	YES	YES	YES
CREATE	YES	NO	YES	YES
PRESERVE	YES	YES	YES	YES
SUPPORT	YES	NO	NO	NO
REHABILITATE / RESTORE	YES, IF acquired or created with CPA funds	YES	YES, IF acquired or created with CPA funds	YES

The [Guidelines & Forms](#) page of Newton's CPA program website, at www.newtonma.gov/cpa, includes a more detailed [allowable uses of funds](#) chart, with the state statute's full definitions of these eligible resources and activities, as well as Newton-specific proposal instructions and upcoming deadlines. The CPC works with the sponsors of CPA-appropriate proposals to help them meet program requirements.

Like most CPA communities, Newton does not have enough CPA funding for all current and anticipated requests, even those that are both CPA-eligible and CPA-appropriate. The Community Preservation Committee (CPC) uses the following guidelines to decide which projects it will recommend for funding by the City Council.

1. Use Newton's regularly updated community-wide plans to guide funding decisions.

The CPC relies on Newton's *Comprehensive Plan* and other regularly updated community-wide plans to prioritize Newton's CPA-eligible needs. Each funding proposal must cite at least two of these plans, most of which are linked to [Guidelines & Forms](#) at www.newtonma.gov/cpa.

2. Balance funding across all CPA-eligible resources and activities.

The CPA statute requires communities to spend at least 10% of each year's new funds on each of three resources – housing, historic resources, and the combination of open space and land for recreation. Funds may be allocated in the year they are received or retained for future projects. Unless exceptional needs require otherwise, Newton's CPC aims to end each year with a remaining balance of about one year's worth of funds (currently about \$3 million), so the program can respond quickly to unanticipated future opportunities. Unusually expensive projects, such as land acquisition or major capital improvements to public buildings or parks, may also be funded by borrowing – selling bonds that will be repaid from future local CPA revenue.

Newton's allocation targets for CPA funding of the different eligible resources (see next page) are flexible guidelines, not rigid quotas. These targets reflect Newton's past funding patterns, available information about possible future proposals, and feedback the CPC has received through community surveys and public hearings. The targets also reflect cost differences among different types of projects. For example, in Newton projects

website www.newtonma.gov/cpa
 contact Lara Kritzer, Community Preservation Program Manager
 email lkritzer@newtonma.gov phone 617.796.1144

that involve land acquisition, such as creating new affordable housing or a new conservation area, tend to cost more than projects that preserve or rehabilitate buildings and land already in public ownership.

Newton CPA Allocation Targets: Balancing Funds Across Resources	± 5%
affordable housing: development & preservation	35 ±5%
historic resources: all purposes	20 ±5%
open space & recreation land: acquisition	20 ±5%
open space & recreation land: rehabilitation / capital improvements	20 ±5%
total, min. - max.	75-115%

The final two pages of this *Plan* compare the allocation of current and future funding requests to these targets.

3. Support projects that are CPA-appropriate and that leverage non-CPA funds.

Newton's CPC prioritizes projects that are not only CPA-eligible but also CPA-appropriate, and that leverage the maximum possible funding from other sources. The CPC also recognizes that a project may need a relatively high share of CPA funding in its initial phases (such as design) in order to raise funds primarily from non-CPA sources for its later phases (such as construction).

project categories	CPA appropriateness & funding leverage
special public resources and public-private partnerships: publicly or privately owned assets that benefit all Newton residents & neighborhoods, including housing that is both deed restricted to ensure permanent affordability and proactively marketed to all eligible households	highest priority for CPA funding, with these minimums from other sources: 30% for public projects, 50% for private projects
limited-benefit special public resources: publicly owned assets that benefit only some Newton residents or neighborhoods	lower priority for CPA funding, with a target of at least 60% non-CPA funding
core public resources: assets already in public ownership and that the City of Newton would be obligated to rehabilitate even if Newton had not adopted the CPA with one primary exception: CPA funding may be appropriate for the <i>difference</i> between lowest-cost and historically appropriate methods or materials for the rehabilitation of publicly owned historic resources	usually not appropriate for CPA funding,
limited-benefit private resources: privately owned assets that benefit only some Newton residents or neighborhoods	not appropriate for CPA funding

4. Support proposal sponsors with a proven capacity for project management and long-term maintenance.

Newton’s CPC requires each proposal to identify both a qualified, available project manager and a reliable source of non-CPA funding for future maintenance. The CPC also considers each proposal sponsor’s past record of project management and maintenance when reviewing new proposals from that sponsor.

