



Finance Committee Agenda

City of Newton In City Council

Monday, April 26, 2021

The Finance Committee will hold this meeting as a virtual meeting on Monday, April 26, 2021 at 7:00 pm. To view this meeting using Zoom use this link: <https://us02web.zoom.us/j/82645299790> or call 1-646-558-8656 and use the following Meeting ID: 826 4529 9790

Items scheduled for discussion:

- #144-21 Appointment of M. Ronald Mendes as the City's Treasurer/Tax Collector**
HER HONOR THE MAYOR requesting approval of the appointment of M. Ronald Mendes as the City's Treasurer/Tax Collector (90 days: 07/14/21)
- #141-21 Acceptance of grants funds from MassDOT's Community Transit Grant Program**
HER HONOR THE MAYOR requesting authorization to accept and expend the sum of two hundred thousand dollars (\$200,000) in grant funding from MassDOT's Community Transit Grant Program FY21 for operating assistance for the NewMO Program.
- #142-21 Acceptance of grants funds from the Executive Office of Public Safety**
HER HONOR THE MAYOR requesting authorization to accept and expend the sum of twenty-six thousand dollars in grant funding from the Executive Office of Public Safety and the Department of Fire Services to cover firefighter safety equipment expenses.
- #143-21 CPC Recommendation to appropriate \$21,270 in CPA funding for the West Newton Armory**
COMMUNITY PRESERVATION COMMITTEE recommending the appropriation of twenty-one thousand two hundred and seventy dollars (\$21,270) in Community Preservation Act community housing funds to the West Newton Armory Affordable Housing Development Project in order to complete pre-development studies and assessments necessary for the acquisition of the site for future affordable housing development.

The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.

Chair's Note: The Committee will review the June 30, 2020 Independent Financial Audit Report with Matt Hunt of Clifton, Larson, Allen, LLC, the City's independent auditor. Please have the Management Letter, GAO and OMB A-133 Reports, and the Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2020. The reports can also be found online at: <https://www.newtonma.gov/government/city-clerk/city-council/friday-packet>

#118-21 Submittal of the CAFR, and external audit reports

COMPTROLLER transmitting the Comprehensive Annual Financial Report and external audit reports for fiscal year ending June 30, 2020 for City Council review/acceptance.

#395-20 Request for updates on budget and possible reimbursements at Newton Public Schools

The President of the Council, on behalf of the City Council, requesting updates to the Finance Committee from the Chief Financial Officer regarding budget expenditures and possible reimbursements related to school reopening at each meeting this fall.

Finance Held on 03/22/21

#114-21 Discussion on Covid-19 expenditures

FINANCE COMMITTEE requesting updates from the Chief Financial Officer on the expenditure of funds for Covid-19.

It is the Chair's intention to entertain a motion to vote No Action Necessary on the following item:

Referred to Public Safety & Transportation and Finance Committees

#296-20 Discussion regarding MGL Chapter 150E

COUNCILORS NORTON, ALBRIGHT, BOWMAN, DOWNS, KRINTZMAN, LEARY, LIPOF, MARKIEWICZ, NOEL, WRIGHT and KALIS requesting a discussion regarding MGL Chapter 150E and the limitations it places on the City of Newton to unilaterally make changes to the Newton Police Department functions without having to negotiate them with the police unions.

Public Safety & Transportation Voted No Action Necessary 7-0-1 (Councilor Malakie abstaining) on 04/07/21

Respectfully submitted,

Rebecca Walker Grossman, Chair



144-21

City of Newton, Massachusetts
Office of the Mayor

Ruthanne Fuller
Mayor

Telephone
(617) 796-1100
Fax
(617) 796-1113
TDD/TTY
(617) 796-1089
Email
rfuller@newtonma.gov

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Honorable City Councilors:

I respectfully submit this docket item to this Honorable Council requesting the appointment of M. Ronald Mendes as the City of Newton Treasurer/Collector following the retirement last month of Rosemarie Woods.

During the search process led by Chief Financial Officer Maureen Lemieux and Director of Human Resources Michelle Pizzi O'Brien, Ron demonstrated a clear mastery of the Treasury/Collector responsibilities. He is an effective and forward-looking municipal leader with the experience, skills and certifications needed for this important City role. His emphasis on financial transparency and inter-departmental collaboration are important assets. His enthusiasm, his curiosity, and his warmth are infectious.

In his twenty years of municipal experience, Ron has been a Treasurer/Collector in two communities, an Assistant Treasurer/Collector in another, and a Business Manager here in Newton's Department of Public Works. We know Ron well and welcome him back to this new role. Most recently Ron has been triple-hatted as the Treasurer/Collector, Chief Procurement Officer and Assistant Town Administrator in the Town of Swampscott since 2014. There he serves in many key roles in municipal financial management as well as oversight of Information Technology (IT), Accounting, Assessing and Customer Service. Ron also served as the Treasurer/Collector in the Town of Wilmington for 8 years and the Assistant Treasurer/Collector in the Town of Lincoln for 3 years.

Ron holds a Bachelor of Sciences degree from the University of Denver with a major in Business Administration and a JD Degree in Law from the Massachusetts School of Law. He is a Certified Public Procurement Officer (MCPPO) and a licensed attorney at law.

