



527 Washington Street, Newton, MA 02458
TELEPHONE 617-796-1450
FAX 617-552-7228
www.historicnewton.org

November 11, 2014

Joel Feinberg, Chair
Community Preservation Committee
c/o Alice Ingerson
Planning Department,
Newton City Hall

Dear Chairperson Feinberg,

I am writing this letter as department head for the Historic Newton Department of the city of Newton. As you know, Historic Newton shares care of the 3 historic burying grounds with the Parks and Recreation Department. Parks and Rec maintains the grass and trees while Historic Newton has been working, for close to a decade now, to restore the tombs and gravestones. We are grateful to the CPC for its past support in this regard.

With this letter, I am confirming that Historic Newton is committed to this project and will expand staff resources to insure that the restoration of these important cultural amenities continues. We thank you for your consideration of this project.

Sincerely,

A handwritten signature in black ink that reads "Cindy Stone". The signature is written in a cursive style and is set against a light blue rectangular background.

Cindy Stone
Director, Historic Newton



SETTI D. WARREN
MAYOR

NEWTON PARKS AND RECREATION DEPARTMENT

124 Vernon St, Newton, MA 02458
Office: (617) 796-1500/Fax: (617) 796-1512
TDD/TTY: (617) 796-1089
parks@newtonma.gov



NEWTON
Parks & Recreation
ROBERT J. DERUBEIS
COMMISSIONER

November 07, 2013

Alice E. Ingerson, Ph.D.
Community Preservation Program Manager
Newton Planning & Development Department
City Hall, 1000 Commonwealth Ave.
Newton, MA 02459

Dear Ms. Ingerson:

This letter is to confirm the Parks & Recreation Department has current custody of the Historic Burying Grounds and supports the Community Preservation Projects for the following locations:

- East Parish Burying Grounds
- West Parish Burying Grounds
- South Parish Burying Grounds

If you have any questions, please call the Parks & Recreation Office at 617.796.1500.

Sincerely,

Robert J. DeRubeis
Parks & Recreation Commissioner



Setti D. Warren
Mayor

Newton, Massachusetts Community Preservation Program FUNDING REQUEST

PRE-PROPOSAL

PROPOSAL

(For staff use)
date rec'd:
15 November
2013

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

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 | 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 | |
| | Marc Welch, Superintendent of Forestry | mwelch@newtonma.gov | 617-796-1516 | Newton Parks & Recreation Dept., 124 Vernon St., Newton Corner, MA 02458 |
| | Frank Nichols, CPA Project Mgr., Dept. of Public Works | fnichols@newtonma.gov | 617-796-1034 | Newton City Hall, 1000 Commonwealth Ave., Newton, MA 02459 |
| | 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: \$290,207 over two years | Other funds to be used: \$36,411 (HN P&R Staff) | Total project cost: \$326,648 | |
| 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) Tomb E-1047 requires rebuilding: \$44,000 (year 1); 2) Table top monument, E-S Jackson and Table Top 1 in poor condition. \$16,200 (year 1); 3) Tombs E-A to E-H : \$108,000 (year 2); 4) Tombs E-211, E-220, E-Kenrick, E-T Jackson, E-Rogers : \$50,000 (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: \$6020 (year 1), \$15800 (year 2); 2) Frank Nichols, city engineer, oversight: \$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> | | | |

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 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 | | |
| Russel Feldman | rfeldman@tbaarchitects.com | 781-893-5828 | 85 Langley Rd., Newton Centre, 02459 | | |
| Constance Kantar | cgk@kantartfinearts.com | 617-332-7495 | 382 Kenrick St. , Newton, 02458 | | |
| Jane Galli | jgalli@shelleybulfinch.com | 617-467-4443 | 101 River St., West Newton, MA 02465 | | |
| Donald Lang Brian Yates | donald@dlaboston.com byates@newtonma.gov | 617-969-8400 617-244-2601 | 999 Chestnut St. , Newton Upper Falls, MA 02464 1094 Chestnut St. Newton, 02464 | | |
| NON-CPA FUNDING | Source of funds | Amount requested | Date of funding decision (confirmed or expected) | | |
| | Funding from Historic Newton for project management | \$16492 | City budget | | |
| | Funding from Parks & Recreation Dept. for supervision of tree work and lawn work | \$17069 | City budget | | |
| | In-kind support from Historic Burying Grounds Committee | \$2880 | volunteers | | |
| | We can apply to Mass. Historic Commission Projects Preservation fund if time synchs | \$50,000 | June 2014 | | |

