

Community Preservation Program

Our Mission

To preserve and renew Newton's cultural, economic, and environmental diversity with our Community Preservation Act funds.

In 2001, Newton voters adopted the Massachusetts Community Preservation Act (CPA) by accepting a 1% surcharge on City real estate taxes to fund projects that further the City's affordable housing, historic resource, open space, and recreation goals. This local funding qualifies Newton for state matching funds generated from fees collected by the Registry of Deeds. The CPA state statute allows the funding to be used to:

- acquire, create, preserve, rehabilitate/restore, or support community housing (providing affordable housing for families, residents with disabilities or special needs, seniors, etc.)
- acquire, preserve, or rehabilitate/restore historic resources (including archives, art, buildings, structures, objects, or landscapes)
- acquire, create, preserve, or rehabilitate/restore open space (including land for trails, wildlife habitat, watershed protection, etc)
- acquire, create, preserve, or rehabilitate/restore land for recreational uses (including parks, playgrounds, playing fields, etc)

CPA funds also come with specific requirements as to how and when they can be used. For example, real estate acquired with CPA funds must be restricted to its CPA-eligible use in perpetuity. CPA funds may be used for capital improvements but not for maintenance or operations, may augment regular public funds but not replace them, and may be saved and combined over multiple years for major projects.

While the City Council approves the use of any CPA funds, those decisions are based on recommendations made by the all-volunteer Community Preservation Committee (CPC). This nine-member Committee includes five members appointed from other existing City boards and commissions and four non-statutory members appointed by the Mayor. Newton's CPA ordinance aims to ensure that the CPC represents all CPA-eligible resources, and Newton's CPC strives to make its recommendations to the City Council unanimous whenever possible.

These requirements and practices allow Newton's CPA program to take a collaborative approach to community needs that in other settings are often seen as competing.

As of early March 2021, the Community Preservation Committee (CPC) and the City Council have approved the following new CPA project funding in Fiscal 2021:

- \$390,000 to the City of Newton to complete the final design of the Commonwealth Avenue Carriageway Redesign in Auburndale, working in coordination with the Massachusetts Dept. of Transportation which will construct the improvements as part of a larger area project in the future.
- \$1,244,857 to 2Life Communities that, in combination with the \$3.25 million allocated in 2018, will be used to construct two additions housing 57 new affordable housing units for very and extremely low income households at their existing Golda Meir House on Stanton Avenue.
- \$77,900 to the Newton Housing Authority to fund the costs of an additional elevator required as part of the approved design for the new 55 unit Haywood House Senior Housing project.
- \$16,884 to Historic Newton to repair water damaged windows and replace the rear façade gutters of the Durant Kenrick Homestead.
- \$28,990 to Historic Newton to replace the historic picket fence along the Jackson Road boundary of the Jackson Homestead.
- \$1,200,000 to continue assisting Newton's renter households to remain in their existing units through the Covid-

19 Emergency Housing Assistance program through June 2021.

- \$1,433,000 to Grace Episcopal Church for the preservation and restoration of their historic stone bell tower.
- \$4,214,622 to 2Life Communities' Coleman House to preserve the existing 146 affordable senior housing units by repairing masonry, replacing the roof and windows, and installing new energy efficient building-side systems.

In March 2021, the CPC will also begin its review of a new proposal for pre-development funding for the West Newton Armory Affordable Housing Development, and a pre-proposal for funding to complete a feasibility study of the current and future needs at the Gath Memorial Pool facility. If all of the recommended and proposed projects are funded in FY21, Newton's Community Preservation Fund is anticipated to have approximately \$11.6 million in forwarded fund balances and new local and state CPA funds available for future project funding at the start of Fiscal 2022. Some of these funds are restricted to a specific resource as required by the state CPA statute, but nearly \$10 million is available for any CPA-eligible use.

Lara Kritzer

Community Preservation Program Manager

Barney S. Heath

Director, Newton Department of Planning & Development

This budget was adopted by the Newton Community Preservation Committee on April 13, 2021 by unanimous vote.

