

# NEWTON CITY HALL AND WAR MEMORIAL GROUNDS

## Historic Landscape Preservation Master Plan

September 2006



Prepared for the  
City of Newton  
Parks & Recreation  
Department



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**NEWTON CITY HALL AND WAR  
MEMORIAL BUILDING GROUNDS  
Historic Landscape Preservation Master Plan**

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## Newton City Hall and War Memorial Grounds

### CHAPTER SIX: MAINTENANCE PLAN

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#### Introduction

The previous chapter set out the treatment philosophies and recommendations for the Newton City Hall and War Memorial Grounds. *Rehabilitation* is the overall treatment recommended in this Master Plan and as explained in Chapter Four, this is an inclusive treatment that provides for a broad range of interventions to meet both contemporary uses and retain historic character. However, in order for the Newton City Hall and War Memorial Grounds to be a successful historic public landscape, a philosophy of maintenance that recognizes the importance of the site as a National Register property has to be embraced. Therefore, preservation of the historic character and historic features of the landscape should always be a prime consideration.

While capital investment will be required to rehabilitate the physical features of the Newton City Hall and War Memorial Grounds, resources will also be required to develop long-term stewardship of these improvements and to develop an efficient maintenance program to protect the capital investment. Maintenance and management concerns were strongly voiced at Park Commission and community meetings. The master planning process provides an opportunity to evaluate the existing management structure including programming and the quality of maintenance, as well as current proposals in place or being instituted.

Recommendations for management and maintenance strategies include the following:

- Recognize Newton City Hall and War Memorial Grounds as an historic landscape that will require maintenance and management operations to monitor change, control growth, replace in-kind and minimize disturbance in the landscape, ensuring that historic features will not be lost or compromised.
- Define the role of the various departments, authorities and commissions that share the responsibility for the landscapes management and maintenance, clarifying how these responsibilities will be delegated and coordinated.
- Support the establishment a defined maintenance budget for the landscape.
- Define a role for possible volunteer programs and public/private partnerships within the landscape.

- Reinforce the role of the Newton Historic Commission as the protector of the historic integrity of the landscape.

The maintenance of the landscape is primarily the responsibility of the Parks and Recreation Department and the Parks Commission, but the maintenance of the ponds involves the removal of siltation from the city drainage systems, which is the responsibility of the Public Works Department. The Conservation Commission also has a role to play in determining what methodologies and materials are utilized during maintenance activities or during siltation removal. The Historic Commission, as the protectors of National Register properties, also has a role to play in its protection. Therefore, defining the role of the various departments and commissions that share the responsibility for the Newton City Hall and War Memorial Grounds maintenance requires an agreement between the parties of how these responsibilities will be delegated and coordinated.

Several of the philosophies set forth in Chapter Five have a direct bearing on how the landscape is managed and maintained. In the course of this endeavor, the maintenance and management philosophy should consider the need to:

- **Respect the historic value of the Newton City Hall and War Memorial Grounds:** Venerable and venerated public landscapes demand higher levels of understanding, public awareness, and sympathetic treatment than other public grounds. It is necessary to educate the public and the public officials in order to develop a high regard for the property as a very special place in the City of Newton.
- **Respect the value of the natural environment of the Newton City Hall and War Memorial Grounds:** Every effort should be made to enhance the environmental aspects of the property through a good maintenance program and programming for the open space that respects the environment. Special attention should also be paid to the recommendations for the protection and enhancement of the vegetation during the rehabilitation process and the continual maintenance of the series of designed ponds.
- **Foster a new generation of park managers:** Historic landscapes require structured management and maintenance staffs with greater skills and knowledge regarding historic landscapes and vegetation. The appointment of Park Administrators and "Hort" crews in New York City's Central Park, Prospect Park and Riverside Drive Park, as well as in the Emerald Necklace Park System and the Public Garden and Common in Boston is evidence of this emerging trend. More demands are imposed on the park administrators to address contemporary needs in historically sensitive ways, for example, to evaluate original planting plans and plant lists in the light of authenticity, public safety, invasive plant species, maintenance, and cost.
- **Develop control of event programming:** Several events are held within the Newton City Hall and War Memorial Grounds including Kids Fun Fest, Plant Sales, the Marathon, and the Veterans observations. These events bring small to large numbers of

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people to the site, but if not controlled they can damage the physical landscape, compromise the integrity of the historic features, and increase maintenance costs. The setting of clear and concise guidelines for use is important. Management, maintenance, and the enforcement of rules and regulations are important to make these successful events for both the public and the landscape.

### **Specific Maintenance Categories**

We have divided the specific maintenance into four categories: Landscape Features; Water Body Features; Site Amenity Features; and General Trash Removal, General Graffiti Removal, and Utilities. Landscape Features include the vegetated landscape or the 'soft' landscape and Site Amenity Features that address pavements, paths, curbs, accessibility ramps, structures, furnishings or the 'hard' landscape.

We have also included performance standards for various categories and subcategories. In these performance standards, maintenance activities have been classified under Levels I, II, and sometimes III depending on intensity and frequency of work, with a high level of care being Level I while Level III is maintained at a lower, but still sufficient level of maintenance to respect the historic integrity and natural systems of the landscape.

### **Landscape Features**

Major shade trees, street trees, flowering trees, shrubs, and grass are essential character defining features of the Newton City Hall and War Memorial Grounds and an aggressive program of maintenance and replacements in-kind should be the goal. We have divided this into the following categories: trees in public landscapes or in public sidewalks are subject to intensive visitor use. Over time this use can have severe impacts including the following:

- Compaction and lack of soil fertility begins to change the soil both physically and chemically.
- Rainwater begins to runoff (causing soil erosion) rather than percolating down through the soil and to the plants' roots.
- Overuse and compaction of materials such as grass can result in damage and eventually in loss.
- Exotic invasive species begin to seed in the edges of the ponds or shrub beds (such as Ailanthus, Rhamnus, Norway Maple, Malus, Euonymus, Berberis, Celastrus, Ampelopsis) and the character of the water's edge begins to deteriorate. Native invasive species such as Black Cherry and Black Locust also seed and should be removed.
- Historic tree, shrub, and even herbaceous plantings are lost or become overgrown blocking historic view and vistas.
- Older historic trees cannot compete for nutrients and water and begin to decline – tops die back.



Park managers must be vigilant to spot these trends early and initiate corrective practices such as liming, fertilization, corrective pruning, and keeping beds mulched, but not piling volcanoes of mulch against trees trunks. The removal of exotic invasive species is an intensive, recurring task. Smaller plants should be hand pulled. However, the most effective strategy for eradication is cutting and spraying the freshly cut stump with a small quantity of triclopyr. All chemicals need to be pre-approved by the Conservation Commission and applications must be documented. All removals should be legally disposed of off site. Age diversity in the canopy layer will be a reality and ideally any historic plant material removed should be replaced in kind in the same manner and location

### **Tree Maintenance**

Implementation of regular a tree maintenance program that will preserve the health and structural integrity of landscape and street trees is included in this task. All trees should be inspected seasonally and treated according to the City of Newton Integrated Pest Management Policy requirements. More than any other landscape element, trees provide the most prominent visual component in the landscape. Tree preservation and management involves the protection of the canopy, trunk and roots.

- Inspect all trees yearly and note and remove any dangerous trees or branches. Remove all stumps to a depth of three (3') feet. Chip and remove cuttings to City's composting area.
- On a 3 -year cycle, remove damaged, diseased, and dead trees, chip and remove cuttings from site to City's composting area. Separate out diseased material and dispose of separately.
- On 3-year cycle, prune and shape trees as necessary depending on condition and location, chip and remove cuttings from site to city's composting area.

#### *Levels of Performance for Tree Maintenance:*

- **Tree Maintenance Level I: Less than 5% invasive species and less than 5% deadwood.** These areas are characterized by grass and shrubs under trees on gently rolling topography. It is a pleasant open area for sitting in or walking through. The nature of the topography is critical as the grass must be capable of being mown 3-4 times annually. Walking paths through the long grass can be cut shorter and more often. The actual frequency of mowing depends on the density of the tree canopy and park setting. Trees are inspected and pruned as necessary for health and safety biannually, and thinned out every five years. Trash is collected weekly.
- **Tree Maintenance Level II: Less than 10% invasive species and less than 10% deadwood.** These areas are natural areas and serve to provide a visual screen or buffer to more intensively used areas and habitat for wildlife. Use is typically low and informal. They require a low level of maintenance, but a high level of skill for management and implementation of work. The objective in the forest areas is to sustain a continuous tree cover with the area being regenerated naturally. Both the canopy and

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understory will be managed on a 10-year cycle. Natural regeneration may, on occasion, be enriched by planting if the desired species do not regenerate naturally. Trees are safety pruned every five years; hazard trees are removed as required. Trash pickup should be as required.

### **Shrub and Groundcover Planting Area Maintenance**

Shrubs and groundcovers provide numerous functions and are a vital part of the landscape. When properly selected and maintained, they serve as focal points, accents, help control circulation, and provide an aesthetic appearance, complimenting and enhancing the landscape.

The annual maintenance program for new and established plants depends on the type of plant material and the skill levels of the personnel responsible for the work. Shrubs should not be sheared unless they are hedges. Hand pruning is always preferred in order to maintain the natural character of the plant species.

- The shrub and groundcover species will be kept in a naturalistic form, but will be pruned on a regular basis and in general, the maintenance will be of a high level.
- Collect litter once per week from shrub and groundcover beds.
- Weed beds once a month remove to City's composting area.
- Remove invasive species; grub and remove rhizomes and rootstock; monitor and treat re-sprouts with herbicide. Remove from site to City's composting area, but do not mix with other materials. Invasive materials shall be separated and processed separately.
- Prune according to the requirements of individual shrub species (this may not be required every year). Chip and remove cuttings to City's composting area.
- Fertilize once in the spring.
- Remove dead shrubs and groundcover and replace in kind in spring.
- Remove weeds with hand weeding as the preferred method of removal; with chemical control secondary and only after prior approval; see below.
- All use of chemical organic or inorganic should be approved by the City's Integrated Pest Management Committee and should conform to the latest edition of the City of Newton Integrated Pest Management Policy. Control weeds and pests utilizing environmentally safe herbicides and pesticides only after approval chemicals.

#### *Levels of Performance for Shrub and Groundcover Planting Areas:*

- **Planting Areas Level I: Less than 10% weeds and 5% deadwood in bed.** This includes formal hedges and shrub beds. These features surround formal spaces or the building within the landscape. They have a manicured formal appearance usually reflecting the nature of the space they surround. The shrub species will be kept pruned on a regular basis and in general the maintenance will be of a high level. Shrub beds and small trees

are edged and mulched each spring. Shrub beds are maintained and weeded monthly. Shrub beds and small trees are watered as required. Trash removal is completed minimum of once per week.

- **Planting Area Level II: Less than 10% weeds and 10% deadwood in bed.** This includes shrub beds at the building. They have a more bushy irregular appearance in keeping with their original historic character and a much lower level of maintenance. These shrubs look reasonable if kept natural in character. Shrub beds and small trees are edged and mulched each spring. Shrub beds are maintained and weeded every other month. Shrub beds and small trees are watered as required. Trash removal is completed bi-weekly.
- **Planting Area Level III: Less than 10% invasive species.** These areas typically abut the pond areas and are more naturalistic areas that serve to provide a visual screen or buffer between intensively used areas and wildlife habitat. Use is typically low level and informal. The shrubs are allowed to achieve their natural form. The shrubs will rarely be pruned and species will be chosen that will flourish in the particular site and light conditions and will grow to the desired height without any pruning or shaping. Shrub beds and small trees are edged and mulched biannually. Shrub beds are maintained and weeded two times per year including the removal of invasive trees, shrubs, and herbaceous materials. Trash removal is completed once per month.

### **Mown Lawn Maintenance**

A portion of the landscape has grass as the surface cover with no tree canopy and a portion has trees in mown lawn. Generally speaking the less tree cover over the grass the more light and moisture it will receive and the more frequently it will require mowing in order to maintain a given length of grass. The required length of grass will depend on the desired use of the space and the actual climatic conditions experienced. Thus event grass areas, which will sustain heavy levels of use, will require a much higher level of maintenance than will mown grass areas under trees. Equally in periods of drought grass will be cut less frequently.

