

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>		
	Updated by CPC staff to reflect February 2014 submissions.		
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)
		<b>MAP</b>	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		
	✓ summary on form - no attachment		<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 project 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>		
provided by CPC staff		<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.)	
✓ Feb 2014		<b>for project manager: relevant training &amp; track record</b> of managing similar projects	
<b>OPTIONAL for all proposals</b>	✓ Feb 2014	<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 listed in CIP	<b>CAPITAL IMPROVEMENT PLAN</b>	current listing/ranking & factors for this project
	not 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>	✓ 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>SITE CONTROL, VALUE &amp; DEED RESTRICTIONS</b>			
<b>REQUIRED for all proposals involving real estate acquisition, construction or improvements</b>			<del>legally binding option, purchase &amp; sale agreement or deed</del>
			<del>appraisal</del> by an independent, certified real estate appraiser (the CPC may also commission its own, separate appraisal)
			<del>owner's agreement to a permanent deed restriction</del> (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	

Consult staff to confirm requirements for each project.



Setti D. Warren  
Mayor

**City of Newton, Massachusetts**  
Department of Planning and Development  
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Candace Havens  
Director

December 2, 2013

Community Preservation Committee  
Joel Feinberg, Chair  
Newton Planning & Development Department  
City Hall, 1000 Commonwealth Ave.  
Newton, MA 02459

RE: Letter of Support for War Memorial Artifacts Survey

Dear Mr. Feinberg,

At its November 26<sup>th</sup> 2013 meeting, the Newton Historical Commission voted to designate the collection of artifacts in Newton's War Memorial historically significant as part of the City's military history. This collection represents the sacrifice of Newton citizenry in the service of their country for generations. The Commission supports the efforts of the City Archivist and City Clerk in inventorying the collection and assessing its condition. The survey will be a benefit to the preservation of the collection by providing an accurate accounting of materials and recommendations for conservation measures. The Commission hopes that Community Preservation Committee will look favorably on the application for funding.

Sincerely,

Brian Lever  
Senior Preservation Planner

## **Nancy V. Kougeas**

26 Clifton Street

Belmont, MA 02478

Telephone: 617-993-3329

E-mail: nancy.kougeas@gmail.com

### **Education:**

- Simmons College, Graduate School of Library and Information Science, Master of Library Science, Archival Studies Concentrator. *Beta Phi Mu* (Honor Society)
- Wesleyan University, M.A.L.S., American History.
- University of Massachusetts, Boston, B.A., English and Psychology, *cum laude*

### **Experience:**

#### ***Archival and Records Management Consultant/Historian, 1995—present***

**Consultant:** Assess, survey, and inventory archival collections. Appraise records and manuscripts and advise on preservation, processing, and database management. Experienced with large collections, with particular expertise in municipal archives, architectural records, and photographs. Grant writing and administrative experience. Advocate for public records; skilled at making presentations to historical societies, municipalities, and the general public. Clients have included the Kentish Guards, the Warren, Rhode Island Documentation Committee, the Boston Public Schools, the City of Boston's Retirement Board and the towns of Falmouth, Westford, and Eastham, Massachusetts and Hope Valley, West Warwick, and Bristol, Rhode Island.

**Researcher:** Expertise searching repositories, including non-traditional sources, for litigation support. Specialties include deed, title, and map research.

### **Recent projects:**

#### **City of Newton, Massachusetts, 2011-12.**

Surveyed 23 municipal departments to report on the extent, importance, and physical condition of records held by each. Final report, *The City of Newton: A Survey and Inventory of its Historical Records* was funded by the Community Preservation Act and is available on-line. Project continued work begun in 2004 during which archival and records management services were provided to the Clerk's Office.

#### **Rhode Island Historical Records Grant Program, 2006—present.**

Consultant to the Holocaust Museum and Education Resource Center (Providence), the Langworthy Public Library, the Bristol Historical and Preservation Society, West

(continued) Warwick Public Library and Pawtuxet Valley Preservation and Historical Society on projects to preserve, arrange and make accessible the archives of these organizations.

**City of Boston, Boston Public Schools, 2003--2006.** Conducted survey to locate the records of closed Boston Public Schools. Inventoried and transferred over 3,500 volumes of closed student records to the City Archives. Created a database to track the records of over 200 closed schools. Wrote and received a grant from the National Historical Publications and Records Commission to process the desegregation-era records of the Boston Public Schools.

**Town of Eastham, Massachusetts, 2002.** Worked with the members of the all-volunteer historical societies in three towns (Eastham, Orleans, and Wellfleet) and with town employees to assess the extent, condition and future requirements to preserve the town of Eastham's historical records. Produced report: *Eastham's Historical Records Assessment*.

