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**Community Preservation Committee**  
**MINUTES of PUBLIC MEETING**  
**21 September 2011**

The meeting was held on Wednesday 21 September 2011 at the Newton Senior Center, 345 Walnut Street, Newtonville.

Community Preservation Committee (CPC) members present: Nancy Grissom, Leslie Burg, Jim Robertson, Thomas Turner, Wally Bernheimer, Michael Clarke, Joel Feinberg, Dan Green (arrived 8:12 pm); member absent: Zack Blake.

Program manager Alice Ingerson served as recorder.

Committee Chair Nancy Grissom opened the meeting at 7:07 pm.

**PROPOSALS & PROJECTS**

**City Historic Buildings Survey (Public Buildings Dept.)**

Public Buildings Commissioner Stephanie Gilman thanked the committee for asking that phase 1 of this project include all City buildings. She felt that this comprehensive information would be very useful.

She then introduced the consultants, Andrea Gilmore and Alicia Svenson. In phase 1, they had used the City's list of 77 buildings to conduct site visits, take photographs and notes, and write a short summary evaluation for each building, with a focus on visible exterior architecture. Phase 2 will involve consulting additional historical documentation for buildings ranked in categories 1 and 2 (out of 4 categories) in phase 1, including historic properties survey forms prepared for most City buildings by a Boston University class taught by Gretchen Schuler in 1997.

For each building evaluated in phase 2, the consultants will create the first two attachments required for any future historic resources funding proposal to the CPC: an overall analysis of the building's historic significance, and a list of its historically significant features. This additional work in phase 2 may lead to some revision of the rankings from phase 1.

Several CPC members commented that they liked the project's design and methodology, and were satisfied with the project's progress to date. In response to questions, the consultants explained that they expected to fill in initial construction dates for all buildings, though some dates were currently missing or uncertain. Ingerson asked whether there was a possibility that this study might produce results that conflicted with those of earlier studies, specifically the School Department's earlier facilities needs assessment. Nancy Grissom emphasized that the Newton Historical Commission cared deeply about historic schools. Gilman felt the only possibility of conflicting views was over the Angier Elementary School, which the School Dept. study had recommended replacing. Grissom felt the

potential for conflict was limited, because the current historic survey was only gathering facts, not recommending specific actions.

Nancy Grissom asked why some school buildings from the 1950s were considered more significant than others. Svenson explained that those considered more significant were good examples of the “art moderne” architectural style. Bernheimer did not feel most of these buildings were historically significant, but he would defer to the consultants’ judgment. He also felt the newest buildings should all receive the lowest significance ranking. Svenson suggested that it was already obvious that a few new buildings, such as the main library and Newton North High School, would be considered significant once they were old enough to be seen as “historic,” but that the final survey report will distinguish these from buildings that had achieved historic significance over time.

Gilman and Gilmore also explained that the main part of the City’s current capital needs assessment was focusing on the risks, probability and consequences of building failure, but the historic survey would focus solely on historic significance. After these two assessments are completed separately, they will then be combined to create a prioritized list of projects, within which only those for historically significant buildings would be eligible for CPA funds. Ingerson suggested that, although building condition and historic significance could and should be evaluated separately, under the Secretary of the Interior’s *Standards* for the “rehabilitation” of historic buildings changes that could be proposed for such buildings depended both on the buildings’ significance and on their intended uses.

In response to Grissom’s question about whether the City’s historic burying grounds should be included in this survey, Ingerson suggested that their historic significance had never been questioned, and that landscapes had been covered fairly well by an earlier CPA-funded project, the 2008-09 Heritage Landscapes Report.

Grissom asked the Public Buildings Dept. to submit the full version of this phase 1 report to the Newton Historical Commission for discussion & comment.

Leslie Burg asked the project team to bring a sample of phase 2 results to the CPC for a discussion similar to this one, before completing all work for that phase. Gilmore thought such a sample might be completed well in advance of the next CPC meeting that could discuss it. The committee agreed that Ingerson could email this sample phase 2 report to all CPC members in between meetings, and request that they send comments back to her. If all members appeared to be satisfied with the sample results, work on phase 2 could proceed without waiting for the next CPC meeting. If some members had questions or suggestions about the sample report, or if CPC members’ comments diverged, further phase 2 work would be put on hold until the committee could deliberate about the sample report at its next public meeting.

### **Albemarle Community Commons (Parks & Recreation Dept):**

Ingerson reviewed the project’s history briefly. It was originally funded in July of 2003. It has been over 90 percent complete, with an unspent balance of about \$12,000, since 2007. Under the terms of the 2008 court ruling on recreation projects, it would not today be considered an allowable use of CPA funds, because it consists of improvements to an existing park not created or acquired with CPA funds. In May 2011, the CPC voted 9-0 to request that the project account be closed, on the grounds that there had been more than ample time allowed to complete the original scope of work.