Without mowing, most turf grasses will grow to heights of 2' to 3' feet. Limiting grass cutting height to 2" to 2 ½" puts tremendous stresses on the plant and increases the level of necessary inputs, especially irrigation. Grass that is cut higher (3"-4") is better able to withstand the pressures of foot traffic, equipment traffic and drought. Proper mowing practices and equipment minimize this stress. Grass clippings are to be left on all turf areas if a mulching type mower is used. The practice of leaving mulched clippings on the grass will decrease fertilizer requirements, increase the health of the turf's root system, and eliminate the need for disposal or composting of grass clippings. If a mulching mower is not used the clippings should be removed off site to the City's composting area. All grass areas should be aerated at least twice each year.

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The soil and its quality is the most important natural resource in the landscape as it sustains all plant life, including trees, shrubs and especially lawn grass. Soil tests need to be done in selected areas on an annual basis. Without the information from a soil test, all management decisions regarding the soil result in guesswork. Soil tests should be conducted in early spring (March). Soil pH for turf should be between 6.0-6.5. Base saturation for potassium (K) should be 2-4%; magnesium (Mg) should be approximately 14%; and calcium (Ca) should be 60-70%.

Frequency of fertilization, aeration, top-dressing and over-seeding etc. will again depend on the desired use of the space and actual climatic conditions experienced. Event grass areas will require a higher level of maintenance. The size of the area is the final factor influencing maintenance requirements. Large areas, free from obstructions can accommodate large, efficient grass cutting machinery.

Watering of general lawn areas with irrigation systems, hose bibs, water cannon etc. could be considered, but sustainability should remain the goal in most areas. Event grass areas, however, should have an irrigation system to improve the quality of the grass and to make it possible to have a maximum three week turnaround time between events.

- Collect litter prior to each grass cut. In areas of reduced grass cutting frequency, collect the litter at least once a week between April and October inclusive. Special litter pick-up will be required after any special events held.
- Mow restricted areas with pedestrian mowers six (6) to twenty-four (24) times per year depending on grass growth and density of tree cover. Keep the grass to between two (2) and three and one-half (3 1/2") inches in length or cutting 1/3 of the growth.
- For mown lawn use wide area reel cutters or a ride on triple mower mow six (6) to twenty four (24) times per year depending on grass growth and density of tree cover. Keep the grass to between two (2) and three and one-half (3 1/2") inches in length or cutting 1/3 of the growth.
- Grass clippings are to be left on all grass areas if a mulching mower is used, if not, collect all grass clippings and remove to City's composting area.
- Collect leaf fall minimum of twice a year and deliver to the City's composting area.
- Aerate the grass with a core slicer or similar once per year.
- Inspect lawns in the spring and correct erosion problems; top-dress, over-seed, and roll.
- Inspect lawns in the fall and re-seed any major bare areas at the end of the season. Slice seeding should also be considered as the method of reseeding in the fall. As-required in other areas top dress with sand/loam in the fall.
- Test soil for pH once per year in the fall. Apply lime as recommended by soil test to maintain the correct soil pH in the fall.

- Test soil for fertilizer requirements twice yearly. Fertilize grass areas a minimum of twice yearly, once in spring and once in fall as recommended by soil analysis. In areas that are not performing well fertilize an additional time in the spring.
- If control of weeds and pests is to be done chemically, this control method shall only utilize environmentally safe herbicides and pesticides. All use of chemical organic or inorganic shall be approved by the City's Integrated Pest Management Committee and shall conform to the latest edition of the City of Newton Integrated Pest Management Policy.

The quality and type of equipment is an integral part of turf maintenance and must be maintained on a regular basis. It should be lubricated, with blades sharpened to ensure clean cut and reduce wear and tear on the engine. The desired output related to various equipment is as follows:

580D Groundsmaster	20sec / 1000 s.f.
Tractor & Flail	1.2min / 1000 s.f.
Gravely / Hydromower	6.0min / 1000 s.f.
Lawnmower	9.0min / 1000 s.f.
Line Trimmer	20.0min / 1000 s.f.
Tractor w/aerator or spreader attachment	1.0min / 1000 s.f.
Walk behind aerator or spreader	6.0min / 1000 s.f.

*Levels of Performance for Mown Lawn:* Ideally all areas of the site should be kept at the same maintenance level, but areas could be maintained at different levels as suggest, herein, below.

- **Lawn Level I: Mowed to height of 3" every 5-7 working days.** Annually, the grass is evaluated for restoration, aeration, overseeding, disease, and fertilizer treatment. Soil tests in selected areas are performed annually and mineral soil amendments (limestone, potassium fertilizer, etc.) should be applied if necessary in accordance with soil testing results. Before lime applications are made, the soil should be aerated. Nitrogen application of 1 lb. /1000 square feet should be made as necessary in the spring (late April). Phosphorous fertilizers should not be applied near water surfaces. Phosphorous-containing fertilizers contribute to eutrication of water and the growth of aquatic weeds. Turf restoration (overseeding) is carried out with a slice-seeder, during the months of late August through September if necessary. When turf is restored, a snow fence is erected to protect the grass. The performance standard is set at less than 2% trash visible with a 0% trash tolerance goal.

This standard could be applied to all lawn areas or to only the lawn areas immediately adjacent to the City Hall and War Memorial building, between City Hall Drive and Memorial Drive.

- **Lawn Level II: Mowed to height of 4" every 7-12 working days.** The soil is tested and lawn areas are fertilized as required by testing results and some weeds and bare spots are acceptable, but routinely corrected. Less than 5% trash with 0% trash tolerance goal.

This standard could be applied to the event area on the west memorial lawn area, west of Memorial Drive and the lawn area extending from City Hall Drive down to the three ponds.

- **Lawn Level III: Mowed to height of 4.5" every 14-18 working days.** This turf requires no fertilizer, no irrigation, occasional repair, some weeds are tolerated, and it can be allowed to wear out and grow through rest cycles. Less than 5% trash with 0% trash tolerance goal.

This standard could be applied to areas on the north and east sides of the three ponds, where a more naturalistic presence is desired and tolerated. In addition, longer and uneven grass on the lawn between the City Hall Drive and the ponds could help deter Canada geese.

### **Embankment Planting Maintenance at Ponds**

Depending upon plant selection, historic landscape design and relationship to pathways all of the embankment maintenance recommend the removal of invasive species such as Phragmites, Japanese knotweed and buckthorn. Removal of invasive species is essential throughout the City Hall site; the level of performance for the embankments at the ponds should meet Level III at a minimum, with a higher goal established when the historic planting is restored. It is important that all areas around the ponds be maintained at the same level.

- Inspect structural conditions of banks to be sure no erosion or settlement has occurred that may compromise the embankment.
- Repair any damage to embankments immediately.
- Inspect embankments for invasive plant materials and remove them as per shrub and groundcover maintenance herein.

#### *Levels of Performance for Embankment Planting at Ponds:*

- **Embankment Planting Level I:** Less than 5% trash, 90% planting density, less than 5% exposed soil and less than 5% weeds and/or invasive species. Plantings are maintained by properly trained personnel monthly. Invasive species are removed on a monthly basis. Replacement plants are installed seasonally.
- **Embankment Planting Level II:** Less than 5% trash, 90% planting density, less than 5% exposed soil, and less than 10% weeds and/or invasive species. Plantings are maintained



by properly trained personnel four times per year. Invasive species are removed on a quarterly basis. Replacement plants are installed seasonally.

- **Embankment Planting Level III:** Less than 5% trash, 90% planting density, less than 5% exposed soil, and less than 15% weeds and/or invasive species. Plantings are maintained by properly trained personnel two times per year. Invasive species are removed on an annual basis.

### **Weed and Pest Control**

Weed control can be applied at curb lines, fence lines, clearance along steps, cracks/ crevices, around trees, mulched planting beds, and public health hazard areas (poison ivy infested areas). It can be done either mechanically using sprayers, line trimmers, and other turf maintenance equipment or manually by hand weeding, by weed wacker, ice scrapper, flat tree spade shovel, etc.

If control of weeds and pests is to be done chemically, this control method shall only utilize environmentally safe herbicides and pesticides. All use of chemical organic or inorganic shall be approved by the City’s Integrated Pest Management Committee and shall conform to the latest edition of the City of Newton Integrated Pest Management Policy.

All pesticide application must be performed under Massachusetts Pesticide Control Act of 1978; all chemicals shall be discussed with and approved by the Newton Conservation Commission and applications must be documented. The desired output with regard to equipment and personnel is as follows:

Spray with small sprayer	40min / 1000 s.f.
Spray with truck sprayer	14min / 1000 s.f.
Trim with line trimmer	20min /1000 s.f.
Weed (manually)	60min / 1000 s.f.

### **Bedding-out or Floral Displays**

The Olmsted plan did not make provision for floral display. The current non-contributing plantings and fountain at the island in City Hall Drive have only been added within recent years. The Master Plan recommends not continuing floral display since the design and layout of floral displays would not be in keeping with the historic character of the landscape and would therefore compromise the integrity of the historic landscape. These areas are also high maintenance requiring a high layout of capital and maintenance cost that would be spent on a non-contributing feature.

### **Water Body Features**

The ponds are man-made and clay-bottomed designed for both aesthetics and to detain stormwater runoff. The configuration of ponds #1 at Homer Street and #3 at Commonwealth Avenue is currently different than their 1932 as-built condition. Pond #1

was reconfigured to allow for the inflow of Hammond Brook near the corner of Homer Street and Walnut Street and Pond #3 at the corner of Commonwealth Avenue and Walnut Street is smaller in size having been filled for unconfirmed reasons.

As a part of stormwater conveyance, the ponds improve water quality downstream, but siltation from this runoff and organic matter from surrounding vegetation needs to be removed on a cyclical schedule and the monies to do this removal need to be part of the overall maintenance budget for the landscape. This work is under the Department of Public Works (DPW) and the Newton Conservation Commission (NCC) who consider this to be functional maintenance.

One ongoing and large problem, that needs to have enforcement citywide, is the roadway silt from private construction projects in the City that quickly find their way to the ponds as a result of private contractors not abiding by the City's permit requirements for erosion controls, i.e. siltation fencing/haybales/siltsacks. This is a citywide policy and should include close monitoring of all projects in the City both private and public.

Removal of silt and organic material needs to be accomplished on a regular cycle otherwise the water-holding capacity of the ponds is diminished and the flow at inlets and outlets is slowed increasing the potential for flooding during major precipitation. Neighboring Bulloughs Pond, which is also part of the watercourse, is currently suffering from eutrophication due to the silt buildup at the City Hall's ponds.

The last time the ponds had siltation and organic material removed was in 1992 and it is unknown if or when it was ever done previously. The DPW is currently trying to schedule a removal, but is at a standstill because the Department of Environmental Protection (DEP) views the work as "dredging", a process rather than functional maintenance that would require conformance to DEP's Water Quality Certification standards. At the time that this report was prepared the process has not been clarified.

- A minimum 10 year cyclical schedule for sediment removal is recommended by DPW & NCC. All steps for siltation removal may be subject to wetland protection regulations so the process including the optimum time for removal should be established in advance. Under the regulations the sediment to be removed may require testing prior to removal rather than after. The timing for removal may be best when the ground is frozen since more modest in-house equipment could be utilized in the removal and disposal.
- It is intended to keep the watercourse of the ponds free from obstructions, trash, organic materials, and water-borne vegetation. The goal is to have less than 2% trash and leaf fall with trash or leaves removed weekly.
- When working in or adjacent to the ponds whether for construction projects or routine maintenance effective erosion control methods including spill prevention and

management to prevent petroleum leaks and leaks of other vehicle fluids should be employed and should be pre-approved by The Newton Conservation Commission.

