



Setti D. Warren  
Mayor

## Newton, Massachusetts Community Preservation Program FUNDING REQUEST

PRE-PROPOSAL

PROPOSAL

*(For staff use)*  
date rec'd:

4:20 pm, 14  
November 2013

Form last updated September 2013.

For full instructions, see [www.newtonma.gov/cpa](http://www.newtonma.gov/cpa) or contact:

Community Preservation Program Manager,  
City of Newton Planning & Development Department, 1000 Commonwealth Ave., Newton, MA 02459  
[aingerson@newtonma.gov](mailto:aingerson@newtonma.gov) 617.796.1144

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

<b>Project TITLE</b>	<b>Comprehensive Survey of Artifacts, Veterans' Wing, Newton City Hall</b>			
<b>Project LOCATION</b>	Full street address (with zip code), or other precise location. 1000 Commonwealth Avenue, Newton Centre, MA 02459			
<b>Project CONTACTS</b>	Name & title or organization	Email	Phone	Mailing address
<b>Project Manager</b>	David Olson, City Clerk	<a href="mailto:dolson@newtonma.gov">dolson@newtonma.gov</a>	617-796-1203	1000 Commonwealth Avenue Newton, MA 02459
<b>Other Contacts</b>	Nancy Kougeas, City Archivist	<a href="mailto:nkougeas@newtonma.gov">nkougeas@newtonma.gov</a>	617-796-1399	330 Homer Street Newton MA 02159
<b>Project FUNDING</b>	<b>CPA funds requested:</b> \$19,000		<b>Total Project Cost:</b> \$19,000	
<b>Project SUMMARY</b>	Summarize the project's scope of work (how CPA funds will be used), and why you believe it is eligible for CPA funds. You may provide more information in attachments, but your SUMMARY MUST FIT IN THE SPACE BELOW.			
<p>The Veterans' Wing of Newton City Hall contains hundreds of objects, paintings, photographs and dioramas. Many of them were installed for the dedication of Newton City Hall and the War Memorial on November 11, 1932. Others have been acquired since then to honor veterans of subsequent conflicts. No conservation work has been performed in recent memory on any of the original exhibits since their installation and many, particularly the textiles, are believed to be in extremely fragile condition. Assessment of the artifacts requires skilled conservators.</p> <p>The goal of this project is to conduct a survey of the historical artifacts in the Veterans' Wing of Newton City Hall to assess which can remain on display with only minimal cleaning, which require conservation treatment prior to returning to display, and which should be cleaned and retired to storage for long-term preservation. The survey will also address recommended renovations of the display cases to ensure optimal preservation and provide cost estimates for proposed services, including cleaning, conservation, and rehousing.</p> <p>The survey will include the following areas and objects:</p> <ul style="list-style-type: none"> <li>--Four SJ Guernsey &amp; TB Pitman dioramas in the small rotunda</li> <li>--South foyer (flag in stairwell, Vietnam case, Newton Trade School Cabinet)</li> <li>--Four wall cases with artifacts from Korean War, WWI, and WWII</li> <li>--North foyer including ten standing flags, Register of Heroic Dead, 2 cannonball pedestals</li> <li>--Two large display cases in the north foyer containing WWI and Civil War artifacts</li> <li>--framed objects and flags from G.A.R. Ward Post 62</li> <li>--Photographs, Prints, objects from the G.A.R. and documents that were this year removed from the Veterans' Wing when the wing was renovated to accommodate the Health and Human Services Department.</li> </ul>				

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Project TITLE		Comprehensive Survey of Artifacts, Veterans' Wing, Newton City Hall				
USE of CPA FUNDS		HISTORIC RESOURCES	OPEN SPACE	or	RECREATION LAND	COMMUNITY HOUSING
Check all that apply.	acquire					Contact staff for separate form.
	create	not allowed				
	preserve	X				
	rehabilitate/restore		Consult staff.			
COMMUNITY NEEDS	<p>From at least 2 community-wide plans linked to <i>Guidelines &amp; Forms</i> from <a href="http://www.newtonma.gov/cpa">www.newtonma.gov/cpa</a>, provide <b>the</b> plan title, year, page number and a brief quote showing how this project meets needs already recognized in these plans. You may also list other community benefits not mentioned in any plan.</p> <p><i>The Newton Public Buildings Survey, Part I</i> (2012) notes that the “four dioramas of battle scenes and corresponding weaponry displays” contribute to the building’s sense of interior visual character. Newton’s Comprehensive Plan notes on Page 9-9 the goal of “using history to build a sense of place &amp; a sense of community.” The War Memorial was built to commemorate veterans and soldiers who perished in World War I and is listed on the National Register of Historic Places (1990).</p> <p>The dioramas and displays in the cabinets reinforce their message of remembering those who have served. The <i>Official Dedication Program City Hall and War Memorial Building MCMXXXII</i> notes on page 10 the relationship between the dioramas and the trophy cases: the materials in the cases were intended to display items seen in the dioramas.</p> <p>While the dioramas and display cases reinforce their message inside the building, the Veterans’ Wing also relates to the “Soldier’s Lot” in Newton Cemetery where the veterans of five wars “have their headstones facing the City Hall-Memorial Building where their comrades meet for memorial exercises .”(Newton Archives/ Veterans Dedication Folder/Veterans’ Collection).</p>					
Community Contacts						
Name & title or organization		Email		Phone	Mailing address	
Susan Abele Newton Historian		susan.abele@gmail.com		617-969-4368	23 Russell Court Newton, MA 02460	
John MacGillivray Newton Veterans Agent		jmacgillivray@newtonma.gov		617-796-1092	1000 Commonwealth Ave. Newton, MA 02459	
NON-CPA FUNDING	Source of funds			Amount requested	Date of funding decision (confirmed or expected)	



