



COMMUNITY PRESERVATION COMMITTEE MEETING AGENDA September 20, 2021 at 7:00 P.M.

The Community Preservation Committee (CPC) will hold this meeting as a virtual meeting. No in-person meeting will take place at City Hall.

Ruthanne Fuller
Mayor

To view and participate in this virtual meeting on your phone, download the “Zoom Cloud Meetings” app in any app store or at www.zoom.us. At the above date and time, click on “Join a Meeting” and enter the following Meeting ID: **87251742541**

Barney S. Heath
Director of Planning and
Development

To join this meeting on your computer, go to:
<https://us02web.zoom.us/j/87251742541>

One tap mobile: **+16465588656,,87251742541#**

COMMUNITY PRESERVATION COMMITTEE

Dan Brody, Chair
Jennifer Molinsky, Vice Chair
Mark Armstrong
Eliza Datta
Byron Dunker
Susan Lunin
Robert Maloney
Martin Smargiassi
Judy Weber

Agenda

7:00 P.M. – Committee Introductions

7:15 P.M. – Administrative Business Discussion

- 1) Review of Proposed New Signage
- 2) Review and Discussion of CPC Guidelines for new proposals and proposal reviews
- 3) Review of Current Finances
- 4) Current and Future Project Status
- 5) Review of Allocation Targets
- 6) Approval of August 10 Minutes
- 7) Future Meeting Locations
- 8) Other

www.newtonma.gov/cpa

Program Staff

Lara Kritzer
Community Preservation
Program Manager
lkritzer@newtonma.gov
617-796-1144

1000 Commonwealth Ave
Newton, MA 02459
T 617.796.1120
www.newtonma.gov

Please note that the times noted above are approximate and discussions may happen earlier or later in the meeting as needed. Pre meeting packets with additional information on each agenda item are posted on the website before each meeting.

The location of this meeting/event is wheelchair 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/Section 504 Coordinator, Jini Fairley, at least two business days in advance (2 weeks for ASL or CART) of the meeting/event: 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.

Newton Community Preservation Program Meeting Materials



Proposals and Project Reviews

None at this time.

OTHER BUSINESS

- 1) Update on Permanent and Temporary Project Signage – This item was continued from the August meeting: in June, the Committee agreed to look into new options for temporary and permanent signage. I have been in touch with the Newton North High School Graphic Design program and they have already put together a draft sign design for the Committee to consider. They are also suggesting two potential materials and stands:
 - Vinyl banner with grommets – this has the benefit of being light and easy to transport and store. I think it would be a good option for sites with construction fencing, or we could arrange to have the banner hung between posts, on the side of the building etc.
 - Using a plastic composite material that can be mounted on a flexible freestanding stand. This is used by the NNHS theater program and I've included a photo of the stand and sample sign for size. This could be a great option as well for sites where we want a freestanding sign – it seems to be relatively easy to store and relocate and could be double sided as well.

If either the proposed sign design and/or materials need more work, then I would like to get comments from the Committee to pass on to the student who is working on the project for us. Otherwise, it would be great to move forward with approvals so that we can begin production. If anyone has ideas that they would like me to look into before the meeting, just let me know.

Also, the head of the NNHS program has asked if the CPC would be interested in having the logo redesigned this fall. NNHS students did the original design almost twenty years ago – their program head worked on it then as well and is interested in working with students on a new

one. With the twentieth anniversary of the program coming up, this might be a great time to look into refreshing the design.

- 2) Review and Discussion of CPC Guidelines for new proposals and proposal reviews – This is the continuation of the discussion that the Committee started last February. To restart this discussion, following the sign materials are copies of the current guidelines and the revisions that I made to the guidelines back in February for the Committee to review (There are two copies of this – one with and one without redlines).

In addition to discussing how the guidelines might be changed, the Committee also had several questions:

- a) How do other communities look into the question of Public/Private applicant funding?

I have not had a lot of luck yet finding any community guidelines that looks at the project in terms of who the applicant is but I will continue to look. One thing that I did want to clarify is whether the above is intended to be another way to look at municipal vs. non-municipal projects/non-profit projects. While CPA funds are not expressly prohibited from funding for-profit private organizations or individuals, the need for a public benefit has meant that the vast majority of CPA funds have gone to municipal or non-profit organizations.

- b) What percentage of funding was used for each category in the past?

I looked back through prior Community Preservation Plans and Annual Reports for this information but there was no percentage mentioned in any of those documents prior to 2018 when the current percentages were established.

- c) Create an “Up Next” list of future projects

One of the elements discussed in connection with potentially changing the percentage targets for each category was the need for a better idea of what might be out there for future projects. To create a draft list of future reached out to Jennifer Steel for Open Space, Luis Perez Demorizi for Recreation, Amanda Berman for Affordable Housing, and Historic Newton and the Preservation Planners for Historic Resources. If anyone has suggestions on other entities or individuals to contact for additional ideas, please let me know.

Parks and Recreation has the most complete list for any funding category with 34 potential projects identified for over the next 10 to 15 years. The CPC is familiar with some of these (athletic fields, Gath Pool) but most have not yet come in for any funding discussions. The total anticipated funding amount is \$33.5 million. The list is in a separate spreadsheet which is attached.

A combined list of potential projects in the other three categories is also attached. These include a few from applicants that have reached out to me over the last year as well as potential ideas from those mentioned above. Very few of these have dollar amounts, however. I will continue to look into potential projects and funding amounts over the next week and will report back at the meeting with any additional information.

- d) CPA funding guidance documents for each funding category

Right now, the CPC has guidance documents for affordable housing and historic resource projects which explain the application process and the specific requirements that have been added for these two categories. Both have had some edits over the last year and I have attached them here for your review along with the general proposal handbook for all projects. Before we start working on more detailed guidelines for Open Space and Recreation projects, I thought it would be helpful to look at what works and what might be changed with the existing ones.

3) Review of Current Finances

Most of the FY22 updates have been made to the CPA's accounts and I have updated the At A Glance sheet (dated September 2, 2021) to reflect our current totals. This document has also been updated this month to include the projects funded in FY21-FY23 in order to provide more details on how the CPA funds have been spent.

4) Current and Future Project Status

Attached spreadsheet includes information on all current and open projects. Information on future projects is included with the guideline's discussion.

5) Review of Allocation Targets

This discussion ties into the discussion of the Guidelines noted above. The existing funding target percentages can be found in the chart at the top of Page 2.

6) Approval of August 10 Minutes

The draft August 10 minutes are attached for your review.

7) Future Meeting Locations

I left this on in case there are any comments or suggestions on places. Right now, there is no known date for when in-person meetings will begin. I have booked the Senior Center for the next few months just in case, but I don't see us needing that option for awhile yet.

8) Other – Just in case.

