



Setti D. Warren  
Mayor

# City of Newton, Massachusetts Community Preservation Committee



## RECOMMENDATION

*DATE:* 26 May 2010  
*TO:* The Honorable Board of Aldermen  
*FROM:* Community Preservation Committee  
*ABOUT:* **HISTORIC BURYING GROUNDS – approval for revised allocation of appropriated funds, with no new appropriation**

This phased project is preserving and restoring Newton’s three City-owned historic burying grounds: East Parish (Centre & Cotton Streets), West Parish (Cherry Street), and South (Winchester Street).

The CPC respectfully recommends Board approval of attached, revised project workplan and budget, received from Historic Newton on 25 May 2010. These revisions require no new appropriation and reflect extensive consultation with Historic Newton’s volunteer Burying Grounds Committee, other City staff (including the senior preservation planner, city forester, and CPA engineer), and the two specialized consulting firms listed below.

This recommendation relies on and presumes the analysis of funding eligibility and the specific funding conditions in the CPC’s original 2003 and 2005 funding recommendations for this project, and was produced through the process in the attached 23 May 2008 memorandum, through which the CPC delegated approval of revisions for this project to a subcommittee of its historic resources members.

Finally, given past delays experienced by this project, the CPC would also like to thank the Board in advance for considering this recommendation on an expedited schedule, which if the revisions are approved will allow as much work as possible to be completed during the summer 2010 construction season.

PROJECT TIMELINE to DATE	
1990	Master Plan completed for Newton’s three Historic Burying Grounds
2002-03	Using a cost-inflation formula to update the 1990 estimates, Historic Newton requests \$188,277 for phase 1 (with anticipated total project costs of \$793,844); based on the CPC’s recommendation, the Board of Aldermen appropriates \$188,277
2004-05	Historic Newton requests \$739,273 for phase 2 (with anticipated total project costs of \$1,569,715); based on the CPC’s recommendation, the Board appropriates \$257,395 for phase 2a
2007	Historic Newton begins revising project priorities and budget to reflect <ul style="list-style-type: none"> <li>◆ changes in site conditions since the 1990 Master Plan</li> <li>◆ staff time needed to manage the project (not included in 2002-04 submitted budgets)</li> </ul> and uses the already appropriated funds to hire new project consultants, as follows:
2007	Monument Conservation Collaborative of Colebrook, CT (Ivan Myjer, principal) hired to complete phase 1, after previously contracted consultants withdrew from the project
2009	Structures North Consulting Engineers of Salem, MA hired to update priorities and create detailed construction specifications for phase 2a

Full-text versions of the prior proposals, CPC recommendations & Board orders for this project are linked to the CPC website here: [www.newtonma.gov/cpa/projects/burying-grounds/burying-grounds.htm](http://www.newtonma.gov/cpa/projects/burying-grounds/burying-grounds.htm).

### ATTACHMENTS

Revised project workplan & budget, 25 May 2010	2 pp.
Process for approving project revisions, 23 May 2008	1 p.
Project summary from Historic Newton website: <a href="http://www.newtonma.gov/jackson/burying-grounds/index.asp">www.newtonma.gov/jackson/burying-grounds/index.asp</a>	2 pp.

Major project documents linked to  
[www.newtonma.gov/cpa/projects/burying-grounds/burying-grounds.htm](http://www.newtonma.gov/cpa/projects/burying-grounds/burying-grounds.htm)