- Access to the ponds with equipment to remove siltation has been provided for in the past as a permeable paver route under the lawn. The location of this route shows on the 1992 dredging plan and provides access to Pond #1 from Homer Street. Similar access routes need to be established to the other two ponds and all these routes need to be recorded on a plan and utilized for all future siltation removal. These routes should be kept clear of plantings and their integrity should be maintained.
- The P&R maintenance crew should prevent all sediment or chemicals used in weed or fungus or disease control from entering any water bodies or wetland resource areas. Control of weeds and pests shall utilize environmentally safe herbicides and pesticides. All use of chemical organic or inorganic should be approved by the City's Integrated Pest Management Committee and should conform to the latest edition of the City of Newton Integrated Pest Management Policy.

### **Site Amenities Features**

#### **Pavements, Paths, and Curbs and Accessibility Ramps Maintenance**

Pathways within the grounds are bituminous concrete with the exception of the walks in the pond area which are stonedust. City sidewalks are concrete.

- Collect litter weekly, particularly in areas where a higher frequency of litter removal will need to be adopted. Special litter pick-up will be required after any special events held in the grounds.
- Remove snow and control ice using only environmentally safe deicer for roads, sidewalks, paths, and adjacent steps. Only hard surface paving shall be cleared of snow and ice. All soft surfacing materials, i.e. stonedust shall not be plowed. It is recommended that snow storage should be carefully directed to areas without lawn, ground covers, or woody vegetation. Lawn and vegetated areas damaged as a result of snow storage or plowing should be immediately repaired in the spring and trash or debris scattered over the lawn areas shall be removed.
- Soft surfacing materials, i.e. stonedust shall have the material replenished and re-compacted yearly in the spring.
- Inspect all paving surfaces yearly and repair or replace as required. All replacements shall be in-kind.

#### *Levels of Performance for Pavement, Path, and Curbs and Accessibility Ramps:*

- **Paved Surfaces Level I:** Less than 2% in degraded condition. Sweeping, cleaning and washing of all paved surfaces done weekly so there is no accumulation of sand, dirt or leaves accumulated.

- **Paved Surfaces Level II:** Less than 5% degraded condition. Walks and sidewalks should be cleaned when there is a noticeable accumulation of debris.
- **Path Maintenance:** Less than 5% degraded condition. Repair stonedust and concrete walks and sidewalks, including minor repairs, grading and potholing as necessary.

The desired output related to equipment and personnel required to complete these tasks is as follows:

Pick trash	2.4min / 1000s.f.
Hand sweeping	30.0min / 1000s.f.
Sweep / blower (turf)	5.0min / 1000s.f.
Trash vacuum	10.0min / 1000s.f.

**Structures**

Structures within the landscape include the bridges at Ponds, the stairs with handrails at the War Memorial lawn, the Millennium Park brick wall and the stone wall along Walnut Street.

- All structures should be inspected and their condition recorded annually and if repair and/or rebuilding is required and is not life threatening or is not compromising the integrity of the structure this should be reported and then scheduled. The existing condition of structures should be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature of a structure, the new material will match the old in composition, design, color, and texture.
- Work required to stabilize the structures, prevent vandalism, and prevent insect or animal damage should be considered a high priority and implemented immediately.
- Any life safety issues should be repaired immediately.
- Remove graffiti immediately. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to existing materials will not be used. Approval of the Conservation Commission is required prior to use.

*Levels of Performance for Structures:*

All structures are assumed to be Level I; however the particular problem or situation may necessitate a specific response. Small, routine in-house repairs should be done within 3-5 working days. Contracted repairs should be assessed within 3-5 working days and should be completed in a timely manner.

**Furnishings**

Regular maintenance of the landscape’s site furnishings is an important task, which is often overlooked or only done on an emergency basis. Keeping furnishings in good repair makes

for a more inviting and usable landscape. The furnishings should be inspected weekly and routine repairs done within 3-5 working days.

The Master Plan recommends standardized furnishings in keeping with the historic character of the landscape, which will also reinforce the signature character of the site while adding visual continuity. In addition, maintenance is easier if there is one bench or trash receptacle style instead of two or three styles. Repairs are more likely to be done with “available materials” or not done at all when too many options exist.

Site furnishings within the landscape include benches, picnic tables, trash receptacles, pedestrian light poles, the pond edge perimeter goose fence, signage, and the decorative fountain in the island at City Hall Drive.

- Empty trash receptacles daily.
- Inspect all furnishings weekly for vandalism or graffiti and repair or remove until they can be replaced, restored or repaired.
- Inspect pond edge perimeter fence yearly and restore, repair, or replace as required.
- Restore, repair or replace benches, trash receptacles, picnic tables, and signage yearly as required. Restoration to include cleaning, sanding and repainting.
- Inspect pedestrian lighting weekly to make sure it is in operating condition. Replace bulbs that are not operating on a weekly cycle.
- Restore light fixtures yearly as required. Restoration to include cleaning, sanding and repainting.
- Inspect fountain basin weekly clean any debris or leaves from pool basin and clean filter. In fall drain down pool basin and clean and repair as required. In spring fill pool basin and start up spray jet.
- Any life safety issues should be repaired immediately.
- Remove graffiti immediately. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to existing materials will not be used. Approval of the Conservation Commission is required prior to use.

### **General Trash Removal**

The landscape should be clean and free from trash and litter. Trash receptacles should not be overflowing and litter should be kept to a minimum. Maintenance affects the appearance of the landscape and sanitary conditions, including litter pick-up and collection of trash from receptacles.

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*Levels of Performance for Trash Removal:*

- **Trash Removal Level I:** Zero overflowing cans; minimum servicing of once a day 7 days/week. To maintain no overflowing cans it may require more than one servicing/day if an event or special use dictates more frequent cleaning.
- **Trash Removal Level II:** Zero overflowing cans; minimum servicing of once a day 5 days/week. Event or special use may dictate more frequent cleaning.
- **Trash Removal Level III:** Zero overflowing cans; minimum servicing of 2 to 3 times/week. Litter barrels should be emptied up to 3 times per week from April through October and weekly during the winter. Event or special use may dictate more frequent cleaning.

**General Graffiti Removal**

Maintenance standards for general Graffiti removal are followed unless they involve a historic structure or feature that requires historic preservation notice or authorization of methodology of removal prior to any removal.

*Levels of Performance for Graffiti Removal:*

- **Graffiti Removal Level I:** Graffiti removed within 24 hours.
- **Graffiti Removal Level II:** Graffiti removed within 48 hours.

**Storm Drainage Utilities**

The maintenance of the storm drainage system for the Newton City Hall and War Memorial and the surrounding streets are essential to maintaining the health of the ponds and their watershed. Cleaning and maintenance of structures should be a priority.

- Clean catch basins and clean-outs, yearly.
- Inspect structural conditions of all structures in the system to be sure no cracks, erosion or settlement has occurred that may compromise the operation of the system.
- Repair any damage to covers, grates or piping immediately.
- Regrade around drainage structures to prevent standing water, yearly.

**Conclusion**

In conclusion the level and consistency of maintenance needs to be planned for and budgeted. The quality of manpower and equipment dedicated to the Newton City Hall and War Memorial Grounds needs to be established, planned for, and budgeted. The most important issues that could arise in the future include:



- **Protection of maintenance funds:** It will be important to establish a budget for maintenance continuity over time. Cities across the country have historically not received the funding necessary to maintain their public landscapes and often when funding seems in place subsequent rounds of budget cuts have to be faced. Money and grants are available for capital improvements, but not to maintain. Maintenance budgets need to be protected.
- **Protection of funds to hire and train staff and to maintain equipment:** Establishing the budget for the resources required to hire and train the skilled and sensitive horticulturists, arborists and landscape architects needed to maintain historic landscapes or maintenance staff to maintain quality state of the art active recreational uses is a priority.
- **Protection of the historic integrity of the landscape:** Both too little and too much maintenance can result in the loss of integrity of the character defining features and loss of the original design intent of the site. Any maintenance program needs to recognize the historic importance of the landscape and should be tailored to preservation of the landscape. As an example, in the past plantings have not followed the original design plans and the placement of memorials and plantings has resulted in the blockage of historic views and vistas.
- **Updating of the maintenance and management plan:** Any program of maintenance needs to be reviewed on a regular basis and lessons learned need to be worked into the equation. The latest technical advances in methodology and equipment also need to be incorporated. We recommend that the maintenance plan be reviewed and revised as necessary every five years.

### **Event Maintenance and Event Damage Costs**

We recommend that the City develop special event guidelines for all public events to be held on the Newton City Hall and War Memorial Grounds site in order to protect the historic integrity of the landscape. These guidelines would be in addition to the policies and permitting process for other landscapes or venues within the City. The recommended event guidelines are contained in Appendix D, herein. As part of these guidelines a schedule of damage costs is included, but these costs do not include general maintenance costs that are required above and beyond damage costs.

As part of the permitting process for each event large or small the City should establish maintenance detail accounts to offset the City's overtime costs for clean up before and after these events and should establish fees to cover these costs. In this way, the City would have a means of establishing a formula for reimbursement to the City for overtime, clean-up, and set-up costs. The event sponsor organizations could then have a clear understanding of what costs they need to provide for within their budgets to reimburse the City for these costs.

An important part of the costs associated with events do not only include the clean-up and set-up costs, but the required rehabilitation of the park caused by such issues as the compaction of lawn areas, physical damage to trees and shrubs, the compaction around tree roots, the damage to pavements and curbs, damage to underground utility systems and irrigation systems, damage to site furniture, etc. that can be caused by the event as a result of the heavy use of the park facility. These costs are more difficult to establish, but in an ideal world event sponsors should be held accountable for damage or overuse of the site that would require layout of capital funds to rehabilitate the site in order to make it useable again for daily use.

### **Current Events Held On City Hall and War Memorial Grounds**

There are currently three events in the spring one in mid-April and the other two in May. The two in May are only about five days apart this year:

- **Heartbreak Hill Road Race:** This event is usually held the Sunday before the Boston Marathon; the City Hall is open with the north and east side of the building the main areas used for this event; requires tents, a bandstand, and areas for non-food vendors. Also the event includes an evening free pasta/pizza party for registrants in the War Memorial Auditorium.
- **Kids FunFest a.k.a. KidsFest:** (used to be known as SpringFest) This is a 2-day event either the 1<sup>st</sup> or 2<sup>nd</sup> weekend of May; involves bringing large rides on tractor trailers, plus food vendors with generators onto the City Hall west lawn. Craft booths are set up inside the War Memorial circle, City Hall is not open for the event, and port-a-johns are brought in near the Memorial steps.
- **The Newton *not just a* Plant Sale:** This is a Newton Pride project one day event on a Saturday in May; requires tents with many tables and chairs set up for sales. They now only use the West lawn, but this year will have food vendors, with generator, a food caterer with a truck, and a picnic tent with tables and chairs. Plants are delivered by trucks Friday morning and setup is all day. Access control fence is set up around the entire west lawn on Friday and the plants sit behind the fence with a policeman on duty overnight.



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## Newton City Hall and War Memorial Grounds

### CHAPTER SEVEN: BIBLIOGRAPHY

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## **Repositories**

### **City of Newton municipal records, Newton, MA.**

The City holds a large collection of materials relating to the grounds at Newton City Hall & War Memorial. These include contracts, plans and drawings for recent maintenance and restoration work, some correspondence and internal memoranda from the 1980s onwards, a few newspaper articles and book extracts from the 1930s and 40s, a small selection of the plans and photographs compiled by the Olmsted firm (obtained largely during the 1990s from the Olmsted National Historic Site), and a large but probably incomplete set of copies of the relevant Olmsted correspondence from the Library of Congress Manuscripts Division.

### **National Park Service, Frederick Law Olmsted National Historic Site, Brookline, MA.**

Olmsted's home at "Fairsted" in Brookline MA became the world's first full-scale professional office for the practice of landscape design. Today, it is owned and managed by the National Park Service and contains nearly one million original design records of the Olmsted firm, and provides an invaluable archive for researchers. Although Fairsted was closed during the period of this project, the NPS did make available for review many of the 165 plans relating to the Newton City Hall design.

**Newton Historical Museum at the Jackson Homestead, Newton, MA.**

The Newton Historical Museum houses the Newton Historical Society and holds an extensive library and research collection. It includes images and documentation about the City Hall including some excellent photographs of the buildings and grounds in the 1930s and 40s and a copy of the Massachusetts Historical Commission Inventory form on the property.