Parks and Recreation Commissioner Bob DeRubeis acknowledged that the department’s progress on this project, working with the neighborhood sponsors, had been slow and difficult. He recently

discovered that one item he thought was outstanding, of a hose bib for watering plantings, had actually been installed. This left 4 items still outstanding:

- a second handicapped-accessible planter
- plants for that planter and for two mulched ground-level beds
- sundial

The Parks Dept. had consulted a national expert on the originally proposed sundial for the visually impaired, who felt this was not an appropriate site because it had too much traffic. The project's neighborhood sponsors would now like a regular sundial installed instead.

- signage

DeRubeis requested permission to keep the project account open until 31 March 2012, with the aim of completing these 4 items. He could not provide an estimated cost of the 4 items, but was fairly sure they would not require spending the entire remaining balance.

Ingerson noted that complications had arisen in the past when the project's neighborhood sponsors had purchased materials for the project – including the one planter already constructed – and then asked to be reimbursed but could not produce receipts. She was concerned about the construction and maintenance of the additional planter and ground-level beds. If the neighborhood sponsor and volunteers did not complete or continue this work, she worried that the Parks Dept. did not have adequate staff to do so, and the planter could become an eyesore. DeRubeis said he shared these concerns.

Burg, Bernheimer, and Robertson suggested removing the sundial from the scope of work. DeRubeis felt that a sundial would be difficult to maintain.

VOTE Bernheimer made a motion to delete the sundial from the scope of work, to allow the project account to remain open for now, but to close that account on 1 June 2012, regardless of which items from the original scope of work have or have not been completed by that date.

Burg seconded the motion.

The motion was approved by a vote of 7-0.

### **Updates on Current Proposals & Projects :** **Museum (Jackson Homestead): Exterior & Archives**

Art Cabral of the Public Buildings Dept. said the Museum's exterior shutters have now been reinstalled in the correct orientation. The original shutter dogs have been recovered, repaired, and painted and are being reinstalled. Public Buildings has sought estimates for installing the new rear gutter, and that work should start in the next 2 weeks. The North Bennet Street School had canceled its commitment to repairing and painting the perimeter fence, so Public Buildings is seeking a 3<sup>rd</sup> bid for that work now. The fence painting should start by late September. The committee was satisfied with this progress report, and did not feel other actions should be made contingent on final completion of this project.

The committee then discussed when to submit to the Board of Aldermen the funding recommendation for the construction phase of the Museum Archives project, on which the committee had voted in August. Alejandro Valcarce, one of two new project managers in the Public Buildings Department, introduced himself as the person who would be responsible for this project going forward. He does not consider himself a preservation architect per se, but he has worked on

buildings with historically significant features. He had met with Historic Newton staff, toured the building, and examined the existing plans for this project.

Grissom felt that the recommendations made by the Newton Historical Commission after to the CPC's August funding vote would increase costs and might therefore require a revised CPC funding vote. Cabral and Valcarce agreed with the project architect that the NHC recommendations could be implemented without revising the budget.

The committee then discussed the attachments it had previously requested for its funding recommendation on this project, including a reformatted budget, showing project management time as a cost that would be covered by the Public Buildings operating budget. Valcarce promised to submit the reformatted budget. Ingerson distributed two versions of the requested summary of all CPA and non-CPA funding for current Historic Newton projects. The committee endorsed the version showing all projects, including those that used only CPA funding.

Valcarce noted that project plans recently submitted to the Massachusetts Architectural Access Board (MAAB) had been revised slightly from those last seen by the CPC. Ingerson requested enough of the new plans to show what had changed, for posting online. Valcarce agreed to submit these same updates to the Newton Historical Commission. In response to a request by Ingerson, Cabral promised to submit an updated schedule for the project's review by both the MAAB and the Massachusetts Historical Commission.

Ingerson asked whether the committee preferred to submit its funding recommendation to the Board now, using the amount voted based on the prior version of the plans, or to wait until all external reviews had been completed, to see if the project costs changed. Burg, Bernheimer and Grissom favored waiting until all reviews were completed, and felt that docketing a recommendation quickly, only to revise it later, would damage the committee's credibility with the Board.

The sense of the meeting was to hold this funding recommendation until all outstanding external reviews had been completed, and the budget revised in response, if necessary.

## **COMMITTEE BUSINESS**

Led by incoming chair Leslie Burg and vice chair Joel Feinberg, the committee thanked outgoing chair Nancy Grissom and vice chair Wally Bernheimer for their two years of service in those roles.

### **Community Outreach for 10<sup>th</sup> Anniversary**

Ingerson distributed an op ed about the 10<sup>th</sup> anniversary drafted by Burg, and asked members to send comments to either of them as soon as possible after the meeting.

The committee reviewed the updated workplan for 10<sup>th</sup> anniversary activities. Members suggested combining or eliminating some questions from the 2007-08 community survey in a new survey. Feinberg suggested adding the question "What does community preservation mean to you?" Members agreed that they would each make some phone calls to Aldermen and other community leaders, inviting them personally to the 10<sup>th</sup> anniversary community meetings and asking them for feedback on the program.

In response to the video interviews idea on the workplan, Robertson and Bernheimer suggested asking students to make an introductory video about each ward, to be shown at the community meeting for that ward. Ingerson felt it was too late to try this for the November 2011 meeting, but Robertson offered to contact faculty at Newton North and Day Middle School Jr High.