I very much look forward to having Ron join the City's leadership team. After being confirmed by the City Council, he will begin in his position in May. I would like to thank Maureen Lemieux, our Chief Financial Officer, for filling in as Interim Treasurer/Collector during this interim period on top of her many other responsibilities.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor Ruthanne Fuller

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov

April 15, 2021

CITY CLERK
NEWTON, MA, 02459

APR 15 AM 11:3

RECEIVED

M. RONALD MENDES, ESQ. MCPPO

LYNN, MASSACHUSETTS 01902 ♦ [REDACTED]

PROFESSIONAL SUMMARY

Results-oriented and forward-thinking municipal executive with demonstrated record of accomplishment in streamlining operations, promoting transparency and collaboration, and unquestioned ethics. Decisive leader promoting a shared strategic vision, a culture of continuous improvement and positive organizational culture as keys to success.

SKILLS

- Forward-Thinking Leader
- Strong Organizational and Professional Skills
- Municipal Financial Expertise
- Outcomes-Based Budgeting
- Effective Capital Planning
- Project planning and development
- Collaborative Leader
- Operations Management

WORK HISTORY

Assistant Town Administrator, Treasurer/Collector/Chief Procurement Officer, 2014 to Current
TOWN OF SWAMPSCOTT – Swampscott, MA

- Executive leadership position directing administrative and financial operations of the town, including specifically serving in the roles of Treasurer/Collector and Chief Procurement Officer, as well as leading the Town Administration's efforts on developing and managing the Town's capital plan and operating budget; developing multi-year financial forecasts; developing and recommending financial and administrative policies for adoption by policy makers.
- Position also includes overseeing the Town's technology function, and coordinating the Accounting, Assessing and Customer Service offices.

Business Manager, Dept. of Public Works, 2012 to 2014

CITY OF NEWTON – Newton, MA

- Division Head level position managing financial operations of the Department of Public Works with 198.5 Full Time Equivalent Employees, including preparation of the Department's annual operating budget of \$63.9 million, plus 3 Enterprise Funds (Water, Sewer, and Storm Water) with operating budgets totaling \$47.6 million.
- Also prepares Capital Plan for the Department, including Vehicle/Equipment Replacement Plan, Streets/Roads Paving Plan, proposed uses of Chapter 90 Funds, MWRA Loan/Grant Programs, and also manages Water/Sewer/Storm Water Billing for the Department and manages Customer Service.

Attorney at Law in private practice, 2006 to 2014

MONIZ & MENDES, P.C – Lynn, MA

- Founded Law Firm in July 2006, which concentrates its practice in the areas of: Divorce & Family Law, Landlord/Tenant (Summary Process), Probate/Estate Planning, Residential Real Estate; and Consumer Bankruptcy.
- Regularly representing clients throughout Essex, Middlesex & Suffolk Counties in Summary Process Cases, Consumer Bankruptcy Cases, and Residential Real Estate matters.

Treasurer/Collector, 2000 to 2008

TOWN OF WILMINGTON – Wilmington, MA

- Department Head level position directing financial operations of the town, including overall management of municipal treasury; as well as billing and collection of Property Taxes, Excise Taxes and Water & Sewer Bills.
- Administer employee benefits including health insurance for employees and retirees, worker's compensation benefits, unemployment insurance benefits, retirement benefits, and disability benefits.

Assistant Treasurer/Collector, 1997 to 2000

TOWN OF LINCOLN – Lincoln, MA

- Management level position directing all activities of the Treasurer/Collector's Office under the joint supervision of the part-time, elected Treasurer/Collector and the Town Administrator.
- Managed a staff of 3 non-unionized municipal employees.
- Oversaw the basic management of all receipts and disbursements of the town, including the formulation of cash receipts, cash control, investment, and disbursing procedures.

EDUCATION

Juris Doctor: 2006

Massachusetts School of Law - Andover, MA

Bachelor of Science: Business Administration, 1990

University of Denver - Denver, CO

CERTIFICATIONS

- Massachusetts Certified Public Procurement Officer (MCPPO)
- Licensed Attorney at Law



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

141-21

Telephone
(617) 796-1100
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(617) 796-1113
TDD/TTY
(617) 796-1089

Email
rfuller@newtonma.gov

April 12, 2021

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Honorable City Councilors:

I respectfully submit this docket item to this Honorable Council requesting the authorization to accept and expend \$200,000 in grant funding from MassDOT's Community Transit Grant Program FY21 for NewMo Program operating assistance.

No local match is required for this grant since the federal Coronavirus Response and Relief Supplemental Appropriations Act waived the requirement for a local share for certain types of funded projects including NewMo.

The City is contracted with Via to provide the NewMo service.

Attached is a memo from Director of Transportation Planning Nicole Freedman regarding the grant including the announcement letter from MassDOT.

Thank you for your consideration of this matter.

Sincerely,


Mayor Ruthanne Fuller

RECEIVED
2021 APR 12 PM 4:41
CITY CLERK
NEWTON, MA 02459



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Department of Planning and Development
1000 Commonwealth Avenue Newton, Massachusetts 02459

Telephone
(617) 796-1120
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Barney S. Heath
Director

MEMORANDUM

Date: April 8, 2021
To: Maureen Lemieux, Chief Financial Officer
From: Jayne Colino, Director of Senior Services
Cc: Nicole Freedman, Director of Transportation Planning
Subject: Request to Docket Item to Accept MassDOT Community Transit Grant F21 for NewMo

We request approval to accept and expend \$200,000 in grant funding from MassDOT's Community Transit Grant Program FY21 for the following project:

NewMo Program Operating Assistance (BCG0008305)

The City is contracted with Via to provide this service. No additional match is required to support this grant beyond money already allocated by the City for this project.