**Olmsted Associates Records at the Library of Congress, Manuscript Division, Washington DC.**

The Library of Congress Manuscript Division holds around 170,000 items (including correspondence, letterbooks, memoranda, reports, newspaper clippings, journals and account books) which constitute the business files of the Olmsted landscape architecture firm between 1863 and 1971. These include significant amounts of correspondence relating to the project at Newton City Hall.





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# Newton City Hall and War Memorial Grounds

## APPENDICES

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### **A. Olmsted Brothers Plant List**

This appendix sets out the Latin and common name of the plants used by the Olmsted Brothers Landscape Architecture firm in its work at Newton City Hall. The information is derived from the planting lists held by the National Park Service at the Olmsted Archives, Frederick Law Olmsted National Historic Site. It supplements the information in Chapter One: Chronology and Chapter Five: Treatment Recommendations.

### **B. Summary of Relevant Plans**

This appendix lists all the plans and drawings consulted in the research for this Master Plan, setting out (where known) their purpose, date, author and any relevant comments or notes. Copies of some of the plans are included in Chapter One: Chronology. Many of the plans informed the analysis and recommendations contained in this report.

### **C. Existing Tree Inventory List**

This appendix sets out all the trees identified and examined during the Tree Inventory carried out by Bartlett Tree Experts in November 2005. It lists the common name, size and condition of each tree, along with any treatment recommendations. It supplements the Tree Inventory Plan in Chapter Two: Existing Conditions, which shows the location of each tree.

### **D. Draft Event Guidelines**

This appendix proposes guidelines for future public events at Newton City Hall and War Memorial Grounds, as recommended in Chapter Five.

### **E. Draft Policy Statement on Memorials**

This appendix proposes a future policy for memorialization at Newton City Hall and War Memorial Grounds, as recommended in Chapter Five.



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## Newton City Hall and War Memorial Grounds

### APPENDIX A: OLMSTED BROTHERS PLANT LIST

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The following list sets out the Latin and common name of the plants used by the Olmsted Brothers Landscape Architecture firm in its work at Newton City Hall. The information is derived from the planting lists held by the National Park Service at the Olmsted Archives, Frederick Law Olmsted National Historic Site. The numbers are those used to indicate the location of the plants on the planting plans produced by the firm.

1	Not used	
2	<i>Acer rubrum</i>	Red Maple
3 to 6	Not used	
7	<i>Alnus plutinosa</i>	European Alder
8	<i>Betula lutea</i>	Yellow Birch
9	<i>Betula papyrifera</i>	Canoe Birch
10 to 12	Not used	
13	<i>Cornus Florida</i>	Flowering Dogwood
14	<i>Crataegus coccinea</i>	Thicket Hawthorn
15	<i>Crataegus cordata</i>	Washington Hawthorn
16	<i>Crataegus arnoldiane</i>	Arnold Hawthorn
17	<i>Halesia tetraptera</i>	Great Silverbell
18 to 21	Not used	
22	<i>Oxydendron arboretum</i>	Sourwood
23	<i>Phellodendron amurense</i>	Amur Corktree
24	Not used	
25	<i>Prunus Beni Higan</i>	Japanese Flowering Cherry
26	<i>Prunus Ohnanden</i>	Japanese Flowering Cherry
27	<i>Prunus Shirotae</i>	Japanese Flowering Cherry
28	<i>Quercus coccinea</i>	Scarlet Oak
29	<i>Quercus palustris</i>	Pin Oak
30	<i>Quercus rubra</i>	Red Oak
31	<i>Salix x amulis aureus</i>	Golden Weeping Willow
32	Not used	
33	<i>Ulmus americana</i>	American Elm
34	<i>Ulmus americana</i>	American Elm
35	<i>Ulmus pumila</i>	Siberian Elm
36	<i>Syringa japonica</i>	Japanese Tree Lilac
37	Not used	
38	<i>Salix babylonica</i>	Babylon Weeping Willow

39	<i>Crataegus crusgalli</i>	Cockspur Thorn
40	<i>Gymnocladus dioica</i>	Kentucky Coffeetree
41 to 47	Not used	
48	<i>Amelanchier canadensis</i>	Downy Shadblow
49 to 50	Not used	
51	<i>Amorpha fruticosa</i>	Indigobush
52	<i>Aronia arbutifolia</i>	Red Chokeberry
53	<i>Aronia melanocarpa</i>	Black Chokeberry
54	<i>Azalea calendulacea</i>	Flame Azalea
55	<i>Azalea viscosa</i>	Swamp Azalea
56	<i>Azalea rosea</i>	Downy Pinxterbloom
57	Not used	
58	<i>Berberis thunbergii</i>	Japanese Barberry
59	<i>Berberis vulgaris</i>	European Barberry
60	Not used	
61	<i>Caragana arborescens</i>	Siberian Pea-tree
62	<i>Cephalanthus occidentalis</i>	Common Buttonbush
63	<i>Clethra alnifolia</i>	Summersweet
64	<i>Cornus obliqua</i>	Pale Dogwood
65	<i>Cornus amomum</i>	Silky Dogwood
66	Not used	
67	<i>Rosa nitida</i>	Bristly Rose
68	<i>Colutea arborescens</i>	Bladder Senna
69	Not used	
70	<i>Deutzia lemoinei</i>	Lemoine Deutzia
71	Not used	
72	<i>Elaeagnus longipes</i>	Cherry Elaeagnus
73	Not used	
74	<i>Cornus mas</i>	Cornelian Cherry
75	Not used	
76	<i>Forsythia suspensa</i>	Weeping Forsythia
77	<i>Hamamelis vernalis</i>	Vernal Witch-hazel
78	<i>Rubus odoratus</i>	Flowering Raspberry
79	<i>Myrica carolinensis</i>	Northern Bayberry
80	<i>Hypericum densiflorum</i>	St. Johnswort
81	<i>Ilex verticillata</i>	Common Winterberry
82	Not used	
83	<i>Rosa rugosa</i>	Rugosa Rose
84	<i>Ligustrum amurense</i>	Amur Privet
85	<i>Ligustrum ibota regelianum</i>	Regel Privet
86	<i>Lonicera morrowi</i>	Morrowi Honeysuckle
87	<i>Lespedeza formosa</i>	Purple Bushclover
88	Not used	

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89	<i>Lonicera tatarica</i>	Tatarian Honeysuckle
90	Not used	
91	<i>Philadelphus Mont Blane</i>	Hybrid Mockorange
92	<i>Philadelphus Virginal</i>	Hybrid Mockorange
93	<i>Rhamnus cathartica</i>	Common Buckthorn
94	<i>Rhamnus frangula</i>	Glossy Buckthorn
95	<i>Rhus canadensis</i>	Fragrant Sumac
96	Not used	
97	<i>Rosa Hugonis</i>	Hugonis Rose
98	<i>Rosa lucida</i>	Virginia Rose
99	Not used	
100	<i>Rosa rubiginosa</i>	Sweetbrier Rose
101	<i>Rosa spinosissima</i>	Scotch Rose
102	<i>Rosa wichuriana</i>	Whichurian Rose
103	<i>Sambucus canadensis</i>	American Elder
104	<i>Elaeagnus umbellata</i>	Autum Elaeagnus
105	<i>Elaeagnus umbellata</i>	Autum Elaeagnus
106	<i>Spiraea van houttei</i>	Vanhoutte Spirea
107	<i>Azalea arborescens</i>	Sweet Azalea
108	<i>Nenopanthus mucronatus</i>	Moutain Holly
109	Not used	
110	<i>Syringa vulgaris alba</i>	White Common Lilac
111	<i>Vaccinium carymbosun</i>	Highbush Blueberry
112	<i>Viburnum cassinoides</i>	Withe Rod
113	<i>Viburnum dentatum</i>	Arrowwood
114	<i>Viburnum molle</i>	Kentucky Viburnum
115	<i>Zanthorhiza apiifolia</i>	Yellowroot
116	<i>Viburnum tomentosum</i>	Doublefire Viburnum
117	<i>Lonicera japonica halleana</i>	Hall Japanese Honeysuckle
118	<i>Lycium Chinese</i>	Chinese Matrimony Vine
119	<i>Vitis coignetiae</i>	Glory Vine
120	Not used	
121	<i>Weigela Floribunda</i>	Crimson Weigela
122 to 125	Not used	
126	<i>Symphoricarpos vulgaris</i>	Coralberry
127	<i>Potentilla fruticosa</i>	Shrubby Cinquefoil
128	<i>Rhodotypos kerrioides</i>	Jetbead
129	<i>Sorbaria sorbifolia</i>	Ural False-spirea
130	<i>Weigela Eva Rathke</i>	Crimson Weigela
131	<i>Physocarpus monogynus</i>	Ninebark
132	<i>Euonymus alatus compacta</i>	Dwarf Winged Euonymus
133	<i>Hamamelis virginiana</i>	Common Witch-hazel
134	<i>Acanthopanax pentaphyllum</i>	Five-Leaf Aralia

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135	Not used	
136	<i>Azalea poukhanensis</i>	Korean Azalea
137	<i>Philadelphus coronarius</i>	Sweet Mockorange
138	Not used	
139	<i>Weigela candida</i>	White Weigela
140	<i>Vaccinium pennsylvanicum</i>	Lowbush Blueberry
	<i>Berberis thunbergi</i>	Japanese Barberry
	<i>Rosa blanda</i>	Meadow Rose
	<i>Rosa nitida</i>	Bristly Rose
	<i>Myrica carolinensis</i>	Northern Bayberry
141	<i>Dryopteris marginale</i>	Evergreen Woodfern
	<i>Dryopteris spinulosum</i>	Toothed Woodfern
	<i>Osmunda cinnamomea</i>	Cinnamon Fern
	<i>Oneclea Strathiopteris</i>	Ostrich Fern
	<i>Asplenium acrostichoides</i>	Silvery Spleenwort
201	<i>Pinus Montana</i>	Swiss Mountain Pine
202	<i>Taxus cuspidata nana</i>	Dwarf Japanese Yew
203	<i>Taxus cuspidata</i> , bush form	Spreading Japanese Yew
204	Not used	
205	<i>Philadelphus Bouquet Blanc</i>	Hybrid Mockorange
206	<i>Berberis thunbergi</i>	Japanese Barberry
207	<i>Ligustrum ibolium</i>	Ibolium Privet
208	<i>Syringa vulgaris</i>	Common Lilac
209	<i>Chamaecyparis obtusa</i>	Hinoki Cypress
210	<i>Malus spectabilis</i>	Chinese Flowering Crab
211	<i>Viburnum dentatum</i>	Arrowhead
212	<i>Ligustrum ibota repelianum</i>	Regel Privet
213	<i>Taxus cuspidata nana</i>	Dwarf Japanese Yew
214	<i>Malus theifera</i>	Tea Crab
215	<i>Prunus serrulata sachalinensis</i>	Sargent Cherry
216	<i>Pyracantha coccinea</i>	Scarlet Firethorn
217	<i>Zanthorhiza apiifolia</i>	Yellow-root
218	<i>Spiraea van houttei</i>	Vanhoutte Spirea
219	<i>Spiraea callosa alba</i>	White Japanese Spirea
220	<i>Cornus mas</i>	Cornelian-Cherry
221	<i>Lonicera fragranissima</i>	Winter Honeysuckle
222	<i>Viburnum cassinoides</i>	With-rod
223	<i>Ampelopsis tricuspidata</i> Lowi	Geranium Creeper
224	<i>Hydrangea petiolaris</i>	Climbing Hydrangea
225	<i>Ampelopsis engelmanni</i>	Engelmann Creeper
226	<i>Hedera helix baltica</i>	Hardy English Ivy
227	<i>Pachysandra terminalis</i>	Japanese Pachysandra
228	<i>Viburnum acerifolium</i>	Mapleleaf Viburnum