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 | \$218,200 | CPA | \$218,200 |
| Project Oversight/Management (Structures North and Frank Nichols) | \$ 37,007 | CPA | \$37,007 |
| Project Management –City Staff | \$ 33,561 | City budget | \$ 33,561 |
| Burying Grounds Committee In-Kind | \$ 2880 | Burying Grounds Volunteers | \$2880 |
| | \$ 000 | | \$ 000 |
| | \$ 000 | | \$ 000 |
| | \$ 000 | | \$ 000 |
| TOTAL | \$326,648 | TOTAL | \$326,348 |
| ANNUAL OPERATIONS & MAINTENANCE (cannot use CPA funds) | | | |
| Parks and Recreation Dept. | \$6145 | City General Fund Budget | \$6145 |
| Historic Newton | \$8246 | City General Fund Budget for Jackson Homestead | \$ 8246 |
| TOTAL | \$ 10,545 | TOTAL | \$ 10,545 |
| Project TIMELINE | Phase or Task | Notes (required fundraising, permits, bidding, etc.) | Season & Year |
| | Develop RFP for tree work | | Winter 2014 |
| | 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 ✓ = attachments checked off by CPC staff; attachments not required struck out by CPC staff | | |
|---|---|---|--|
| Required or Optional? | Check if included | Attachment Title & Description | |
| REQUIRED for all proposals | Posted separately on Newton CPC website. | PHOTOS MAP | of existing site or resource conditions (2-3 photos may be enough) 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 gov't., 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 | | |

Historic Burying Grounds Proposal to Newton Community Preservation Committee

Capital Budget and Non-CPA Funding

| | Year 1 | Year 2 | Project Totals |
|--|------------------|------------------|-----------------------|
| Tree Work | \$35,000 | | \$35,000 |
| | | | |
| Tomb Work | | | |
| Tomb E-1047 | \$44,000 | | |
| E-S Jackson and Table Top 1 | \$16,200 | | |
| Tombs E-A through E-H | | \$108,000 | |
| Tombs E-211, E-2220, E-Kenrick, E-T Jackson, E-Rogers | | \$50,000 | \$218,200 |
| | | | |
| Management/ Oversight/ Other | | | |
| Structures North @ 10% | \$6,020 | \$15,800 | \$21,820 |
| City Engineering Dept. | \$7,500 | \$7,687 | \$15,187 |
| | | | |
| Total CPC Request | \$108,720 | \$181,487 | \$290,207 |
| | | | |
| Non-CPA Support | | | |
| Burying Grounds Comm. Clean-Ups | \$1,440 | \$1,440 | \$2,880 |
| Parks and Rec Dept. | \$10,924 | \$6,145 | |
| Historic Newton | \$8,246 | \$8,246 | \$33,561 |
| | | | |
| Total Non-CPA | \$20,610 | \$15,831 | \$36,441 |
| | | | |
| Total Project | \$129,330 | \$197,318 | \$326,648 |

Note: We can apply for \$50,000 from the Massachusetts Historic Commission Projects Preservation Fund if the timing is appropriate and if MHPPF is funded by the state.

Capital Improvement Plan Ranking: 318

Historic Burying Grounds Proposal to Newton Community Preservation Committee

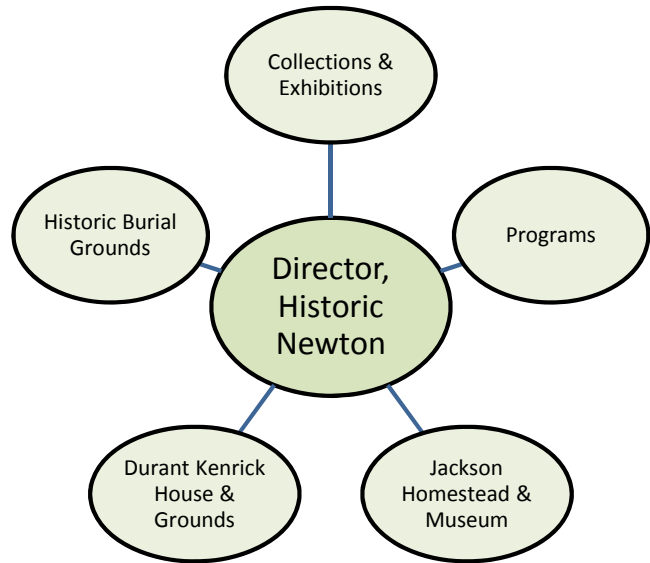
Ten Year Maintenance Budget

| | FY2014 | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY 2013 |
|-----------------|---------|---------|---------|---------|---------|----------|----------|----------|----------|----------|
| Parks and Rec. | | | | | | | | | | |
| leaf removal | \$2,392 | \$2,452 | \$2,513 | \$2,576 | \$2,640 | \$2,706 | \$2,774 | \$2,843 | \$2,914 | \$2,987 |
| mowing | \$3,753 | \$3,847 | \$3,943 | \$4,042 | \$4,143 | \$4,246 | \$4,352 | \$4,461 | \$4,573 | \$4,687 |
| Historic Newton | | | | | | | | | | |
| clean ups | \$1,440 | \$1,476 | \$1,513 | \$1,551 | \$1,589 | \$1,629 | \$1,670 | \$1,712 | \$1,755 | \$1,798 |
| other | \$1,345 | \$1,379 | \$1,413 | \$1,448 | \$1,485 | \$1,522 | \$1,560 | \$1,599 | \$1,639 | \$1,680 |
| Total | \$8,930 | \$9,153 | \$9,382 | \$9,617 | \$9,857 | \$10,103 | \$10,356 | \$10,615 | \$10,880 | \$11,152 |

Historic Newton

Mission Statement

To encourage inquiry about and exploration of Newton within the broad context of American History by maintaining historic properties, interpreting Newton's past and present, collecting, preserving and exhibiting artifacts of local significance and presenting public programs that involve the diverse population of Newton and the region.