Nicole Freedman
City of Newton
1000 Commonwealth Avenue
Newton Centre, MA 02459

Dear Ms. Freedman,

MassDOT is pleased to announce the City of Newton's amended State Fiscal Year City of Newton's amended State Fiscal Year 2021 (SFY21) Community Transit Grant Program (CTGP) award for the following project:

NewMo Program Operating Assistance 2 (BCG0009437) in the amount of \$200,000
(100% federal funding)

The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) waived the requirement for a local share in previously apportioned unobligated Federal Transit Administration (FTA) Section 5310 funds. As a result, 100% of your SFY21 CTGP operating project cost will be provided by MassDOT. A local match of 50% is no longer required.

Please contact Jenna Henning at jennifer.n.henning@dot.state.ma.us with any questions.

Thank you for your continued commitment to improving mobility in the Commonwealth.

Sincerely,

*Jenna Henning
Manager of Grant Programs
Rail and Transit Division
Massachusetts Department of Transportation*

CITY OF NEWTON

IN CITY COUNCIL

DRAFT

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chair Rebecca Walker Grossman, the authorization to accept and expend the sum of two hundred thousand dollars (\$200,000) in grant funding from MassDOT's Community Transit Grant Program FY21 for operating assistance for the NewMO Program be and is hereby approved.

Under Suspension of Rules
Readings Waived and Approved
DRAFT

(SGD) NADIA KHAN
Acting City Clerk

(SGD) RUTHANNE FULLER
Mayor



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

142-21

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rfuller@newtonma.gov

April 12, 2021

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Honorable City Councilors:

I respectfully submit this docket item to this Honorable Council requesting the authorization to accept and expend \$26,000 in grant funding from the Executive Office of Public Safety and the Department of Fire Services. This is a reimbursement grant to cover firefighter safety equipment expenses.

The funding is going to be used to reimburse Newton Fire for equipment purchases including the following: ice rescue board, rescue saw/chain saw, and ropes (rescue & individual safety and hardware).

Thank you for your consideration of this matter.

Sincerely,

Mayor Ruthanne Fuller

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2021 APR 12 PM 4:41
CITY CLERK
NEWTON, MA 02459



Gino Lucchetti
Chief

CITY OF NEWTON, MASSACHUSETTS
FIRE DEPARTMENT HEADQUARTERS

1164 Centre Street, Newton Center, MA 02459-1584
Chief: (617) 796-2210 Fire Prevention: (617) 796-2230
FAX: (617) 796-2211 EMERGENCY: 911



Ruthanne Fuller
Mayor

April 8, 2021

Maureen Lemieux
Chief Financial Officer
City of Newton
1000 Commonwealth Ave
Newton, MA 02459

Maureen,

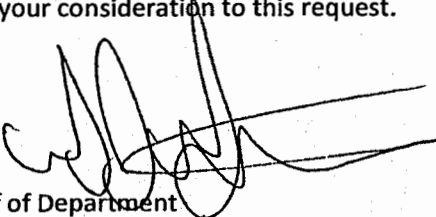
I respectfully request to docket funding of \$26,000.00 from the Executive Office of Public Safety and the Department of Fire Services for a reimbursement grant that was awarded to Newton Fire for Firefighter Safety Equipment.

The funding is going to be used to purchase equipment and related items for the Fire Department. These items are: Ice Rescue Board, Rescue Saw/Chain Saw, and Ropes (rescue & individual safety and hardware).

The Grant is a reimbursement grant; therefore, we would respectfully request authorization to expend the grant and when refunded by the Dept. of Fire Services to replenish our account of expenditure.

Thank you for your consideration to this request.

Respectfully,


Greg Gentile
Assistant Chief of Department
Chief of Operations



CHARLES D. BAKER
Governor

Office of the Governor
Commonwealth of Massachusetts

State House
Boston, Massachusetts 02133
Tel: (617) 725-4000

KARYN E. POLITO
Lieutenant Governor

April 1, 2021

Chief Gino Lucchetti
Newton Fire Department
1164 Centre Street
Newton, MA 02459

Dear Chief Lucchetti,

Congratulations! I am pleased to inform you that the Executive Office of Public Safety and Security and the Department of Fire Services (DFS) has awarded the Newton Fire Department \$26,000 in State Fiscal Year 2021 funding for the Firefighter Safety Equipment Grant Program.

Despite the extraordinary obstacles that the last year has brought, the fire service in Massachusetts has continued to protect the citizens of Massachusetts with remarkable consistency and expertise. We would like to thank you and all of the members of your department for your dedication to keeping the public safe during this challenging period in our history.

The contract, terms and conditions, and other award documents for this program will be provided to you by DFS. Please contact Tim Moore at DFS with any questions about this award at 978-567-3721 or Timothy.Moore@mass.gov.

Sincerely,

Handwritten signature of Charles D. Baker in cursive.

Governor Charles D. Baker

Handwritten signature of Karyn E. Polito in cursive.

Lt. Governor Karyn E. Polito

CITY OF NEWTON

IN CITY COUNCIL

DRAFT

ORDERED:

That, in accordance with the recommendation of the Finance Committee through its Chair Rebecca Walker Grossman, the authorization to accept and expend the sum of twenty-six thousand dollars (\$26,000) in grant funding from the Executive Office of Public Safety and the Department of Fire Services to cover firefighter safety equipment expenses be and is hereby approved.

Under Suspension of Rules
Readings Waived and Approved
DRAFT

(SGD) NADIA KHAN
Acting City Clerk

(SGD) RUTHANNE FULLER
Mayor

CITY COUNCIL

#

RECEIVED
Newton City Clerk

CITY OF NEWTON

DOCKET REQUEST FORM

2021 MAR 17 AM 10:10

DEADLINE NOTICE: Council Rules require items to be docketed with the Clerk of the Council NO LATER THAN 7:45 P.M. ON THE MONDAY PRIOR TO A FULL COUNCIL MEETING.

