

DATE: June 17, 2010
TO: Community Preservation Committee
FROM: Brian Lever, Senior Preservation Planner
SUBJECT: Request for Administrative Funds
CC: Alice Ingerson, CPA Program Manager

On behalf of the Newton Historical Commission (NHC), I would like to request \$12,000 of administrative funds to develop a set of Historic Buildings Design Guidelines for the City of Newton. The city has deemed the preservation of historic structures important to the community's cultural significance and aesthetic composition. As a critical component to fulfill this mission, the development of Historic Buildings Design Guidelines will serve as a valuable resource and tool to facilitate the preservation of historic structures by the Community Preservation Committee, NHC, local historic district commissions, and other city officials.

The NHC plans to use the \$12,000 of administrative funds requested to leverage \$18,000 in matching grant funds from the Massachusetts Historical Commission (MHC). The MHC Survey and Planning Grant Program is a 60/40 (local share) split. The \$12,000 of administrative funds along with the \$18,000 from MHC would allow the NHC to pursue hiring a consultant to create a set of design guidelines for preserving the historic buildings in our local historic districts and throughout the city. Preservation staff and NHC Commission member time and expertise will also be contributed to reduce anticipated project costs.

A February 22, 2010 memo from the Law Department references that administrative funds can be used to provide for instructional information and guidance. The specific reference was to the Town of Lincoln, which used administrative funds to produce a guide for historic homeowners on preservation restrictions. We believe that this reference is relevant to the situation of the NHC's Historic Buildings Design Guidelines proposal.

The NHC has no funds or budget and is unable to pursue this project without assistance. The Planning Department and Historical Commission have been successful in the past in obtaining grant money from the MHC including a grant award this year of \$16,700 to the Planning Department to survey Newton's oldest buildings, built prior to 1830. Unfortunately, grant money from the MHC alone is insufficient to produce a substantial set of guidelines with architectural drawings and photos specific to Newton's architecture. Therefore, we hope that a combination of funding from CPA and MHC, as well as contributed staff and commission member time and expertise, will allow us to complete the project. If additional grant money from MHC is not obtained, the \$12,000 will of course be returned. If the project is funded, the MHC grant award would be in spring of 2011 with the project completed by June 2012. Should you have any questions please let me know. We also have several examples of design guidelines with their prices that are available to review.