NEWTON COMMUNITY PRESERVATION



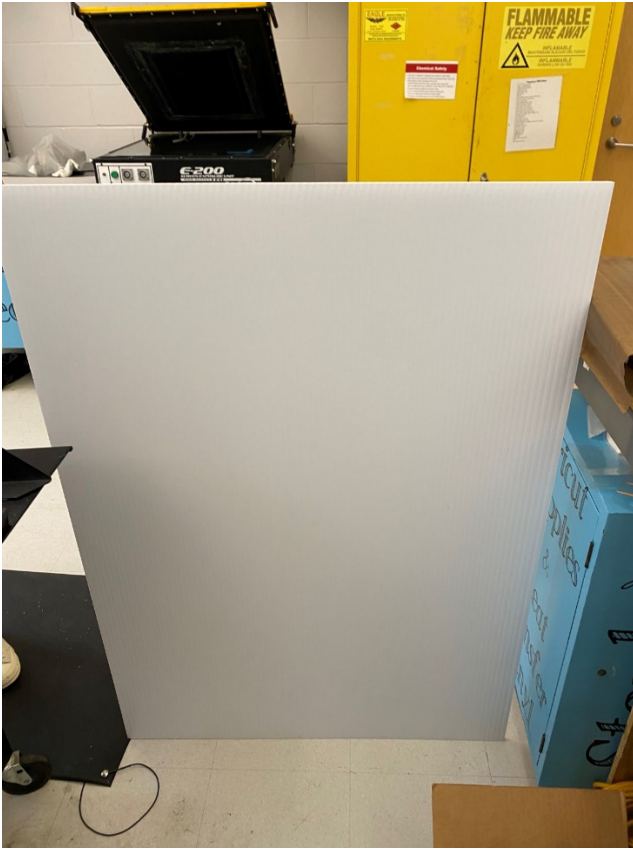
**This project was
supported by the
residents of Newton
through the
Community
Preservation Act.**

NEWTON COMMUNITY PRESERVATION



**This project was supported by the
residents of Newton through the
Community Preservation Act.**

Proposed Composite Sign Material



Proposed Sign Holder





Ruthanne Fuller,
Mayor

Newton, Massachusetts
Community Preservation Committee
COMMUNITY PRESERVATION PLAN

Funding Guidelines (pp. 1-2) adopted: April 3, 2018
Future Proposals (pp. 3-4) last updated Sept. 13, 2021

Telephone
 (617) 796-1120
 Telefax
 (617) 796-1142
 TDD/TTY
 (617) 796-1089
www.newtonma.gov

Barney S. Heath
 Director of Planning
 & Development

Massachusetts' [Community Preservation Act](#) (CPA) provides local and state funds for community housing (affordable housing), historic resources, and land for open space or recreation, within certain constraints:

ALLOWABLE SPENDING PURPOSES under the Community Preservation Act				
RESOURCES → ↓ ACTIVITIES	COMMUNITY HOUSING	HISTORIC RESOURCES	OPEN SPACE	LAND for OUTDOOR RECREATION
ACQUIRE	YES	YES	YES	YES
CREATE	YES	NO	YES	YES
PRESERVE	YES	YES	YES	YES
SUPPORT	YES	NO	NO	NO
REHABILITATE / RESTORE	YES, IF acquired or created with CPA funds	YES	YES, IF acquired or created with CPA funds	YES

The [Guidelines & Forms](#) page of Newton's CPA program website, at www.newtonma.gov/cpa, includes a more detailed [allowable uses of funds](#) chart, with the state statute's full definitions of these eligible resources and activities, as well as Newton-specific proposal instructions and upcoming deadlines. The CPC works with the sponsors of CPA-appropriate proposals to help them meet program requirements.

Like most CPA communities, Newton does not have enough CPA funding for all current and anticipated requests, even those that are both CPA-eligible and CPA-appropriate. The Community Preservation Committee (CPC) uses the following guidelines to decide which projects it will recommend for funding by the City Council.

1. Use Newton's regularly updated community-wide plans to guide funding decisions.

The CPC relies on Newton's *Comprehensive Plan* and other regularly updated community-wide plans to prioritize Newton's CPA-eligible needs. Each funding proposal must cite at least two of these plans, most of which are linked to [Guidelines & Forms](#) at www.newtonma.gov/cpa.

2. Balance funding across all CPA-eligible resources and activities.

The CPA statute requires communities to spend at least 10% of each year's new funds on each of three resources – housing, historic resources, and the combination of open space and land for recreation. Funds may be allocated in the year they are received or retained for future projects. Unless exceptional needs require otherwise, Newton's CPC aims to end each year with a remaining balance of about one year's worth of funds (currently about \$3 million), so the program can respond quickly to unanticipated future opportunities. Unusually expensive projects, such as land acquisition or major capital improvements to public buildings or parks, may also be funded by borrowing – selling bonds that will be repaid from future local CPA revenue.

Newton's allocation targets for CPA funding of the different eligible resources (see next page) are flexible guidelines, not rigid quotas. These targets reflect Newton's past funding patterns, available information about possible future proposals, and feedback the CPC has received through community surveys and public hearings. The targets also reflect cost differences among different types of projects. For example, in Newton projects

website www.newtonma.gov/cpa
 contact Lara Kritzer, Community Preservation Program Manager
 email lkritzer@newtonma.gov phone 617.796.1144

that involve land acquisition, such as creating new affordable housing or a new conservation area, tend to cost more than projects that preserve or rehabilitate buildings and land already in public ownership.

Newton CPA Allocation Targets: Balancing Funds Across Resources	± 5%
affordable housing: development & preservation	35 ±5%
historic resources: all purposes	20 ±5%
open space & recreation land: acquisition	20 ±5%
open space & recreation land: rehabilitation / capital improvements	20 ±5%
total, min. - max.	75-115%

The final two pages of this *Plan* compare the allocation of current and future funding requests to these targets.

3. Support projects that are CPA-appropriate and that leverage non-CPA funds.

Newton's CPC prioritizes projects that are not only CPA-eligible but also CPA-appropriate, and that leverage the maximum possible funding from other sources. The CPC also recognizes that a project may need a relatively high share of CPA funding in its initial phases (such as design) in order to raise funds primarily from non-CPA sources for its later phases (such as construction).

project categories	CPA appropriateness & funding leverage
special public resources and public-private partnerships: publicly or privately owned assets that benefit all Newton residents & neighborhoods, including housing that is both deed restricted to ensure permanent affordability and proactively marketed to all eligible households	highest priority for CPA funding, with these minimums from other sources: 30% for public projects, 50% for private projects
limited-benefit special public resources: publicly owned assets that benefit only some Newton residents or neighborhoods	lower priority for CPA funding, with a target of at least 60% non-CPA funding
core public resources: assets already in public ownership and that the City of Newton would be obligated to rehabilitate even if Newton had not adopted the CPA with one primary exception: CPA funding may be appropriate for the <i>difference</i> between lowest-cost and historically appropriate methods or materials for the rehabilitation of publicly owned historic resources	usually not appropriate for CPA funding,
limited-benefit private resources: privately owned assets that benefit only some Newton residents or neighborhoods	not appropriate for CPA funding

4. Support proposal sponsors with a proven capacity for project management and long-term maintenance.

Newton’s CPC requires each proposal to identify both a qualified, available project manager and a reliable source of non-CPA funding for future maintenance. The CPC also considers each proposal sponsor’s past record of project management and maintenance when reviewing new proposals from that sponsor.

These requirements help Newton to avoid repeating past experiences with projects that took far more time or public funding to complete than originally anticipated or promised, and to comply with the state CPA statute’s prohibition on using CPA funds for maintenance and operations.

5. Evaluate completed projects to ensure accountability & improve future projects.

Once a project is funded, the CPC requires regular progress reports. For all non-City projects, the final release of CPA funds is contingent on presentation of a final in-person and written report to the CPC. City departments are also expected to provide final reports to the CPC on CPA-funded City projects.