Newton, MA 02459

To: Clerk of the City Council

Date: March 17, 2021

From (Docketer): Lara Kritzer, Community Preservation Program Manager

Address: Planning Department, Newton City Hall, 1000 Commonwealth Avenue Newton MA 02459

Phone: 617-796-1144

E-mail: lkritzer@newtonma.gov

Additional sponsors: Community Preservation Committee

1. Please docket the following item (it will be edited for length if necessary):

Recommendation from the Community Preservation Committee for the allocation of \$21,270 in Community Preservation Act community housing funds to the West Newton Armory Affordable Housing Development Project in order to complete pre-development studies and assessments necessary for the acquisition of the site for future affordable housing development.

2. The purpose and intended outcome of this item is:

- Fact-finding & discussion
- Appropriation, transfer,
- Expenditure, or bond authorization
- Special permit, site plan approval,
- Zone change (public hearing required)
- Ordinance change
- Resolution
- License or renewal
- Appointment confirmation
- Other: _____

3. I recommend that this item be assigned to the following committees:

- Programs & Services
- Zoning & Planning
- Public Facilities
- Finance
- Public Safety
- Land Use
- Real Property
- Special Committee
- No Opinion

4. This item should be taken up in committee:

Immediately (Emergency only, please). Please state nature of emergency:

- As soon as possible, preferably within a month
- In due course, at discretion of Committee Chair
- When certain materials are made available, as noted in 7 & 8 on reverse
- Following public hearing

PLEASE FILL OUT BOTH SIDES

5. I estimate that consideration of this item will require approximately:

- One half hour or less
- More than one hour
- More than one meeting
- Up to one hour
- An entire meeting
- Extended deliberation by subcommittee

6. The following people should be notified and asked to attend deliberations on this item. (Please check those with whom you have already discussed the issue, especially relevant Department Heads):

City personnel	Citizens (include telephone numbers/email please)
<input checked="" type="checkbox"/> <u>Lara Kritzer</u>	<input checked="" type="checkbox"/> _____
<input checked="" type="checkbox"/> <u>Barney Heath</u>	<input checked="" type="checkbox"/> _____
<input checked="" type="checkbox"/> <u>Amanda Berman</u>	<input type="checkbox"/> _____
<input checked="" type="checkbox"/> <u>Eamon Bencivengo</u>	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

7. The following background materials and/or drafts should be obtained or prepared by the Clerk's office prior to scheduling this item for discussion:

8. I have or intend to provide additional materials and/or undertake the following research independently prior to scheduling the item for discussion. *

CPC Funding Recommendation, the City's West Newton Armory Affordable Housing Development proposal, and the March 9 project presentation to the CPC are attached.

(*Note to docketer: Please provide any additional materials beyond the foregoing to the Clerk's office by 2 p.m. on Friday before the upcoming Committee meeting when the item is scheduled to be discussed so that Councilors have a chance to review all relevant materials before a scheduled discussion.)

Please check the following:

- 9. I would like to discuss this item with the Chairman before any decision is made on how and when to proceed.
- 10. I would like the Clerk's office to contact me to confirm that this item has been docketed. My daytime phone number is:
- 11. I would like the Clerk's office to notify me when the Chairman has scheduled the item for discussion.

Thank you.

Lara Kritzer
Signature of person docketing the item

[Please retain a copy for your own records]



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Department of Planning and Development
1000 Commonwealth Avenue Newton, Massachusetts 02459

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(617) 796-1120
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(617) 796-1089
www.newtonma.gov

Barney S. Heath
Director

**Community Preservation Committee
Funding Recommendation for the West Newton Armory
Affordable Housing Development Project**

Date: March 16, 2021
From: Community Preservation Committee
To: The Honorable City Council

PROJECT GOALS & ELIGIBILITY This proposal requests \$21,270 in CPA community housing funds for pre-development costs associated with the acquisition of the West Newton Armory building and site. The State offered the property to the City in 2019 for \$1 so long as it was used for a completely affordable housing development. After a year of studying the feasibility of such a development at this site, City Council voted on February 1 to have the Mayor purchase the property for future affordable housing. The current request for funding relates to the pre-development work necessary to acquire the site for this purpose, namely the completion of a Phase II Environmental Assessment of the property. This assessment, as well as a noise assessment and a Memorandum of Agreement with the Massachusetts Historical Commission, are required by HUD and must be completed before the property is acquired later this year.

This project is eligible for CPA funding for the support and acquisition of community housing.

RECOMMENDED FUNDING At its monthly meeting on Tuesday, March 9, 2021, the Community Preservation Committee unanimously recommended, with a vote of 9 to 0, that \$21,270 in Community Preservation Act community housing funding be appropriated from the FY21 CPA Annual Budgeted Reserves to the control of the Planning & Development Department for the completion of the Phase II Environmental Assessment required for the acquisition of the West Newton Armory for future affordable housing development.

CPA Funding Sources and Uses	
FY21 CPA Annual Budgeted Reserves (Account #58R10498-579000)	\$939,541
West Newton Armory Affordable Housing Development Project Funding	\$21,270
Remaining Funding in Account Available After Project Funding	\$918,271

www.newtonma.gov/cpa

Lara Kritzer, Community Preservation Program Manager
lkritzer@newtonma.gov 617.796.1144

SPECIAL ISSUES CONSIDERED BY THE CPC

The CPC recognizes that this is a necessary first step to a much larger affordable housing project which will assist Newton in meeting its affordable housing goals. The project is well leveraged with other grant funding received by the City for affordable housing work and has documented support from the City Council and public.