**Town of Westford, Massachusetts, 2001.** Consultant to Westford's Documentary Heritage Grant, "Westford Records Assessment Project." Met with and surveyed records in over 50 town offices and agencies, businesses, citizens groups, churches, schools, and other non-profits to gain a comprehensive understanding of the breath, condition, and preservation requirements of the town's historic records. Produced report: *Historical Records Survey of Westford, Massachusetts*.

**Town of Falmouth, Massachusetts, 2001.** Grant writer and project director for Falmouth's Documentary Heritage Grant, "A Strategic Plan for Falmouth's Historic Records." Produced report, *Records Management Report, Town of Falmouth*, which resulted in the town appropriating funds to restore and microfilm all ancient vital records in the Town Clerk's Office.

**Woods Hole Oceanographic Institution. Woods Hole. MA 1996-1999**

Archivist. Inventoried records of Deep Submergence Vehicle *Alvin* (including, data, films, photographs, and engineering plans). Processed all materials, performing preservation as required; wrote finding aid to collection including the portion relating to the discovery of the *Titanic*. Wrote disaster plan for the Data Library and Archives. Processed the collection of the Education Department and the papers of Henry Stommel, considered the most important physical oceanographer of the 20th century.

**Grant:** 2009: Recipient of a grant awarded by the Rhode Island Council for the Humanities (RICH) to trace all the voyages of a Rhode Island slave captain, John Sabens. Visited various archives and subsequently gave a talk *The Last Voyage of the Slave Ship Charlotte: Discoveries of an Archivist* as part of RICH's *On the Road to Freedom* program.

**Publication:** *Images of America: Falmouth, Mass.* Arcadia Publishing, 2002 (with Ann Sears)

**Member:**

New England Archivists (Speaker at Spring, 2011 Meeting)

Society of American Archivists (Speaker at 2004 Annual Meeting)

*Samples of reports, manuals, articles, finding aids, databases, disaster plans, and preservation surveys available upon request, as are references.*

**CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL**

	ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
<b>0110102 - CITY CLERK</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	226,050	221,773	238,828	174,525	247,776	8,948
511101 PART TIME < 20 HRS/WK	10,710	12,376	12,749	9,044	0	-12,749
514001 LONGEVITY	3,725	4,675	5,350	3,500	5,125	-225
514309 OTHER STIPENDS	1,566	1,536	1,560	1,110	1,560	0
515102 CLEANING ALLOWANCE	2,000	2,000	2,000	2,000	2,000	0
5197 CURRENT YEAR WAGE RE	0	0	0	0	6,000	6,000
<b>TOTAL PERSONAL SERVICES</b>	<b>244,051</b>	<b>242,360</b>	<b>260,487</b>	<b>190,179</b>	<b>262,461</b>	<b>1,974</b>
<b>EXPENSES</b>						
52401 OFFICE EQUIPMENT R-M	1,255	1,263	2,359	872	2,359	0
52409 PUBLIC PROPERTY R-M	0	900	1,000	0	1,000	0
53401 TELEPHONE	477	688	811	450	811	0
5341 POSTAGE	8,841	6,817	5,898	4,335	6,028	130
5342 PRINTING	3,004	2,897	3,055	1,942	3,100	45
5420 OFFICE SUPPLIES	4,518	4,646	4,728	2,982	4,728	0
5730 DUES & SUBSCRIPTIONS	200	175	470	0	470	0
575005 EMPLOYEE HONESTY BO	100	100	100	100	100	0
<b>TOTAL EXPENSES</b>	<b>18,396</b>	<b>17,486</b>	<b>18,421</b>	<b>10,681</b>	<b>18,596</b>	<b>175</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	443	539	528	386	549	21
57HLTH HEALTH INSURANCE	30,487	31,137	31,455	22,985	33,028	1,573
57LIFE BASIC LIFE INSURANCE	208	245	227	151	227	0
57MEDA MEDICARE PAYROLL TAX	2,788	2,809	2,925	2,151	2,964	39
<b>TOTAL FRINGE BENEFITS</b>	<b>33,926</b>	<b>34,731</b>	<b>35,135</b>	<b>25,674</b>	<b>36,768</b>	<b>1,633</b>
<b>DEBT AND CAPITAL</b>						
58514 OFFICE EQUIPMENT	0	0	0	0	10,000	10,000
<b>TOTAL DEBT AND CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>
<b>TOTAL CITY CLERK</b>	<b>296,373</b>	<b>294,576</b>	<b>314,043</b>	<b>226,534</b>	<b>327,825</b>	<b>13,783</b>
<b>0110103 - ARCHIVES MANAGEMENT</b>						
<b>PERSONAL SERVICES</b>						
511101 PART TIME < 20 HRS/WK	0	0	0	0	13,117	13,117
<b>TOTAL PERSONAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,117</b>	<b>13,117</b>
<b>EXPENSES</b>						
5245 DOCUMENT SHREDDING	0	0	0	0	3,500	3,500
5420 OFFICE SUPPLIES	0	0	0	0	5,000	5,000
5585 COMPUTER SUPPLIES	0	0	0	0	900	900
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,400</b>	<b>9,400</b>
<b>TOTAL ARCHIVES MANAGEMENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,517</b>	<b>22,517</b>