FY2013 Accomplishments

Jackson Homestead - Installed new exhibition on Annie Cobb--an early woman architect who practiced in Newton.

Durant Kenrick - Finished construction on DK. Captial Campaign completed. Prototypes of exhibitions installed and testing begun.

Collections & Exhibitions - Archives project sheparded through MAAB and other agencies.

Historic Burial Grounds -Conducted 2 burying ground clean-ups. Made plans to address hazards in East Parish.

Programs -Implemented 2 Civil War programs for public. Offered teachers credit to prof. dev. programs through collaboration.

Fiscal Year 2014 Desired Outcomes

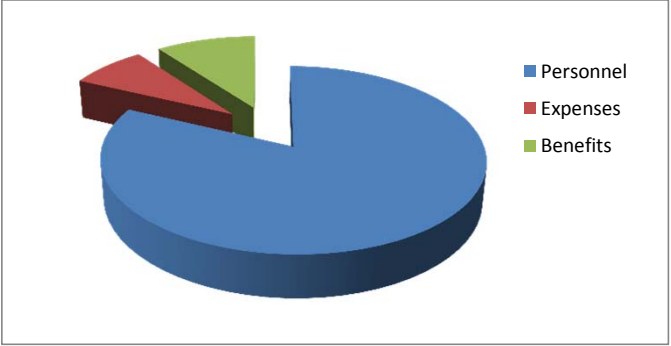
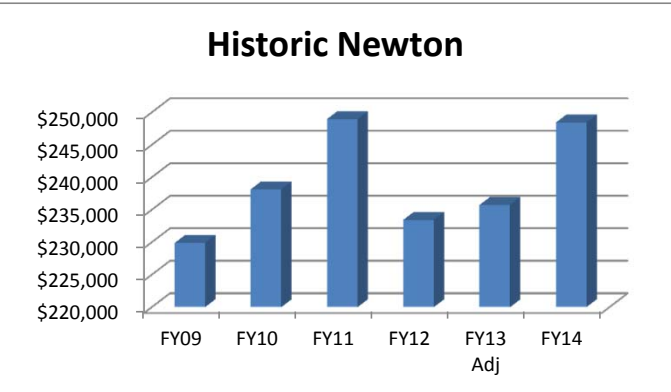
Jackson Homestead - Interesting exhibits that attract and educate the public.

Durant Kenrick - An open and functional Durant-Kenrick facility

Collections & Exhibitions - Safe and accessible storage for archives and artifacts

Historic Burial Grounds - Preservation and stewardship of historic burial grounds