Funding leverage & project costs: The CPA funding request is 52% of the overall project and is matched with \$20,000 from the DHCD grant received by the City for the development of this site. The grant was initially used to hire the affordable housing consultants who assisted the City in determining the feasibility of the site and are now helping to draft an RFP to find an affordable housing developer to continue the project. The matching funds and CPA funding will be jointly used to cover the studies necessary to complete the City's due diligence for HUD and allow it to move forward with the purchase.

Community Need: Newton has a well-documented need for the additional affordable housing units which are the ultimate goal of this project. The property is located on one of Newton's main thoroughfares between two villages with direct access to bus routes and the commuter rail, making it an excellent location for future affordable housing development. The City has already stated its support for the acquisition of the site specifically for use as affordable housing.

ADDITIONAL RECOMMENDATIONS *(funding conditions)*

1. CPA Funding may only be used for work associated with the predevelopment of the site, including the completion of the Phase II Environmental Assessment, Noise Assessment, or MHC Memorandum of Agreement required by HUD for the acquisition of the West Newton Armory for future development as affordable housing.
2. All recommended CPA funds should be appropriated by the City Council within 6 months and in use within 1 years of the date of any CPC recommendation. If either deadline cannot be met, the applicants should request a written extension from the CPC, which the CPC may grant at its discretion.
3. Any periodic reports or interim deliverables prepared as part of this project, as well as the final Phase II Environmental Assessment, must be shared with the CPC for online posting.
4. Any CPA funds appropriated but not used for the purposes stated herein must be returned to the Newton Community Preservation Fund.

KEY OUTCOMES

The Community Preservation Committee will evaluate this project based on its success in using CPA funds to complete the requirements necessary for the City's successful acquisition of the West Newton Armory site for the future development of affordable housing units.

ATTACHMENTS

- Proposal and selected attachments submitted to the CPC for the March 9, 2021 Public Hearing
- March 9, 2021 Project Presentation to the CPC

Additional information not attached to this recommendation, including petitions and letters of support, are available on the CPC's website at:

<https://www.newtonma.gov/government/planning/community-preservation-program/proposals-projects/west-newton-armory>



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Department of Planning and Development
1000 Commonwealth Avenue Newton, Massachusetts 02459

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Barney S. Heath
Director

February 12, 2021

Lara Kritzer
Community Preservation Program Manager
1000 Commonwealth Avenue
Newton, MA 02459

RE: West Newton Armory Affordable Housing Development

Dear Community Preservation Committee members:

Thank you for the opportunity to present this funding proposal for environmental costs necessary for the City's acquisition of the West Newton Armory for redevelopment into 100% affordable housing. On February 1, 2021, the City Council voted to recommend that the Mayor purchase the Armory from the Commonwealth for \$1 for affordable housing. This vote was the culmination of a fourteen month process that involved the creation of a Joint Advisory Planning Group and involvement of an affordable housing consultant. At the conclusion of 2020, the JAPG and housing consultant both released separate reports and determined that affordable housing at the Armory was not only the City's best use of the property, but also feasible.

In order to acquire the property from the Commonwealth, the City must conduct a Phase II environmental assessment, a environmental noise assessment, and execute a Memorandum of Agreement with the Massachusetts Historical Commission. While a portion of these costs are being funded with remaining grant funds awarded to the City from the Massachusetts Department of Housing and Community Development, the Planning Department is requesting that the Community Preservation Committee fund the balance. This would fund the cost of the Phase II assessment, which is an important step in the acquisition process.

The Planning Department will continue to work closing with the City's housing consultant to ensure that these steps are completed in a satisfactory and timely manner. I look forward to presenting the proposal to the Committee at its March 11, 2021 meeting. Please feel free to contact me in the meantime if you have any questions or would like any further information.

Sincerely,

Barney Heath

Barney Heath, Director
Planning and Development Department

City of Newton



Ruthanne Fuller
Mayor

Newton, Massachusetts Community Preservation Program, CDBG,
and HOME Investment Partnerships Program
FUNDING REQUEST

(For staff use)
date rec'd:

2/12/21

PRE-PROPOSAL PROPOSAL

Please submit this completed file directly – do not convert to PDF or other formats.

For full instructions, see www.newtonma.gov/cpa or contact us:

Community Preservation Program Manager,
City of Newton Planning & Development Department, 1000 Commonwealth Ave., Newton, MA 02459
lkritzer@newtonma.gov 617.796.1144