## Newton City Hall and War Memorial Grounds

### APPENDIX B: SUMMARY OF RELEVANT PLANS

Document Type	Date	Title	Author	Scale	Comments and Notes
Site survey	May 4 1926 revised Feb 17 1931	Site Survey Plan #2	City of Newton Eng. Dept	1"=40"	Copy on file at Frederick Law Olmsted National Historic Site
Utility plan	n.d.	Untitled Plan #3	?		Notes say "this triangle lot is sand and gravel fill over the bottom of an old pond. Gravel and sand under the old pond."
Early design concept	March 7 1931	Preliminary Plan for Site of City Hall #4	Olmsted Brothers, landscape architects	1"=40'	Pencil on drafting cloth.
Grading Plan	March 18 1931	Grading Plan for Site of City Hall #8 pt 3	Olmsted Brothers, landscape architects		Diazo print with pencil annotations showing grades around City Hall Drive
Planting Plan	March 18 1931 – annotated Spring 1932	Preliminary Planting Plan for Site of City Hall #72	Olmsted Brothers, landscape architects	1"=40'	Pencil annotations on print (on drafting cloth) of plan 28 and notes "record of planting Spring 1932."
Design concept	March 18 1931; revised April 9 1931	Preliminary plan for site of City Hall #12	Olmsted Brothers, landscape architects		Pencil on trace. May be a precursor to the illustrative plan (# 65).
Building elevation	n.d.	Architects drawing of the building – west elevation #14 sheet 1	Allen & Collens		
Building elevation	n.d.	Architects drawing of the building – east elevation #14 sheet 2	Allen & Collens		Shows some proposed massing of vegetation added to the left of the drawing



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Document Type	Date	Title	Author	Scale	Comments and Notes
Profiles & sections	May 6 1931	Section through 3 small lakes #16	Olmsted Brothers, landscape architects		<ol style="list-style-type: none"> <li>1. section NE from main entrance to Comm. Ave</li> <li>2. section E from main entrance on axis to Walnut St</li> <li>3. section SE from main entrance to Homer St</li> </ol>
Plan and elevation	n.d. must be pre-June 16 1931	Newton City Hall Foot Bridges #20	Olmsted Brothers, landscape architects	$\frac{3}{4}''=1'$	Proposal for footbridge design in Classical Revival style in granite and brick. Footpath width over bridge is 8'. Signed AJS.
Construction plan	June 16 1931	City Hall Preliminary Construction Plan for Footbridges #27 sheet1 pt 2	Olmsted Brothers, landscape architects	$\frac{1}{2}''=1'$	Shows bridges in rustic stone, as built.
Construction plan		#27 sheet 4	Olmsted Brothers, landscape architects	$\frac{1}{4}'' = 1'$	As #27 sheet 1 pt 2 but pencil on trace
Construction plan		#27 sheet 1 pt 1	Olmsted Brothers, landscape architects		As #27 sheet 1 pt 2
Construction plan		#27 sheet 1	Olmsted Brothers, landscape architects		As #27 sheet 1 pt 2 but pencil on trace
Site survey & grading plan	n.d - after June 18 1931	Untitled #Z2	Olmsted Brothers, landscape architects		Original site survey (#2) and the proposed grading plan (#8) printed on top of each other. The grading plan shows the final layout for the site.
Site survey & grading plan	n.d. – after June 18 1931	Untitled #Z5	Olmsted Brothers, landscape architects		As Z2 but with annotations related to the culverts.

Document Type	Date	Title	Author	Scale	Comments and Notes
Plan & Elevation	June 19 1931	Details of combined culvert connection to pond #26	Olmsted Brothers, landscape architects	¼"=1'	Shows the plan of the proposed culvert and elevations of culvert entrances in brick with ends in granite veneer, concrete bottom and boulder slope
Construction Plan	June 19 1931	City Hall Preliminary Construction Plan for Fountain Basin Plan and elevation. #27 sheet 4 pt 2	Olmsted Brothers, landscape architects	¼"=1'	Shows limestone coping. Water level at 106.45. ½" reinforced rods 12" on center. Dry rubble foundation. Simple nozzle. 4" brass overflow and shut-off.
Architects drawing – east elevation	June 22 1931	#47 sheet 7	Allen & Collens	⅛"=1ft	Shows colored pencil sketches of shrub and tree plantings against the building
Section	June 22 1931	Section through 3 small lakes #25 pt 1	Olmsted Brothers, landscape architects		Shows section through each of the ponds and two typical shore sections: one 1 in 3 or less; one more than 1 in 3. Shows boulders all the way down to sub-grade: 1½ to 2 courses above and below the water line. There is puddled clay and, in the steeper slopes, loam pockets.
Section		25 pt 3	Olmsted Brothers, landscape architects		As #25 pt 1
Section		25 pt 4	Olmsted Brothers, landscape architects		Copy of #25 pt 1

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Document Type	Date	Title	Author	Scale	Comments and Notes
Planting plan	March 18 1931 – last revised June 22 1931	Preliminary Planting Plan for Site of City Hall #28 pt 1	Olmsted Brothers, landscape architects	1"=40'	Diazo print on paper with colored pencil to indicate lawn areas, shrub massing and tree pits. It is a preparation plan, showing how the beds are to be laid out and the ground prepped for planting.
Planting Plan	March 18 1931 – last revised June 22 1931	Preliminary Planting Plan for Site of City Hall #28 pt 2	Olmsted Brothers, landscape architects	1"=40'	Amended version of print 1 above.
Grading Plan	March 18 1931 – last revision June 24 1931	Grading Plan for Site of City Hall #8 pt 1	Olmsted Brothers, landscape architects	1"=40'	Diazo print with colored pencil, drawn by HVH, traced by BSP.
Profiles and sections	August 1931	City Hall Profiles & Sections #24 sheet 3	Olmsted Brothers, landscape architects		Accompanies plan 8. 1. Back of sidewalk on W side of City hall drive 2. back of sidewalk E side of City Hall drive
Profiles and sections	August 1931	City Hall Profiles & Sections #24 sheet 4	Olmsted Brothers, landscape architects		Accompanies plan 8. 1. profile back of sidewalk on Comm. Ave 2. profile back of sidewalk around circular drive section through lawn near W end
Profiles & sections	August 1931	City Hall Profiles & Sections #24 sheet 5	Olmsted Brothers, landscape architects		1. Profile of curb and gutter outside of circular drive 2. back of sidewalk on Homer Street

Document Type	Date	Title	Author	Scale	Comments and Notes
Profiles & sections	August 1931	City Hall profiles & sections #24 sheet 2	Olmsted Brothers, landscape architects		To accompany plan 8. A mathematical guide for the profile and sections of the roads. Includes 4 different drawings: <ol style="list-style-type: none"> <li>1. Back line of side walk from entrance on Homer Street through walnut Street to entrance on Comm. Ave</li> <li>2. Center line of circular drive</li> <li>3. top of curve and gutter on inner side of circular drive</li> <li>4. top of curb and gutter around inner oval of E entrance drive</li> </ol>
Profiles & sections	August 1931	City Hall profiles & sections #24 sheet 6	Olmsted Brothers, landscape architects		To accompany plan 8. <ol style="list-style-type: none"> <li>1. section through lake bottom – culvert and weir; culvert elevation 93.48; bottom of lake 93.0 – 93.4; weir 93.0 (bottom) - 95.0 (top)</li> <li>2. center lines of gravel paths around lakes. Shows bridge. Is two sections on top of each other: path slope up to building and path slope up to Walnut Street</li> </ol>
Layout plan	March 18 1931 – final revision August 25 1931	Staking Plan for Site of City Hall #34	Olmsted Brothers, landscape architects	1'=40'	A layout plan showing the proposed grading, radii, roads and paths, footprint of building

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Document Type	Date	Title	Author	Scale	Comments and Notes
Sections & profiles	Revised August 26 1931	City Hall Profiles & Sections #24 sheet 1	Olmsted Brothers, landscape architects		Accompanies plan 8. 1. Profile W side of City Hall drive 2. Profile E side of City Hall drive 3. Profile center line City Hall drive
Grading plan	March 18 1931 – last revision Sept 9 1931	Grading Plan for Site of City Hall #66 sheet 1	Olmsted Brothers, landscape architects	1"=40'	Plan shows minor regrading of City Hall Drive to make slope less steep. "Note: study for revised grading east of City Hall. All existing trees shown thus [] are to be saved." Trees marked include 14" oak on north of War Memorial side & 18" willow by central pond.
Construction details for pool	October 31 1931	#39	Olmsted Brothers, landscape architects	3/4"=1'	Larger version of plan #27 sheet 4 pt 2 with amendments: re-inforcing rods now 15" on center. 12ft to inside face of wall at widest point. Nozzle was to be barely above the surface of the water.
Construction details	June 16 1931, revised Sept 11 and Nov 6 1931	Newton City Hall culvert weir details # 22 TC 1	Olmsted Brothers, landscape architects	1/2"=1'	Pencil on drafting cloth. See plan #8 for location. Shows the inlet to the pond with the weir
?Boundary survey	January & February 1932	Untitled #53	City of Newton Engineering Dept	1"=40'	This untitled plan is probably a boundary survey. It gives areas as follows: pond area 181,682sq ft; rest of site 182,707.78 sq ft (this may exclude roadways).
?Boundary survey		Untitled #56			Annotated version of boundary plan #53

Document Type	Date	Title	Author	Scale	Comments and Notes
Layout plan	February 23 1932	Newton City Hall plan for layout of road curb around fountain pool #54	Olmsted Brothers, landscape architects	1/4"=1'	This is a revision of plan # 42
Plan	March 3 1932	Newton City Hall Proposed location of street trees and lights #57	Olmsted Brothers, landscape architects	1"=40'	Pencil on trace. Plan made in response to request by City Engineer for proposals for location of new street lights. Shows existing trees to be removed, saved and added. Along Comm. Ave. are 24", 20" and 18" elms. Alternative schemes for lights on Walnut St approx 150ft on center.

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Document Type	Date	Title	Author	Scale	Comments and Notes
Revised grading study	c. March 8 1932	Grading Plan for Site of City Hall #66 sheet 2	Olmsted Brothers, landscape architects		Pencil annotations on top of grading plan number 8. "Study for revised grading east of City Hall. For copy of this plan see Number 70." This is a comparison of the options for increasing the visibility of the water from the City Hall steps. Shows revised grading between the oval turnaround and the bank of the middle pond. A green line shows what is currently visible; an orange line shows Allen & Collens' proposed raising of the WL [water level] from 95 to 98 ft to increase the amount of water visible at a cost of "\$22,000 more or less." Plan also shows Olmsted "A" version at \$11,200 and "B" at \$3,000. "Present plan zero dollars."
Shop drawing #1.	March 9 1932	Fountain pool coping and pier caps #61	JP Falt Co	1/2"=1'	Blueprint. "Office copy - see architects detail number 41." Contractor James Chesarone, Waban MA. Stone "Indiana limestone to match building."

Document Type	Date	Title	Author	Scale	Comments and Notes
Planting Plan	June 22 1931 revised March 15 1932	Preliminary Planting Plan for Site of City Hall #28	Olmsted Brothers, landscape architects		On drafting cloth: on reverse is print of grading plan grading plan #8, drawn by Hubbard. Notes: "tree pits inside the grounds 6' diameter; top soil 3' deep. Flowering trees and specimen shrubs. Shrub bed top soil 18" deep; lawn 12" deep. Tree pits on Homer and Walnut Streets not included in this contract."
Planting plan	March 27 1932	Planting Plan for Vicinity of Building # 59	Olmsted Brothers, landscape architects	1/8"=1'	Oversize tracing paper showing location of all trees and shrubs to be planted around the building
Illustrative plan	April 1932	Plan for Grounds of City Hall & War Memorial #65	Olmsted Brothers, landscape architects and Allen & Collens, architects Drawn by JH Scott	1"=40'	Ink on linen tracing cloth. Shows design intent, with open lawns, three ponds, planting framing the bridges, border plantations and tall trees flanking the War Memorial building
Blueprint	'received May 30 1932'	Untitled #73 sheet 5		1"=4'	Shows the curve of the sidewalk at City Hall drive / Comm. Ave. It appears to be a plan for expansion joints in the concrete.



