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Community Preservation Committee

MINUTES of PUBLIC MEETING

17 August 2011

The meeting was held on Wednesday 17 August 2011 at the Newton Senior Center, 345 Walnut Street, Newtonville. Members of the Community Preservation Committee (CPC) present: Nancy Grissom, Zack Blake, Leslie Burg, Jim Robertson, Thomas Turner, Joel Feinberg (arrived 7:15 pm, left 10:00 pm); absent: Wally Bernheimer, Michael Clarke, Dan Green.

Program manager Alice Ingerson served as recorder.

Committee Chair Nancy Grissom opened the meeting at 7:06 pm.

PROPOSALS & PROJECTS

MUSEUM ARCHIVES CONSTRUCTION PROPOSAL Public Hearing

(527 Washington Street, Newton Corner) \$461,602 request

Public Buildings Commissioner Stephanie Gilman presented the project and introduced Ed Cifune, project architect with Durkee, Brown. Cifune explained that the project would renovate the building's ell, add a new universally accessible entrance and bring various aspects of the interior up to current accessibility standards. New compact shelving will accommodate the entire existing archival collection, with some room for future expansion of shelving along the outer edges of the storage area. The public will have access to museum spaces other than the archives during the project, though the designated main entrance may have to be moved around to avoid the construction.

Of the required reviews by other bodies, Gilman explained that those by Newton Commission on Disability and the Design Review Committee had been completed, and those by the Newton Historical Commission, Massachusetts Historical Commission and Massachusetts Architectural Access Board had been scheduled or were underway.

Gilman and Historic Newton Board members Russel Feldman and Jonathan Kantar explained that scope changes and new applicable codes had increased costs beyond initial projections, but costs had then been reduced by challenging the cost estimator's initial assumptions, revising finishes, and switching from structural steel to an extra concrete slab to support new compact shelving.

Historic Newton Board chair Anne Larner noted that the original proposal included donated time for collections cataloguing, which had now been eliminated because the City-funded archivist position at the Jackson Homestead had been cut back from 24 hours a week to 19. The new archivist Sarah Goldberg might not be able to do much cataloguing, but Historic Newton is committed to private fundraising to catalog the collection fully.

In response to questions from Blake and Feinberg, Historic Newton Board members explained that the new space had been planned to house the current collection's specific mix of materials and allow for modest additions. Since collecting has been on hold for some time due to lack of space, it is

difficult to estimate how many years of new collecting the renovated space will accommodate. The Museum already meets current American Association of Museums standards, and re-accreditation has been postponed while AAM reconsiders its next set of standards. So this project is not immediately critical to maintain the Museum's accreditation, though it may be so in the future.

In response to several questions from the CPC and Ingerson, Gilman and HN Board members agreed to revise the budget presentation to clarify the total new funds requested for design (in addition to the approximately \$25,000 remaining from the \$101,345 appropriated to date for that purpose); and both the total amount and percentage requested for all contingencies, and to provide a one-page summary showing the relative proportion of CPA to non-CPA funds raised for all current Historic Newton projects, as context for the limited non-CPA funds budgeted for the archives project.

Gilman explained that the \$2500 in printing costs was for copies of the full plans for public bidding process and the City's Design Review Committee.

Gilman noted that Art Cabral in the Public Buildings Dept. was the current project manager but that the project might be assigned to one of the dept.'s 2 new project managers. At Ingerson's request, she agreed to submit the new managers' resumes to the CPC as soon as they are available.

Ingerson noted that the design phase of this project had taken over 2 years longer than originally anticipated, partly because of competing demands on Public Buildings staff, and asked Gilman what else would be competing with this project for the attention of City project managers over the next year or two. Gilman was unsure at this point, but the new Capital Improvements Plan should provide clearer answers. Gilman agreed to show the cost of staff project management time in the budget, to be covered by the Public Buildings operating budget.