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

Project TITLE	West Newton Armory Affordable Housing Development Project			
Project LOCATION	Full street address (with zip code), or other precise location. 1135 Washington Street, West Newton 02465			
Project CONTACT(S)	Name & title or organization	Email	Phone	Mailing address
Project Manager	Amanda Berman, Director of Housing and Community Development, Planning and Development Department	aberman@newtonma.gov	617-796-1147	Newton City Hall 1000 Commonwealth Ave. Newton, MA 02459
Other Contacts	Barney Heath, Director, Planning & Development Department	bheath@newtonma.gov	617-796-1120	Newton City Hall 1000 Commonwealth Ave. Newton, MA 02459
Project FUNDING	A. CPA funds requested: \$21,270.00	B. Other funds: \$20,000.00	C. Total project cost: \$41,270.00	
Project SUMMARY	Explain how the project will use the requested CPA, CDBG, and City of Newton HOME funds. You may provide more detail in attachments, but your PROJECT SUMMARY MUST FIT IN THE SPACE BELOW. Use a cover letter for general information about the sponsoring organization's accomplishments.			
<p>In 2019, the State approached the City with the opportunity to purchase the West Newton Armory for use as either 100% affordable housing or a municipal use. The purchase conditions, which are outlined in Special Legislation signed by the Governor, allow the City to purchase the Armory for one dollar if used for 100% affordable housing or a percentage of the Armory's full market value if used for a municipal use. To assist the City in deciding which purchase option to pursue, a Joint Advisory Planning Group (JAPG), comprised of a group of nine citizens appointed by the Mayor and the City Council President, was formed in December 2019. After a year of investigation and study, the JAPG voted unanimously in November 2020 to recommend the City move forward with the agreed upon purchase price of one dollar to use the Armory for 100% affordable housing. The JAPG was assisted in its examination of the financial feasibility and conversion of the Armory into affordable housing by the City's housing consultant, Affirmative Investments (AI). The City was able to hire AI after receiving a \$200,000 grant award from the State for the purposes of conducting a feasibility analysis. AI found that development of the Armory into affordable housing was financially feasible. At its January 2021 meeting, the Council's Real Property Reuse Committee voted to recommend to that the Mayor purchase the Armory for \$1 for affordable housing. The full Council voted in favor of this recommendation on February 1, 2021.</p> <p>In order for the City to achieve the next steps of acquiring the property and issuing a RFP for qualified affordable housing developers to develop the project, the City must complete a Phase II environmental assessment, a noise assessment, and execute a Memorandum of Agreement (MOA) with the Massachusetts Historical Commission (MHC). The Planning Department is specifically requesting that the CPC fund the cost of the Phase II, as well as a portion of the increased overhead fee from AI, who is managing the process. Affirmative Investment had a Phase 1 environmental assessment completed at the Armory, which showed the need for further study through a Phase 2. The Planning Department as been directed by HUD that this Phase II needs to be completed before the City officially takes ownership of the site. As the City anticipates using federal</p>				

HUD funds to support the project once a qualified affordable housing developer has been identified through the RFP process, this HUD directive must be followed.

Not only is the Phase II an important facet of the acquisition process, but the activities comprising the total project cost, the noise assessment and execution of a MOA with MHC, are also vital. The completion of a noise assessment is another HUD requirement for the City to complete prior to acquisition. The assessment will measure whether the proximity of the Armory to the Mass Turnpike and MBTA rail line exceeds permissible levels of sound pollution. The execution of the MOA is also an important component of not only the acquisition, but preservation of this historic building. The City must execute the MOA prior to acquiring the site. The MOA, as executed by the City and MHC, outlines the review process of development proposals submitted to the RFP. With this process in place, historic preservation of the Armory must be considered and incorporated into any development proposal. The cost of the executing the MOA results from the involvement of a historic consultant who is managed by AI.

Project TITLE **West Newton Armory Affordable Housing Development Project**

USE of CPA and HOME Funds

COMMUNITY HOUSING

Creation, Support

COMMUNITY NEEDS

From each of at least 2 plans linked to the *Guidelines & Forms* page of www.newtonma.gov/cpa, provide a brief quote with plan title, year, and page number, showing how this project meets previously recognized community needs. You may also list other community benefits not mentioned in any plan.

The redevelopment of the West Newton Armory supports affordable housing as recognized in the following plans:

Comprehensive Plan:

The Housing Section emphasizes the importance of protecting the City’s diversity and lists it as the first of the section’s “Housing Goals” (p. 5-12). The section stresses the need to “undertake a program of positive actions that will assure fair and equal housing opportunities for a population that is at least as diverse as at present.” The goal also recognizes the need for this diverse population to be able to “maintain suitable housing at affordable costs.” The creation of either affordable senior, family, or special needs housing at the Armory helps the City in its obligation to both increase the affordability of its housing stock and the socioeconomic diversity of its citizenry.

Affordable housing near amenities and within mixed-use developments - The West Newton Armory, located at 1135 Washington Street, is just east of West Newton Square, a historic square containing mostly older brick buildings, including the West Newton Cinema, coffee shops, restaurants, a wine bar, small independent retail shops, dry-cleaning and hair salons, a CVS pharmacy, banks, the Newton Police headquarters, the Newton District Court, service providers, a small park and some offices. The armory is located .4 miles, a five to ten-minute walk, from the heart of the square. The Armory is directly surrounded by a two-story Trader Joe’s grocery store, a two- of a two-story nursing home and parking lot located to its rear, and the soon to be completed Dunstan East project. Dunstan East was approved as a Section 40B affordable housing development and will contain 234 residential units with 59 affordable units, 8,318 square feet of retail space, and a small community green space that will be open to the public. There are two modes of nearby public transportation. Closest to the armory are MBTA buses that run frequently during commuting hours Monday through Friday and hourly during non-commuting hours and on Saturday. In addition, the West Newton MBTA commuter rail stop is within a ten-minute walk, while the Newtonville MBTA commuter rail stop is about a fifteen-minute walk.

Washington Street Vision Plan:

In December 2019, the Newton City Council approved the “Washington Street Vision Plan,” which describes various goals for Washington Street between West Newton Square and Crafts Street in Newtonville. These goals include enhanced vitality of the village centers, rebuilding Washington Street to convert it to a more attractive and pedestrian and biker-friendly boulevard, including possibly narrowing it to a two lane-road with a third lane for turns, the addition of a bike lane, and landscaping in the middle of the street, and maintaining

the diversity of housing stock along Washington Street. The development of the Armory fits into the Vision Plan by benefiting from the proposed enhancements, while serving as an enhancement itself.

COMMUNITY CONTACTS List at least 3 Newton residents or organizations willing and able to comment on the project and its manager's qualifications. No more than 1 should be a supervisor, employee or current work colleague of the project manager or sponsor. For housing projects, at least 2 contacts should reside in or near the project's neighborhood.

