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Candace Havens  
Director

July 31, 2014

RE: Archives Project, Construction Extension Request

Dear Ted,

I received your recent request for another time extension for the Museum archives project. Given that previously cited design and pre-construction issues have been resolved, particularly regarding the layout of the sprinklering system, I believe that construction documents can be prepared and completed in August in preparation for construction in September 2014 and agree to a time extension, ending on October 31, 2014. I presume you have also obtained the necessary approvals for all regulating agencies. Please let me know if this is not the case.

Community Development Manager, Alice Walkup has confirmed with Scott Cleveland, Newton's HUD Community Planning & Development representative, that HUD staff must receive regular project updates in order to provide an extension for the use of CDBG funds. Please make sure you keep her and Alice Ingerson, CPA Manager, updated regarding project activities so they are both able to oversee the funding for this project with the respective funding authorities.

In case you were not aware, I will be retiring soon and my last day in the office will be August 15, 2014. James Freas will be the Acting Director for Planning & Development, so should you should contact him regarding any further changes to this project.

Best to you on the successful completion of this project.

Sincerely,

Candace Havens, Director

Cc: Alice Walkup, Community Development Manager  
Alice Ingerson, Community Preservation Act Manager  
Cindy Stone, Director of Historic Newton  
Josh Morse, Commissioner of Public Buildings  
Edward Cifune, AIA, Durkee Brown Architects  
James Freas, Associate Director of Planning and Development