



Setti D. Warren
Mayor

Newton, Massachusetts Community Preservation Program FUNDING REQUEST

PRE-PROPOSAL

PROPOSAL

Form last updated April 2013.

For full instructions, see 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 617.796.1144

(For staff use)
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3-6 June 2013

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

Project TITLE	Restoration of Newton's Historic Burying Grounds			
Project LOCATION	Full street address. East Parish Burying Ground: Corner of Centre and Cotton Streets, Newton Center, MA 02459			
Project CONTACTS	Name & title or organization	Email	Phone	Mailing address
Project Manager	Cindy Stone, Director, Historic Newton	cstone@newtonma.gov	617-796-1451	Jackson Homestead, 527 Washington Street, Newton Corner, MA 02458
Other Contacts	Bridget Jeffs , Assistant to the Director	bjeffs@newtonma.gov	617-796-1453	
Other Contacts	Marc Welch, Superintendent of Forestry	mwelch@newtonma.gov	617-796-1516	Newton Parks & Recreation Dept., 124 Vernon St., Newton Corner, MA 02458
Other Contacts	Frank Nichols, CPA Project Mgr., Dept. of Public Works	fnichols@newtonma.gov	617-796-1034	Newton City Hall, 1000 Commonwealth Ave., Newton, MA 02459
Other Contacts	Stephanie Davis, Project Engineer, Structures North	sdavis@structures-north.com	978-745-6817 Ext.18	P.O. Box 01971-8560 Salem, MA.
Project FUNDING	CPA funds requested: \$410,987 over two years	Other funds to be used: \$13,613 (HN P&R Staff)	Total project cost: \$424,600 + P&R in-kind over 2 years	
Project SUMMARY	Summarize the project's main tasks, components or features, and explain why it is eligible for CPA funds. You may provide more information in attachments, but your SUMMARY MUST FIT IN THE SPACE BELOW.			
	<p>Over the next two years, city staff and volunteer members of the Historic Newton Historic Burying Grounds Committee would like to continue the progress they have made on these important historic resources. Our aim is to address these repairs in units of annual projects outlined below.</p> <p>A) Tree Work: Restoration of the Burying Grounds is also dependent on major tree work because dead limbs threaten the tombs and gravestones. Marc Welch and the Burying Grounds Committee have surveyed the Grounds and recommend that the following steps be taken: prune all dead branches 2 inches or greater out of the trees; slightly elevate the crowns of selected tree; remove all unwanted woody vegetation along fence lines, including vines. Cost: \$35,000 (year 1).</p> <p>B) Complete repairs to East Parish Burying Ground: 1)Tombs E-1344 and E-1346: \$40,000 (year 1); 2) Tomb E-1047 requires rebuilding: \$50,000 (year 1); 3) Table top monument, E-S Jackson and Table Top 1 in poor condition. \$28,000 (year 1); 4) Tombs E-A to E-H : \$120,000 (year 2); 5) Tombs E-211, E-220, E-Kenrick, E-T Jackson, E-Rogers : \$90,000 (year 2).</p> <p>C) Oversight/Management of Project: 1) Structures North to update construction drawings and provide construction administration: 10% of total tomb budget: \$11800 (year 1), \$21000 (year 2); 2) Frank Nichols \$7500 (year 1) \$7687 (year 2).</p> <p>These projects are eligible for funding from the CPA as both historic preservation and open space. Funds previously appropriated by the CPC have been used to repair hundreds of gravestones and to complete restoration of the tombs in South Burying Ground.</p>			

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Project TITLE						
Restoration of Historic Burying Grounds 2014-2015						
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	X		X	
	rehabilitate/restore	X	Consult staff.			
COMMUNITY NEEDS	From at least 2 of the community-wide plans linked to <i>Guidelines & Forms</i> from www.newtonma.gov/cpa , provide the 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>Several community-wide plans attest to the importance of the Historic Burying Grounds. "Some properties combine aspects of community space and historic design such as the city's Historic Burying Grounds or City Hall. The historic burying grounds are the final resting places for many of Newton's early settlers and prominent citizens and provide both historic architecture with the tombs and headstones as well as community history, and historical information through inscriptions." (pages 10-11, Section 4, <i>2013-2019 Recreation and Open Space Plan Update</i>). Newton's 3 Historic Burying Grounds constitute 3 of the 5 burial grounds and cemeteries listed in the <i>Heritage Landscapes Report</i>, 2010 pages 43-44. The Historic Burying Grounds are also listed in last year's <i>Capital Improvement Plan</i> for the city.</p> <p>Newton's three City-owned historic burying grounds are important civic and cultural resources whose significance stems both from the local history and the national events they embody. Recognizing the historical, cultural, social, and environmental importance of Newton's old burying grounds, Historic Newton and Newton's Parks and Recreation Department launched a long-range program in 2003 to secure site stabilization and gravestone and tomb restoration. Once the burying grounds are stable and secure, we can address interpretation of these properties.</p>						
COMMUNITY CONTACTS	List 3 Newton residents or organizations that can comment on the project and its manager's qualifications. No more than 1 of these contacts should be a Board member, supervisor, employee or current work colleague of the project manager. Formal letters of support may also be attached but are not required.					
Name & title or organization		Email	Phone	Mailing address		
Historic Newton Board of Directors:						
Marietta Marchitelli		mmarchitelli@verizon.net	617-244-4605	100 Waverley Ave., Newton Corner, MA 02458		
OR						
Harry Lohr		harrylohr@verizon.net	617-244-6646	157 Cherry Street, West Newton, MA 02465		
Jane Galli, Historic Newton member		jgalli@shelleybulfinch.com	617-467-4443	101 River St., West Newton, MA 02465		
Donald Lang, Chair, Newton Historical Commission		donald@dlaboston.com	617-969-8400	999 Chestnut St. , Newton Upper Falls, MA 02464		
NON-CPA FUNDING	Source of funds		Amount requested	Date of funding decision (confirmed or expected)		
	In-Kind Funding from Historic Newton for project management		\$8,834	City budget		
	In-Kind funding from Parks & Recreation Dept. for supervision of tree work		\$4,779	City budget		