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Document Type	Date	Title	Author	Scale	Comments and Notes
Blueprint		73 sheet 3		1"=4'	3 similar drawings to #73 sheet 5: detailed studies for paving and expansion joints at the intersections. The drawings include granite curbs (along the roads), cement curbs (on the City Hall side), tree pits and gravel walks.
Blueprint		Untitled #73			More details for curbing and expansion joints in the concrete.
Blueprint		Untitled #73 sheet 1			More details for curbing and expansion joints in the concrete
Plan	November 16 1932	Details for overflow and supply of fountain pool #41	Olmsted Brothers, landscape architects	¼"=1'	Ink on drafting cloth. Shows limestone concrete and section of nozzle for fountain: ½" brass pipe made by Brasman Dew & co.
Plan of grounds	?	"City of Newton, Massachusetts, Plan for Grounds of City Hall and War Memorial"	? Olmsted Brothers		Shows grand entrance from Comm. Ave. Acquired from City of Newton
Existing 1983 Site Plan	1 June, 1982 (83?)	"Newton City Hall Olmstead [sic] Arboretum, Existing 1983 Plan"	Sutphin Morris & Associates	? 1" = 40'	Shows existing (unlabeled) tree locations and other site features
Revised 1983 Site Plan	22 August, 1985	"Newton City Hall Olmstead [sic] Arboretum, Existing 1983 Plan; revisions 'Tree Order'"	Sutphin Morris & Associates		Shows some labeled trees and shrubs around ponds – presumably to be purchased and planted

Document Type	Date	Title	Author	Scale	Comments and Notes
Planting Plan	? traced late 1980s from Olmsted originals	"Planting Plan for Newton City Hall and Memorial Hall"		1" = 40'	"Traced from Plans 28 and 59 obtained from Olmstead [sic] Bros. Mar.15, 1932" Handwritten note "Nov 1, 1988 Planting #s checked against Plan #28 at Fairsted"
Site Plan	March 3, 1986	"Newton City Hall Site Plan"	Morris Architects	1" = 40'	Shows planting with [Olmsted?] numbers but no key
Landscape Plan	January 1992	"Restoration of Laundry Brook Drainage System, City Hall Ponds Restoration Plan"	Baystate Environmental Consultants Inc.	1"=40'	
Field Drawing	June 1992	Schematic Drawing	Kenn Eisenbraun		Shows location of 34 trees planted under Mass Releaf Program
Planting Plan	1994?	"Preliminary Site Plan, City Hall Ponds," Drawing L-1	Moriece & Gary, Inc. Landscape Architects	1"=40'	Handwritten note "Plan shows existing trees"
Landscape Plan (Planting and Materials)	December 1994	"Bullough's / City Hall Ponds, Landscape Improvements Plan" (City Hall Pond) Drawing L-1	Moriece & Gary, Inc. Landscape Architects	1"=20'	Includes 1"=60' plan "Irrigation Connections @ Main Library"
Landscape Plan (Planting and Materials)	December 1994	"Bullough's / City Hall Ponds, Landscape Improvements Plan" (Bullough's Pond) Drawing L-2	Moriece & Gary, Inc. Landscape Architects	1"=40'	Includes details
Landscape Plan (Planting and Materials)	March 16, 1995	"Bullough's / City Hall Ponds, Landscape Improvements Plan" (City Hall Pond) Drawing L-1	Moriece & Gary, Inc. Landscape Architects	1"=20'	Includes 1"=60' plan "Irrigation Connections @ Main Library"

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Document Type	Date	Title	Author	Scale	Comments and Notes
Landscape Plan (Planting and Materials)	March 16, 1995	"Bullough's / City Hall Ponds, Landscape Improvements Plan" (Bullough's Pond) Drawing L-2	Moriece & Gary, Inc. Landscape Architects	1"=40'	Includes details
Details	March 16, 1995	"Bullough's / City Hall Ponds, Landscape Improvements Details" Drawing L-3	Moriece & Gary, Inc. Landscape Architects	Various and NTS	
Planting Plan	February 3, 1996	"City Employee's [sic] Garden, Newton City Hall"	Kenn Eisenbraun - City Landscape Designer	1"=10'	Includes small location diagram and textual design statement.
Planting Plan	February 21, 1998	"Planting Plan, Memorial Fountain, Newton City Hall"	Kenn Eisenbraun - City Landscape Designer / Senior Planner	1/8"=1' 0" approx. [sic]	Includes plant list and a textual description "A splashing fountain within a carpet of green."

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## Newton City Hall and War Memorial Grounds

### APPENDIX C: EXISTING TREE INVENTORY LIST

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The table below lists the common name, size, condition and age of the existing trees at Newton City Hall and War Memorial Grounds, with recommended treatment where appropriate. The inventory drawing reproduced in Chapter Two of this report shows the location of each tree. The information presented here was collected during a specialist tree inventory and assessment by Jack Kelley of Bartlett Tree Experts in November 2005, updated October 2006.

Bartlett Tree Experts established criteria for assessing tree condition based on the overall health, condition, location, care, and contribution to the site of the trees. Tree conditions are defined as follows:

Good: Minimal dead branches, exposed root flare, no visible decay, and contribution to the site

Fair: Increase in dead branches with no proper maintenance, some degree of decay and/or poor tree structure, and in need of arboricultural care

Poor: Large, dangerous dead branches, visible structural problems, insect and/or disease activity, and poor arboricultural care

Key	Common Name	Caliper	Condition	Recommendations	Planting Period	Notes	Treatment Cost
1	Norway Spruce	28"	Fair	Prune, Cable and Brace	N/A	with power connection	\$750
2	Yellow Birch	32"	Fair		1930s		
3	Elm	39"	Poor		1930s		
4	Hawthorn	5"	Poor	Remove	N/A		
5	Elm	39"	Poor		1930s		
6	Cherry	7"	N/A		N/A		
7	Not used						
8	Maple	8"	Fair				
9	Maple	6"	Fair			Root ball with compacted soil	
10	Linden	4"	Poor			Root ball with compacted soil	
11	Linden	4"	Poor			Root ball with compacted soil	
12	Ash	5"	Fair			Root ball with compacted soil	
13	Ash	7"	Fair				

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Key	Common Name	Caliper	Condition	Recommendations	Planting Period	Notes	Treatment Cost
14	Locust	18"	Fair	Prune, Cable and Brace			\$800
15	Red Oak	31"	Fair		1930s		
16	Hemlock	10"	Good		N/A		
17	Hemlock	10"	Good		N/A		
18	Hemlock	10"	Good		N/A		
19	Hemlock	10"	Good		N/A		
20	Hemlock	10"	Good		N/A		
21	Hemlock	10"	Good		N/A		
22	Hemlock	10"	Good		N/A		
23	Hemlock	10"	Dead		N/A		
24	Mulberry	5"	Volunteer N/A	Remove	Volunteer Plant		
25	Elm	5"	Volunteer N/A	Remove	Volunteer Plant		
26	Cherry	7"	Good		N/A		
27	Weeping Cherry	12"	Good		N/A		
28	Tree Lilac	6"	Fair		No		
29	Tupelo	7"	Poor		N/A		
30	Crabapple	5"	Volunteer N/A	Remove	Volunteer Plant		
31	Crabapple	5"	Volunteer N/A	Remove	Volunteer Plant		
32	N/A			Remove	Volunteer Plant-Hazardous		
33	Elm	5"	Volunteer N/A	Remove	Volunteer Plant		
34	Oak	33"	Good		N/A		
35	Oak	33"	Poor	Prune, Cable and Braced	N/A		
36	Weeping Willow	54"	Poor	Prune	1930s		
37	Black Cherry	32"	Poor	Remove	N/A	Co-dominate	
38	Unknown	N/A		Remove	N/A	Growing on Culvert	
39	Oak	32"	Fair		1930s	with power connection	
40	Elm	40"	Poor		1930s		
41	Elm	29"	Poor		1930s		
42	Elm	12"	Poor	Remove			
43	Elm?	24"	Good				
44	Dogwood	12"	Poor			Tri-stemmed	
44a	Oak	6"	Good				
45	Oak	28"	Poor		1930s		
46	Oak	32"	Poor		1930s		

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Key	Common Name	Caliper	Condition	Recommendations	Planting Period	Notes	Treatment Cost
47	Oak	36"	Poor		1930s		\$1,000
48	Birch	14"	Good		N/A	Multi-stems	
49	Birch	14"	Good		N/A	Multi-stems	
50	Birch	14"	Good		N/A	Multi-stems	
51	Birch	14"	Good		N/A	Multi-stems	
52	Birch	14"	Good		N/A	Multi-stems	
53	Maple	20"	Good		N/A		
54	Elm	24"	Poor	Remove	N/A		
55	Purple leaf Plum	8"	Fair	Prune or remove	No	Overgrown	
56	Apricot	15"	Poor	Remove	No		
57	Elm	30"	Poor	Remove	N/A		
58	Service Berry	10"	Poor	Remove	No		
59	Hawthorn	20"	Fair		1930s		
60	Hawthorn	16"	Fair		1930s		
61	Elm	38"	Poor		1930s		
62	Elm	46"	Poor		1930s		
63	Oak	35"	Poor		1930s		
64	Oak	33"	Fair		1930s	with power connection	
65	Elm	24"	Fair				
66	Elm	14"	Fair				
67	Black Cherry?	22"	Poor				
68	Hawthorn	10"	Dead	Remove			
69	Hawthorn	24"	Fair				
70	Cherry	8"	Fair				
71	Maple	25"	Good				
72	Birch	5"	Good			Multi-stems	
73	Birch	5"	Good			Multi-stems	
74	Pin Oak	36"	Good		1930s		
75	Cork tree	16"	Fair		1930s		
76	Crabapple	8"	Good				
77	Dogwood	6"	Poor	Remove			
78	Sweetgum	11"	Good				
79	Elm	30"	Poor				
80	Kwanzan Cherry	18"	Good				
81	Elm	6"	Good				
82	Buckthorn	5"	Fair	Remove		Shrub form, Overgrown to block sidewalk	
83	Locust	11"	Fair				

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Key	Common Name	Caliper	Condition	Recommendations	Planting Period	Notes	Treatment Cost
84	Locust	17"	Fair				
85	Tupelo	20"	Good				
86	Crabapple	11"	Good				
87	Crabapple	11"	Good				
88	Hawthorn	11"	Good				
89	Hickory	30"	Good				
90	Maple	8"	Good				
91	Ash	18"	Good			Multi-stems	
92	Maple	10"	Good				
93	Oak	11"	Good				
94	Oak	15"	Poor	Remove		Growing on Culvert	
95	Weeping Cherry	14"	Good				
96	Maple	16"	Good				
97	Birch	16"	Good				
98	Hickory	15"	Good	Remove			
99	Crabapple	5"	Good	Remove			
100	Catalpa	14"	Good				
101	Elm	5"	Good				
102	Elm	12"	Good				
103	Maple	5"	Good				
104	Crabapple	30"	Good				
105	Magnolia	16"	Good				
106	Maple	18"	Good				
107	Kousa Dogwood	4"	Good				
108	Crabapple	3"	Good		1995		
109	Maple	4"	Fair				
110	Maple	15"	Fair				
111	Maple	6"	Fair		1995		
112	Maple	6"	Fair		1995		
113	Maple	4"	Fair		1995		
114	Linden	4"	Poor		1995		
115	Linden	3"	Poor		1995		
116	Linden	5"	Poor		1995		
117	Linden	4"	Poor		1995		
118	Locust	7"	Fair				
119	Maple	16"	Poor				
120	Maple	15"	Fair				
121	Linden	4"	Fair		1995		
122	Linden	4"	Fair		1995		