The CPC discussed at some length whether to recommend an appropriation larger than had been requested. Gilman said City policy limited contingencies to 5% of a project budget, but Ingerson noted that past historic projects using CPA funds had contingencies of up to 15%, given the surprises often found when working on very old, poorly documented buildings. Blake and Burg agreed with HN Board members that the requested contingency lines might be insufficient.

Blake urged the CPC to make sure any additional contingency funds were used only if necessary. Ingerson reminded the CPC that this was difficult to do, because the CPC and she did not review or approve individual expenditures, once funds were appropriated to a specific City department.

Feinberg, Robertson, Turner and Burg favored recommending only the requested amount, as Public Buildings could always request supplemental funds if bidding suggested that the appropriated funds might not be adequate.

No members of the public present at the meeting, other than the representatives of Historic Newton, signed up or asked to comment on this proposal, so the Committee proceeded to a vote.

VOTE Robertson moved to recommend the requested funding of \$461,602, contingent on receiving the revised budget, project manager resumes, and fundraising summary requested by the Committee.

Blake seconded the motion, which was approved by a vote of 6-0.

The Committee took a 5-minute break at this point in the meeting.

MYRTLE VILLAGE HOUSING PRE-PROPOSAL Working Session

(Curve Street, West Newton) \$1,400,264

CPC member Tom Turner explained that as a member of the Myrtle Baptist Church, he had a conflict of interest. He recused himself from the table and sat in the audience for the duration of this discussion, in which he did not participate.

Ingerson reviewed the Committee's pre-proposal requirement, announced in November 2010, and its options for action on pre-proposals, including: discouraging any future full proposal, suggesting ways to strengthen a project before submission of a full proposal, and deciding whether or not to accept the full proposal "off cycle," either before or after the next regular deadline. She noted that in the past, off-cycle consideration had been granted almost exclusively for proposals to acquire real estate, since sellers were often unwilling to wait for the next regular deadline. The Committee could agree to other criteria for off-cycle consideration, but must publish those criteria and apply them fairly to all pre-proposals.

Ingerson then distributed a slightly revised diagram of the housing funding proposal process, showing the option of moving required reviews by groups other than the CPC to the pre-proposal stage, prior to submission of a full proposal and the CPC public hearing. She also noted that some of these other reviewing bodies preferred not to begin their reviews until they knew whether the CPC would consider an off-cycle full proposal for this project.

Howard Haywood reviewed the history of Myrtle Baptist Church. Congregation members and neighborhood residents are proud that the neighborhood was recently added to the National Register of Historic Places. The congregation has always aimed to provide housing that would maintain the community's social fabric, including families that could not otherwise afford to live in Newton. He noted that members of the congregation had found it difficult to obtain new housing in Newton when they were displaced by the extension of the Massachusetts Turnpike in the early 1960s. In the 1980s, the congregation had created 2 rental units in a house it had purchased across the street. Recently, the congregation took advantage of an opportunity to buy the property abutting that house. The congregation had also done another small 2-family condominium project, and sold one of the units to a member.

The proposed new project has a great deal of support in the neighborhood. The congregation is in the process of forming a separate entity for this project, called Myrtle Village, LLC, but has hired the Newton Community Development Foundation as its development consultant and architect Angelo Kyriakides to manage design and construction. Both NCDF and Kyriakides have considerable affordable housing experience. Jeanne Strickland as Executive Director of NCDF distributed a letter of support from a resident living next door to the project site.

Strickland introduced Kyriakides and distributed a copy of his resume to the Committee. Kyriakides explained that his firm serves as the "master builder" and oversees every stage of the project. He has done work for the Newton Housing Authority and other housing authorities up and down the East Coast. Kyriakides felt the current construction market presented an unusual and temporary opportunity for such a project; for a recent project that required paying federally mandated "prevailing wage" rates (subject to the Davis-Bacon Act), a cost estimator expected costs of \$175 per square foot, but one bid had been for only \$122 per square foot.