The CPC monitors completed projects indefinitely, to evaluate the community’s long-term returns on its CPA investments, and to learn how well – and why – different projects are maintained with non-CPA funds.

Newton Community Preservation Plan

Current & Future Proposals Compared to Available Funds & Allocation Targets					
	Affordable Housing	Historic Resources	Open Space	Recreation	
Total Funded Projects, FY16-FY21 = \$22,641,369	\$15,986,349	\$2,438,874	\$2,253,302	\$1,962,844	
Fy15-Fy20 - Percentage of allocation by resource	68%	10%	10%	8%	
CPC target allocations by resource, ± 5%	35%	20%	20%	20%	
Current Proposals or Pre-proposals, with Related Future Proposals (in order of submission to CPC) ✓ = Fy20 appropriation ? = recommended by CPC but not yet funded * = cost revised or estimated by CPC staff CIP = City of Newton Capital Improvement Plan. In this plan, for "Priority," lower numbers = higher priorities; for "Urgency," 100 = highest, 1 = lowest.					
Sources & CIP Priority May 2021	Project Title	Affordable Housing	Historic Resources	Open Space	Recreation
CIP 25, 31 (54) CPA proposal on hold	70 Crescent Street (in addition to prior CPA funding already incl. in Fy13-18 totals above: \$100,000 for site assessment, Apr. 2016; \$260,000 for feasibility & design, Mar. 2017)				
CIP 64 (40.7) Pre-proposal discussed by CPC	Fy21 City Hall (Front) & War Memorial Exterior Stairs In April 2019 the CPC voted 9-0 to condition any consideration of a full proposal for initial design (\$68,250) on a commitment of matching non-CPA funds. The CPC has not yet agreed to consider a request for final design or construction funding.				
CIP 26 (53.8)	Levingston Cove improvements Project (Proposal recommended at 6/8 Meeting)				\$1,440,344
NA	Nonantum Village Place Senior Housing Preservation (Proposal recommended at 7/13 Meeting)	\$500,000			
CIP 47,107,113,115	Athletic Fields Capital Improvement Plan Design Funding (Proposal to be reviewed at 8/10 meeting)				\$420,000
NA	Webster Wood Debt Service (FY22 Funds Only)			\$693,103	
Total Requested Funding by Category		\$500,000	\$0	\$693,103	\$1,860,344
Percentage of Allocation by Resource		16%	0%	23%	61%
Future Funding Target Allocations					
FIVE-YEAR FORECAST: Total Available Revenue for FY22-FY26 = \$24,483,113					
Target Allocation over Five Years:	\$8,569,090	\$4,896,623	\$4,896,623	\$4,896,623	
TEN-YEAR FORECAST: Total Available Revenue for Fy22-FY31 = \$76,335,984					
Target Allocation over Ten Years:	\$26,717,594	\$15,267,197	\$15,267,197	\$15,267,197	
<i>Cumulative Debt Service for Webster Woods/300 Hammond Pond Parkway land acquisition (30 year debt):</i>					
<i>Next Five Years (FY22-FY26):</i>			\$3,470,513		
<i>Next Ten Years (FY22-FY31):</i>			\$6,947,875		

Newton Community Preservation Plan

Other Potential Future Proposals (in order by highest CIP ranking for each site)					
Sources & CIP Priority (Urgency) May 2021	Project Title	Affordable Housing	Historic Resources	Open Space	Recreation
CIP 44 (33.1)	Gath Pool <i>(replacement)</i>				\$9,200,000
CIP 97 (34.7)	West Newton Armory Reuse - Affordable Housing	TBD			
CIP 103 (33.6)	Waban Library Accessibility Upgrades		\$428,500		
CIP 114 (33.0)	Old Cold Spring Field				\$350,000
CIP 113 (31.7)	Burr Park Fieldhouse Accessibility/Site Upgrades		\$474,000		<i>could also be listed here</i>
CIP 115 (31.6)	Forte Park <i>(including synthetic turf, which cannot be purchased with CPA funds)</i>				\$2,000,000
CIP 121 (30.7)	Kennard Estate <i>(Parks & Rec. Dept. HQ)</i>		\$740,000		
CIP 122 (30.5)	Crafts Street Stable <i>(DPW)</i>		\$5,000,000		
CIP 124 (30.4)	Auburndale Library - Exterior Windows and Doors		\$520,000		
CIP 132(29.6)	West Newton Police Annex Building Envelope, Windows, Doors		\$200,000		
CIP 130 (29.9)	Senior Center <i>(existing, use changing)</i>		\$689,000		
CIP 135 (29.3)	* City Hall Archives <i>(facilities)</i>		\$1,500,000		
CIP137 (29)	Vernon Street Building - Building Envelope		\$114,500		
CIP 142 (28.5)	Burr Park Fieldhouse Building Envelope and Window Restoration		\$313,500		<i>could also be listed here</i>
CIP 144 (28.4)	Senior Center Sprinklers and Fire Alarm Upgrades <i>(existing, use changing)</i>		\$170,000		
CIP 145 (28.2)	West Newton Police Annex Roof Restoration/Repair		\$250,500		
CIP 153 (27.5)	Crystal Lake Bathhouse <i>(previously est. full project cost \$8m)</i>				\$5,000,000
CIP 154 (27.5)	Upper Falls/Braceland Playground				\$1,675,000
CIP 158 (27.1)	Former Newton Centre Library Building Envelope		\$1,500,000		
CIP 160 (26.9)	Auburndale Library - Accessibility and Site Upgrades		\$265,000		
CIP 164 (26)	Newton Centre Library Windows and Exterior Doors		\$217,000		
CIP 165 (26)	Senior Center Building Envelope <i>(existing, use changing)</i>		\$150,000		
CIP 169 (25.6)	Nonantum Library - Accessibility/Site		\$204,000		
CIP 172 (24.7)	Kennard Estate Building Envelope, Windows and Doors		\$240,000		
CIP 173 (24.7)	City Hall Historic Landscape		\$1,500,000		
CIP 174 (24.4)	Chaffin Park Wall (Fy21) <i>(abutting Farlow Park)</i>		\$200,000		
CIP 176 (23.7)	East Parish Historic Burying Grounds Restoration		\$85,000		

Newton Community Preservation Plan

Other Potential Future Proposals (in order by highest CIP ranking for each site)					
Sources & CIP Priority (Urgency) May 2021	Project Title	Affordable Housing	Historic Resources	Open Space	Recreation
CIP 177 (23)	Senior Center Roof Replacement/Restoration		\$244,000		
CIP 178 (30.5)	Crafts Street Stable Building Envelope Restoration		\$2,000,000		
CIP 185 (20.8)	Waban Library Building Envelope and Entrance		\$200,000		
CIP 189 (20.7)	Jackson Homestead Doors & Windows		\$192,000		
CIP 196 (20.0)	City Hall Doors & Windows		\$3,000,000		
CIP 197 (23.7)	West Parish Historic Burying Grounds Restoration		\$75,000		
CIP 198 (19)	Jackson Homestead Basement		\$150,000		
CIP 199 (18.7)	South Burying Grounds Restoration		\$75,000		
CIP 200 (17.9)	Waban Library Exterior Windows and Doors		\$118,500		
CIP 203 (15.4)	Auburndale Library Building Envelope and Roof		\$128,000		
CIP 141, 166 (26.0)	Newton Corner Library <i>(use changing)</i>		\$331,500		
CIP 180 (23.8)	Nonantum Library		\$204,000		
CIP 194 (20.2)	Nahanton Park <i>(renovate parking areas, path to</i>				\$150,000
Other Potential Projects Total By Category		\$0	\$21,479,000	\$0	\$18,375,000
% Allocation by Resource		0%	54%	0%	46%
CPA Target Allocations by Resource		35%	20%	20%	20%