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Key	Common Name	Caliper	Condition	Recommendations	Planting Period	Notes	Treatment Cost
123	Linden	5"	Fair		1995		
124	Linden	4"	Fair		1995		
125	Maple	15"	Poor				
126	Maple	5"	Good		1995		
127	Maple	5"	Good		1995		
128	Maple	5"	Good		1995		
129	Maple	5"	Good		1995		
130	Maple	12"	Good				
131	Maple	7"	Good				
132	Locust	10"	Good				
133	Oak	38"	Fair			1930s, Heritage Tree with Sign	
134	Tulip	7"	Poor				
135	Cherry	15"	Fair		1930s		
136	Dogwood	10"	Fair				
137	Dogwood	10"	Fair				
138	Cherry	15"	Fair		1930s		
139	Maple	5"	Poor				
140	Hawthorn	2"	Fair				
141	Oak	31"	Good				
142	Katsura	3.5"	Good			Millennium Park	
143	Katsura	3.5"	Good			Millennium Park	
144	Locust	11"	Good				
145	Katsura	3"	Good				
146	Katsura	3.5"	Good			Millennium Park	
147	Katsura	3.5"	Good			Millennium Park	
148	Katsura	3.5"	Good			Millennium Park	
149	Katsura	3.5"	Good			Millennium Park	
150	Katsura	3.5"	Good			Millennium Park	
151	Katsura	3.5"	Good			Millennium Park	
152	Katsura	3.5"	Good			Millennium Park	
153	Katsura	3.5"	Good			Millennium Park	
154	Katsura	3.5"	Good			Millennium Park	



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Key	Common Name	Caliper	Condition	Recommendations	Planting Period	Notes	Treatment Cost
155	Katsura	3.5"	Good		Millennium Park		
156	Maple	6"	Poor				
157	Maple	9"	Fair				
158	Maple	6"	Poor				
159	Maple	21"	Poor				
160	Maple	28"	Poor				
161	Beech	5"	Good		Millennium Park		
162	Cedar	23"	Good				
163	Chestnut	15"	Good				
164	Maple	2"	Good		Millennium Park		
165	Crabapple	12"	Poor				
166	Maple	18"	Fair				
167	Oak	42"	Good		1930s		
168	Hawthorn	3"	Good		Millennium Park		
169	Hawthorn	3"	Good		Millennium Park		
170	Hawthorn	3"	Good		Millennium Park		
171	Crabapple	10"	Fair				
172	Crabapple	13"	Fair				
173	Crabapple	16"	Fair				
174	Linden	14"	Good				
175	Maple	22"	Good				
176	Maple	19"	Good				
177	Maple	27"	Poor			Hazardous Tree	
178	Hawthorn	12"	Poor				
179	Hawthorn	12"	Poor				
180	Crabapple	21"	Poor				
181	Oak	6"	Good				
182	Maple	29"	Good				
183	Dogwood	5"	Good				
184	Dogwood	5"	Good				
185	Dogwood	5"	Good				
186	Dogwood	5"	Good				
187	Maple	10"	Good				
188	Maple	20"	Good				
189	Dogwood	5"	Good				
190	Dogwood	5"	Fair				
191	Dogwood	4"	Good				

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Key	Common Name	Caliper	Condition	Recommendations	Planting Period	Notes	Treatment Cost
192	Dogwood	4"	Good				
193	Dogwood	6"	Good				
194	Maple	13"	Good				
195	Maple	12"	Good				
196	Maple	25"	Poor			girdling root	
197	Maple	22"	Poor			girdling root	
198	Linden	6"	Poor				
199	Linden	6"	Good				
200	Maple	20"	Good				
201	Spruce	18"	Good				
202	Maple	10"	Good				
203	Dogwood	4"	Good				
204	Locust	16"	Good			with power connection	
205	Dogwood	4"	Good				
206	Dogwood	5"	Good				
207	Dogwood	5"	Good				
208	Oak	36"	Good				
209	Dogwood	5"	Good				
210	Dogwood	5"	Good				
211	Dogwood	5"	Good				
212	Dogwood	4"	Good				
213	Crabapple	10-12' ht.	Good				
215	Crabapple	10-12' ht.	Good			Multi-stems	
216	Tree Lilac	4"	Good				
217	Scholar Tree	11"	Good				
218	Maple	11"	Good				
219	Dogwood	5"	Good				
220	Maple	15"	Good				
221	Chinese Chestnut	16"	Good				
222	Dogwood	7"	Good				
223	Dogwood	9"	Good				
224	Dogwood	10"	Good				
225	Dogwood	9"	Good				
226	Cedar	15"	Good				
227	Cedar	7"	Good				
228	Cedar	16"	Good				
229	Crabapple	26"	Good				
230	Crabapple	15"	Good				

Historic Landscape Preservation Master Plan  
 Newton City Hall and War Memorial Grounds

Key	Common Name	Caliper	Condition	Recommendations	Planting Period	Notes	Treatment Cost
231	Crabapple	11"	Good				
232	Hawthorn	9"	Good				
233	Crabapple	12"	Good				
234	Crabapple	10"	Good				
235	Crabapple	12"	Good				
236	Kentucky Coffee tree	19"	Good		1930s		
237	Oak	7"	Good				
238	Locust	11"	Good				
239	Ash	4"	Poor				
240	Ash	6"	Good				
241	Maple	7"	Good				
242	Crabapple	20-25' ht.	Good			Multi-stems	
243	Elm	12"	Good				
244	Ash	5"	Good				
245	Ash	5"	Good				

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## Newton City Hall and War Memorial Grounds

### APPENDIX D: EVENT GUIDELINES

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#### Landscape Context



Located in Newton Centre, the Newton City Hall and War Memorial Grounds are triangular in shape and approximately 10 acres in size. The boundaries are delineated by three roadways: Commonwealth Avenue (Route 30) to the north, Walnut Street to the east and Homer Street along the southwestern edge (see Figure D.1). The address of Newton City Hall is 1000 Commonwealth Avenue (Route 30).

**Figure D.1.** Location map of Newton City Hall and War Memorial Grounds (City of Newton).

The primary function of the landscape is to provide a suitable setting for the monumental Georgian Revival civic building at its center. It also offers opportunities for passive public recreation as well as special events that take place on the grounds and offers space for public and City employee car parking. Access to the site for pedestrians is possible from any of the surrounding sidewalks, with a number of designated footpaths running across the site. For vehicles, there are three entrance points: the circular Memorial Drive to the west off Commonwealth Avenue, and the City Hall Drive east and the City Hall Drive west, which join Commonwealth Avenue with Homer Street.

The Newton Parks and Recreation Department as the designated steward of Newton City Hall and War Memorial Grounds is responsible for its management and maintenance. As a National Register site, that is a significant historical asset and city symbol, additional guidelines have been adopted to protect the grounds and preserve them so that they will be an amenity that the community at large can enjoy for years to come. Please review the guidelines below. They are to be incorporated into your event planning and reflected in your Special Event Permit Application to the City of Newton.

#### Event Layout Approvals Process

- **Event Layout and Equipment Layout Approval Process:** At least six (6) weeks prior to the event you are required to submit to the Parks and Recreation Department the layout for your event for approval. To achieve protection of the site, the park officials reserve

the right to limit the number of vendors in each category and the equipment to be brought on to the site. Therefore the locations, categories, and the number of locations allowed shall be pre-assigned by you on the layout plans for approval of the event by the park officials. The park officials will determine the final numbers and layout in order to protect the site. The layout plan shall include all your layout locations with the designated category at each location. Include the specific number of layouts for vendors for the event, including category of each vendors, tent layouts, table and chair layouts, location of portable restroom facilities, stage location, and the layout for all other equipment to be brought and kept on site during the event. You shall also indicate the proposed location for support vehicles and equipment off site, if required by your event. You shall also indicate the proposed location for a perimeter fence to control entry and the material for the fencing to be utilized to control vehicular and pedestrian access. At the time of the event no changes to the approved event layout and equipment layout will be permitted without approval by park officials.

- **Event Schedule Approval Process:** A detailed schedule for setup and breakdown as well as the equipment for each type of actual event shall be submitted for approval with the layout. See below for more details on event schedule.
- **Vehicles Approval Process:** The types of vehicles to be utilized for setup and breakdown shall also be submitted for pre-approval and at the time of the event and no other vehicles shall be brought to the site without approval by park officials. No support vehicles shall be parked on site. See below for restrictions on vehicular use on site.
- **Setup and Breakdown Times:** Your permit will indicate the approved setup and breakdown days and a specific time schedule. This schedule shall be adhered to. Vendors are requested not to breakdown until the closing time of the event to protect the general public.
- **Event Organizer Authority on Site:** Event organizers are required to have a staff person with authority on-site during all designated setup and breakdown hours to ensure contractors or event participants adhere to event guidelines and during the loading in and out for vendors' supplies.

## Event Schedule

- **Schedule Time Between Events:** A minimum of three weeks is required between major events to allow lawns to recover. This will be taken into consideration by the park officials when approving your event.
- **Periods of Time for Setup or Breakdown:** Setup and breakdown periods are limited to 1 day each for setup and breakdown and to timeframes designated by park officials. Major events may request a short extension of time, which can only be granted by park officials as part of the permit process prior to the event. The normal one day event shall be allowed 1 day setup and 1 day breakdown. Vendors are requested not to breakdown until the closing time of the event.

- **Events that are rain or shine:** In extraordinary weather conditions, park officials may require modifications to load-in/out guidelines to minimize lawn damage or other damage to the site.
- **Events that have a raindate:** On the day of the event if your event Committee makes the decision to postpone the event due to inclement weather you will need to contact the park officials. If the setup day has been completed the entire setup will need to be removed with 48 hours and nothing will be allowed to be left on the site until the raindate.

## Vehicles

- **Vehicular Permit:** No vehicles of any size are permitted to travel or park on lawns, sidewalks, or pathways without applying for and receiving a Newton City Hall Special Event Vehicular Permit. In the event that a vehicle driver cannot safely negotiate pathways or endangers visitors or park amenities, park officials have authority to immediately stop the driver and revoke the event organization's Special Event Vehicle Permit for the duration of the event.
- **Vehicular Entry:** Vehicles will be allowed to enter the site only at designated pre-approved entries as indicated on your Special Event Vehicular Permit and as directed by the park officials. Vehicles will **not be allowed** under any circumstance to enter at other points or to jump the curbs for entry onto the event space.
- **Pedestrian Safety:** For the safety of pedestrians, paved pathways can only be used by your vehicles during event setup and breakdown times, before and after an event's operating hours and for emergency vehicles.
- **Maximum Vehicle Size:** Only utility vehicles and trucks at or below Maximum Gross Vehicle Weight (MGVW) of 4300 lbs are allowed in the grounds' paved or unpaved areas. All vehicles shall be pre-approved by park officials as part of the permit process before use on site. When not in use, these vehicles must be parked off site in areas designated by park officials.
- **Vehicles on Turf:** Only utility vehicles with turf treads are permitted on the lawns for setup, breakdown, and servicing vendors. All vehicles shall be pre-approved by park officials as part of the permit process before use on site on turf. When not in use, these vehicles must be parked off site in areas designated by park officials.
- **Support vehicles:** Busses, trucks, and trailers for vendors or carnival rides are not permitted to be parked on the grounds or on the turnaround, but can be parked along Homer Street or other area designated by park officials. If this is not possible it is up to the event planners to find an alternate location for these vehicles off site during the event.

## Event Set-Up & Loading In and Out

- **Fencing to control access to event space:** A temporary fence shall be erected to control pedestrian and vehicular access to the designated event space to protect the safety of the general public and the site amenities. The proposed materials to be utilized for this temporary fence, its location, and its height shall be submitted for prior approval for inclusion in the approved permit.
- **Concessionaires:** Food and general concessionaires are only permitted to operate in the areas designated in your issued permit. Only designated utility hookups can be used for power and water, which will limit the number of vendors that will require these resources. No private generators shall be brought onto the site. Booth spaces as shown on your layout should be approximately 10' x 10'. You will need to bring your own tables, chairs, tents, or other equipment.
- **Special Requirements for Food Concessionaires:** Food concessionaires or the event sponsors must store grease and gray water in tanks and dispose of them offsite or as designated by park officials. If anyone violates this and the individual is caught he/she will be fined, but if the individual is not caught the event will be fined by not returning a portion of the damage deposit to cover the cost of the repair.
- **Tents:** Only screw anchor/helicoil systems can be used to secure tents. No flooring of any kind is permitted within a tent. The number of tents and their location of tents are only permitted to be located in the areas designated in your issued permit.
- **Tables:** The number of tables and chairs and their location are only permitted to be located in the areas designated in your issued permit.
- **Loading in and out Areas:** During events, only areas designated in your issued permit will serve as loading in and out areas to service vendors and general concessionaires and to bring equipment on to and off the site. All servicing points shall be approved by park officials and will be indicated on your issued permit. **Vehicles will not be allowed** under any circumstance to enter at other points or to jump the curbs for entry onto the event space to service vendors or concessionaires.
- **Restrooms:** Newton City Hall has limited public restrooms, which will not usually be open during special events. Your issued permit will indicate if it is necessary for your event to provide restroom facilities. The size, number, and location of portable restrooms to be used for your event will be indicated on the permit. Note that universally accessible units will also be required and the number of these units required will be indicated on your issued permit. Placement, removal, and servicing portable restrooms will be at the direction of park officials.
- **Display vehicles:** Display vehicles (vehicles designed, decorated or detailed for event promotion, logo placement, product display and/or sampling) are not allowed in the grounds, but can be parked in designated areas along adjacent streets in the areas designated in your issued permit.