These requirements help Newton to avoid repeating past experiences with projects that took far more time or public funding to complete than originally anticipated or promised, and to comply with the state CPA statute’s prohibition on using CPA funds for maintenance and operations.

5. Evaluate completed projects to ensure accountability & improve future projects.

Once a project is funded, the CPC requires regular progress reports. For all non-City projects, the final release of CPA funds is contingent on presentation of a final in-person and written report to the CPC. City departments are also expected to provide final reports to the CPC on CPA-funded City projects.

The CPC monitors completed projects indefinitely, to evaluate the community’s long-term returns on its CPA investments, and to learn how well – and why – different projects are maintained with non-CPA funds.

DRAFT last updated April 7, 2020					
Current & Future Proposals Compared to Available Funds & Allocation Targets					
Sources & CIP Priority (Urgency) October 2019	Project Title	Affordable Housing	Historic Resources	Open Space or Recreation Land	
				Acquisition	Rehabilitation
Total Funded Projects, Fy14-Fy19 (including debt service) ≈					
	\$15,210,739	\$4,328,403	\$4,593,339	\$2,807,175	\$3,481,822
Fy14-Fy19 % allocation by resource		28%	30%	18%	23%
CPC target allocations by resource, ± 5%		30%	25%	20%	20%
Current Proposals or Pre-proposals, with Related Future Proposals (in order of submission to CPC)					
✓ = Fy20 appropriation ? = recommended by CPC but not yet funded * = cost revised or estimated by CPC staff					
CIP = City of Newton <i>Capital Improvement Plan</i> .					
In this plan, for "Priority," lower numbers = higher priorities; for "Urgency," 100 = highest, 1 = lowest.					
CIP 77 (38.9) CPA proposal on hold	70 Crescent Street <i>(in addition to prior CPA funding already incl. in Fy13-18 totals above: \$100,000 for site assessment, Apr. 2016; \$260,000 for feasibility & design, Mar. 2017)</i>				\$1,300,000
pre-proposal discussed by CPC CIP 66 (39.9)	Fy21 City Hall (Front) & War Memorial Exterior Stairs <i>In April 2019 the CPC voted 9-0 to condition any consideration of a full proposal for initial design (\$68,250) on a commitment of matching non-CPA funds. The CPC has not yet agreed to consider a request for final design or construction funding.</i>		\$2,332,000		
Current (Pre)Proposals Subtotal ≈ (including debt service)					
	\$3,632,000	\$0	\$2,332,000	\$0	\$1,300,000
	% Allocation by Resource	0%	64%	0%	36%
Other Future Proposals (in order by highest CIP ranking for each site)					
* = cost revised or estimated by CPC staff CIP (Capital Improvement	Fy21 Crystal Lake Levingston Cove <i>(state provided planning funds)</i>				\$700,000
CIP 112 (33.1)	Gath Pool <i>(replacement)</i>				\$9,200,000
CIP 114 (33.0)	Old Cold Spring Park				\$350,000
CIP 118 (32.2)	Upper Falls/Braceland Playground				\$1,675,000
CIP 110, 192, 208 (20.8, 17.9, 33.6)	Waban Library		\$428,500		
CIP 121, 145 (31.7, 28.5)	Burr Park Fieldhouse		\$474,000		<i>could also be listed here</i>
CIP 124, 176 (30.6, 24.7)	Kennard Estate <i>(Parks & Rec. Dept. HQ)</i>		\$740,000		
CIP 125, 184 (30.5, 22.7)	Crafts Street Stable <i>(DPW)</i>		\$5,000,000		
CIP 126, 161, 211 (15.4, 26.9, 30.4)	Auburndale Library		\$520,000		
CIP 131, 147, 167, 182 (26.0, 29.9, 23.0, 28.4)	Senior Center <i>(existing, use changing)</i>		\$689,000		