City of Newton COMMUNITY PRESERVATION FUND	MUNIS - Comptroller to confirm	Fiscal 2021 APPROVED	Fiscal 2022 PROVISIONAL
Program Budget	Accounts	Approved by CPC and City Council Spring 2021	CPC Approved April 13, 2021
REVENUE			
Local CPA surcharge	TO CONFIRM, must be entered by Comptroller: 5800-411320 or 5800-125020?	\$3,658,144	\$3,761,719
State Matching Funds (<i>For FY22, currently estimating 20% match</i>)	TO CONFIRM, must be entered by Comptroller: 5800-434001 or 5800-172000	\$713,784	\$731,629
Unrestricted Fund Balance (<i>previously called "undesignated fund balance"</i>)	source account: 5800-3599	\$425,445	\$295,422
Fund Balance (<i>assume \$0 in budget</i>)			
Interest (<i>assume \$0 in budget</i>)			
TOTAL REVENUE		\$4,797,373	\$4,788,770
EXPENDITURES			
PROGRAM ADMINISTRATION & DEBT SERVICE			
Program Administration (<i>max. 5% of annual new funds</i>)	58Z11400-	\$202,845.13	\$180,910.00
Debt Service: Webster Woods (in addition to Open Space Budget Reserve)		\$217,961.77	\$214,225.52
BUDGETED RESERVES	58R10498-		
Community Housing Reserve (<i>min. 10% of annual new funds</i>)	57900C	\$479,737.31	\$478,877
Historic Resources Reserve (<i>min. 10% of annual new funds</i>)	57900B	\$479,737.31	\$478,877
Open Space Reserve (<i>min. 10% of annual new funds</i>)	57900D	\$479,737.31	\$478,877
General Reserve (unrestricted, any CPA purpose)	579000	\$2,937,354.17	\$2,957,003
TOTAL EXPENDITURES		\$4,797,373.00	\$4,788,770

City of Newton
COMMUNITY PRESERVATION PROGRAM

Budget Detail for Program Administration	MUNIS Accounts (58Z11400 unless shown otherwise)	Fiscal 2021 FINAL	Fiscal 2022 PROVISIONAL
		<i>Approved Spring 2020</i>	<i>CPC Approved April 13, 2021</i>
PERSONNEL			
<i>Prog Mgr: FULL TIME SALARIES (grade H-9)</i>	511001	\$75,650.00	\$76,442.00
<i>Prog Mgr: CONTRIBUTORY RETIREMENT</i>	58Z10491-570700	\$21,827.00	\$25,058.00
<i>Prog Mgr: DENTAL INSURANCE</i>	57DENT	\$600.00	\$600.00
<i>Prog Mgr: HEALTH INSURANCE</i>	57HLTH	\$18,100.00	\$18,750.00
<i>Prog Mgr: BASIC LIFE INSURANCE</i>	57LIFE	\$60.00	\$60.00
<i>Prog Mgr: MEDICARE PAYROLL TAX</i>	57MEDA	\$1,206.00	\$1,500.00
<i>Prog Mgr: LONGEVITY</i>	514001	\$0.00	\$0.00
TOTAL Program Manager		\$117,443.00	\$122,410.00
Work by Other Depts.	513040	\$7,500.00	\$7,000.00
TOTAL Personnel		\$124,943.00	\$129,410.00
OTHER EXPENSES			
Consultants	530100	\$50,000.00	\$30,000.00
Advertising/ Publications	534300	\$3,000.00	\$3,000.00
Audiovisual Equipment	585130	\$1,000.00	\$500.00
Computer Software	585121	\$1,000.00	\$500.00
Computer Supplies	558500	\$1,000.00	\$500.00
Dues & Subscriptions	573000	\$7,900.00	\$7,900.00
In-State Conferences	571100	\$2,100.00	\$2,100.00
Office Supplies	542000	\$1,000.00	\$1,000.00
Postage	534100	\$1,500.00	\$1,000.00
Printing	534200	\$3,000.00	\$2,000.00
Signs	554800	\$2,500.00	\$3,000.00
TOTAL Other Expenses		\$74,000.00	\$51,500.00
TOTAL Program Expenses		\$198,943.00	\$180,910.00