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

Especially for pre-proposals, use only as many lines as needed to give a broad overview of your project.

Full proposals must also include a full, detailed budget in addition to this page.

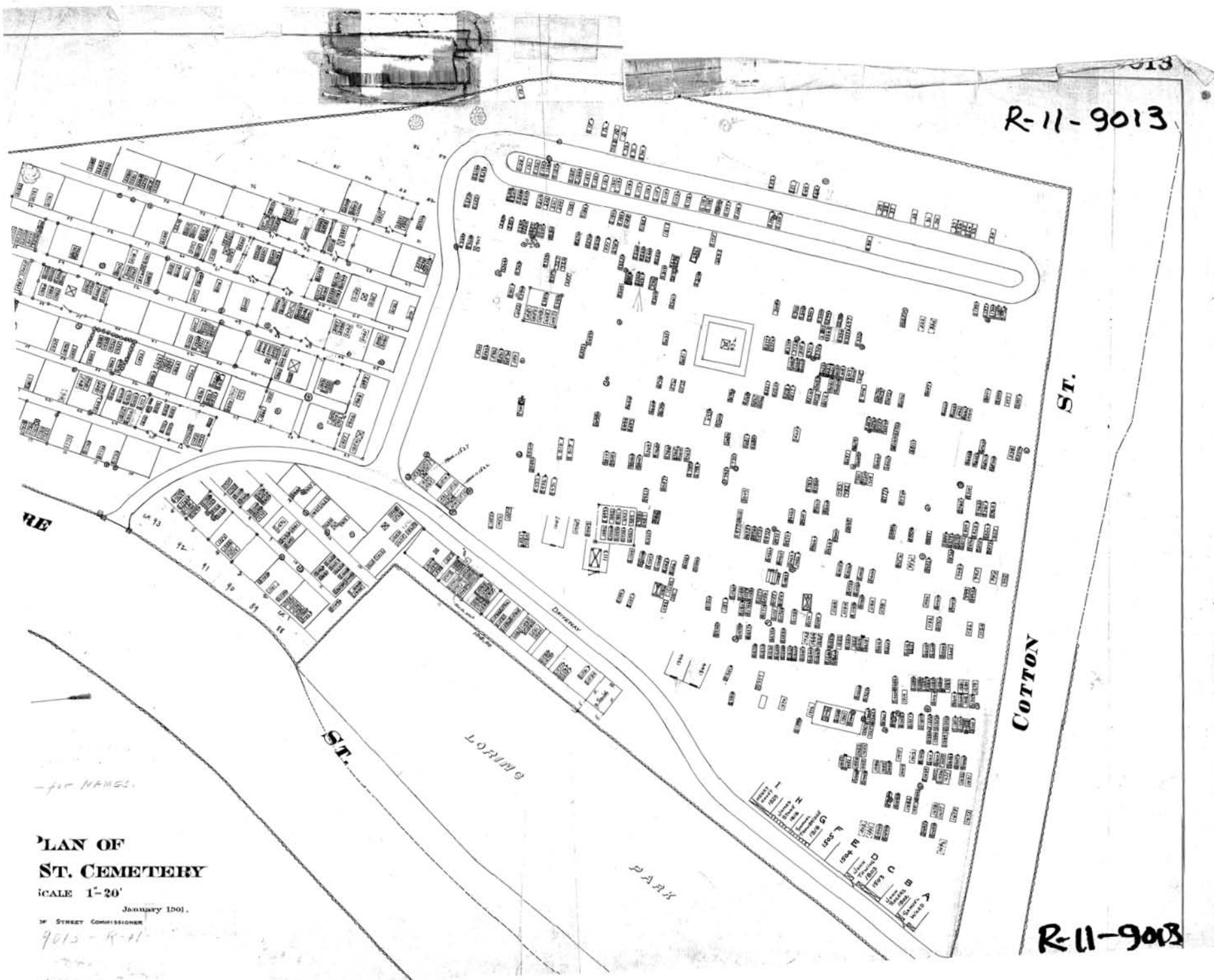
Project TITLE	Restoration of Newton’s Historic Burying Grounds 2014-2015		
Project BUDGET	USES of Funds (major expense categories)	SOURCES of Funds (CPA & others)	
CAPITAL/DEVELOPMENT COSTS			
Major Tree Work	\$ 35,000	CPA	\$ 35,000
Complete repairs to East Parish Burying Ground Tombs	\$328,000	CPA	\$328,000
Project Oversight/Management (Structures North and Frank Nichols)	\$ 47,987	CPA	\$47,987
Project Management –In-Kind Staff	\$ 13,613	City budget (see above)	\$ 13,613
Oversight –Burying Grounds Committee In-Kind	\$ 000	Burying Grounds Volunteers	\$ 000
	\$ 000		\$ 000
	\$ 000		\$ 000
	\$ 000		\$ 000
TOTAL	\$424,600	TOTAL	\$424,600
ANNUAL OPERATIONS & MAINTENANCE (cannot use CPA funds)			
Parks and Recreation Dept.	\$6,145	City General Fund Budget	\$ 6,145
Historic Newton	\$8,246	City General Fund Budget for Jackson Homestead + Newton Historical Society	\$ 8,246
TOTAL	\$ 10,545	TOTAL	\$ 10,545
Project TIMELINE	Phase or Task	Notes (required fundraising, permits, bidding, etc.)	Season & Year
	Develop RFP for tree work		Fall/Winter 2013-14
	Develop RFP for Year 1 tomb work		
	Implement tree work		Spring/Summer ‘14
	Implement year 1 tomb work		Spring-Fall 2014
	Develop RFP for year 2 tomb work		Fall/Winter 2014-15
	Implement Year 2 tomb work		Spring/Summer ‘15
	Final report to CPC		Fall/Winter 2015