### **Preparation for housing discussion with the Aldermanic Committee on Community Preservation, 27 September 2011**

Ingerson previewed the introductory PowerPoint about affordable housing that she would use at this meeting. She had modified it from the version shown at the January 2011 CPC meeting, based on feedback from the Housing staff and the Housing Partnership. CPC members suggested additional changes. Burg, Grissom, and Bernheimer said they planned to attend this Aldermanic meeting.

### **Updates on Current Proposals & Projects :**

#### **City Archives – Combined (Newton Free Library, City Clerk)**

Ingerson distributed a last-minute request from the project sponsors to use \$3,500 of unspent funds in this project account to digitize 355 more 19<sup>th</sup>-century photographs and the one 1874 atlas not already digitized. If this request was approved, the sponsors still expected to return about \$8,500 of unspent funds to the CP Fund.

Some members favored holding this request for a future meeting, when this project could be listed explicitly on the published agenda.

VOTE       Robertson moved approval of the request as submitted. Dan Green seconded the motion.

The motion was approved by a vote of 7 in favor, 0 opposed, 1 abstaining. Feinberg abstained because he felt the request should have been held for a future meeting.

### **Minutes for 17 August 2011 CPC meeting**

Burg moved approval of the minutes, with the corrections noted by several members. Feinberg seconded the motion. The corrected minutes were approved by a vote of 8-0.

Bernheimer then moved and Green seconded adjournment. With unanimous approval, Chair Nancy Grissom adjourned the meeting at 9:40 pm.

### **PRE-MEETING PACKET & MEETING HANDOUTS**

CURRENT REPORTS	Online from <a href="http://www.newtonma.gov/cpa/reports.htm">www.newtonma.gov/cpa/reports.htm</a> <ul style="list-style-type: none"><li>◆ Available funds, pending proposals &amp; active projects</li></ul>
PROPOSALS & PROJECTS	Online from <a href="http://www.newtonma.gov/cpa/projects.htm">www.newtonma.gov/cpa/projects.htm</a> <ul style="list-style-type: none"><li>◆ City Historic Buildings Survey: phase 1 report</li><li>◆ Albemarle Community Commons: all major documents</li><li>◆ City Archives-Combined: Sept 2011 request to modify scope of work</li></ul>
PROGRAM ADMIN.	Online from <a href="http://www.newtonma.gov/cpa/committee.htm">www.newtonma.gov/cpa/committee.htm</a> <ul style="list-style-type: none"><li>◆ Workplan for 10<sup>th</sup> anniversary outreach (attached to these minutes)</li><li>◆ 17 August 2011 minutes</li></ul> Online from <a href="http://www.ci.newton.ma.us/Aldermen/Community/Community.htm">www.ci.newton.ma.us/Aldermen/Community/Community.htm</a> <ul style="list-style-type: none"><li>◆ As part of report 27 September 2011 meeting of Aldermanic Committee on Community Preservation: PowerPoint used in housing discussion</li></ul>



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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 10<sup>th</sup> 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 & 10<sup>th</sup> 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 4<sup>th</sup> 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](http://www.newtonma.gov/cpa)

contact Alice E. Ingerson, Community Preservation Program Manager

email [aingerson@newtonma.gov](mailto: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 10<sup>th</sup> 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.

<b>Happy 10<sup>th</sup>, Newton CPA! Plan A Schedule</b>			
<b>Deadline</b>	<b>Task</b>	<b>Deliverable</b>	<b>People</b>
Mid-Sept 2011 August 2011	<b>LOGISTICS</b> 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 <b>(15 Nov 2011 -- Nancy G. &amp; Jim R.)</b>  help with setup & breakdown
Start by late Sept 2011	<b>PUBLICITY</b> 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: <b>Leslie B. &amp; CPC</b>
Mid- Sept 2011	<b>CONTENT</b> 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

<b>Happy 10<sup>th</sup>, Newton CPA! BACKUP PLAN SCHEDULES</b>			
<b>Deadline</b>	<b>Task</b>	<b>Deliverable</b>	<b>People</b>
December 2011	<b>PLAN B – ROADSHOW</b> 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	<b>PLAN C – COMMUNITY PHOTO ALBUM</b> 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	<b>PLAN D – VIDEO INTERVIEWS</b> 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>	
<b>1. 15 November 2011</b>			
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
<b>2. 24 January 2012</b>			
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
<b>3. 20 March 2012</b>			
Waban Newton Highlands Upper Falls	Ward 5	Angier ES Waban Library Emerson Community Center	Zervas ES Hyde Community Center
<b>4. 15 May 2012</b>			
Newton Centre Chestnut Hill Thompsonville	Wards 6 & 7	Mason-Rice ES Weeks House	Bowen ES Ward ES Boston College
<b>5. 11 September 2012</b>			
South Side: Oak Hill, Oak Hill Park	Ward 8	Countryside ES Memorial-Spaulding ES	Oak Hill MS Brown MS Newton South HS