Name & title or organization	Email	Phone	Mailing address
Fran Godine, Engine 6	godine@comcast.net		
Ted Hess-Mahan, Chair of Armory JAPG	tedhessmahan@gmail.com	508-847-4855	871 Watertown St, Newton, MA 02465
Sue Parsons, Co-Chair of Armory JAPG	s_a_parsons@comcast.net	617-877-2930	172 Washington St, Newton, MA 02458

Project TITLE		West Newton Armory Affordable Housing Development Project	
SUMMARY CAPITAL/DEVELOPMENT BUDGET			
Uses of Funds			(rounded amounts)
Completion of Phase II environmental assessment			\$20,770
Completion of noise assessment			\$ 6,500
Historic consultation for execution of MOA			\$ 4,000
Affirmative Investments management			\$10,000
D. TOTAL USES (should equal C. on page 1 and E. below)			\$41,270
Sources of Funds	Status (requested, expected, confirmed)	(rounded amounts)	
Newton CPA Funds	Requested	\$21,270	
State (DHCD) Grant Funds	Received	\$20,000	
E. TOTAL SOURCES (should equal C. on page 1 and D. above)			\$41,270
SUMMARY ANNUAL OPERATIONS & MAINTENANCE BUDGET (cannot use CPA funds)			
Uses of Funds			(rounded amounts)
Not applicable			
F. TOTAL ANNUAL COST (should equal G. below)			\$
Sources of Funds			(rounded amounts)
Not Applicable			\$
			\$
			\$
G. TOTAL ANNUAL FUNDING (should equal F. above)			\$

Project TIMELINE	Phase or Task	Season & Year
	Submission of funding requests	February – April 2021
	Completion of Noise Assessment	February – March 2021
	Phase II	April - June 2021
	Initiation and Completion of MOA Process with Massachusetts Historical Commission	February – July 2021

Project TITLE		West Newton Armory Affordable Housing Development Project	
<input type="checkbox"/> Check off submitted attachments here. See also supplemental checklist for housing proposals.			
REQUIRED	AI Final Report	PHOTOS	of existing site or resource conditions (2-3 photos may be enough)
		MAP	of site in relation to nearest major roads (omit if project has no site)
Pre-proposals: separate attachments not required, just use page 3 of form. Full proposals: separate, detailed budget attachments REQUIRED.	See Phase II Proposal	PROJECT FINANCES printed and as computer spreadsheets, with both uses & sources of funds	
		Development pro forma/capital budget: include total cost, hard vs. soft costs and contingencies, and project management – amount and cost of time from contractors or staff (in-kind contributions by existing staff must also be costed)	
		Operating/maintenance budget, projected separately for each of the next 10 years (CPA funds may not be used for operations or maintenance)	
		Non-CPA funding: commitment letters, letters of inquiry to other funders, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions	
		Purchasing of goods & services: briefly summarize sponsor's understanding of applicable state statutes and City policies	
REQUIRED for full proposal.	SPONSOR QUALIFICATIONS, INSTITUTIONAL SUPPORT		
	NA	For sponsoring department or organization, most recent annual operating budget (revenue & expenses) & financial statement (assets & liabilities); each must include both public (City) and private resources ("friends" organizations, fundraising, etc.)	
	X	Cover Letter From head of City department, board or commission confirming: current custody, or willingness to accept custody, of the resource and commitment of staff time for project management Planning Dept or Mayor to take responsibility. Summary of proposal	
	X	For project manager: relevant training & track record of managing similar projects	
REQUIRED for all full proposals involving real estate acquisition, construction or other building/ landscape improvements.	SITE CONTROL, VALUE & DEED RESTRICTIONS		
	NA	Owner's agreement to a permanent deed restriction for affordability	
	ZONING & PERMITTING		
	NA	Short email confirming review by the Development Review Team (DRT)	
	See Summary attachment	Brief property history: at least the last 30 years of ownership & use (ask CPC staff for assistance with sources) Summary of process with DCAMM and next steps	
	NA	Environmental mitigation plans: incl. lead paint, asbestos, underground tanks	
	NA	Zoning relief and permits required: incl. parking waivers, demolition or building permits, comprehensive permit or special permit	
	NA	Other approvals required: Newton Conservation Commission, Newton Historical Commission, Newton Commission on Disabilities, Massachusetts Historical Commission, Massachusetts Architectural Access Board, etc.	
	DESIGN & CONSTRUCTION		
	AI Final Report	Professional design & cost estimates: include site plan, floor plans & elevations	
	Materials & finishes; highlight "green" or sustainable features & materials		
OPTIONAL for all proposals.		LETTERS of SUPPORT	from Newton residents, organizations, or businesses

West Newton Armory Project Summary

In 2019, the State approached the City with the opportunity to purchase the West Newton Armory for use as either 100% affordable housing or a municipal use. The purchase conditions, which are outlined in Special Legislation signed by the Governor, allow the City to purchase the Armory for one dollar if used for 100% affordable housing or a percentage of the Armory's full market value if used for a municipal use. To assist the City in deciding which purchase option to pursue, a Joint Advisory Planning Group (JAPG), comprised of a group of nine citizens appointed by the Mayor and the City Council President, was formed in December 2019. After a year of investigation and study, the JAPG voted unanimously in November 2020 to recommend the City move forward with the agreed upon purchase price of one dollar to use the Armory for 100% affordable housing.