Ruthanne Fuller,
Mayor

Newton, Massachusetts
Community Preservation Committee
COMMUNITY PRESERVATION PLAN
REVISED: Feb. 23, 2021

Telephone
 (617) 796-1120
 Telefax
 (617) 796-1142
 TDD/TTY
 (617) 796-1089
www.newtonma.gov

Barney S. Heath
 Director of Planning
 & Development

Massachusetts' [Community Preservation Act](#) (CPA) provides local and state funds for projects in community housing (affordable housing), historic resources, open space, and recreation, within certain constraints:

ALLOWABLE SPENDING PURPOSES under the Community Preservation Act				
	COMMUNITY HOUSING	HISTORIC RESOURCES	OPEN SPACE	RECREATION
ACQUIRE	YES	YES	YES	YES
CREATE	YES	NO	YES	YES
PRESERVE	YES	YES	YES	YES
SUPPORT	YES	NO	NO	NO
REHABILITATE / RESTORE	YES, IF acquired or created with CPA funds	YES	YES, IF acquired or created with CPA funds	YES

The [About the CPA](#) page in Newton's CPA program website includes a more detailed [Allowable Uses of Funds](#) chart, including the full definitions of each eligible resources and its CPA fundable activities. On the website's [CPA Funding Process and Materials](#) page there is Newton-specific information on the project proposal process, proposal instructions and upcoming deadlines. The CPC regularly works with CPA funding applications to ensure that their proposals meet the requirements and goals of Newton's CPA program.

Like most CPA communities, Newton will not always have enough CPA funding for all of its current and anticipated funding proposals. The Community Preservation Committee (CPC) relies on the following guidelines in determining which project proposals to recommend to the City Council for funding.

1. Project is drawn from or guided by Newton's regularly updated community-wide plans

The CPC relies on Newton's *Comprehensive Plan* and other regularly updated community-wide plans to prioritize Newton's CPA-eligible needs. Each funding proposal must cite at least two of these plans, most of which can be found on the [CPA Funding Process and Materials](#) page on the City of Newton's website.

2. Project helps to balance funding across all of the eligible CPA funding categories

The CPA legislation allows funding to be used for projects in Community Housing, Historic Resources, Open Space, and Recreation. It also requires communities to spend at least 10% of each year's new funds on each of three of those categories – Community Housing, Historic Resources, and Open Space. Funds may be allocated in the year they are received or retained for future projects. Unless exceptional needs require otherwise, Newton's CPC aims to end each year with approximately one year's worth of funds (**currently about \$3 million**) in reserve so that the program can respond quickly to unanticipated future opportunities. Unusually expensive projects, such as land acquisition or major capital

website www.newtonma.gov/cpa
 contact Lara Kritzer, Community Preservation Program Manager
 email lkritzer@newtonma.gov phone 617.796.1144

improvements to public buildings or parks, may also be funded by bonding – selling bonds that will be repaid from future local CPA revenue.

Newton's allocation targets for CPA funding in each eligible project category are intended to be flexible guidelines, not rigid quotas. These targets reflect Newton’s past funding patterns, available information about possible future proposals, and feedback on the City’s priorities received through community surveys and public hearings. The targets also reflect cost differences among different types of projects. For example, land acquisition projects, often in the categories of community housing and open space, tend to cost more than projects that preserve or rehabilitate historic buildings and recreation land already in public ownership.

Newton CPA Allocation Targets: Balancing Funds Across Resources	
Community Housing (statutory minimum 10%)	35%
Historic Resources (statutory minimum 10%)	20%
Open Space (statutory minimum 10%)	20%
Recreation	20%
	100%

The final two pages of this *Plan* compare the allocation of current and future funding requests to these targets.

3. Projects leverage non-CPA funds to achieve community goals

The CPC prioritizes projects that are not only eligible for CPA funding but which also leverage their CPA funding to achieve the maximum possible funding from other sources. The CPC also recognizes that a project may need a relatively high share of CPA funding in its initial phases (such as design) in order to raise funds primarily from non-CPA sources for its later phases (such as construction). In reviewing the CPA funds financial contribution to a project, the CPC may choose to look at individual project phases or the project as a whole. The CPC prefers to see a minimum of 50% funding match for all CPA projects whenever possible but may allow for a lower percentage match depending on the project and its overall benefits to the community. Municipal projects will be given more flexibility and have a lower preferred target match of 30%.

4. Extent to which the Project benefits the Community

The CPC will take into consideration the location of the project and its impact both on its surrounding neighborhood and the City as a whole. Projects which involve publicly (municipal) or privately owned assets that benefit all Newton residents & neighborhoods may be given more weight than projects which will have a more limited impact on the community. Community Housing is generally considered as having a wide public benefit to the City as a whole when it is both deed-restricted to ensure permanent affordability and proactively marketed to all eligible households.

When existing municipal assets, whether it be buildings or landscapes, are considered for CPA funding, the CPC must be careful to distinguish between projects which might be considered general maintenance, and therefore are not eligible for CPA funding, and projects which are capital improvements to the site and may be funded. There is no set definition of general maintenance vs. capital improvement, and the CPC will make decisions on the eligibility of projects on a case by case basis. When appropriate, the CPC may recommend dividing the cost of an improvement so that the CPA funding is used to provide an additional benefit which the City might otherwise not be able to fund. For example, CPA funding could be used to pay the difference between replacing an historically significant slate roof with the more appropriate but more expensive slate rather than a less costly asphalt shingle alternative.

Projects which have a limited or no public benefit to the community are generally considered to not be eligible for CPA funding.

5. Project managers have a proven capacity for project management and long-term maintenance

Newton's CPC requires each proposal to identify both a qualified, available project manager and a reliable source of non-CPA funding for future maintenance. The CPC also considers each proposal sponsor's past record of project management and maintenance when reviewing new proposals from that sponsor.

These requirements help Newton to avoid repeating past experiences with projects that took far more time or public funding to complete than originally anticipated or promised, and to comply with the state CPA statute's prohibition on using CPA funds for maintenance and operations.

6. Evaluate completed projects to ensure accountability & improve future projects

Once a project is funded, the CPC requires regular progress reports. For all non-City projects, the final release of CPA funds is contingent on a final in-person presentation and written report to the CPC. City project managers are also expected to provide final reports to the CPC on CPA-funded City projects.

The CPC monitors completed projects indefinitely, to evaluate the community's long-term returns on its CPA investments, and to learn how well – and why – different projects are maintained with non-CPA funds.

City of Newton



Ruthanne Fuller, Mayor

Newton, Massachusetts
Community Preservation Committee
COMMUNITY PRESERVATION PLAN

Adopted: April 3, 2018 REVISED: Feb. 23, 2021

Telephone (617) 796-1120
Telefax (617) 796-1142
TDD/TTY (617) 796-1089
www.newtonma.gov

Barney S. Heath
Director of Planning & Development

Formatted: Font: Bold, Font color: Dark Red

Formatted: Font: Bold

Massachusetts' Community Preservation Act (CPA) provides local and state funds for projects in community housing (affordable housing), historic resources, and land for open space, and or recreation, within certain constraints:

Table with 5 columns: Activity, Community Housing, Historic Resources, Open Space, Recreation. Rows include ACQUIRE, CREATE, PRESERVE, SUPPORT, and REHABILITATE / RESTORE.