Project TITLE		Restoration of Newton's Historic Burying Grounds 2014-2015	
Required or Optional?	Check if included	Attachment Title & Description	
REQUIRED for all proposals	X	PHOTOS	of existing site or resource conditions (2-3 photos may be enough)
	X	MAP	of site in relation to nearest major roads (omit if project has no site)
		PROJECT FINANCES printed and as computer spreadsheets, with both uses & sources of funds	
		development pro forma/capital budget: 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)	
		10-year annual operating & maintenance budget (CPA funds may not be used here)	
		non-CPA funding: commitment letters, letters of inquiry to other funders, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions	
		purchasing of goods & services: short email or letter summarizing sponsor's understanding of applicable statutes (MGL ch. 30, 30B and/or 149) and City policies	
		SPONSOR FINANCES & QUALIFICATIONS	
		for sponsoring department or organization, most recent annual operating budget (revenue & expenses) & financial statement (assets & liabilities); each must include both public (City) and private resources ("friends" organizations, fundraising, etc.)	
		for project manager: relevant training & track record of managing similar projects	
OPTIONAL for all proposals		LETTERS of SUPPORT	from Newton residents, organizations, or businesses
REQUIRED for all proposals that involve City govt., including real estate acquisitions		CAPITAL IMPROVEMENT PLAN	current listing/ranking & factors for this project
		COVER LETTER	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
REQUIRED for all historic resources proposals		HISTORIC SIGNIFICANCE	see separate instructions for 3 required attachments analyzing significance and showing how project meets national preservation standards
REQUIRED for all proposals involving real estate acquisition, construction or improvements Consult staff to confirm requirements for each project.		SITE CONTROL, VALUE & DEED RESTRICTIONS	
		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)	
		ZONING & PERMITTING	
		short email confirmation of review by the Development Review Team (DRT)	
		brief property history: at least the last 30 years of ownership & use	
		environmental mitigation plans (incl. lead paint, asbestos, underground tanks)	
		zoning relief and permits required (incl. parking waivers, demolition or building permits, comprehensive permit or special permit)	
		other approvals required (Newton Conservation Commission, Newton Historical Commission, Newton Commission on Disabilities, Massachusetts Historical Commission, Massachusetts Architectural Access Board, etc.)	
		DESIGN & CONSTRUCTION	
		professional design & cost estimates: include site plan, floor plans & elevations	
		materials & finishes; highlight "green" or sustainable features & materials	

East Parish Burying Ground Location



R-11-9013



ST.

COTTON

ST.

GRAND

PARK

R-11-9013

PLAN OF
ST. CEMETERY

SCALE 1"=20'

January 1901.

BY STREET COMMISSIONER

9013 - R-11

East Parish Burying Ground Tomb 1346



East Parish Burying Ground Tombs 1334 and 1346