DRAFT FY22 Community Preservation Program Budget

City of Newton COMMUNITY PRESERVATION FUND	MUNIS - Comptroller to confirm	Fiscal 2021 APPROVED	Fiscal 2022 PROVISIONAL
Program Budget	Accounts	<i>Approved by CPC and City Council Spring 2021</i>	<i>CPC Approved April 13, 2021</i>
REVENUE			
Local CPA surcharge	TO CONFIRM, must be entered by Comptroller: 5800-411320 or 5800-125020?	\$3,658,144	\$3,761,719
State Matching Funds (<i>For FY22, currently estimating 20% match</i>)	TO CONFIRM, must be entered by Comptroller: 5800-434001 or 5800-172000	\$713,784	\$731,629
Unrestricted Fund Balance (<i>previously called "undesignated fund balance"</i>)	source account: 5800-3599	\$425,445	\$295,422
Fund Balance (<i>assume \$0 in budget</i>)			
Interest (<i>assume \$0 in budget</i>)			
TOTAL REVENUE		\$4,797,373	\$4,788,770
EXPENDITURES			
PROGRAM ADMINISTRATION & DEBT SERVICE			
Program Administration (<i>max. 5% of annual new funds</i>)	58Z11400-	\$202,845.13	\$180,910.00
Debt Service: Webster Woods (in addition to Open Space Budget Reserve)		\$217,961.77	\$214,225.52
BUDGETED RESERVES	58R10498-		
Community Housing Reserve (<i>min. 10% of annual new funds</i>)	57900C	\$479,737.31	\$478,877
Historic Resources Reserve (<i>min. 10% of annual new funds</i>)	57900B	\$479,737.31	\$478,877
Open Space Reserve (<i>min. 10% of annual new funds</i>)	57900D	\$479,737.31	\$478,877
General Reserve (unrestricted, any CPA purpose)	579000	\$2,937,354.17	\$2,957,003
TOTAL EXPENDITURES		\$4,797,373.00	\$4,788,770

Community Preservation Program

Fiscal Year 2022 Outcomes and Strategies

Outcome 1

Promote the CPA Program and its Benefits

As an early adopter of the Community Preservation Program in 2001, Newton has received over \$83 million in CPA funding to accomplish dozens of projects in community housing, open space, historic preservation, and recreation over the last twenty years. Nearly three-fourths of the City's funding has been spent on creating, preserving, and supporting affordable housing throughout Newton (39%) and acquiring and rehabilitating Open Space (32%). To date, the remaining quarter of CPA funding is divided almost equally between historic resource and recreation projects.

Fewer new organizations have applied for CPA funding in recent years and the CPC has recognized that the core functions and accomplishments of the program are not always well known. This suggests that despite its successes in the community, more efforts are needed to increase both the visibility of Newton's CPA program and its positive impacts on neighborhoods across the City. To the CPC's regularly updated webpage, (www.newtonma.gov/government/planning/community-preservation-program), which is regularly updated with the latest information on the City's current funding proposals as well as past projects and the CPA funding process. While Covid-19 slowed their attempts to meet and publicize the program in person this year, both the CPC and its staff plan to renew their efforts in the upcoming year to encourage applicants to consider new possibilities for future projects. These efforts may take several forms, including mailings to residents and local organizations, meetings with neighborhood groups and City departments to discuss the program, new signage, and informational materials, and taking advantage of future opportunities for social media promotions and other public awareness opportunities.

