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**Community Preservation Committee
FUNDING RECOMMENDATION for
Historic Burying Grounds, Phase 3**

DOCKET
ITEM
200-14

date: 15 May 2014
from: Community Preservation Committee
to: The Honorable Board of Aldermen

PROJECT GOALS & ELIGIBILITY

This project will restore from 10 to 16 tombs in Newton's historic East Parish Burying Grounds, at Centre and Cotton Streets. This site was established in the 1660s and is listed on the National Register of Historic Places. The eligibility of Newton's municipally owned historic burying grounds for CPA funding as historic resources has already been confirmed through two prior proposals and appropriations.

As the CPA Engineer in Newton's Department of Public Works, Frank Nichols will be the primary project manager. Mr. Nichols provided project management support for the most recent phases of work in Newton's historic burying grounds and served as the primary project manager for the restoration of the City's Civil War Monument in the private Newton Cemetery. He will oversee a consulting engineer with extensive experience in the restoration and preservation of historic cemeteries, who will be hired with CPA funds to provide biddable specifications and construction administration.

Historic Newton staff will work closely with Mr. Nichols, with the project's consulting engineer and with Historic Newton's volunteer Burying Grounds Committee to plan and publicize the project and to pursue a matching grant of \$50,000 from the Massachusetts Historical Commission (MHC).

RECOMMENDED FUNDING

On 30 April 2014 by a unanimous vote of 8-0 (member Dan Green absent), the Community Preservation Committee recommended that the requested \$208,007 be appropriated from the Community Preservation Fund's historic resources balance to the control of the Jackson Homestead for this project. All funds should be allocated as historic resources. Funds may be used for all CPA-eligible purposes included implicitly or explicitly in the following summary budget:

Historic Burying Grounds, Phase 3					
Uses			Sources		
		%			%
Tree work	\$2,800	1.0%	CPA funds	\$208,007	75.3%
Repair of tombs	\$218,200	79.0%	Massachusetts Historical Commission -	\$50,000	18.1%
Project management & specifications	\$37,007	13.4%	Preservation Projects Fund **		
Historic Newton: director and assistant, fund-raising and financials	\$18,203	6.6%	City of Newton operating budget	\$18,203	6.6%
Total	\$276,210		Total	\$276,210	

website www.newtonma.gov/cpa

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Preserving the Past  Planning for the Future

SPECIAL ISSUES CONSIDERED BY THE CPC

Project management: The CPC was particularly anxious to ensure that this project would avoid the delays experienced during some past projects for the historic burying grounds, for which management responsibility was shared among volunteers and City staff who, though highly motivated, did not always have directly relevant technical training or experience, or in some cases adequate time to oversee the project on a daily basis. In response to that concern, Historic Newton accepted the Committee's suggestion to designate CPA Engineer Frank Nichols as the lead project manager for this phase.

Maintenance vs. capital improvements: The CPC felt that some of the tree work in the November 2013 proposal crossed the line from CPA-eligible capital improvements into CPA-ineligible maintenance. In response to that concern, the only tree work in the April 2014 revised proposal recommended for funding here is to remove trees growing next to or actually through the tombs scheduled for restoration or rebuilding.

Project bidding and funding leverage: Some past phases of work on the burying grounds were delayed when even the lowest bid received exceeded the funds available. This required re-dividing the scope of work into smaller units and re-bidding the project. To avoid this, the scope of work for this phase will be divided into minimal sets of tasks, each of which can be contracted for separately. This will make it possible to contract separately for the work that can only be done if the MHC grant is awarded.

ADDITIONAL RECOMMENDATIONS (*funding conditions*)

1. After appropriated funds become available, complete plans and specifications suitable for public bidding shall be submitted within 3 months, and all tomb restoration work shall be completed within 2 years, or by any extension of either deadline granted in writing by the Community Preservation Committee.
2. The project manager and Historic Newton will assist the CPC in publicizing the project; respond to the CPC's regular requests for project status updates; and prior to expending the final 10% of the appropriated funds will provide the CPC with an in-person and written final report, including photographs, a brief project narrative, and a comparison of budgeted to actual expenditures, for posting online.
3. Any funds appropriated for this project but not used for the purposes described in the April 2014 proposal to the CPC will be returned to the Newton Community Preservation Fund.

KEY OUTCOMES

The Community Preservation Committee will evaluate this project based on the on-time, within-budget completion of the scope of work described in the April 2014 proposal, without a request for additional CPA funds.

ATTACHMENTS

(delivered to the clerks of the Programs & Services Committee and Finance Committee)

- ◆ CPC project webpage: www.newtonma.gov/gov/planning/cpa/projects/burying.asp#phase3
- ◆ Proposal as revised in April 2014, including capital & operating budgets and project manager qualifications
- ◆ Maps & photographs from public hearing presentation
- ◆ Historic Newton organizational operating budget & financial statement (*online only*)
- ◆ Letters of support submitted by Historic Newton (*online only*)