

Current Proposals
Historic Burying Grounds
**for working session/
possible funding vote**



revised information submitted since 9 January 2014 public hearing

- ♦ proposal pp. 1-3, including revised summary budget, revised 11 April 2014
- ♦ project manager: revised summary, CPC project experience
- ♦ proposal p. 3, summary budget, from November 2013 submission, for comparison with revised budget



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)
date rec'd:

REVISED
VERSION
rec'd by CPC
staff 11 April
2014

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	Frank Nichols, Engineer., Dept. of Public Works	fnichols@newtonma.gov	617-796-1034	Newton City Hall, 1000 Comm. Ave., Newton, MA 02459
Other Contacts	Cindy Stone, Director, Historic Newton	cstone@newtonma.gov	617-796-1451	
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	Bridget Jeffs, Assistant to the Director	bjeffs@newtonma.gov	617-796-1453	Jackson Homestead, 527 Washington St. Newton, MA, 02458
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: \$208,007 over two years	Other funds to be used: \$68,203 (HN Staff & MHC grant)	Total project cost: \$276,210	
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: Members of the Burying Grounds team surveyed the grounds and identified two trees which are posing eminent threat to tombs and gravestones. Marc Welch, will oversee this work: \$2800 (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) Frank Nichols, city engineer, oversight: \$7500 (year 1) \$7687 (year 2). 2) Structures North to update construction drawings and provide construction administration: 10% of total tomb budget: \$6020 (year 1), \$15,800 (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		
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 financial oversight and fund-raising	\$18,203	City budget		
	Mass. Historic Commission Projects Preservation Fund if granted	\$50,000	May 2015		

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			
Tree Work	\$2800	CPA	\$ 2,800
Complete repairs to East Parish Burying Ground Tombs	\$218,200	CPA	\$218,200
Structures North --Engineering	\$ 21,820	CPA	\$21,820
Frank Nichols—Project Manager	\$15,187	CPA	\$15,187
Historic Newton: director and assistant; fund-raising and financials	\$18,203	City budget	\$18,203
TOTAL	\$276,210	TOTAL	\$276,210
ANNUAL OPERATIONS & MAINTENANCE (cannot use CPA funds)			
Parks and Recreation Dept.	\$6145	City General Fund Budget	\$6145
Historic Newton: volunteers on clean-ups and staff on administration.	\$11,126	City General Fund Budget for Jackson Homestead	\$ 11,126
TOTAL	\$ 17,271	TOTAL	\$ 17,271
Project TIMELINE	Phase or Task	Notes (required fundraising, permits, bidding, etc.)	Season & Year
	Develop RFP for tomb work		Summer 2014
	Implement tree work		Summer/Fall ‘14
	Implement year 1 tomb work		Spring-Fall 2015
	Implement Year 2 tomb work		Spring-Fall ‘16
	Final report to CPC		Winter ‘16

Rec'd by CPC staff 11 April 2014

Capital Budget and Non-CPA Funding			
	Year 1	Year 2	Project Total
Tree Work	\$2,800		\$2,800
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-220, E-Kenrick, E-T Jackson, E-Rogers		\$50,000	\$218,200
Administrative and Engineering			
Structures North @ 10%	\$6,020	\$15,800	\$21,820
Frank Nichols, Project Manager	\$7,500	\$7,687	\$15,187
Historic Newton: director and assistant, fund-raising and financials	\$9,011	\$9,192	\$18,203
Total Expense	\$85,531	\$190,679	\$276,210
Non-CPA Support			
Historic Newton: director fund-raising and managing, assistant processing	\$9,011	\$9,192	\$18,203
Mass Preservation Projects Fund	\$50,000		\$50,000
Total Non-CPA Support	\$59,011	\$9,192	\$68,203
Total CPA Request	\$26,520	\$181,487	\$208,007
Capital Improvement Plan Ranking: 318			

HISTORIC BURYING GROUNDS

Management of Project

Frank Nichols of the city engineering department is the project manager. He has worked with Historic Newton on the burying grounds restoration for several years now. He recently completed oversight of the restoration of the Civil War Monument in Newton Cemetery.

Assisting Frank will be Cindy Stone, Director of Historic Newton. She will provide oversight of finances of the project, seek additional funds, and serve as liaison between city departments and citizen volunteers of the Historic Burying Grounds Committee. Bridget Jeffs, her assistant, will process payments.

Stephanie Davis of Structures North is the project engineer. She will create the specifications to put the project out to bid and will provide engineering oversight of the contractor.

Frank Nichols, PE
Department of Public Works
Engineering Division

CPC Project Management Summary

Brigham House – June 2008 to December 2008

Provided construction management for the restoration of the Brigham House in Newton Highlands. Duties included attending weekly construction meetings with the project Architect, Contractor and other City Departments

Burial Tombs – May 2008 to May 2011

Assisted in the development of the Request for Proposals (RFP) and provided construction management for the South Burial Cemetery located on Winchester Street. Provided construction oversight including regular on-site meetings with the Contractor and Consultant, reviewed contractor change orders and invoices

Durank-Kenrick House – April 2012 to March 2013

Provided construction management for the restoration of the Durank-Kenrick House located on Waverly Avenue. Duties included attending weekly construction meetings with the project Architect and Contractor, reviewed project change orders and payments

Civil War Monument – May 2013 to June 2014

Working with the Consultant developed project Plans and Specifications for Public bidding to restore the Civil War Monument located at the Newton Cemetery on Walnut Street. Provided construction management that included regular site visits with the Consultant and Contractor. Reviewed and approved change orders and project invoices for both Consultant and Contractor. Due to the project timeline, provided administrative duties to extend contracts for both Consultant and Contractor thru June 2014

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Full proposals must also include a fully 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