Kyriakides explained that the existing buildings would be kept but that their footprints would be expanded and rooflines would be revised – creating a steeper pitch to shed rain and snow more effectively. Aluminum or vinyl siding would be replaced with more environmentally sound finishes.

When Feinberg and Grissom asked for specifics about demolition, Kyriakides stated that only the buildings' shells would be kept. Grissom and Blake both felt that the Newton Historical Commission would probably impose a demolition delay on both buildings. Grissom also felt the preliminary exteriors seemed more elaborate than those of most current buildings on the street. Feinberg believed that review by the Massachusetts Historical Commission might also be required, but Haywood expected the MHC to grant a waiver for the project. Bob Engler as president of NCDF explained that, though the pre-proposal had not mentioned a Comprehensive Permit, he believed one would be required. He also believed that permitting process would supersede some historic reviews.

Engler then explained two reasons why off-cycle consideration of a full proposal was necessary. First, the rental income does not currently cover carrying costs for the newly acquired building. Second, the current tenant of that building is actively seeking other housing. Construction while one building is vacant, so all other current tenants can be housed in whichever of the two buildings is not under construction at any given time, will save the significant cost of the relocation assistance that would otherwise be required under federal guidelines. Engler saw permitting as fairly quick; the time-consuming part of the process was funding approval.

Feinberg noted that the Board of Aldermen sometimes questioned funding requests for properties that had already been acquired. However, he agreed that this acquisition opportunity would have been lost if the project team had waited for approval of funds through the regular funding cycle.

Several members of the Committee, including Feinberg, Blake, and Grissom, as well as Ingerson, then discussed possible changes that might increase the likelihood of Aldermanic approval for any funding recommended for this project by the Committee, including: making more than the proposed 4 out of 7 units affordable to families with 80 percent of the area median income, so more units would count on the state's official subsidized housing inventory under state Chapter 40B; and a more evenly balanced use of Newton's federal housing funds (CDBG and HOME) and local, CPA funds.

In response to the committee's questions and suggestions, Engler and Haywood stated that they believed that the City should support the project's currently proposed mix of affordability and mix of funding. They expressed frustration because the considerable time the CPC funding process required project sponsors to invest in revising projects in response to many different groups did not always increase the likelihood of final funding approval by the Board of Aldermen. They felt that the length and complexity of the CPC funding process made the creation of affordable housing in Newton very difficult in practice, even though the City claims to support affordable housing in principle.

Burg empathized with this frustration but noted that the Committee needed documentation of the current cash flow problem in order to justify accepting a full proposal off-cycle on that basis. Feinberg believed that the members of the CPC at this meeting fully supported affordable housing, in practice as well as in principle, and were only asking questions now with the intention of helping the project move more smoothly through the later stages of the process.

Grissom suggested that the pre-proposal be reviewed by the various non-CPC groups usually required to review full housing proposals, plus the Historical Commission, and that a new pre-proposal reflecting those reviews then be submitted to the CPC for a final decision on off-cycle consideration. Burg felt a second pre-proposal should not be required.

VOTE Burg moved that the Committee accept an off-cycle full proposal for this project, on the grounds that the Church is now losing money on the most recently acquired property, that this negative cash flow may get worse once the current tenant moves, and that

development could be done most cost-effectively with one building vacant, but contingent on that full proposal documentating the current negative cash flow and having been reviewed before submission to the CPC by all groups that the CPC has in the past required to review housing proposals, sometimes after submission to the CPC.

Zack Blake seconded the motion.

The motion was approved by a vote of 4 – 1. Nancy Grissom opposed the motion because she preferred to see a revised pre-proposal before accepting a full proposal.