Programs - Programs that promote an increased awareness of Newton's history



Department Detail

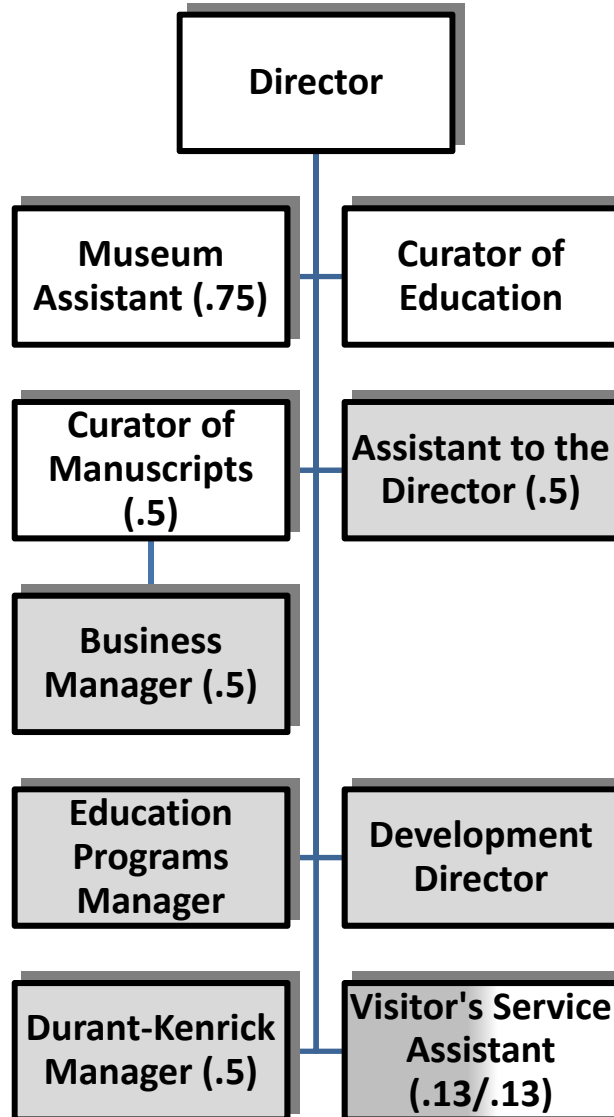
| | Actual | | | | -<Adj Budget-> | | -<Proposed-> | |
|-------------------------------------|------------|------------|------------|------------|----------------|------------|--------------|--|
| | FY2009 | FY2010 | FY2011 | FY2012 | FY2013 | FY2014 | FY2014 | |
| Expenditure by Core Function | | | | | | | | |
| Personnel | \$ 183,045 | \$ 184,938 | \$ 194,626 | \$ 186,815 | \$ 192,000 | \$ 203,761 | | |
| Expenses | \$ 18,472 | \$ 18,327 | \$ 19,484 | \$ 19,437 | \$ 19,629 | \$ 19,449 | | |
| Benefits | \$ 28,370 | \$ 34,903 | \$ 34,867 | \$ 27,196 | \$ 24,127 | \$ 25,238 | | |
| Total | \$ 229,887 | \$ 238,168 | \$ 248,977 | \$ 233,448 | \$ 235,756 | \$ 248,448 | | |
| % Incr | | 3.60% | 4.54% | -6.24% | 0.99% | 5.38% | | |
| Personnel | | | | | | | | |
| Full-Time | 2 | 2 | 2 | 2 | 2 | 2 | | |
| Part-Time | 3 | 3 | 3 | 3 | 3 | 3 | | |
| Total | 5 | 5 | 5 | 5 | 5 | 5 | | |

Historic Newton**Mayor's Outcomes**

| Outcome #1 - Interesting Exhibitions that Attract the Public | Current | Target | #1 | #2 | #3 | #4 | #5 | #6 | #7 | #8 |
|--|----------------|---------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Strategy #1. Exhibitions for Durant Kenrick | | | | | | | | | | |
| Test interactive exhibitions | N/A | Sum 2013 | | | X | | | | | |
| Install permanent interactives | N/A | Fall 2013 | | | X | | | | | |
| Develop 2 audio exhibitions | N/A | Fall 2013 | | | X | | | | | |
| Fund-raising for exhibitions and gardens | N/A | Jun 2014 | | | X | | | | X | |
| Strategy #2. On-going exhibitions at JH and elsewhere | | | | | | | | | | |
| Seek funding to update Native American exhibition | N/A | Mar 2014 | | | X | | | | | |
| New on-site exhibitions | N/A | Jun 2014 | | | X | | | | | |
| Off-site exhibitions | N/A | May 2014 | | | X | | | | | |
| Outcome #2: An Open and Functional Durant-Kenrick Facility | | | | | | | | | | |
| Strategy #1. Finish gardens, start programming | | | | | | | | | | |
| Complete installation of exhibitions | N/A | Dec 2013 | | | X | | | | | |
| Implement education programming | N/A | April 2014 | X | | X | | | | | |
| Establish cyclical maintenance schedule | N/A | Mar 2014 | | | X | X | | | X | |
| Complete installation of gardens | N/A | Jun 2014 | | | X | X | | | | |
| Garden Party | N/A | Jun 2014 | | | X | | | | | X |
| Outcome #3: Safe and Accessible Storage for Archives and Artifacts | | | | | | | | | | |
| Strategy #1. Archives Project | | | | | | | | | | |
| Organize storage of archives and offices during construction | N/A | Oct-14 | | | X | | | | | |
| Construction | N/A | May-14 | | | X | X | | | | |
| Reinstall collections back to renovated storage area | N/A | Jun-14 | | | X | | | | | |
| Strategy #1. Make plan for artifact storage | | | | | | | | | | |
| Identify space for storage of artifact collection | N/A | Jun-14 | | | X | X | | | | |
| Manage Durant-Kenrick collections | N/A | Ongoing | | | X | X | | | | |
| Outcome #4: Preservation & Stewardship of Burial Grounds | | | | | | | | | | |
| Strategy #1 Programming | | | | | | | | | | |
| Number clean-ups | N/A | 2 | | | X | | | | | |
| Number of Public Programs on Burial Grounds | N/A | 1 | | | X | | | | | |
| Strategy #2 Restoration of Burying Grounds | | | | | | | | | | |
| Restore Dangerous tomb in East Parish BG | N/A | Oct-13 | | | X | X | | | | |
| Develop Plan for Future Restoration of BG | N/A | May-13 | | | X | X | | | | |
| Outcome #5: Increase Awareness of Newton's History | | | | | | | | | | |
| Strategy #1 Continue Established Programs | | | | | | | | | | |
| Offer house tour, hayfest, preservation awards, walking tours, lecture series | N/A | On-going | X | | X | | | | | |
| Strategy #2 New Programs for DK | | | | | | | | | | |
| Create One Signature Program at DK | N/A | 14-Apr | | | X | | | | | |
| Use DK Classroom for public programs | N/A | On-going | X | | X | | | | | |
| Outcome #6 Insure Sufficient Resources for All of the Above | | | | | | | | | | |
| Strategy #1 Match or Increase 2013 levels for membership income for NHS | | | | | | | | | | |
| Maintain Copper Beech Society and Century Club | N/A | On-going | | | X | | | | X | |
| Increase Corporate Giving over 2013 Levels | N/A | On-going | | | X | | | | X | |