The About the CPA Guidelines & Forms page of in Newton's CPA program website, at www.newtonma.gov/cpa, includes a more detailed Allowable Uses of Funds chart, with the state statute's including the full definitions of these each eligible resources and its CPA fundable activities, as well. On the website's CPA Funding Process and Materials page there is as Newton-specific information on the project proposal process, proposal Newton-specific proposal instructions and upcoming deadlines. The CPC regularly works with the sponsors of CPA appropriate CPA funding applications to ensure that their proposals to help them meet the requirements and goals of Newton's CPA program requirements.

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Like most CPA communities, Newton does not have will not always have enough CPA funding for all of its current and anticipated requests funding proposals, even those that are both CPA eligible and CPA appropriate. The Community Preservation Committee (CPC) relies on uses the following guidelines in determining which project proposals to recommend to decide which projects to it will recommend for funding by the City Council for funding.

Formatted: Indent: Left: 0", Don't add space between paragraphs of the same style, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: 12 pt, Bold, Font color: Black

Formatted: Font: 12 pt, Bold, Font color: Black

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Indent: Left: 0", Space Before: 5 pt, Don't add space between paragraphs of the same style, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Tab stops: 0.25", Left

1. Project is drawn from or guided by Use Newton's regularly updated community-wide plans to guide funding decisions.

The CPC relies on Newton's Comprehensive Plan and other regularly updated community-wide plans to prioritize Newton's CPA-eligible needs. Each funding proposal must cite at least two of these plans, most of which are linked to Guidelines & Forms at www.newtonma.gov/cpa.

can be found on the CPA Funding Process and Materials page on the City of Newton's website.

2. Project helps to Balance balance funding across all all of the eligible CPAA funding categories- eligible resources and activities.

Formatted: Font: 12 pt, Bold

Formatted: Font: 12 pt, Bold

Formatted: Font: 12 pt, Font color: Black

website www.newtonma.gov/cpa
contact Lara Kritzer, Community Preservation Program Manager
email lkritzer@newtonma.gov phone 617.796.1144

Preserving the Past Planning for the Future


The CPA legislation allows funding to be used for projects in Community Housing, Historic Resources, Open Space, and Recreation. Its statute also requires communities to spend at least 10% of each year's new funds on each of three resources of those categories: Community housing, historic resources, and the combination of Open space and land for recreation. Funds may be allocated in the year they are received or retained for future projects. Unless exceptional needs require otherwise, Newton's CPC aims to end each year with an approximately remaining balance of about one year's worth of funds (currently about \$3 million) in reserve, so that the program can respond quickly to unanticipated future opportunities. Unusually expensive projects, such as land acquisition or major capital improvements to public buildings or parks, may also be funded by borrowing bonding – selling bonds that will be repaid from future local CPA revenue.

Newton's allocation targets for CPA funding of the different in each eligible resources project category (see next page) are intended to be flexible guidelines, not rigid quotas. These targets reflect Newton's past funding patterns, available information about possible future proposals, and feedback on the City's priorities the CPC has received through community surveys and public hearings. The targets also reflect cost differences among different types of projects. For example, in Newton projects

~~website www.newtonma.gov/cpa~~

~~contact Lara Kritzer, Community Preservation Program Manager~~

~~email lkritzer@newtonma.gov phone 617.796.1144~~

~~Preserving the Past — Planning for the Future~~ 

that involve land acquisition projects, such as often in the categories of creating new affordable housing or a new conservation area, community housing and open space, tend to cost more than projects that preserve or rehabilitate historic buildings and recreation land already in public ownership.

Newton CPA Allocation Targets: Balancing Funds Across Resources	
Community Housing (statutory minimum 10%)	35%
Historic Resources (statutory minimum 10%)	20%
Open Space (statutory minimum 10%)	20%
Recreation	20%
total, min. (-5%) — max. (+5%)	100%

The final two pages of this Plan compare the allocation of current and future funding requests to these targets.

3. Projects Leverage non-CPA funds Support projects that are CPA appropriate and that leverage non-CPA funds to achieve community goals

Newton's The CPC prioritizes projects that are not only CPA-eligible eligible for CPA funding but which also but also CPA-appropriate, and that leverage their CPA funding to achieve the maximum possible funding from other sources. The CPC also recognizes that a project may need a relatively high share of CPA funding in its initial phases (such as design) in order to raise funds primarily from non-CPA sources for its later phases (such as construction). In reviewing the CPA funds financial contribution to a project, the CPC may choose to look at individual project phases or the project as a whole. The CPC prefers to see a minimum of 50% funding match for all CPA projects whenever possible but may allow for a lower percentage match depending on the project and its overall benefits to the community. Municipal projects will be given more flexibility and have a lower preferred target match of 30%.

4. Extent to which the Project benefits the Community

The CPC will take into consideration the location of the project and its impact both on its surrounding neighborhood and the City as a whole. Projects which involve publicly (municipal) or privately owned assets that benefit all Newton residents & neighborhoods may be given more weight than projects

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Highlight

Formatted: Font: 12 pt

Formatted: Left, Line spacing: single

Formatted: Left, Space Before: 6 pt, Line spacing: single

Formatted: Left, Space Before: 6 pt, After: 0 pt, Line spacing: single

Commented [LK1]: While this may be true, I'm not sure that the percentages really reflect that – we are not proposing to give more funding to Open Space, just housing. I also don't know if the cpc wants to have a policy of providing more funding to land acquisition than other projects which may have just as much or more benefit to the community.

Formatted: Indent: Left: 0", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: 12 pt

Formatted: Font: Not Bold

Formatted: Font: 12 pt, Font color: Auto

Formatted: Font: 12 pt, Font color: Auto

which will have a more limited impact on the community. Community Housing is generally considered as having a wide public benefit to the City as a whole when it is both deed-restricted to ensure permanent affordability and proactively marketed to all eligible households.

When existing municipal assets, whether it be buildings or landscapes, are considered for CPA funding, the CPC must be careful to distinguish between projects which might be considered general maintenance, and therefore are not eligible for CPA funding, and projects which are capital improvements to the site and may be funded. There is no set definition of general maintenance vs. capital improvement, and the CPC will make decisions on the eligibility of projects on a case by case basis. When appropriate, the CPC may recommend dividing the cost of an improvement so that the CPA funding is used to provide an additional benefit which the City might otherwise not be able to fund. For example, CPA funding could be used to pay the difference between replacing an historically significant slate roof with the more appropriate but more expensive slate rather than a less costly asphalt shingle alternative.