After the proposal sponsors then left the room, Committee members asked Ingerson to work with the sponsors to ensure that the full proposal met not only the CPC's conditions for off-cycle consideration but also all usual requirements for housing proposals, including but not limited to: the new entity, Myrtle Village, LLC should be fully organized and listed as the project sponsor; individuals with past experience in affordable housing development should be listed as the project managers, and the proposal should include a summary of their qualifications; and the proposal should outline an affirmative marketing plan for the project.

COMMITTEE BUSINESS

REVIEW OF DRAFT WORKPLAN FOR 10th ANNIVERSARY OUTREACH

Ingerson reminded the Committee that their meetings would shift from Wednesdays to Tuesdays starting in October 2011. She expressed concern about possible low attendance by Committee members at anniversary events, which did not involve funding votes, and about whether additional off-cycle proposals might make it hard to meet a commitment to extra outreach.

Grissom, Burg, Robertson and Blake all suggested that the Committee treat the first neighborhood meeting as a "pilot" and re-evaluate the entire plan before scheduling other meetings.

Robertson suggested inviting the Mayor to encourage public attendance at these meetings. Other members thought that even if the Mayor came, he could probably stay only a few minutes, given his very crowded agenda.

Ingerson asked Committee members to solicit and pick up refreshments. Grissom felt this would not be burdensome if 9 members divided up the 5 meetings. Robertson and Grissom volunteered to get refreshments for the first meeting.

Blake asked about publicizing these meetings through the Mayor's Twitter feed. Ingerson felt this was reserved for the Mayor's personal activities, but thought Aaron Goldman might mention the meetings in his weekly *Tab* column. Grissom suggested sending press releases to the *Globe* "West Weekly" section, although it currently has no one covering Newton. In response to Ingerson's request, several members were willing to be interviewed, though some members expressed concern about whether their comments would be reported accurately.

Grissom suggested that Committee members also volunteer to call individual aldermen and community members or organizations and past project sponsors, to encourage their participation. Tom Turner thought the Newton Clergy Association might be willing to help with outreach.

Ingerson distributed a draft budget and suggested that paying for equipment, supplies, etc. was justified, but paying for advertising probably was not. She felt the Committee should mail an insert about the CPA and the anniversary in all tax or water bills.

UPDATES ON CURRENT PROPOSALS & PROJECTS:

Discussion postponed for lack of time.

MINUTES for 15 June 2011 CPC meeting

Blake moved approval of the minutes as circulated.

Burg seconded the motion, which was approved by a vote of 5-0.

Grissom moved and Blake seconded adjournment.

With unanimous approval, Chair Nancy Grissom adjourned the meeting at 10:07 pm.

PRE-MEETING PACKET & MEETING HANDOUTS

Available on request & posted online from www.newtonma.gov/cpa under:

- ◆ "Committees & Meetings"-- 15 June 2011 minutes
- ◆ "Guidelines & Forms"-- diagram of funding process for housing projects
- ◆ "Proposals & Projects"-- Museum Archives construction proposal, Myrtle Village pre-proposal
- ◆ "Reports"-- currently available funds, pending proposals & active projects

Available on request:

- ◆ fy11 Newton CPA year-end reports to Mass. Dept. of Revenue
- ◆ draft workplan & budget for 10th anniversary outreach (will be included in final version of these minutes online)



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Community Preservation Committee MEMORANDUM

date: **7 September 2011**
from: **Alice Ingerson & Alex Marks-Katz**
to: **Community Preservation Committee**
about: **Updated workplan for Newton CPA 10th anniversary**

OVERALL STRATEGIES

- ♦ DEVELOP CONTENT ONCE, "PUBLISH" IT IN MULTIPLE WAYS. Create an interactive web version of all activities. Turn cumulative results into a final exhibit & event at main Library, late 2012.
- ♦ Send 1/3 page, 2-sided insert w basic info about the CPA & 10th anniversary activities to all households in their water bills. Next avail. slot is winter 2011. Bills go out over 8-10 wks, so this is not for "hot news."
- ♦ "Feed" something at least monthly to *Tab*, *Globe*, NewTV, PTOs, our email list. The more we involve volunteers, especially students, the more interest we'll get from the media.