HISTORIC NEWTON

Grey boxes are funded by the Historical Society.



FUND: 01 - GENERAL FUND
 DEPARTMENT: 603 - NEWTON HISTORY MUSEUM

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 |
|------------------------------|----------------|----------------|-----------------|-------------------|---------------------|------------------------|
| DEPARTMENT SUMMARY | | | | | | |
| 51 - PERSONAL SERVICES | 194,626 | 186,815 | 192,000 | 134,661 | 203,761 | 11,761 |
| 52 - EXPENSES | 19,484 | 19,437 | 19,629 | 14,890 | 19,449 | -180 |
| 57 - FRINGE BENEFITS | 34,867 | 27,196 | 24,127 | 17,943 | 25,238 | 1,111 |
| TOTAL DEPARTMENT | 248,977 | 233,448 | 235,756 | 167,494 | 248,448 | 12,692 |
| MUSEUM SERVICES | | | | | | |
| 51 - PERSONAL SERVICES | 194,626 | 186,815 | 192,000 | 134,661 | 203,761 | 11,761 |
| 52 - EXPENSES | 19,484 | 19,437 | 19,629 | 14,890 | 19,449 | -180 |
| 57 - FRINGE BENEFITS | 34,867 | 27,196 | 24,127 | 17,943 | 25,238 | 1,111 |
| TOTAL MUSEUM SERVICES | 248,977 | 233,448 | 235,756 | 167,494 | 248,448 | 12,692 |

FUND: 01 - GENERAL FUND
DEPARTMENT: 603 - NEWTON HISTORY MUSEUM

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

| | ACTUAL FY2011 | ACTUAL FY2012 | AMENDED 2013 | YTD 03/31/2013 | RECOMMENDED 2014 | CHANGE 2013 to 2014 |
|------------------------------------|------------------|------------------|-----------------|-------------------|---------------------|------------------------|
| 603 - NEWTON HISTORY MUSEUM | | | | | | |
| 0160301 - MUSEUM SERVICES | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 511001 FULL TIME SALARIES | 129,608 | 129,363 | 134,336 | 98,167 | 138,224 | 3,888 |
| 511101 PART TIME < 20 HRS/WK | 11,397 | 23,031 | 35,702 | 30,873 | 36,252 | 550 |
| 511102 PART TIME > 20 HRS/WK | 47,375 | 30,922 | 21,462 | 5,621 | 28,785 | 7,323 |
| 514001 LONGEVITY | 675 | 0 | 0 | 0 | 0 | 0 |
| 515005 BONUSES | 500 | 3,000 | 0 | 0 | 0 | 0 |
| 515006 VACATION BUY BACK | 4,571 | 0 | 0 | 0 | 0 | 0 |
| 515102 CLEANING ALLOWANCE | 500 | 500 | 500 | 0 | 500 | 0 |
| TOTAL PERSONAL SERVICES | 194,626 | 186,815 | 192,000 | 134,661 | 203,761 | 11,761 |
| EXPENSES | | | | | | |
| 5210 ELECTRICITY | 5,625 | 5,642 | 5,753 | 5,091 | 5,753 | 0 |
| 5211 NATURAL GAS | 4,340 | 2,779 | 3,266 | 2,645 | 3,220 | -46 |
| 5230 WATER & SEWER SERVIC | 1,832 | 597 | 776 | 503 | 776 | 0 |
| 52401 OFFICE EQUIPMENT R-M | 375 | 172 | 371 | 0 | 371 | 0 |
| 5290 CLEANING/CUSTODIAL SV | 4,000 | 4,754 | 4,888 | 4,888 | 4,654 | -234 |
| 5319 TRAINING EXPENSES | 0 | 0 | 235 | 235 | 0 | -235 |
| 53401 TELEPHONE | 520 | 607 | 775 | 397 | 775 | 0 |
| 5341 POSTAGE | 800 | 1,065 | 1,265 | 0 | 1,500 | 235 |
| 5342 PRINTING | 742 | 934 | 1,200 | 468 | 1,200 | 0 |
| 5420 OFFICE SUPPLIES | 1,048 | 1,267 | 1,000 | 576 | 1,000 | 0 |
| 5430 BUILDING MAINT SUPPLIE | 0 | 101 | 0 | 0 | 0 | 0 |
| 5431 ELECTRICAL SUPPLIES | 0 | 1,281 | 0 | 0 | 0 | 0 |
| 5450 CLEANING/CUSTODIAL SU | 16 | 23 | 0 | 0 | 0 | 0 |
| 5710 VEHICLE USE REIMBURSE | 186 | 215 | 100 | 88 | 200 | 100 |
| TOTAL EXPENSES | 19,484 | 19,437 | 19,629 | 14,890 | 19,449 | -180 |
| FRINGE BENEFITS | | | | | | |
| 57DENTAL DENTAL INSURANCE | 761 | 747 | 614 | 521 | 822 | 208 |
| 57HLTH HEALTH INSURANCE | 31,320 | 23,725 | 20,672 | 15,395 | 20,934 | 262 |
| 57LIFE BASIC LIFE INSURANCE | 104 | 94 | 57 | 38 | 57 | 0 |
| 57MEDA MEDICARE PAYROLL TAX | 2,682 | 2,630 | 2,784 | 1,879 | 2,947 | 163 |
| 57OPEB OPEB CONTRIBUTION | 0 | 0 | 0 | 110 | 478 | 478 |
| TOTAL FRINGE BENEFITS | 34,867 | 27,196 | 24,127 | 17,943 | 25,238 | 1,111 |
| TOTAL MUSEUM SERVICES | 248,977 | 233,448 | 235,756 | 167,494 | 248,448 | 12,692 |
| TOTAL NEWTON HISTORY MUSEUM | 248,977 | 233,448 | 235,756 | 167,494 | 248,448 | 12,692 |