Projects which have a limited or no public benefit to the community are generally considered to not be eligible for CPA funding.

project-categories	CPA appropriateness & funding-leverage
special-public-resources-and-public-private-partnerships: publicly or privately owned assets that benefit all Newton residents & neighborhoods, including housing that is both deed-restricted to ensure permanent affordability and proactively marketed to all eligible households	highest-priority-for-CPA-funding, with these minimums from other sources: 30% for public projects, 50% for private projects
limited-benefit-special-public-resources: publicly owned assets that benefit only some Newton residents or neighborhoods	lower-priority-for-CPA-funding, with a target of at least 60% non-CPA funding
core-public-resources: assets already in public ownership and that the City of Newton would be obligated to rehabilitate even if Newton had not adopted the CPA with one primary exception: CPA funding may be appropriate for the difference between lowest cost and historically appropriate methods or materials for the rehabilitation of publicly owned historic resources	usually-not-appropriate-for-CPA-funding,
limited-benefit-private-resources: privately owned assets that benefit only some Newton residents or neighborhoods	not-appropriate-for-CPA-funding

4.5. Project managers ~~Support proposal sponsors have with~~ a proven capacity for project management and long-term maintenance.

Newton's CPC requires each proposal to identify both a qualified, available project manager and a reliable source of non-CPA funding for future maintenance. The CPC also considers each proposal sponsor's past record of project management and maintenance when reviewing new proposals from that sponsor.

These requirements help Newton to avoid repeating past experiences with projects that took far more time or public funding to complete than originally anticipated or promised, and to comply with the state CPA statute's prohibition on using CPA funds for maintenance and operations.

5.6. Evaluate completed projects to ensure accountability & improve future projects.

Once a project is funded, the CPC requires regular progress reports. For all non-City projects, the final release of CPA funds is contingent on a final in-person presentation of a final in-person and written

Formatted: Space Before: 0 pt, After: 0 pt

Formatted: Font: 12 pt

Commented [LK2]: I'm recommending that we get away from referring to projects as "CPA Appropriate" as I find it misleading and I think it lends itself too too much interpretation. CPA projects either qualify for CPA funding or not – the CPC and City Council may find some more desirable or of more benefit to the public and vote accordingly. I'm also not sure what it is intended to say – are appropriate projects just well leveraged or are some public benefits greater than others?

Formatted Table

Formatted Table

Formatted Table

Formatted: Indent: Left: 0", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: 12 pt

Formatted: Indent: Left: 0", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Newton, Massachusetts *Community Preservation Plan*, ~~4-April-2018~~**DRAFT February 23, 2021**

report to the CPC. City ~~departments~~project managers are also expected to provide final reports to the CPC on CPA-funded City projects.

The CPC monitors completed projects indefinitely, to evaluate the community's long-term returns on its CPA investments, and to learn how well – and why – different projects are maintained with non-CPA funds.

Formatted: Font: 12 pt

Parks, Recreation & Culture Department Long Range Project List

Facility Name	Facility Size (AC)	Project Types	Recreation Type	Estimated Project Cost 2021 Dollars (3% escalation per year)
Albemarle Park 'Russell J. Halloran Sports and Recreation Complex'	24.9	Phase 1 Improvements - Relighting, field and court reconfiguration, and accessibility improvements	Active	\$ 3,270,000.00
		Russ Halloran Sports and Recreation Complex Phase 2 Improvements - Scope TBD	Passive/Active	\$ 2,000,000.00
		Russ Halloran Sports and Recreation Complex Field Lighting Removal	Active	\$ 105,000.00
Harry Gath Memorial Pool and Bathhouse	0.9	Gath Pool Renovation	Passive/Active	\$ 5,060,000.00
Auburndale Park "The Cove"	29.9	Marty Sender Path Auburndale/ Lyons Park Phase I	Passive	\$ 52,000.00
		Marty Sender Path Phase 2 - Accessible boardwalk over wetlands and stonedust trail renovation	Passive	\$ 150,000.00
		"The Cove" Picnic area Historic Stone wall & bridge Restoration	Passive	\$ 50,000.00
Upper Falls 'Officer Bobby Braceland' Playground	8.8	Phase 2 Improvements - Field, basketball court, play area and parking lot renovation	Passive/Active	\$ 2,000,000.00
Boyd Park	4.8	Refurbish Natural Grass Field; install irrigation	Active	\$ 150,000.00
Brown/Oak Hill Fields	11.3	Renovate natural grass field to maximize field space and improve accessibility	Active	\$ 500,000.00
Burr Park	5.1	Burr Park Tennis Court and Retaining Wall Renovation	Active	\$ 400,000.00
Burr School	11.6	Burr School Field development	Active	\$ 500,000.00
Bullough's Pond Park	1.4	Perimeter path accessibility improvements	Passive	\$ 50,000.00
Cabot Park	11.6	Cabot Park Softball Diamond Reconfiguration and players' benches	Active	\$ 100,000.00
		Basketball court relighting, accessibility improvements and performance stage	Passive/Active	\$ 150,000.00
Cheesecake Brook - Albemarle FootBridges		Replace existing footbridges and improve accessibility	Passive/Active	\$ 800,000.00
Cold Spring Park	65	Life Course Boardwalk - Install boardwalk over wetland at trail adjacent to Zervas Elementary	Passive/Active	\$ 50,000.00
		Old Cold Spring Field renovation and accessibility improvements	Active	\$ 350,000.00
Countryside School	2	Improve athletic fields and other amenities - School renovation project	Active	\$ 200,000.00
City Hall & War Memorial Grounds	10	Trail surface and accessibility improvements	Passive	\$ 150,000.00
Crystal Lake Bathhouse/Park	1.95	Renovate/ Replace Bath House	Active	\$ 5,000,000.00
		Stabilize "Left Beach" and create a sustainable and accessible shoreline area to accommodate sunbathing and access to the water	Active	\$ 500,000.00
		Improve accessibility at Crystal Lake Park	Passive/Active	\$ 75,000.00
The Reverend Louis E. Ford Playground	2	Rehabilitation & Expansion of the playground to improve overall park accessibility and stormwater management	Passive/Active	\$ 1,600,000.00
Davis 'Tom Torchia' Playground	2	Davis Field/ Tom Torchia Playground Ball Field Drainage improvements	Active	\$ 150,000.00
Edmands park	32.6	renovate portions of the park's trail network	Passive	\$ 75,000.00
Emerson Playground	1	Emerson Playground athletic Field renovation	Active	\$ 100,000.00
Joanne C. Pellegrini Memorial Playground	4.2	Pellegrini Park Relighting	Active	\$ 250,000.00
		Pellegrini Park Athletic Field and Tennis Court Renovation	Active	\$ 400,000.00
Kennard Park	14	Site and access Improvements	Passive	\$ 190,000.00
Louise Livingston Cove	0.5	Construct Universal Fishing platform, improve accessibility, stormwater management and erosion	Passive	\$ 1,440,000.00
Lyons Park	5.3	Lyons Field Grading and Drainage Improvements	Active	\$ 400,000.00
Nahanton Park	55	Renovation of two existing parking areas and improve accessibility	Passive/Active	\$ 150,000.00
Newton Centre Playground	17.9	Install permanent outdoor performance stage and pavilion	Passive/Active	\$ 800,000.00
Newton Highlands Playground	12.6	Construction of Prefabricated restroom and storage building	Passive/Active	\$ 300,000.00
Newton North High School	26.7	Newton North HS stadium Field Lighting Installation	Active	\$ 500,000.00
		Newton North HS Artificial Turf Replacement	Active	\$ 700,000.00
Newton South High School	71.2	Newton South HS artificial Turf Replacement	Active	\$ 1,400,000.00
Richard J. Forte Memorial Park	6	Forte Park Artificial Turf Installation	Active	\$ 1,800,000.00
		Forte Park Lighting Upgrade	Active	\$ 200,000.00
		Forte Park Trail Renovation (1,000 Linear Feet of stone dust path)	Passive	\$ 10,000.00
Richard J. McGrath Park	10.1	Tennis court repositioning, removals, fence improvements	Active	\$ 350,000.00
		McGrath ball diamond removal and irrigation improvements (one or both-TBD)	Active	\$ 150,000.00
		McGrath Perimeter Path (92K CDBG Funding)	Passive/Active	\$ 92,000.00
		McGrath Lacrosse practice Wall (Paid by LAX)	Active	\$ 50,000.00
Spears Park	0.25	Install community gardens, compost bin, shed and fence enclosure	Passive	\$ 250,000.00
Ward Park	3.4	Renovation or existing field for multiuse	Active	\$ 200,000.00
West Newton Commons Playground	3.7	West Newton Common irrigation and turf improvements	Active	\$ 75,000.00
		Play area renovation and accessibility improvements		\$ 100,000.00
Wellington Playground	1.9	New additional Play structure, Perimeter Path & Invasive tree management	Passive/Active	\$ 75,000.00
Total Approximate				\$ 33,469,000.00