Outcome 2

Design and purchase new CPA project site signs and implement outreach initiatives to improve the program's recognition and visibility

As noted above, Newton's CPA program is currently working on ways to make its achievements and goals better known and more visible to the community. CPA funding has allowed the City to accomplish several large goals in recent years, from funding an emergency housing assistance program for those negatively impacted by Covid-19 to the purchase of open space at Webster Woods. These and other recent projects have raised the CPA's profile in the community, and residents are curious to learn more about the program and what it can achieve.

The CPC will continue to work in FY22 to improve the community's understanding of possible uses of CPA funding and the program's visibility in the community. The Committee will also continue to work on a new design for its CPA project signage and plans to purchase new signs to be installed at CPA funded projects throughout Newton. The CPC looks forward to continuing its work on additional outreach efforts to increase awareness of the program and encourage potential new project applications.

Community Preservation Program

Fiscal Year 2022 Outcomes and Strategies

Outcome 3

Analyze community feedback on CPA funding priorities and develop/implement Program Recommendations

The Community Preservation Act requires that the CPC “study the needs, possibilities and resources of the city or town regarding community preservation.” These studies provide the CPC with direction on the goals of the community and how residents would like to see the City’s CPA funds spent. In recent month, the CPC has begun to reevaluate how these goals meet Newton’s current needs and how best to articulate them for future

applicants. In FY22, the CPC plans to continue to discuss how the CPA program can best meet the needs of the community and adapt its existing guidelines and program processes accordingly. As part of these efforts, the CPC will also continue to work with the City Council and City staff to learn more about the potential benefits and possibilities of establishing a Municipal Affordable Housing Trust in Newton.

The CPC made a radical change to the CPA funding program in 2019 when it eliminated its annual funding round in favor of considering all pre and full proposals on a rolling basis. As part of these changes, the Committee developed an online survey and met with local boards, commissions and nonprofits to update its guidelines and develop a better understanding of what Newton as a community wants and expects from its CPA program. During the current fiscal year, the Committee and its staff have reviewed the results of these efforts and held discussions of how the program might be altered to better represent the community and its goals. These discussions included a review of the proposed funding targets noted below, which the Committee has tentatively agreed to leave unchanged.

Newton CPA Allocation Targets: Balancing Funds Across Resources		± 5%
Community Housing (statutory minimum 10%)		35 ±5%
Historic Resources (statutory minimum 10%)		20 ±5%
Open Space (statutory minimum 10%)		20 ±5%
Recreation		20 ±5%
total, min. (-5%) – max. (+5%)		75-115%

The CPC is also taking a comprehensive look at its design guidelines, which are used both by applicants in understanding the goals of the program and CPC members in reviewing individual projects. In particular, the CPC has discussed the possibility of revising the “appropriateness” standards included in the design guidelines. While the eligibility of a CPA project is determined by the state CPA statute, Newton’s CPC has also adopted criteria for reviewing potential projects to ensure that they meet the needs and goals of the community. The CPC continues to review these elements and consider revisions and anticipates releasing a new and updated set of project guidelines for use in FY22.

FUND: 5800 - CPA FUND RESERVE AND ADMIN
DEPARTMENT: ALL DEPARTMENTS

**CITY OF NEWTON BUDGET
FUNCTIONAL ELEMENT SUMMARY**

	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ORIGINAL 2021	PROPOSED 2022	CHANGE 2021 to 2022	% CHANGE
104 - COMPTROLLER							
58R10498 - BUDGETED RESERVES	0	0	0	3,900,730	3,914,757	14,027	0%
58Z10491 - CONTRIBUTORY RETIREMEN	14,059	16,627	20,492	21,827	25,058	3,231	15%
58Z10499 - TRANSFER TO OTHER FUNDS	0	5,891,566	4,398,915	0	0	0	0%
TOTAL DEPARTMENT 104	14,059	5,908,193	4,419,407	3,922,557	3,939,815	17,258	0%
114 - PLANNING							
58Z11400 - CPA ADMINISTRATION	118,936	127,347	125,490	177,116	155,852	-21,264	-12%
TOTAL DEPARTMENT 114	118,936	127,347	125,490	177,116	155,852	-21,264	-12%
TOTAL FUND 5800	132,995	6,035,540	4,544,897	4,099,673	4,095,667	-4,006	0%