FUND: 01 - GENERAL FUND
 DEPARTMENT: 603 - NEWTON HISTORY MUSEUM

**CITY OF NEWTON BUDGET
 PERSONAL SERVICES SUMMARY**

| ACCOUNT | POSITION TITLE | 2013 | | | 2014 | | |
|---------|------------------------|-------|------------|----------------|-------|-------------|----------------|
| | | RANGE | FTE | SALARY | RANGE | FTE | SALARY |
| 511001 | CURATOR OF EDUCATION | H04 | 1.0 | 48,478 | H04 | 1.00 | 49,881 |
| | DIR JACKSON HOMESTEAD | H10 | 1.0 | 85,858 | H10 | 1.00 | 88,343 |
| | Account Totals: | | 2.0 | 134,336 | | 2.00 | 138,224 |
| 511101 | CURATOR OF EDUCATION | H07 | 0.5 | 32,061 | H07 | 0.49 | 32,505 |
| | MUSEUM CLERK PT/WEKND | QQQ | 0.1 | 3,641 | QQQ | 0.14 | 3,746 |
| | Account Totals: | | 0.6 | 35,702 | | 0.63 | 36,252 |
| 511102 | MUSEUM CLERK | S05 | 0.5 | 21,463 | S05 | 0.75 | 28,785 |
| | Account Totals: | | 0.5 | 21,463 | | 0.75 | 28,785 |
| | Report Totals: | | 3.1 | 191,501 | | 3.38 | 203,261 |