Project Title	Applicant	Funding Amount	Category	Description	Timeline	Other
Potential accessible affordable housing project	55 Chinian Path	?	Community Housing	Purchase existing property and construct fully accessible affordable group home.	Unknown	ca. 1940s House currently used as affordable group home. Connecticut organization contacted City interested in purchasing and redeveloping site
Angino Farmhouse Restoration	Public Buildings, Farm Committee, etc.	?	Historic Resources	Work necessary for boiler, roof, and windows of historic structure. Considering for larger passive building project	Expect Pre-Proposal Fall 2021	Phone call with parties on March 25, Needs initial scope, site visit in May/June to view structure and elements to be restored?
Historic Properties Grant Program	TBD		Historic Resources	Grant Fund to pay for difference between repairs and historically correct rehabilitations/repairs on eligible properties		Cambridge has similar program - others?
New Trail	Conservation Committee?	?	Open Space/ Recreation	Create Trail from Harwich Road to Lagrange		City has some funding but not anticipated to be enough for boardwalk and bridge needed in area
Newton Highlands Women's Club Building	Newton Highlands Women's Club	?	Historic Resources	Restoration work on existing historic building	?	Initial email conversations with Alice in 2019, me in 2020 - no specifications on work to be done as of March 2020
Norumbega Conservation Area	Conservation Committee?	?	Open Space/ Recreation	Convert the main oval path at Norumbega Conservation Area and the path at the Upper Falls Riverwalk Conservagtion Area to stone dust or crushed stone for accessibility		
Small Scale Affordable Housing Project	TBD	\$300,000	Community Housing	Funding to restore, rehab, and/or preserve existing affordable housing units in Newton		
Survey and Planning Grant	Planning and Development Department	30,000	Historic Resources	Matching funds to work with MHC to look at undersurveyed or endangered resources and areas		
Upper Falls Greenway	Conservation Committee?	?	Open Space/ Recreation	Install steps between the Upper Falls Greenway to conservation land in south and Braceland Park in north	?	

City of Newton



Ruthanne Fuller
Mayor

Newton Community Preservation Program

PROPOSAL & PROJECT HANDBOOK

Planning &
Development Department
Telephone
(617) 796-1120
Telefax
(617) 796-1142
TDD/TTY
(617) 796-1089
Barney S. Heath,
Director

This *Handbook* is designed for use with Newton's current [Community Preservation Plan](#). Please read the *Plan* and this *Handbook* before requesting an initial project meeting with staff. This *Handbook* contains:

- **Proposal & Project Process** (diagram)
- **Instructions** — for pre-proposals, full proposals and funded projects
- **Sample Form** — for pre-proposals and full proposals (online forms are read-only samples; staff will customize the form for your project)

PLEASE NOTE: Proposals for **Historic Resources** and **Community Housing** require additional, separate instructions and forms. Please ask staff for assistance.

The first step in the process is to meet with staff. This meeting can be in-person, virtual, or by phone and provides an opportunity for staff to answer any questions about the funding process and requirements. After the meeting, staff will customize the fillable pre-proposal form for your specific project.

The second step is to submit the pre-proposal, on your customized form, for discussion at any of the Community Preservation Committee (CPC)'s regular public meetings. The CPC will use this to decide whether and when it will consider a full proposal for your project.

If the CPC agrees to consider your full proposal, **the third step is to submit the full proposal with all attachments to the CPC for review at a future public hearing.** Submission deadlines will depend on the date of the next available CPC meeting and public hearing notice requirements:

- ◆ **A draft of the proposal with all attachments** is due to staff for a "completeness review" **at least 5 weeks before your requested public hearing date.**
- ◆ If staff confirms that your draft includes all required information, **the completed proposal is due at least 1 month before your requested public hearing date.**

Contact Us

Lara Kritzer, Community Preservation Program Manager
Planning & Development Department, Newton City Hall
1000 Commonwealth Avenue, Newton, MA 02459
Email: lkritzer@newtonma.gov, Phone: 617-796-1144
CPA Program Website: www.newtonma.gov/cpa

CPA FUNDING PROPOSAL REVIEW & PROJECT PROCESS

Orientation Meeting

- Meeting with CPC staff to review requirements & customize pre-proposal form
- Discuss whether other City Committee or Department reviews or approvals are needed such as: Purchasing Dept. (confirmation of bidding & contracting requirements for projects managed by private nonprofits), Development Review Team (for zoning, site or design reviews), Conservation Commission, Historical Commission, Parks and Recreation Commission, etc.

Draft and Submit Pre-Proposal

- Including all available attachments and Letters of Support

Community Preservation Committee Review of Pre-Proposal

- Scheduled discussion to be held at regular CPC public meeting
- CPC may vote at that time or at a future meeting on whether to invite the applicant to submit a full proposal for the project

Full Proposal Submitted for Review

- Generally, 30 day period between submission of Full Proposal and scheduled Public Hearing to allow time for project review and public notice

CPC Public Hearing on Proposal

- Scheduled Public Hearing will include presentation by applicants followed by questions from the Committee and the public
- CPC may vote to approve the project following the public hearing or schedule it for further review at one or more working sessions

City Council Review

- Once the CPC has voted to recommend a project, the project recommendation is sent to the City Council for review
- Project will be reviewed at one or more public meetings of at least 2 City Council committees (Finance Committee and a second committee based on proposal topic)
- City Council Committee reviews are followed with a funding vote by the full City Council

Project and Funding Management

- Convene "kickoff" meeting with the Project Manager, any relevant City staff or departments, nonprofit or neighborhood sponsors, and CPC staff to finalize timeline and review project requirements and responsibilities
- Re-confirm and address any bidding/contracting requirements (if applicable)
- For non-municipal projects, staff will draft a grant agreement which must be executed prior to the release of CPA funding

Reporting for Funded Projects

- Respond to CPC staff requests for brief monthly project updates
- Final release of funds requires written & in-person final report to the CPC
- Organize & publicize opening or other celebration for the community at large.