## Damage Deposit

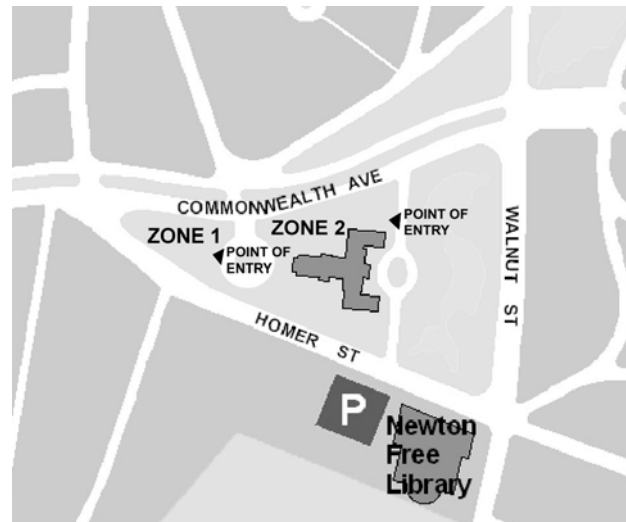
All events must provide a refundable deposit to ensure that event organizers adhere to the Newton City Hall and War Memorial Grounds guidelines. Park officials will conduct a walkthrough through with event organizers before and after the event. The required amount of the deposit will be based on the scale, complexity and projected impact of the event of the event. The deposit must be provided two weeks prior to the event’s first set-up day.

This deposit or a portion of the deposit will be returned if in the opinion of the park officials it is not required to repair damage to the site. The park officials will conduct a walkthrough with the event organizers detailing what the issues are and what needs repair.

The following is the proposed damage deposit schedule required for different event sizes. If during the permitting process an event is determined to be of greater complexity and the uses to be included in the event are determined to put the site at greater risk the amount will be modified and shall be stated in the approved permit.

Attendance	
<500	\$ 5,000
501 to 2000	\$10,000
2,001 to 5000	\$15,000
>5000	\$25,000

## Newton City Hall and War Memorial Grounds Event Areas



The Newton City Hall and War Memorial Grounds map above shows the two areas for public events. **Zone 1** is the War Memorial Grounds West Lawn Area. **Zone 2** is the Newton City Hall North Lawn Area. Below is a description of these venues as well as points of access, utilities and site restrictions.



### **War Memorial Grounds the West Lawn Area (Zone 1)**

All large events involving rides and concessionaires are restricted to the War Memorial Grounds lawn and shall be kept within the limits of the lawn as designated on your permit. The War Memorial Grounds lawn can accommodate an event expected to draw 5000 or less per day. Events expecting to draw more than 5000 attendees on any single day must find another venue.

- **Description:** 30,000 square feet of usable lawn space; bounded by Commonwealth Avenue, Homer Street, and The Memorial Drive turnaround; primarily flat and grassy area; with no pathways; sidewalks along Commonwealth Avenue, Homer Street, and Memorial Drive.
- **Event Type:** fairs, concerts, rallies, walkathons / footraces, plant sales.
- **Crowd Capacity:** 5000 per day maximum, including the vendors or concessionaires.
- **Season:** April to mid-October then shut down for fall lawn renovation.
- **Duration of Event:** maximum of three (3) days for event plus one (1) day set up and one (1) day take down for a total of five (5) days.
- **Loading Access:** only point of vehicular entry will be the Memorial Drive turnaround at existing curb cut. Vehicles shall not jump curbs.
- **Event Amenities:** potable water and electrical hookups for vendors (100 amp; 220 and 110).
- **Special Zone Restrictions:** tents may be maximum of 10'x20'; individual vendors 10'x10'; stage if approved can be portable platform only (size and placement TBD in permit supplied by event organizer); food and beverage service limited by permit.

### **Newton City Hall North Lawn Area (Zone 2)**

All small to medium events involving vendors and concessionaires can be accommodated in the North Lawn area. The North lawn can accommodate an event expected to draw 1000 or less per day. Events expecting to draw more than 1000 attendees on any single day must find another venue.

- **Description:** 20,000 square feet; primarily flat and grassy area; located between Commonwealth Avenue and City Hall; it is flanked on the east by City Hall Drive and west by Memorial Drive with landscaped plantings and pathways .
- **Event Type:** walkathons, footraces, plant sales.
- **Crowd Capacity:** 2,000 per day maximum, including the vendors or concessionaires.
- **Season:** April to mid-October then shut down for fall lawn renovation.
- **Duration of Event:** maximum of one (1) day for event plus one (1) day set up and one (1) day take down for a total of three (3) days.

- **Loading Access:** only point of vehicular entry will be off City Hall Drive near Commonwealth Avenue end at existing curb cut. Vehicles shall not jump curbs.
- **Event Amenities:** limited water and electrical service.
- **Special Zone Restrictions:** tents may be maximum of 10'x20'; individual vendors 10'x10'; food or beverage service limited by permit.



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## **Newton City Hall and War Memorial Grounds**

### **APPENDIX E: MEMORIAL GUIDELINES**

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#### **Introduction**

We are in a major period of memorialization across the country and public landscapes and, in particular, city hall grounds, are prime locations for this trend, with many sites being overwhelmed by the demands. The relatively new addition of Balsamo Millennium Park into the New City Hall historic landscape bears witness to these pressures, as is also evident in the large number of smaller commemorative markers scattered throughout the site. In the past, these non-historic additions unfortunately occurred without sufficient information or appreciation about the significance of the New City Hall and War Memorial Grounds. Passive open spaces are important components of the community and the Olmsted-designed grounds should be respected, preserved, and maintained as an irreplaceable cultural resource essential to Newton's heritage.

The primary function of this landscape is to provide a suitable setting for the monumental Georgian Revival civic building at its center. The landscape currently also offers opportunities for passive public recreation as well as special events that take place on the grounds. It is possible that in the future, the War Memorial Grounds may be considered by some as prime real estate for possible future commemorative features simply because the word "memorial" appears in its name, thus completely misinterpreting the purpose of the lawn and the major view of the War Memorial it affords. Therefore, this appendix provides suggestions for the management of future commemorative projects proposed for the Newton City Hall and War Memorial Grounds.

#### **Declaration of a Moratorium**

This Master Plan recommends that the Newton Parks and Recreation Department declare a moratorium on future installations of commemorative markers, monuments, or other non-historic additions on the City Hall and War Memorial Grounds, until guidelines specific to this historic landscape can be established.

Future management of the grounds should carefully consider the impact of new commemorative features, including their size and placement in relation to the contributing features of this landscape. Without careful planning, the new additions could easily become a plop and drop approach to filling the site, threatening the integrity of the landscape and diminishing its significance. Often, it is not the monument or commemorative feature itself, but all the accoutrements that accompany its installation, such as massive plantings that block views or the dividing of parts of the landscape into a series of separate "parks" that is

more the concern. Before even attempting to place a commemorative feature or monument in the landscape, the City should first consider “should this commemorative feature or monument even be added to this landscape?” or “are their more appropriate venues for its inclusion on another public open space?”

The original design and construction of Newton City Hall and War Memorial Grounds was an important public project undertaken by City of Newton, its stewardship today can be considered no less of a commitment. It will require the cooperative dedication of all involved municipal agencies, elected officials, citizen groups, and individuals to review and evaluate proposals for commemorative features and monuments as they arise, and not allow the landscape’s integrity to be compromised by non-contributing additions, however worthy their cause may be.

The Newton Parks and Recreation Department, as the designated steward of Newton City Hall and War Memorial Grounds, is responsible for its management and maintenance. The Newton Historic Commission and the Massachusetts Historic Commission also need to be included in the review process. As a National Register site that is a significant city symbol and historical asset, additional guidelines should be adopted to protect the grounds and preserve them so that they will be an amenity that the community at large can enjoy for years to come.

### **Current Donation/Commemorative Policy**

The City of Newton Parks and Recreation Department has in place a Commemoration Policy complete with application forms and definitions for Tier One and Tier Two Projects. These Application Guidelines establish criteria, but these criteria are general to all parks and public open space under their jurisdiction. This complete Commemoration Policy is included herein, but can be summarized as follows:

- A Tier One project is the purchase of park amenities typically found in Newton’s Parks or Public Open Space, such as a single tree, a single bench with or without a commemorative plaque placed within an existing area of the landscape.
- A Tier Two project is the sponsorship of an area of any open space or parkland that would include any of these components and/or requirements and would be divided into two categories. A minor Tier Two or a major Tier Two project, dictated by the size and complexity of the project.

However, this policy statement and the guidelines are not oriented toward the placement of commemorative features that acknowledge an event, a person, or group of individuals. It is important to establish guidelines specific to commemorative features and monuments, and one specific to the historic Newton City Hall and War Memorial Grounds.

The proposed guidelines that follow are intended to supplement the Newton Park and Recreation Department’s Commemorative Policy so these requirements are in addition to

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the current policy guidelines. Your submittal should include the standard application forms and requirements of the Commemoration Policy.

### **City Hall and War Memorial Guidelines for Placement of Commemorative Features and Monuments**

As a National Register site that is a significant historical asset and city symbol, additional guidelines have been adopted to protect the grounds and preserve them so that they will remain an amenity that the community at large can enjoy for years to come. The impact on the historic integrity of this landscape will be a primary consideration for evaluating any project proposals. The following are proposed guidelines for the placement of commemorative features and monuments:

1. The Newton Parks and Recreation Department reserves the right to establish limitations or declare a moratorium on future installations at the Newton City Hall and War Memorial Grounds.
2. If deemed necessary by the Commissioner of Parks and Recreation, the proposed project in its entirety may require a special hearing before the Newton Parks and Recreation Commission and the Newton Historic Commission at time and place to be agreed upon.
3. The following materials and information shall be submitted to the Newton Parks and Recreation Department for consideration and review. At the Parks Department discretion a submittal to the Historic Commission shall be required as well. At a minimum the submittal shall include the following supplemental information in addition to the standard application forms:
  - **Definition of the event, person, or group of individuals:** to be commemorated by this project, including background information and the reasons for the commemoration.
  - **Impact Report:** A report on the impact on the historic, current, and future use of the proposed area for the project. Analysis should include the impact on contributing historic features affected by this proposal including, but not limited to, spatial organization, views, and vistas, circulation, topography, vegetation, structures, small-scale features, utilities, etc.
  - **Existing Conditions Plan:** Site plan certified and drawn to scale of the existing conditions, including all site features including, but not limited to, circulation, topography, vegetation, structures, small-scale features, constructed water features, utilities storm, water, electric, and universal accessibility ramps. Provide a limit of work line for the area to be affected by the proposal.

- **Preliminary Design Plan, Details, Outline Specifications and Cost Estimate:** Site plan certified and drawn at the same scale as the existing conditions plan showing the preliminary design of the commemorative feature the area proposed for the installation. This drawing shall be accompanied by design details drawn to scale for monuments, pavements, plantings, lighting, or other site amenities or improvements, as well as, an outline specification for all materials and methods for construction. Provide a limit of work line for the area to be affected by the proposal. Provide a preliminary cost estimate.