FUND: 5800 - CPA FUND RESERVE AND ADMIN
DEPARTMENT: ALL DEPARTMENTS

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ORIGINAL 2021	RECOMMENDED 2022	CHANGE 2021 to 2022
COMPTROLLER SUMMARY						
52 - EXPENSES	0	0	0	3,900,730	3,914,757	14,027
59 - TRANS TO OTHER FUND	0	5,891,566	4,398,915	0	0	0
57 - FRINGE BENEFITS	14,059	16,627	20,492	21,827	25,058	3,231
TOTAL DEPARTMENT	14,059	5,908,193	4,419,407	3,922,557	3,939,815	17,258
BUDGETED RESERVES						
52 - EXPENSES	0	0	0	3,900,730	3,914,757	14,027
TOTAL BUDGETED RESERVES	0	0	0	3,900,730	3,914,757	14,027
CONTRIBUTORY RETIREMENT						
57 - FRINGE BENEFITS	14,059	16,627	20,492	21,827	25,058	3,231
TOTAL CONTRIBUTORY RETIREMENT	14,059	16,627	20,492	21,827	25,058	3,231
TRANSFER TO OTHER FUNDS						
59 - TRANS TO OTHER FUND	0	5,891,566	4,398,915	0	0	0
TOTAL TRANSFER TO OTHER FUNDS	0	5,891,566	4,398,915	0	0	0
PLANNING SUMMARY						
51 - PERSONNEL SERVICES	97,752	102,044	104,743	83,150	84,873	1,723
52 - EXPENSES	19,344	23,788	15,061	72,000	49,849	-22,151
58 - CAPITAL EXPENSES	367	0	0	2,000	1,000	-1,000
57 - FRINGE BENEFITS	1,473	1,515	5,686	19,966	20,130	164
TOTAL DEPARTMENT	118,936	127,347	125,490	177,116	155,852	-21,264
CPA ADMINISTRATION						
51 - PERSONNEL SERVICES	97,752	102,044	104,743	83,150	84,873	1,723
52 - EXPENSES	19,344	23,788	15,061	72,000	49,849	-22,151
58 - CAPITAL EXPENSES	367	0	0	2,000	1,000	-1,000
57 - FRINGE BENEFITS	1,473	1,515	5,686	19,966	20,130	164
TOTAL CPA ADMINISTRATION	118,936	127,347	125,490	177,116	155,852	-21,264

FUND: 5800 - CPA FUND RESERVE AND ADMIN
DEPARTMENT: ALL DEPARTMENTS

**CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL**

	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ORIGINAL 2021	RECOMMENDED 2022	CHANGE 2021 to 2022	
104 - COMPTROLLER							
58R10498 - BUDGETED RESERVES							
EXPENSES							
579000	CURRENT YEAR RESERVE	0	0	0	2,941,256	2,957,003	15,747
57900B	HISTORIC RESERVE	0	0	0	479,737	478,877	-860
57900C	COMMTY HOUSING RESER	0	0	0	479,737	478,877	-860
	TOTAL EXPENSES	0	0	0	3,900,730	3,914,757	14,027
	TOTAL BUDGETED RESERVES	0	0	0	3,900,730	3,914,757	14,027
58Z10491 - CONTRIBUTORY RETIREMENT							
FRINGE BENEFITS							
570700	NCRS PENSION CONTB	14,059	16,627	20,492	21,827	25,058	3,231
	TOTAL FRINGE BENEFITS	14,059	16,627	20,492	21,827	25,058	3,231
	TOTAL CONTRIBUTORY RETIREMENT	14,059	16,627	20,492	21,827	25,058	3,231
58Z10499 - TRANSFER TO OTHER FUNDS							
TRANS TO OTHER FUND							
595810	TRANS TO-CPA FUND- HIS	0	355,697	431,305	0	0	0
595820	TRANS TO-CPA FUND- CO	0	5,180,172	3,536,305	0	0	0
595840	TRANS TO- CPA OPEN SP	0	355,697	431,305	0	0	0
	TOTAL TRANS TO OTHER FUND	0	5,891,566	4,398,915	0	0	0
	TOTAL TRANSFER TO OTHER FUNDS	0	5,891,566	4,398,915	0	0	0
TOTAL COMPTROLLER		14,059	5,908,193	4,419,407	3,922,557	3,939,815	17,258