<b>Historic Burying Grounds</b>	
<i>location:</i>	citywide: East Parish Burying Ground (Cotton & Centre Streets), West Parish Burying Ground (Cherry Street), South Burying Ground (Winchester Street)
<i>goals:</i>	For: pruning and where necessary, removal of trees that are diseased or threaten integrity of gravestones or tombs; conservation, repair, stabilization, and cleaning of over 130 historic headstones, footstones, and monuments (in phase 1), and of approximately 30 historic tombs (in phase 2a). Future phases include new fencing, improved public access, and interpretive signage.
<i>total funding:</i>	<b>\$445,672</b> <b>total CP funds appropriated to date</b> (historic resources)
<i>contacts:</i>	Cynthia Stone, Executive Director, Historic Newton 527 Washington Street Newton Corner, MA 02458 <i>email:</i> <a href="mailto:cstone@newtonma.gov">cstone@newtonma.gov</a> <i>phone:</i> 617.796.1451
<b>PROPOSAL REVIEW &amp; APPROPRIATIONS:</b>	
October 2002	<b>Phase 1 <a href="#">proposal (gravestones)</a></b> , requesting \$188,277; total anticipated project costs \$793,844
October 2002	Full project <a href="#">letters of support</a>
1 November 2002	Phase 1 <a href="#">budget</a> , updated (gravestones)
3 January 2003	Letter addressing <a href="#">maintenance concerns</a>
7 April 2003	Phase 1 <a href="#">CPC funding recommendation</a>
22 April 2003	Phase 1 <a href="#">Board order</a> (appropriation): <b>\$188,277</b>
November 2004	Historic Burying Grounds, <b>updated <a href="#">Master Plan</a></b>
November 2004	updated <a href="#">recommendations for fencing</a>
November 2004- January 2005	updated master <a href="#">budget</a>
7 November 2005	<b>Phase 2a <a href="#">proposal (tombs)</a></b> , requesting \$739,273; total anticipated project costs \$1,569,715
7 November 2005	Phase 2a <a href="#">budget</a>
12 January 2005	Phase 2a <a href="#">CPC funding recommendation</a>
19 April 2005	Phase 2a <a href="#">Board order</a> (appropriation): <b>\$257,395</b>
<b>PROJECT NEWS:</b>	
2000	Dept. of Conservation & Recreation historic cemeteries handbook, <a href="#">recommendations for Newton</a>
ongoing	Historic Burying Grounds page on <a href="#">Newton History Museum</a> website
16 April 2008	project <a href="#">budget update</a>
May 2008	revised & approved <a href="#">process for updating workplan &amp; budget</a>

**5.25.2010**

**Historic Newton Burying Grounds Preservation  
Phase 2: Tomb Restoration Project**

**Revised Workplan**

Historic Newton's burying grounds restoration project, encompassing East Parish, West Parish and South Burying Grounds, began in 2003 and was conceived as a multi-phase plan. We have completed our Phase 1 goals at all three sites – in reclaiming and stabilizing the landscape and repairing gravestones. Our initial work addressed major tree-related problems at each of the burying grounds, making them safe for visitors, future work crew, and for the monuments in them. We have also overseen the systematic repair and restoration of over 300 headstones. Thanks to these efforts, Historic Newton has been able to increase its community programming regarding these three important sites.

The next phase of work seeks to repair the damage done to thirty-six tombs, protect tomb contents from the exterior environment, stabilize tomb elements and above ground monuments, and overall make sure that the historic tombs are preserved for future generations. Historic Newton's Burying Grounds Committee, in collaboration with the City's Engineering, Parks and Recreation, and Planning Departments as well as Structures North Consulting Engineers and conservation expert Ivan Myjer, has reordered both its tomb restoration project workplan and budget. The workplan, updated based on Structures North's evaluations and cost estimates, meets the most immediate safety concerns at each of the three historic burying grounds in Newton.

The original plans called for East and West Parish burying grounds to be prioritized over South Burying Ground; and for tombs at South to be completed within the later phase 2b. The new proposed budget follows the recent recommendations set forth by Structures North to first repair, stabilize and restore tombs and monuments that are safety concerns or in need of urgent attention. Structures North has created technical specifications and drafted an Invitation for Bid (IFB) to put the project out to bid this June, and will oversee the contract winners through the duration of the project. The base bid of the IFB is set to cover restoration work deemed the highest priority: the crumbled tombs at South burying ground and the hazardous open tombs at East Parish. Three alternates cover the remaining work at East and West Parishes. The project is slated to be awarded this summer and the base bid work completed by December 2010.