Current & Future Proposals Compared to Available Funds & Allocation Targets						
Sources & CIP Priority (Urgency) October 2019	Project Title	Affordable Housing	Historic Resources	Open Space or Recreation Land		
				Acquisition	Rehabilitation	
CIP 137 (29.3)	* City Hall Archives (facilities) CIP lists only \$100,000 for this, but amt at right reflects CPA-funded archives strategic plan.		\$1,500,000			
CIP 141, 166 (26.0, 29.0)	Newton Corner Library (use changing)		\$331,500			
CIP 113 (33.1)	Forte Park (including synthetic turf, which cannot be purchased with CPA funds)				\$2,000,000	
CIP 159 (27.1)	Newton Centre Library (use changing)		\$1,500,000			
CIP 168 (25.7)	Crystal Lake Bathhouse (previously est. full project cost \$8m)				\$5,000,000	
CIP 177 (24.7)	City Hall Historic Landscape		\$1,500,000			
CIP 178 (24.4)	Chaffin Park Wall (FY21) (abutting Farlow Park)		\$200,000			
CIP 180 (23.8)	Nonantum Library		\$204,000			
CIP 181, 204, 207 (23.7, 18.7, 19.2)	Historic Burying Grounds (in addition to ≈ remaining unspent \$84,000 in previously appropriated CPA funds)		\$160,000			
CIP 134, 148 (28.2, 29.6)	West Newton Library (Police Annex)		\$450,500			
CIP 196, 206 (19.0, 20.7)	Jackson Homestead (basement galleries, doors & windows)		\$342,000			
CIP 202 (20.0)	City Hall Doors & Windows NOTE: Total CPA-eligible projects listed for City Hall, including archives & landscape: \$8,332,000.		\$3,000,000			
CIP 205 (19.2)	Nahant Park (renovate parking areas, path to Nature Center)				\$150,000	
Other Future Proposals Subtotal ≈						
		\$36,114,500	\$0	\$17,039,500	\$0	\$19,075,000
% Allocation by Resource			0%	47%	0%	53%
TOTAL Current (Pre)Proposals + Other Future Proposals ≈						
		\$39,746,500	\$0	\$19,371,500	\$0	\$20,375,000
% Allocation by Resource			0%	49%	0%	51%
CPA Target allocations by Resource, +/- 5%, according to guidelines April 2018			35% ± 5%	20% ± 5%	20% ± 5%	20% ± 5%
Following amts include current fund balance. For funds available once that balance is spent down, see separate funding forecast.						
FIVE-YEAR FORECAST: Total Available Funds for FY20-24 ≈						
		\$34,089,118				
target allocations. - 5%		\$10,226,735	\$5,113,368	\$5,113,368	\$5,113,368	\$5,113,368
target allocations + 5%		\$13,635,647	\$8,522,280	\$8,522,280	\$8,522,280	\$8,522,280
TEN-YEAR FORECAST: Total Available Funds for FY20-29 ≈						
		\$60,727,016				
target allocations. - 5%		\$18,218,105	\$9,109,052	\$9,109,052	\$9,109,052	\$9,109,052
target allocations + 5%		\$24,290,806	\$15,181,754	\$15,181,754	\$15,181,754	\$15,181,754
Cumulative Debt Service for Webster Woods/300 Hammond Pond Parkway land acquisition (30 year debt):						
First Five Years (FY21-FY25):				\$3,474,609		
First Ten Years (FY21-FY30):				\$6,950,872		

Newton Community Preservation Program

Minutes



- March 10, 2020 Draft Meeting Minutes

City of Newton



Ruthanne Fuller,
Mayor

City of Newton, Massachusetts

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

Community Preservation Committee

DRAFT MINUTES

March 10, 2020

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Director

The meeting was held on Tuesday, March 10, 2020 beginning at 7:30 pm in Room 205 of Newton City Hall. Community Preservation Committee (CPC) members present included Byron Dunker, Susan Lunin, Robert Maloney, Jennifer Molinsky, Peter Sargent and Martin Smargiassi. Members Mark Armstrong, Dan Brody, and Rick Kronish were absent. Planning and Development Director Barney Heath, Assistant City Solicitor Maura O'Keefe, and Community Preservation Program Manager Lara Kritzer were also present. Ms. Kritzer served as recorder.

Mr. Sargent agreed to act as Chair for this meeting and all member introduced themselves at this time.

[Blue, underlined phrases](#) below are links to additional information online.

Proposals & Projects

There were no new proposals or project updates at this time.

Committee Business

Review of results from 2019 CPA Program community survey – Ms. Kritzer presented a brief PowerPoint presentation with the results from the 2019 SurveyMonkey online survey. The survey received a total of 442 responses, with the majority of respondents identifying themselves as either not familiar with the CPA program (37%) or familiar with the program through articles (36). Responses were received from every neighborhood in Newton, with West Newton, Newton Center and Auburndale having the highest number of responses.