PLAN A: "CPA BIRTHDAY PARTIES" in NEIGHBORHOODS

- ♦ SCHEDULE: (revise again if CPC mtgs move to 4th Tuesdays in 2012)
 - Tues. 15 November 2011 Wards 1 & 2 / Newton Corner, Nonantum, & Newtonville;
 - Tues. 24 January 2012 Wards 3 & 4 / West Newton, Auburndale, & Newton Lower Falls
 - Tues. 20 March 2012 Ward 5 / Waban, Newton Upper Falls, & Newton Highlands
 - Tues. 15 May 2012 Wards 6 & 7 / Newton Centre, Thompsonville, Chestnut Hill
 - Tues. 11 September 2012 Ward 8 / South Side (including Oak Hill & Oak Hill Park)
- ♦ CONTENT (divide presenting duties between CPC members & Alice):
 - 15-minute PowerPoint (CPA basics plus photos & maps: historic to show change through time, current to show how CPA funds have been or could be used in that part of the City)
 - 45-minute Q&A: answer audience Q's & actively "interview" them (use our survey questions)
 - 30-minute "open house" with our "interactive exhibit": mingle, annotate maps, fill out surveys
 - 2 weeks after the mtg: leave interactive exhibit on site, then collect with further additions

PLAN B: "NEWTON CPA ROADSHOW" (IF A flops)

Invite community groups & sites to host:

- ♦ same basic presentation at one of their regular mtgs, with 1-2 CPC members (not all!) plus Alice
- ♦ or just the interactive exhibit for 2 weeks, without any mtg at all

PLAN C: COMMUNITY PHOTO ALBUM (IF A & B both flop, or IF we have time to do more)

- ♦ Contact Newton Camera Club & photography faculty/advisers at both high schools. IF there's interest, develop a formal project (for ex., "CPA postcards"?)
- ♦ Otherwise, just put out informal call for community photos, using one of the many web tools that will let people add their own photos & notes to our interactive exhibit online.

website www.newtonma.gov/cpa

contact Alice E. Ingerson, Community Preservation Program Manager

email aingerson@newtonma.gov phone 617.796.1144

PLAN D: VIDEO INTERVIEWS (IF we have time after trying A, B, C & IF we can find volunteers)

- ♦ Contact journalism & video advisers at both high schools, middle schools, NewTV. IF there's interest, develop a formal project (agree on outline of interview q's and on which people to interview).
- ♦ Share selected, edited 3-minute interviews online; and/or edit a compilation into a 30-minute film for NewTV, with premiere showing at final late 2012 Library event.

PLAN E: PRESERVING COMMUNITY MONTHLY COLUMN (after we finish 10th anniversary)

- ♦ Ask the *Tab* if they'll run a monthly illustrated column (300-500 words) by CPC members or officers.
- ♦ Offer opinions (mini op eds) but also cover recent CPC actions, upcoming agendas, project news.
- ♦ Publish halfway between monthly CPC meetings & post online.

Happy 10th, Newton CPA! Plan A Schedule			
Deadline	Task	Deliverable	People
Mid-Sept 2011 August 2011	LOGISTICS Research & book mtg spaces. Refreshments: Nancy suggests a sheet cake with "Happy 10th, Newton CPA!" and lemonade. Meeting setup & breakdown	Confirmed written reservations equipment & supplies for each mtg refreshments for each mtg	Alex & Alice for spaces, equipment, supplies. CPC members to rotate for: refreshments (15 Nov 2011 -- Nancy G. & Jim R.) help with setup & breakdown
Start by late Sept 2011	PUBLICITY Direct contact outreach: call Aldermen, n'hood orgs., PTOs and ask for their help with publicity, maybe even interview them (using our survey questions). Would "friends of the CPC" or past grantees help with refreshments, too?	Phone roster Phone calls & notes on results	Alice CPC members
Mid-Oct 2011	Write & distribute basic announcements (planned activities & schedule). Submit <i>Tab</i> Op Ed	Press release, website, Facebook, insert for water bills. Op Ed	Alice, Alex, NNHS printshop, DPW Op Ed: Leslie B. & CPC
Mid- Sept 2011	CONTENT Develop basic content. Print & mount exhibit.	PowerPoint Interactive exhibit	Alice Doug Greenfield (Newton GIS) NNHS print shop
Nov 2011 Jan 2012	Put interactive exhibit online. Update & expand when City website relaunch offers more interactive options .	Website	Alice Alex Newton IT