The budget includes staff time for Laura Costello, Burying Grounds Project Manager, who synthesizes input from Structures North, City departments, and Historic Newton's Burying Grounds Committee to keep the project organized and within budget. In addition, Frank Nichols, City Engineer and Project Manager, provides technical expertise and supervises the on-site work.

To date we have stayed within or under budget for all contracted work. Our remaining available funds cover the cost of the entirety of the IFB's base bid. Historic Newton will submit a revised, updated proposal to the CPC in the fall of 2010 for the additional funding required to complete tomb restorations at each of the three sites.

**Burying Grounds Preservation Project  
Phase 2 Budget**

25-May-10

**Income**

Original Phase 2a Funds (including \$13,500 for project mgmt)	\$257,395.00
Rollover from Phase 1 - to be requested	\$8,735.64
<b>Total Income</b>	<b>\$266,130.64</b>

**Expenditures to Date**

Gravestone Repairs	\$30,500.00
Staff Management - approved	\$1,002.25
Staff Management - requested, pending approval	\$4,351.72
Structures North - paid to date (technical specs & evaluation)	\$31,110.79
Structures North - (encumbered)	\$16,639.21
<b>Total Expenditures</b>	<b>\$83,603.97</b>
<b>Funds Remaining</b>	<b>\$182,526.67</b>

**Projected Expenditures**

**Tomb Restoration**

*Base Bid*

South	\$112,000.00
East Parish- safety hazards	\$40,000.00
<b>Base Bid Total</b>	<b>\$152,000.00</b>

*Alternates*

1- West Parish	\$83,000.00
2- East Parish	\$69,500.00
3- East Parish	\$42,000.00
<b>Alternates Total</b>	<b>\$194,500.00</b>

*Staff Management*

Frank Nichols	\$15,216.00
Laura Costello	\$5,031.40
<b>Staff Total</b>	<b>\$20,247.40</b>

Contingency

**\$10,279.27**

<b>Total Projected Expenditures w/o Alternates</b>	<b>\$182,526.67</b>	<b>Total w/ Alternates</b>	<b>\$377,026.67</b>
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David B. Cohen  
Mayor

## City of Newton, Massachusetts Community Preservation Committee



### MEMORANDUM

**DATE:** 7 May 2008, revised 23 May 2008

**TO:** Cindy Stone, Director, Newton History Museum  
& Bettina Urcuioli, Project Manager, Newton Historical Society

**CC:** Community Preservation Committee, Law Dept., Comptroller  
& Marc Welch, Frank Nichols, Brian Lever

**FROM:** Alice E. Ingerson, Community Preservation Program Manager

**RE:** **Historic Burying Grounds, phases 1 and 2a –  
procedure for approving updated workplan and budget**

The following process for updating and revising the workplan and budget for these projects was approved by the Community Preservation Committee on 30 April 2008, and by the City of Newton Law Department on 21 May 2008:

1. As requested in a letter from the director of the Newton History Museum to the Community Preservation Committee, dated 19 May 2008, the Museum/Newton Historical Society may allocate \$13,500 of contingency funds from phase 2a for up to 1/3 time to be spent managing these projects, from **May 2008** through **April 2009**, by Bettina Urcuioli, assistant to the director of the Museum.

The Newton Historical Society will submit to CP Program Manager Alice Ingerson, for approval and forwarding to the Comptroller, biweekly or monthly reimbursement requests for Ms. Urcuioli's work on this project, accompanied by timesheets documenting the work completed.