Ms. Kritzer explained that the current presentation focused on the results of the multiple-choice questions. Two additional question involved written responses and would be analyzed and presented separately. The multiple-choice questions were designed to develop a better understanding of which categories of funding the public felt were most important to the community. The first question asked the respondent to rate the importance of the category to Newton as either “Most Important,” “More Important,” “Less Important,” or “Least Important.” Respondents ranked Recreation land the highest “Most Important” need for the community, followed by Affordable Housing, Open Space, and Historic Resources. Open Space ranked highest in “More Important,” with Recreation Land next and Affordable Housing and Historic Resources tied for third. Historic Resources ranked highest in the “Less Important” category as well as the “Least Important” categories. Despite ranking second for

website www.newtonma.gov/cpa

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“Most Important,” Affordable Housing ranked second in both “Less Important” and “Least Important.” Ms. Kritzer noted that overall, Recreation was ranked as the highest need in the community, followed by Open Space, Affordable Housing, and lastly, Historic Resources.

The second question and graph presented asked the public how they would adjust the existing CPA funding targets by either increasing the targets by 5%, lowering them by 5%, or leaving them as currently proposed. Nearly 80% of the respondents thought that the “Improve Existing Open Space or Recreation Land” should be increased. Nearly 50% of respondents also wanted to see the “Acquiring/Protecting Open Space or Recreation Land” target increased as well. For “Affordable Housing,” the results were nearly equal between increasing, decreasing, and leaving the target as is. For “Historic Resources,” nearly 50% of respondents suggested that the number be decreased, while 40% wanted it to remain the same.

The last graphed question noted that the current CPA funding guidelines prioritized projects that had a broad public benefit, public access, and public ownership, and asked whether these guidelines were still “Always Important”, “Usually Important,” or “Depends on the Project.” By a wide margin, the majority of respondents thought that Broad Public Benefits, Public Access, and Public Ownership of Open Space and Recreation Land were always important, but that Public Ownership of Historic Resources depended on the project.

Following the review of the graphs, Ms. Kritzer presented a chart showing that there were spikes in responses in June and December. It was noted that these spikes corresponded to outreach conducted by the girls’ soccer teams. The responses supporting an increase in funding for Recreational Land also corresponded to those periods in time. Members discussed the results and it was noted that after adjusting for the spikes from the sport team supporters, the responses largely corresponded to the existing funding guidelines. Mr. Dunker noted that he was working to encourage the Parks and Recreation Department to apply for projects on existing recreational land, and that a future application was anticipated for Livingston Cove.

Ms. Molinsky stated that it was clear that more information needed to be provided to the public about the CPA program. Ms. Kritzer stated that increasing the visibility of the program was something that staff planned to work on over the next year and that funding had already been set aside to create flyers to be included in tax notices and that Alice Ingerson had already started researching the cost of new signage before her retirement.

Review of draft budget for FY21 – Ms. Kritzer passed around an updated draft budget and explained that the budget had been revised to correct the Webster Wood debt service numbers. The bond sale had been extremely successful allowing for a much lower interest rate and annual debt service amount than initially anticipated. The City had received a premium for the sale which brought down the bonded amount from \$15 million to \$14,363,000 at a true interest rate of 2.0327%. Ms. Kritzer explained that the actual debt service amount for FY21 would be \$697,699.08, which was over \$200,000 less than originally anticipated. This amount would be paid by the existing Open Space Reserve as well as an additional \$217,961.77 set aside specifically for the debt service.

Mr. Maloney moved to approve the draft FY21 CPA fund budget as submitted. Ms. Lunin seconded the motion and ALL VOTED IN FAVOR.

Approval of minutes for February 11, 2020 – Members reviewed the draft minutes for the February 11 joint meeting between the CPC and the Planning Board and made corrections at this time. Ms. Molinsky moved to approve the February 11 minutes as revised. Mr. Smargiassi seconded the motion and ALL VOTED IN FAVOR.

Executive Session

Mr. Sargent suggested that the Committee go into Executive Session for the purpose of a periodic review of draft executive session minutes. The following Roll Call vote was called to enter into Executive Session:

Name	Yes	No
Byron Dunker	x	
Susan Lunin	x	
Robert Maloney	x	
Jennifer Molinsky	x	
Peter Sargent	x	
Martin Smargiassi	x	

The Committee entered into Executive Session at this time.

Following a second unanimous Roll Call vote, the Committee returned to its open meeting.

Mr. Sargent stated that he was planning to step down from the Committee after four-plus years. He stated that Newton had a wealth of residents with affordable housing expertise and that he had already reached out to a potential replacement with that experience. He had also reached out to the Mayor's office and would work with them to initiate the appointment process.

Mr. Maloney moved to adjourn the CPC meeting. Mr. Sargent seconded the motion and ALL VOTED IN FAVOR. The meeting was adjourned at 8:00 P.M.