FUND: 01 - GENERAL FUND  
DEPARTMENT: 503 - VETERAN SERVICES DEPT

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
<b>503 - VETERAN SERVICES DEPT</b>						
<b>0150301 - VETERAN SERVICES</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	135,574	114,374	85,016	62,742	88,342	3,326
514001 LONGEVITY	1,300	1,600	0	0	0	0
514399 ADMIN SUPPORT STIPEND	3,282	1,899	0	0	0	0
515005 BONUSES	500	1,500	0	0	0	0
515102 CLEANING ALLOWANCE	500	1,000	0	0	0	0
<b>TOTAL PERSONAL SERVICES</b>	<b>141,157</b>	<b>120,373</b>	<b>85,016</b>	<b>62,742</b>	<b>88,342</b>	<b>3,326</b>
<b>EXPENSES</b>						
5230 WATER & SEWER SERVIC	62	25	75	0	100	25
52401 OFFICE EQUIPMENT R-M	718	345	0	0	450	450
5301 CONSULTANTS	0	0	540	540	0	-540
53401 TELEPHONE	150	146	160	101	160	0
5341 POSTAGE	211	200	207	77	210	3
5342 PRINTING	164	170	200	23	200	0
5420 OFFICE SUPPLIES	289	434	400	320	400	0
5594 FLAGS & BUNTINGS	2,380	3,489	3,500	0	3,500	0
5709 VETERAN BENEFITS	100,181	154,127	275,000	170,894	200,000	-75,000
5710 VEHICLE USE REIMBURSE	528	1,072	250	0	250	0
5711 IN-STATE CONFERENCES	464	100	500	0	500	0
5712 REFRESHMENTS/MEALS	123	500	450	450	500	50
5730 DUES & SUBSCRIPTIONS	75	149	17	0	75	58
5782 VETERAN DAY PARADE	10,200	10,200	10,200	0	10,200	0
<b>TOTAL EXPENSES</b>	<b>115,545</b>	<b>170,956</b>	<b>291,499</b>	<b>172,406</b>	<b>216,545</b>	<b>-74,954</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	514	551	438	320	456	18
57HLTH HEALTH INSURANCE	30,426	24,255	15,291	11,174	15,903	612
57LIFE BASIC LIFE INSURANCE	104	99	57	38	57	0
57MEDA MEDICARE PAYROLL TAX	1,105	1,151	1,233	848	1,281	48
<b>TOTAL FRINGE BENEFITS</b>	<b>32,150</b>	<b>26,056</b>	<b>17,018</b>	<b>12,379</b>	<b>17,697</b>	<b>678</b>
<b>TOTAL VETERAN SERVICES</b>	<b>288,852</b>	<b>317,385</b>	<b>393,533</b>	<b>247,526</b>	<b>322,583</b>	<b>-70,950</b>
<b>TOTAL VETERAN SERVICES DEPT</b>	<b>288,852</b>	<b>317,385</b>	<b>393,533</b>	<b>247,526</b>	<b>322,583</b>	<b>-70,950</b>