Newton Historical Society
Statement of Activities FY13

| 06.30.2013 | Approved Budget FY2013 | FY13 Actuals Full Year | FY12 Actuals Full Year |
|--------------------------------------|------------------------------|------------------------------|------------------------------|
| Operating | | | |
| <i>NHS/JH</i> | | | |
| Income | \$210,708.00 | \$195,052.29 | \$177,207.23 |
| Expenses | \$202,810.00 | \$192,460.08 | \$187,388.74 |
| Change in Net Assets | \$7,898.00 | \$2,592.21 | (\$10,181.51) |
| <i>DK</i> | | | |
| Income | \$95,500.00 | \$91,173.99 | \$40,976.00 |
| Expenses | \$102,717.00 | \$102,091.56 | \$40,623.17 |
| Change in Net Assets | (\$7,217.00) | (\$10,917.57) | \$352.83 |
| Total Operating | \$681.00 | (\$8,325.36) | (\$9,828.68) |
| Non Operating | | | |
| <i>Campaign</i> | | | |
| Contributions (2) | \$525,000.00 | \$1,144,388.00 | \$1,839,170.00 |
| Expenses | | | |
| DK Construction (2) | \$895,000.00 | \$1,257,768.00 | \$682,402.00 |
| Cost of Campaign (3) | \$0.00 | \$10,027.00 | \$71,892.00 |
| <i>Sub total</i> | <i>\$895,000.00</i> | <i>\$1,267,795.00</i> | <i>\$754,294.00</i> |
| Change in Net Assets | (\$370,000.00) | (\$123,407.00) | \$1,084,876.00 |
| <i>DK Exhibitions Campagin</i> | | | |
| Contributions | | \$54,725.00 | |
| Expenses | | | |
| Interpretation | | \$32,020.00 | \$0.00 |
| Cost of Campaign | \$0.00 | \$5,371.00 | \$0.00 |
| <i>Sub total</i> | <i>\$0.00</i> | <i>\$37,391.00</i> | <i>\$0.00</i> |
| Change in Net Assets | \$0.00 | \$17,334.00 | \$0.00 |
| <i>Other Non-Operating</i> | | | |
| Other restricted funds (4) | | (\$3,357.00) | (\$1,399.00) |
| Transfer 1/3 2010 Gala to Operations | | \$0.00 | (\$13,677.00) |
| Change in Net Assets | \$0.00 | (\$3,357.00) | \$12,278.00 |
| <i>Investment return</i> | | | |
| Investment Income | \$77,072.00 | \$36,266.84 | \$22,191.00 |
| Net Real/Unreal G/L on investr | \$0.00 | \$173,062.00 | (\$40,383.00) |
| Transfer of inv income & assets | (\$116,378.00) | (\$116,378.00) | (\$74,568.00) |
| Change in Net Assets | (\$39,306.00) | \$92,950.84 | (\$92,760.00) |
| <i>Inkind</i> | | | |
| Inkind revenue | | \$293,075.00 | \$331,553.00 |
| Inknd expenses | | (\$293,075.00) | \$331,553.00 |
| Change in Net Assets | \$0.00 | \$0.00 | \$0.00 |
| Total Non Operating | (\$409,306.00) | (\$16,479.16) | \$1,004,394.00 |
| Total Change in Net Assets | (\$408,625.00) | (\$24,804.52) | \$994,565.32 |

- (2) Changes in the construction schedule impacted the timing of construction spending and associated CPA reimbursements. The project is still on budget.
- (3) Campaign activities and associated expenses carried over from prior year.

Historic Burying Grounds Proposal to Newton Community Preservation Committee

Management of Project

Cynthia Stone is the project manager of this project. She is the director of Historic Newton and has experience managing construction projects both in Newton and at past positions. Restoration of the historic burying grounds is one of the long term goals of Historic Newton.

She will be relying on the assistance of Franck Nichols, city engineer, Stephanie Davis, consultant engineer for Structures North, and Bridget Jeffs, museum assistant on finances.

PROFESSIONAL EXPERIENCE

Historic Newton

2006-present

Director

Directs the city government/ non-profit partnership which oversees the Jackson Homestead and Museum, restoration of the city's historic burial grounds, a capital campaign to secure restoration, interpretation and operation of the Durant-Kenrick Homestead, and many other activities focusing on history and historic preservation in Newton, MA.

- With Board, conducted \$5.9M capital campaign
- Established Museum Council as new support group for museum
- Oversight of active exhibition, public and group education programs
- Organized annual preservation awards in Newton
- Oversight of Durant-Kenrick construction.

North Bennet Street School, Boston, MA

1992 – 2005

Executive Director

As CEO of non-profit trade school focusing on professional craft, managed \$3 million budget and supervised 30 full-time and 25 part-time staff. Responsible for strategic planning and institutional development with board. Developed programs to strengthen internal and external relations for the school. Expanded /developed workshop, development, public relations, recruitment, alumni, public and community outreach programs. Achieved budget surplus each year over the last decade. Expanded space available to full-time and workshop programs.

- Grew annual giving from \$23,000 to over \$500,000 during tenure
- Built workshop/continuing education program from original double-digit audience to current 600 annual participants.
- Developed community outreach programs with organizations including YouthBuild, ACT/Roxbury, Boston's Department of Neighborhood Development and others.
- Raised North Bennet Street School's profile through public relations and collaborative programs with community festivals, the Mayor's Office of Cultural Affairs and numerous other organizations.
- Won award for Excellence in Management from the Arts and Business Council of Greater Boston, 2004.
- North Bennet Street School received the 2001 Massachusetts Cultural Council Commonwealth Award for Education, the highest award in the state. In 2005, it was recognized by the Boston Foundation for continuing quality of service.

Old South Meeting House, Boston, MA

1983 – 1992

Director

Responsible for financial management and supervision of ten full and part time staff at national historic site on the Freedom Trail. Developed extensive programming for a variety of audiences including *Middays at the Meeting House*, Boston's longest running history lecture series.

- Conceptualized, raised funds for and coordinated the creation of new permanent exhibition. Received an Award of Merit from the American Association for State and Local History.
- Developed collaborative programs with other historic sites including Ford Hall Forum, Revels, Boston Public Schools and countless other organizations.

Institute of Contemporary Art, Boston, MA

1981 – 1982

Curator of Education

Provided oversight for educational budget and facilities; developed and administered all educational program and art classes. This included evening and lunchtime lecture series, school programs and studio art programs.