The JAPG was assisted in its examination of the financial feasibility and conversion of the Armory into affordable housing by the City's housing consultant, Affirmative Investments (AI). The City was able to hire AI after receiving a \$200,000 grant award from the State for the purposes of conducting a feasibility analysis. AI found that development of the Armory into affordable housing was financially feasible. At its January 2021 meeting, the Council's Real Property Reuse Committee voted to recommend to that the Mayor purchase the Armory for \$1 for affordable housing. The full Council voted in favor of this recommendation on February 1, 2021.

The City will now begin the process of closing on the property with the State. In addition, the City will continue working with AI to draft a RFP to solicit proposals from qualified affordable housing developers to develop the Armory into 100% affordable housing. The Planning Department expects the closing to occur and the RFP to be released by early summer 2021.

West Newton Armory Pre-development Funding Request

CITY OF NEWTON COMMUNITY PRESERVATION COMMITTEE

MARCH 9, 2021



The West Newton Armory




- Located at 1137 Washington Street, midway between Newtonville and West Newton.
- Built in 1910 as a training facility for the Massachusetts National Guard, but has not been used by the Guard for several years.
- Comprises approximately 30,000 square feet with a front head house and rear drill shed typical of many armories built in the Commonwealth at that time.


Armory Acquisition Process

- In 2018, the Commonwealth declared the Armory a surplus property after the National Guard no longer required it for training purposes. At that time, DCAMM approached the City about acquiring the Armory.
- DCAMM presented the City with two scenarios for the purchase, which were formalized in special state legislation:
 - Reuse as 100% permanently affordable housing for individuals and households at or below 80% AMI. If used for this purpose, the City could acquire the property for \$1
 - Reuse as a municipal use, such as a library or community center. This acquisition price would not be \$1.00. The property would be appraised as restricted for that particular municipal use, and the City would pay an amount that reflected that type of use.
- In June 2019, the City Council authorized the Mayor to purchase the Armory for affordable housing or a municipal use.
- To help the City determine which purpose the Armory should be acquired, the Council's Real Property Reuse Committee created a JAPG in December 2019. The JAPG spent the next 11 months holding regular public meetings to research uses of other similarly aged armories throughout Massachusetts and hear presentations by experts.


Affordable Housing Consultant

- The work of the JAPG was supported by the City's housing consultant, Affirmative Investments.
 - Because the City is designated as a Housing Choice Community by the State, the City applied for and was awarded a \$200,000 housing choice capital grant from the State to hire AI to conduct a feasibility analysis on affordable housing at the Armory.
 - In conducting its analysis, AI considered four scenarios:
 - full preservation
 - partial demo by preserving the front head house and demolishing the rear drill shed for seniors/SN
 - partial demo by preserving the front head house and demolishing the rear drill shed for families
 - full demolition for new construction
 - AI found that the first scenario was not financially feasible, but the remaining three were not only financially feasible but also structurally and architecturally feasible
- 

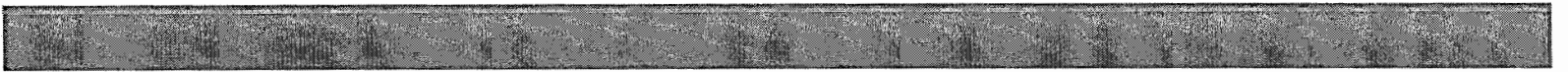
Final Recommendation and Report

- In addition to receiving the analysis from AI, the JAPG interviewed the City's Public Buildings Commissioner and Chief Operating Officer to better understand if the Armory could be used for a municipal purpose. Both found the Armory to be insufficient to meet the needs of a City Department or other municipal use.
 - In November 2020, the JAPG summarized its findings and the analysis from AI into its final report recommending to the Real Property Reuse Committee that the City purchase the Armory for 100% affordable housing.
 - The Real Property Reuse Committee held two public hearings to review the report. In January 2021, the Committee voted to recommend to the full Council that the Mayor purchase the Armory for 100% affordable housing.
 - On February 1, the full Council voted to affirm this recommendation.
- 

Current Status and Future Timeline

- The City will now begin the process of closing on the property with the State and work with its housing consultant to draft an RFP to solicit proposals from qualified affordable housing developers to develop the Armory into 100% affordable housing.
 - It is anticipated that the closing and release of the RFP will occur in summer 2021.
 - The Planning Department estimates the Armory is four years away from welcoming its first housing residents as a developer must be identified, secure financing, receive building approvals, and perform the construction.
- 

CPC Funding Request

- For the City to achieve the next steps of acquiring the property and issuing its RFP, the City must complete a Phase II environmental assessment, a noise assessment, and execute a Memorandum of Agreement (MOA) with the Massachusetts Historical Commission (MHC).
 - These steps will be managed by Affirmative Investments.
 - The CPC funding request of **\$21,270** will fund the Phase II, which is required by HUD before the City can acquire the property and make the project eligible for federal funds once a developer is identified.
- 

Thank you



CITY OF NEWTON

IN CITY COUNCIL

DRAFT

ORDERED:

That, in accordance with the recommendation of the Community Preservation Committee through its Chair, Mark Armstrong, and the Finance Committee through its Chair Rebecca Walker Grossman, the appropriation of twenty-one thousand two hundred and seventy dollars (\$21,270) in Community Preservation Act community housing funds to the West Newton Armory Affordable Housing Development Project in order to complete pre-development studies and assessments necessary for the acquisition of the site for future affordable housing development be and is hereby approved as follows:

FROM:	CPA Budget Reserves Current Year (58R10498-579000)	\$21,270
TO:	West Newton Armory Affordable Housing- Undistributed (58C11416-579500)	\$21,270

Under Suspension of Rules
Readings Waived and Approved
DRAFT

(SGD) NADIA H KHAN

Acting City Clerk

(SGD) RUTHANNE FULLER

Mayor

Date: _____