Happy 10th, Newton CPA! BACKUP PLAN SCHEDULES			
Deadline	Task	Deliverable	People
December 2011	PLAN B – ROADSHOW if Plan A flops. Ask community orgs (PTOs, libraries, community ctrs, churches & synagogues, ...) if they'll host a mini-version of the Plan A display or presentation.	Contacts list Emails/phone calls & notes on results	Alice CPC members
January 2012	IF there is interest, schedule & publicize the roadshow, but rely mostly other sponsors to get people there!	Confirmed schedule Press releases, web & email publicity	Alice
Jan – Dec 2012	Go on the road.	Traveling presentations & exhibit	Alice & CPC members (a few at each stop)
Late Sept 2011	PLAN C – COMMUNITY PHOTO ALBUM if A & B flop, or if we have time. Contact photographers (Newton Camera Club, faculty at high schools).	Summary report on contacts	Alex
Late Nov 2011	IF there's interest. set up initial mtg to organize a formal project.	Mtg & workplan for formal project.	Alex & Alice
Dec 2011- Jan 2102	OR set up a way to accept community photos online, then solicit submissions.	Web tool for accepting photos Call for submissions	Alex & Alice
Late Oct 2011	PLAN D – VIDEO INTERVIEWS Contact student journalists & filmmakers (NewTV, journalism & video advisors & faculty at high schools & middle schools) .	Summary report on contacts	Alex
January 2012	IF there's interest set up initial mtg to organize formal project, agree on interview questions & contacts.	Mtg & workplan for project.	Alex & Alice
February-August 2012	Conduct & edit interviews (3 minutes each!)	Filmed interviews	Student volunteers
Sept 2012	Review edited interviews.	Group viewing & comments	CPC members
Oct 2012	Edit/compile interviews into 30-minute film.	30-minute film	Volunteers NewTV
Nov 2012	Post individual interviews online. Hold film premiere at wrap-up event?	Online video Broadcast	CPC staff Newton IT

2011-12 Neighborhood CPA Birthday Parties

VILLAGES	WARDS	POSSIBLE MEETING SPACES <i>(ES = elementary school, MS = middle school, HS = high school)</i>		
1. 15 November 2011				
Newton Corner Nonantum Newtonville	Wards 1 & 2	Lincoln-Eliot ES Underwood ES Cabot ES Bigelow MS	Horace Mann ES Day MS Newton Senior Center Newton North HS	
2. 24 January 2012				
West Newton Auburndale Lower Falls	Wards 3 & 4	Franklin ES Burr ES Newton Community Service Center Warren House Lower Falls Community Center	Pierce ES Williams ES Auburndale Library Lasell College Walker Center	
3. 20 March 2012				
Waban Newton Highlands Upper Falls	Ward 5	Angier ES Waban Library Emerson Community Center	Zervas ES Hyde Community Center	
4. 15 May 2012				
Newton Centre Chestnut Hill Thompsonville	Wards 6 & 7	Mason-Rice ES Weeks House	Bowen ES	Ward ES Boston College
5. 11 September 2012				
South Side: Oak Hill, Oak Hill Park	Ward 8	Countryside ES Memorial-Spaulding ES	Oak Hill MS Brown MS Newton South HS	