Cynthia S. Stone Director, Historic Newton

Museum of Fine Arts, Boston, MA

1977 - 1981

Head, Workshop Program/Education Department (1979 – 1981)

Responsible for community outreach and programming for handicapped visitors, children, families, and senior citizens. Programming responsibilities included curating the Children's Gallery, developing educational materials, running art classes, and producing festivals, children's events, and an animated film.

Head, School Program/Education Department (1977 – 1978)

Managed program for more than 50,000 school children visiting the museum during the 1977-78 year. Supervised and trained 60 gallery instructors, school volunteers, interns, and six staff members.

Boston Public Schools Coordinator, Museum of Fine Arts, Boston, MA

1974 – 1977

Teacher, Boston Public Schools

Liaison between the Museum of Fine Arts and the Boston Public Schools with emphasis on 5th grade program and Chapter 636 grants. Taught studio art at Oliver Wendell Holmes and Robert M. Mead Middle Schools.

Boston Public Schools/Grover Cleveland Junior High School, Boston, MA

1971 – 1973

Teacher, Studio Art

EDUCATION

Institute in Arts Administration, Harvard Business School

M. A., Art History, University of Massachusetts, Amherst, Concentration in Modern Art

B.A., Cum Laude, St. Olaf College, Northfield Minnesota, Major in Painting, Minor in German, education certification in both. Semesters abroad in Aix-en-Provence, France and Boppard-am-Rhine, Germany

PROFESSIONAL AFFILIATIONS

Executive Committee, ArtTable, New England Alliance, 2005-2006(women leaders in the arts)

Craft Organization Development Association, Board member, 2004- 2005

Plimoth Plantation, Board Member, 1998 – 2003

Massachusetts Association of Private Career Schools, Board Member, 1993 – 1997

Boston Architectural Center, Visiting Committee, 1993 – 1996

Freedom Trail Foundation, Member, Board of Directors; Chair, Education Committee, 1988-92

New England Museum Association, Member, Board of Directors, 1985 – 1992

Chairperson, Public Affairs Committee, 1990 – 1992

Member Long Range Planning Committee 1982 – 1983

Chairperson, NEMA Film and Video Collaborative, 1982 – 1983

Member, New England Education Committee, 1980-83

Co-Coordinator, Conference on Accessibility for the Handicapped, 1979

American Association of Museums, Regional Representative, AAM Education Committee, 1980 – 1983

HISTORIC BURYING GROUNDS

| FY2015-2019 CIP by Priority | | | | | | Overall Condition input | % Life Left as input | % Life Left from data | | CONSEQUENCES OF FAILURE (IF NOT IMPLEMENTING PROGRAM) RATINGS AND WEIGHTS --0 (No Impact) to 10 (High Impact) | | | | | | | | Threshold | Threshold | | |
|-----------------------------|----------|---|---|--|--------------------|----------------------------|--------------------------------|-----------------------|-------------------------|---|---------------------|----------------------|------------------------|-----------------|-----------------|--------|-------------------------|-----------------------|----------------|-------------|----------------|
| Old Priority | Priority | Project Title | Project Description / Justification | Comments | Est Cost in FY2014 | Overall Condition 0: Worse | % Life Left 0: Expired to 100: | Est. Year Installed | Est. Service Life (yrs) | City Operations | Programs / Services | Costs/ Savings Ratio | Codes/ Health & Safety | Property Damage | Quality of Life | Energy | Dept. Mission or Vision | Likelihood of Failure | Conseq. Factor | Risk Factor | Funding Source |
| 162 | 237 | Restoration of Historic East Burying Grounds | Preservation of Remaining 24 Tombs in two of the three burying grounds. Priority to East, then West Parish sites. Safety Concern. | Some tombs are falling apart--could be dangerous if someone fell in. | \$ 148,135 | 3 | 40% | | | 2 | 4 | 2 | 8 | 6 | 5 | 0 | 7 | 0.667 | 4.30 | 28.7 | CPA Eligible |
| 367 | 273 | Restoration of Historic West Burying Grounds | Preservation of Remaining 24 Tombs in two of the three burying grounds. Safety concern for visitors. | Some tombs are falling apart--could be dangerous if someone fell in. | \$ 146,000 | 5 | 50% | | | 3 | 4 | 3 | 8 | 6 | 5 | 0 | 7 | 0.500 | 4.60 | 23.0 | CPA Eligible |
| 369 | 279 | Repair/ Replace Fencing at Historic Burying Grounds | Restoration of Fences at all 3 burying grounds | Old chain link fences have rusted | \$ 406,600 | 3 | 30% | | | 2 | 3 | 0 | 4 | 1 | 4 | 0 | 6 | 0.700 | 2.54 | 17.8 | CPA Eligible |
| Total Need: | | | | | \$ 700,735 | | | | | | | | | | | | | | | | |