2. By **1 December 2008**, Newton History Museum/Newton Historical Society staff will submit to the CPC a revised workplan and budget for these projects, based on consensus advice from City staff and outside professionals with relevant expertise. The revised plan and budget will
  - ◆ update project priorities
  - ◆ identify sources in remaining project funds for any significant new spending categories – including staff time for project management beyond #1 above
  - ◆ identify impacts of the proposed changes on any previously approved project goals, and explain how these impacts will be minimized (especially for any previous goals that will be scaled back, canceled, or deferred to future phases of the project)

*Suggested membership of advisory group: Museum director Cindy Stone, Bettina Urcuioli, Irving Slavid (Monument Conservation Collaborative, winning bidder on revised phase 1 RFP), Marc Welch (Newton's director of urban forestry), Brian Lever (Newton's senior preservation planner), Frank Nichols (Newton's community preservation engineer), volunteer members of the Newton Historical Society Burying Grounds Committee; and any others the Museum wishes to include.*

3. On behalf of the CPC, a subcommittee consisting of members Charlie McMillan and Nancy Grissom with work with CP Program Manager Alice Ingerson to review the revised plan and budget.
4. The CPC will submit the plan and budget as approved by this CPC subcommittee for final approval by the Board of Aldermen, without any request for additional funding. Before project funds can be spent for new categories, or previously approved project tasks can be scaled back, canceled or deferred, the Board must approve the updated plan and budget, and at its discretion may first refer these items to any of its committees for discussion and reports.



# HISTORIC *Newton*

## The Jackson Homestead and Museum

City of Newton, Setti D. Warren, Mayor Cynthia S. Stone, Director



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East Parish Burying Ground, Center and Cotton streets, photograph by Harry Lohr

### Restoring Newton's Historic Burying Grounds

Historic Newton is an advocate for the preservation of Newton's three City-owned historic burying grounds: the East Parish Burying Ground (1660), West Parish Burying Ground (1781), and South Burying Ground (1802). The burying grounds are an important civic and cultural resource, and are historically significant both for the local history and national events they embody. A review of the gravestones and tombs reveals dozens of names now associated with Newton's streets, schools, public buildings, parks, and landmarks. Notable are the graves of many individuals who participated in the Revolutionary War. Marking the final resting place of many of Newton's European settlers, and shedding light on Puritan and early American culture, the burying grounds contain some of the finest examples of early American gravestone art carved by some of our nation's most accomplished gravestone artists.

Recognizing the historical, cultural, social, and environmental importance of Newton's old burying grounds, in 2003, Historic Newton and City of Newton Parks and Recreation Department launched a long range program to seek and secure Community Preservation Act funding for site stabilization, gravestone

and tomb restoration, improved access, fences, gates, and signage. The preservation and restoration of the burying grounds meets two key requirements for CPA funding: historic preservation and the protection of open space.

Using a comprehensive study of the burying grounds, the restoration plan was divided into three phases: urgent, immediate, and future. Completed work to date has included the removal of dead trees; the pruning of dead limbs from healthy trees; and the removal of brush from each of the three sites. Addressing these urgent needs made the sites safe for subsequent contractors to complete the restoration and preservation work on 256 historic gravestones. Major work on the tombs is slated to begin in the spring of 2010, to be followed by the installation of new fences and gates. Final stage conservation work, improved handicap access, repairs to the stone walls, and informational and interpretative signage, will complete the current restoration plans.

Seen in conjunction with the ongoing public-private partnership to restore the burying grounds for generations to come, the effect of the CPA-funded work is to rectify the erosion of the final resting places of Newton's ancestry and to secure these cultural treasures for the century to come.

Historic Newton plans, schedules, and oversees volunteer activities at Newton's three historic buying grounds, including clean-up initiatives in the spring and fall. For more information please call 617-796-1450.

**Read more:** [Burial Treasure: Newton's First Cemetery](#)

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**Historic Newton/The Jackson Homestead and Museum**  
A department of the City of Newton, Setti D. Warren, Mayor  
Cynthia S. Stone, Director  
Questions or comments: Email [sabele@newtonma.gov](mailto:sabele@newtonma.gov)  
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