Attachments NOT required for this proposal have been greyed out below by CPC staff.

Project TITLE		<b>Comprehensive Survey of Artifacts, Veterans' Wing, Newton City Hall</b>	
		Corrected by CPC staff to match submissions as of 2 Dec 2013.	
Check here if included ↓		Attachment Title & Description	
<b>REQUIRED for all proposals</b>	submitted w proposal	<b>PHOTOS</b>	of existing site or resource conditions (2-3 photos may be enough)
		MAP	of site in relation to nearest major roads (omit if project has no site)
	<b>PROJECT FINANCES</b> printed and as computer spreadsheets, with both uses & sources of funds		
	No attachment, submitted on proposal form	<b>development pro forma/capital budget:</b> include total cost, hard vs. soft costs and contingencies, and project management – amount and cost of time from contractors or staff (in-kind contributions by existing staff must also be costed)	
		<b>10-year annual operating &amp; maintenance budget</b> (CPA funds may not be used here)	
	only City staff time for proj mgmt	<b>non-CPA funding:</b> commitment letters, letters of inquiry to other funders, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions	
		<b>purchasing of goods &amp; services:</b> short email or letter summarizing sponsor's understanding of applicable statutes (MGL ch. 30, 30B and/or 149) and City policies	
	<b>SPONSOR FINANCES &amp; QUALIFICATIONS</b>		
	not yet submitted	<b>for sponsoring department or organization, most recent annual operating budget</b> (revenue & expenses) & <b>financial statement</b> (assets & liabilities); each must include both public (City) and private resources ("friends" organizations, fundraising, etc.)	
not yet submitted	<b>for project manager: relevant training &amp; track record</b> of managing similar projects		
<b>OPTIONAL for all proposals</b>	solicited but not yet submitted	<b>LETTERS of SUPPORT</b>	from Newton residents, organizations, or businesses
<b>REQUIRED for all proposals that involve City govt., including real estate acquisitions</b>	not yet submitted	<b>CAPITAL IMPROVEMENT PLAN</b>	current listing/ranking & factors for this project
	not yet submitted	<b>COVER LETTER</b>	from head of City department, board or commission confirming: current custody, or willingness to accept custody, of the resource and commitment of staff time for project management
<b>REQUIRED for all historic resources proposals</b>	submitted 2 Dec 2013	<b>HISTORIC SIGNIFICANCE</b>	see separate instructions for 3 required attachments analyzing significance and showing how project meets national preservation standards  Ltr from Newton Historical Commission declaring these resources locally significant, thus making them eligible for CPA funds.
<b>REQUIRED for all proposals involving real estate acquisition, construction or improvements</b>  Consult staff to confirm requirements for each project.	<b>SITE CONTROL, VALUE &amp; DEED RESTRICTIONS</b>		
		legally binding option, purchase & sale agreement or deed	
		appraisal by an independent, certified real estate appraiser (the CPC may also commission its own, separate appraisal)	
		owner's agreement to a permanent deed restriction (for affordability, historic preservation or land conservation)	
	<b>ZONING &amp; PERMITTING</b>		
		short email confirmation of review by the <b>Development Review Team (DRT)</b>	
		<b>brief property history:</b> at least the last 30 years of ownership & use	
		<b>environmental mitigation plans</b> (incl. lead paint, asbestos, underground tanks)	
		<b>zoning relief and permits required</b> (incl. parking waivers, demolition or building permits, comprehensive permit or special permit)	
		<b>other approvals required</b> (Newton Conservation Commission, Newton Historical Commission, Newton Commission on Disabilities, Massachusetts Historical Commission, Massachusetts Architectural Access Board, etc.)	
	<b>DESIGN &amp; CONSTRUCTION</b>		
		<b>professional design &amp; cost estimates:</b> include site plan, floor plans & elevations	
		<b>materials &amp; finishes;</b> highlight "green" or sustainable features & materials	

**A Selection of items to be evaluated for conservation in the Veterans Memorial Wing and Museum at Newton City Hall**



**Civil War Textiles, Artifacts & Flags**

**World War 1 Textiles, Artifacts & Flags**



Wax Diorama depicting Revolutionary War



Wax Diorama depicting World War 1

