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Supplemental Attachments for HISTORIC RESOURCES PROPOSALS

All Historic Resource proposals must follow the funding guidelines set out in Community Preservation Committee's current [Community Preservation Plan](#) and in the [Proposal & Project Handbook](#), which provides full instructions & sample forms.

In addition, Historic Resource proposals must also include the four following attachments:

1. **Analysis of Historical Significance** (max. 1 page)
2. **Description of Historically Significant Features** (max. 1 page)
3. **Summary & Justification of Proposed Treatment** (max. 1 page)
4. **Newton Historical Commission Letter of Support**, including confirmation of the resource's local historic significance if the resource is not already on the State or National Register of Historic Places

Please use the following instructions to complete these attachments. There are no specific forms required for Historic Resources attachments.

STAFF CONTACT

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INSTRUCTIONS

The Community Preservation Act (CPA) defines Historic Resource(s) as: "a building, structure, vessel, real property, document or artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town." To qualify for CPA funding under Newton's [Community Preservation Plan](#), historic resources proposals must demonstrate that the Project is:

- A fundable Historic Resource Project as defined above; and,
- Involves work that meets the federal [Secretary of the Interior's Standards for Rehabilitation](#) or the equivalent standards for landscapes, art, artifacts, or archives

The Historic Resource attachments are intended to provide the information necessary for the Committee to evaluate and review projects which meet the above requirements by providing:

- An analysis of the resource's historical significance
- Documentation of the features most closely associated with the historic/architectural significance of the resource
- Description of the proposed work to be completed

These instructions also include links to historic preservation resources that can be used to create these attachments. Please list the requested attachments in the numbered order below as each one builds on the one before it.

ATTACHMENT 1. Analysis of Historical Significance (maximum 1 page)

Include a narrative statement explaining how and why this resource is of historic or architectural significance. Age or rarity alone does not necessarily make a resource significant. Applicants should demonstrate what it is about this resource that makes it special, whether it be its contribution to the community, its architectural character, an event that took place at that location, or some other consideration. Additional information on properties included in Newton's Historic Resource Inventory can be found at <https://mhc-macris.net/>

ATTACHMENT 2. Description of Historically Significant Features (maximum 1 page)

This information can be presented in narrative form, as an annotated list, or using photographs of damaged elements. When possible, these should be keyed to a site plan of the building or map of the site and reference the narrative in Attachment 1. This attachment should detail the specific elements of the resource which are significant to its history and design, the historic context of the element, and the integrity of the element. Historic integrity is defined as the authenticity of a resource's historic identity, evidenced by the survival of physical characteristics that existed during the resource's period of significance (time period in which it was designed or primarily in use).

ATTACHMENT 3. Summary & Justification of Proposed Treatment (maximum 1 page)

Include a detailed summary of the work to be completed to preserve, restore, or rehabilitate the historic resource which references how the project is meeting the requirements of the [Secretary of the Interior's Standards for Rehabilitation](#). The Community Preservation Act requires that at a minimum all work completed on Historic Resources meet these requirements. Rehabilitation as defined by the *Standards* emphasizes the retention and repair of historic materials but also allows for the replacement of deteriorated or damaged elements, or for alterations as needed to respectfully adapt a resource to a new use.

If the historic resource involves archives, art, or artifacts, the proposal should explain the proposed treatment of the resource by citing how it will meet the principles established by the alternative national guidelines listed below.

ATTACHMENT 4. Newton Historical Commission Review

The CPC relies on the guidance of the Newton Historical Commission (NHC) in determining the relative significance of historic resource projects and the merits of any proposed funding applications. While this step is only *required* for historic resources which are not already listed on the State or National Register of Historic Places, it is highly recommended that all Historic Resource projects seek a letter of support from the NHC for their project. To schedule a meeting with the NHC, contact Senior Preservation Planner Katy Hax Holmes at kholmes@newtonma.gov or by phone at 617-796-1143

Historic Resources not already listed on the State or National Registers are eligible for CPA funding **only** if the NHC votes to declare the resource to be locally significant. Locally significant projects should contact the NHC immediately to receive this determination before moving forward with their CPA funding proposal. Applicants are urged to contact the NHC immediately to schedule this discussion

OTHER PRESERVATION STANDARDS

SECRETARY of the INTERIOR'S *STANDARDS* for HISTORIC BUILDINGS & LANDSCAPES

- **Standards and Guidelines for the Treatment of Historic Properties** (focus on buildings), including identifying an Appropriate Treatment: <https://www.nps.gov/tps/standards.htm>
- **Guidelines for the Treatment of Cultural Landscapes** (considered part of the *Standards* above): <https://www.nps.gov/tps/standards/four-treatments/landscape-guidelines/>

STANDARDS for ARCHIVES, ARTIFACTS, & ART including DIGITAL PRESERVATION

The basic “precautionary principles” in the federal *Standards* apply as much to archives and art as to buildings and landscapes. In some cases, the principles below reflect the fact that previously recommended techniques or materials may actually did more harm than good over the long run. These principles include documenting the resource thoroughly before any work begins, clearly distinguishing restored or replaced elements from the original ones and applying only reversible treatments to original elements.

Since the specific requirements in the *Standards* for buildings and landscapes may not apply to art, artifacts or archives, proposals for other types of historic resources should detail their proposed treatments using guidelines or examples from the relevant sources listed below or using other accepted standards as appropriate (to be included with their Attachment 3). This is especially important if you are proposing digital preservation to supplement, or in extreme cases substitute for, physical preservation.

ARCHIVES AND DOCUMENT PRESERVATION

- Northeast Document Conservation Center (NEDCC): www.nedcc.org/resources/leaflets.list.php
- Library of Congress: www.loc.gov/preservation/about/faqs/index.html
- National Archives & Records Administration (NARA): www.archives.gov/preservation/about.html
- Council on Library and Information Resources: www.clir.org/pubs/archives/hybridintro.html#description
- Association of Research Libraries: <https://www.arl.org/>

ART AND ARTIFACT PRESERVATION

- American Institute for Conservation of Historic and Artistic Works: www.conservation-us.org/
- Conservation Center for Art & Historic Artifacts: www.rap-arcc.org/rap-members/conservation-center-for-art-and-historical-artifacts
- Smithsonian Institution, Museum Conservation Institute: www.si.edu/mci/index.html
- Stanford University Library “Conservation Online”: cool.conservation-us.org/