FUND: 01 - GENERAL FUND  
DEPARTMENT: 115 - PUBLIC BLDG DEPARTMENT

CITY OF NEWTON BUDGET  
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2011	ACTUAL 2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
<b>DEPARTMENT SUMMARY</b>						
51 - PERSONAL SERVICES	1,657,352	1,777,587	1,997,383	1,337,855	2,293,298	295,915
52 - EXPENSES	721,264	1,248,435	1,334,228	859,472	1,203,154	-131,074
58 - DEBT AND CAPITAL	858	4,642	13,000	11,300	173,200	160,200
57 - FRINGE BENEFITS	340,500	382,796	369,207	269,899	441,563	72,356
<b>TOTAL DEPARTMENT</b>	<b>2,719,973</b>	<b>3,413,460</b>	<b>3,713,818</b>	<b>2,478,525</b>	<b>4,111,215</b>	<b>397,398</b>
<b>PUBL BLDG ADMIN.</b>						
51 - PERSONAL SERVICES	564,025	582,622	754,981	506,554	1,005,507	250,527
52 - EXPENSES	55,614	97,446	108,249	71,615	117,579	9,330
58 - DEBT AND CAPITAL	858	4,642	13,000	11,300	4,500	-8,500
57 - FRINGE BENEFITS	89,472	93,770	101,982	74,883	176,537	74,555
<b>TOTAL PUBL BLDG ADMIN.</b>	<b>709,969</b>	<b>778,480</b>	<b>978,212</b>	<b>664,351</b>	<b>1,304,123</b>	<b>325,912</b>
<b>MUNICIPAL BLDG MAINT.</b>						
51 - PERSONAL SERVICES	715,554	808,549	801,930	522,710	771,499	-30,432
52 - EXPENSES	280,536	337,877	381,837	310,848	357,152	-24,685
58 - DEBT AND CAPITAL	0	0	0	0	150,000	150,000
57 - FRINGE BENEFITS	170,135	187,880	180,353	130,829	167,248	-13,105
<b>TOTAL MUNICIPAL BLDG MAINT.</b>	<b>1,166,225</b>	<b>1,334,306</b>	<b>1,364,120</b>	<b>964,388</b>	<b>1,445,898</b>	<b>81,778</b>
<b>CUSTODY OF SURPLUS BLDG</b>						
51 - PERSONAL SERVICES	3,937	12,214	12,200	8,198	3,000	-9,200
52 - EXPENSES	106,058	124,809	88,849	73,017	23,350	-65,499
57 - FRINGE BENEFITS	0	0	160	116	0	-160
<b>TOTAL CUSTODY OF SURPLUS BLDG</b>	<b>109,995</b>	<b>137,024</b>	<b>101,209</b>	<b>81,331</b>	<b>26,350</b>	<b>-74,859</b>
<b>SCHOOL BLDG MAINT.</b>						
52 - EXPENSES	0	460,848	480,000	254,047	430,000	-50,000
<b>TOTAL SCHOOL BLDG MAINT.</b>	<b>0</b>	<b>460,848</b>	<b>480,000</b>	<b>254,047</b>	<b>430,000</b>	<b>-50,000</b>
<b>DESIGNER SELECTION</b>						
52 - EXPENSES	1,618	47	525	0	1,500	975
<b>TOTAL DESIGNER SELECTION</b>	<b>1,618</b>	<b>47</b>	<b>525</b>	<b>0</b>	<b>1,500</b>	<b>975</b>
<b>CITY HALL MAINT/OPERATION</b>						
51 - PERSONAL SERVICES	136,243	148,571	156,251	104,525	156,266	15
52 - EXPENSES	262,553	213,880	257,143	140,841	245,398	-11,745
58 - DEBT AND CAPITAL	0	0	0	0	8,400	8,400
57 - FRINGE BENEFITS	20,313	36,845	31,487	24,389	25,023	-6,464
<b>TOTAL CITY HALL MAINT/OPERATION</b>	<b>419,109</b>	<b>399,296</b>	<b>444,881</b>	<b>269,754</b>	<b>435,087</b>	<b>-9,794</b>



# **City Hall Veterans' Wing Historic Artifacts**

## *City of Newton Capital Improvement Plan*

CPC staff note:

No listing has been submitted because this project is not listed in the *CIP*.

**Memo: Letter in support of**  
**Comprehensive Survey of Artifacts, Veterans' Wing, Newton City Hall**  
**To: CPA Chair and Committee**  
**From: Susan D. Abele, Retired Archivist**  
**Date: February 12, 2014**

Members of the Committee:

The Newton War Memorial wing of City Hall houses a collection of war memorial artifacts and displays, dating from the Civil War to twentieth century conflicts. The permanent displays in the formal rotunda, especially the Guernsey/Pitman dioramas and the Civil War Collection are unique and historically valuable. These displays were created and installed for the dedication of Newton City Hall and the War Memorial on November 11, 1932. Additional items were acquired when the Charles Ward Post was consolidated and moved to the War Memorial, where the Post retained offices until the last of the veterans of the Grand Army of the Republic died in the 1950s. More recent material has been acquired to honor veterans of 20<sup>th</sup> century conflicts and displayed on an ad hoc basis.

The desire on the part of the citizenry of Newton to build a War Memorial began in the searing aftermath of the Civil War. More than sixty years later, in the midst of the depression, Mayor Sinclair Weeks (who went on to serve in the administration of President Eisenhower) saw to the fulfillment of that dream by constructing the combined City Hall and War Memorial, a building which won the J. Harleston Park award for the best building in 1936. In the years between the WWI and WWII emotion and commitment to the War Memorials remained strong, but in the fast-moving times of the late 20<sup>th</sup> century, the GAR rooms in the War Memorial have disappeared and many of the displays are in poor condition or have deteriorated and been lost. There is institutional memory and a clear imperative that these memorials should be properly cared for – “lest we forget,” and lest we dishonor those who labored before us.

With regard,

  
Susan D. Abele