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
--

	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ORIGINAL 2021	RECOMMENDED 2022	CHANGE 2021 to 2022
114 - PLANNING						
58Z11400 - CPA ADMINISTRATION						
PERSONNEL SERVICES						
511001 FULL TIME SALARIES	96,852	99,779	102,641	75,650	77,873	2,223
513040 WORK BY OTHER DEPTS.	0	1,365	1,427	7,500	7,000	-500
514001 LONGEVITY	900	900	675	0	0	0
TOTAL PERSONNEL SERVICES	97,752	102,044	104,743	83,150	84,873	1,723
EXPENSES						
530100 CONSULTANTS	10,200	14,745	4,696	50,000	29,349	-20,651
534100 POSTAGE	268	150	31	1,500	1,000	-500
534200 PRINTING	581	523	629	3,000	2,000	-1,000
534300 ADVERTISING/PUBLICATIO	0	0	225	3,000	3,000	0
542000 OFFICE SUPPLIES	309	279	521	1,000	1,000	0
554800 SIGNS & SIGN PARTS	0	0	0	2,500	3,000	500
558500 COMPUTER SUPPLIES	0	0	1,058	1,000	500	-500
571100 IN-STATE CONFERENCES	85	190	0	2,100	2,100	0
573000 DUES & SUBSCRIPTIONS	7,900	7,900	7,900	7,900	7,900	0
TOTAL EXPENSES	19,344	23,788	15,061	72,000	49,849	-22,151
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	0	0	227	600	501	-99
57HLTH HEALTH INSURANCE	0	0	3,962	18,100	18,571	471
57LIFE BASIC LIFE INSURANCE	57	57	61	60	60	0
57MEDA MEDICARE PAYROLL TAX	1,417	1,459	1,435	1,206	998	-208
TOTAL FRINGE BENEFITS	1,473	1,515	5,686	19,966	20,130	164
CAPITAL EXPENSES						
585121 PC SOFTWARE-ADMIN	367	0	0	1,000	500	-500
585130 AUDIO-VISUAL EQUIPMEN	0	0	0	1,000	500	-500
TOTAL CAPITAL EXPENSES	367	0	0	2,000	1,000	-1,000
TOTAL CPA ADMINISTRATION	118,936	127,347	125,490	177,116	155,852	-21,264
TOTAL PLANNING	118,936	127,347	125,490	177,116	155,852	-21,264

FUND: 5800 - CPA FUND RESERVE AND ADMIN
 DEPARTMENT: ALL DEPARTMENTS

CITY OF NEWTON BUDGET
 PERSONNEL DETAIL

Account	Position Title Employee Name	Benefits Date			Holiday		Grade	F.Y.	FTE	GROSS
		Hire Date	Yrs. Service	Longevity	OPEB	Add Comp				
114 - PLANNING										
58Z11400 - CPA ADMINISTRATION										
511001	CPA PROGRAM MANAGER	3/23/1999				0	HY09-03,05	FY 2021	1.00	75,608
	KRITZER, LARA	3/23/1999	22.27	2,000	0	0	HY09,05,07	FY 2022	1.00	77,873
Account Totals:						0		FY 2021	1.00	75,608
					2,000	0	0	FY 2022	1.00	77,873
TOTAL CPA ADMINISTRATION						0		FY 2021	1.00	75,608
					2,000	0	0	FY 2022	1.00	77,873
TOTAL PLANNING						0		FY 2021	1.00	75,608
					2,000	0	0	FY 2022	1.00	77,873