Stewardship for Completed Projects

- Maintain funded site or resources, respond to inquiries, and host site tours
- Share site and project updates through program website

Newton Community Preservation Program PROPOSAL & PROJECT INSTRUCTIONS ORIENTATION MEETING & PRE-PROPOSAL INFORMATION

Contact Staff for an in-person or virtual meeting as soon as possible. Program Manager Lara Kritzer can best be reached at lkritzer@newtonma.gov. This discussion is a chance for staff to answer any questions about the funding process and to review the CPA funding requirements. After the meeting, staff will provide a **fillable form customized for your project**. Submit both the pre- and full proposal on this form.

Pre-proposals are accepted on a rolling basis. For deadlines, see www.newtonma.gov/cpa or contact staff. Pre-proposals are intended to be short: the 3-page form, plus one or two attachments. **The pre-proposal can be submitted to staff by email.**

Citing Community Plans - The form asks the applicant to show how the project will address community needs recognized in at least two existing City-wide plans listed on the CPC's [CPA Funding Process](#) page under "Community Plans and Surveys." Ask staff for help in identifying the plans most relevant to your project.

Pre-Proposal review with the CPC - The CPC will review the pre-proposal at a public meeting to:

- Offer suggestions to strengthen the future full proposal
- Clarify any expectations for additional information, such as any non-CPA matching funds for the project
- Determine whether and when the Committee will consider a full proposal for the project
- Discourage a full proposal if the CPC feels the project is not eligible, practical, or compelling

Seeking Other Sources of Funds - The CPC expects most projects to include at least some non-CPA funding. Because pre-proposals are short, they can often be used as the "letter of inquiry" required by many potential funders.

If your project is on property owned and managed by a City Department – The City Department that manages the property *must* be the primary sponsor of the proposal, and the project must be listed as a priority for CPA funding in the City's [Capital Improvement Plan](#). This ensures that City proposals to the CPC reflect the City's overall, interdepartmental priorities. Neighborhood and "friends" groups are always welcome to assist projects by raising non-CPA matching funds or providing other forms of support and assistance.

If your project involves property alterations or construction – Also submit your pre-proposal as early as possible to the City's interdepartmental Development Review Team (DRT) for discussion of zoning, permitting, or other requirements. Contact Jennifer Caira, Chief of Long-Range Planning, at jcaira@newtonma.gov to schedule these meetings. The DRT will usually ask to see maps, site plans and/or floor plans at this meeting.

In general, the CPC recommends construction funding only on the basis of completed professional designs and cost estimates – This applies to both building and landscape construction projects. If professional designs and estimates are not yet available for the project, applicants may consider beginning with a pre-proposal for CPA funding to complete the necessary plans or studies.

Additional information is required for Community Housing and Historic Resource Projects - Separate instructions for these attachments are available on the [CPA Funding Process](#) webpage. Please contact staff with any questions on this or any other part of the CPA funding application process.

Newton Community Preservation Program PROPOSAL & PROJECT INSTRUCTIONS FULL PROPOSAL REVIEW INFORMATION

Full proposals will be accepted only after the CPC has reviewed the pre-proposal and voted to invite the applicant to submit a Full Proposal for the project. Pre-proposals should be revised in response to the CPC's comments for Full Proposal submissions and all necessary attachments must be included in the full proposal submission. Staff may also provide an updated customized attachments checklist noting any additional materials required following the pre-proposal discussion.

Staff is available to review drafts of both proposals and attachments at any time prior to its official submittal. Whenever possible, drafts should be submitted at least 5 weeks before the anticipated public hearing date to allow enough time for the draft to be reviewed and revised before the meeting's agenda deadline. Completed and finalized full proposals may be submitted by email at lkritzer@newtonma.gov.

Public Information & Presentations - All pre- and full proposals are available for review on the CPC's webpage under [Proposals & Projects](#). At all public discussions of the project, **the primary presenter should be the project manager** – the person responsible for project bidding, supervision, billing, and reporting. This allows the CPC and City Council to judge the project manager's availability, skills, and command of the project. Other project supporters and co-applicants are welcome to attend the public hearing and other public meetings on the project, but please note that attendees are only guaranteed an opportunity to speak at the project's public hearing.

CPC Reviews and Recommendations Process - The CPC will hold a public hearing on the full proposal at the next available CPC meeting. The CPC prefers to hold public hearings four weeks after posting the proposal online to allow for as much public review of the proposal as possible before the hearing. The public hearing begins with a brief project presentation from the applicant, after which CPC members have an opportunity to ask questions about the project before the hearing is opened to public for comments.

The CPC may vote on the project at the close of the public hearing or may wish to continue the project discussion at one or more working sessions to be held at later CPC meetings. The CPC may commission additional specialized reviews of the project proposal, request additional information, or ask for changes in the proposal. Whenever possible, the CPC will work with applicants to resolve major issues before recommending a project for funding. However, the CPC's recommendations to the City Council may also acknowledge unresolved concerns.

City Council Review and Approval Process - Once the CPC recommends a proposal for funding, a project recommendation is docketed with the City Council for their approval. The City Council's policy is to refer CPA funding recommendations to two City Council committees (Finance and a second committee based on the project topic), each of which will discuss the proposal at one or more public meetings.

At the City Council reviews, the CPC is responsible for preparing a presentation on the project and funding recommendation. Project Manager(s) should plan to attend committee meetings, however, to address any in-depth questions on the project and proposal. CPC Staff is also responsible for sending the proposal and recommendation materials to the City Council in advance of these meetings and will work with applicants to review the process and confirm the best materials to be used for the discussion. City Councilors may also request additional project information or ask that the proposal be revised. If the Council requests significant changes, then the proposal may need to return to the CPC for reconsideration.

Once City Council committees have completed their reviews, the project is sent back to the full City Council for a vote on the CPA funding recommendation. While most projects can be approved by a simple majority vote, municipal real estate acquisition projects and/or debt financing (bonding/borrowing authority) must be approved by a two-thirds majority (at least sixteen of the Council's twenty-four members)

Newton Community Preservation Program FUNDED PROJECT

CPA Funds become available 20 days after the Mayor signs the City Council order appropriating funds. However, the release of funds to private grantees is governed by detailed grant agreements written by CPA staff in consultation with the City's Law Department. No funding can be released until the grant agreement has been signed by all parties. Additional conditions may also be placed on the project by the CPC or City Council which must be met before any funding is released.

The project manager is responsible for completing the funded work on time and on budget, providing regular updates, and presenting a final report on the completed work to the CPC. As soon as possible after funds are appropriated, the project manager should convene a "project kickoff meeting" with key participants (City departments, neighborhood or nonprofit sponsors, CPC staff) to confirm the budget, schedule, and each participant's responsibilities. This project manager should also re-confirm and/or begin implementing advertising, bidding and contracting procedures in accordance with the CPA funding procurement policy.

CPA funding is released on a reimbursement basis. Project managers must submit copies of all invoices and documentation of payment (canceled checks, bank statements, etc.) before funding will be released. Project managers should document all approved costs, including project costs paid for by other funding sources, and provide a budget updates over the course of the project.

While it is understood that projects often require changes and adjustments, the CPC must approve any significant changes in the design of the project or the use of its CPA funding. The project manager should notify CPC staff of potential changes well before they are made. Changes in the "key outcomes" listed in the CPC recommendation may require pre-approval by the City Council as well as the CPC. Project managers may also be invited by the CPC or City Council to explain project changes or delays at one or more of their public meetings.

As a condition for the final release of project funds, the manager must present both in person and in writing a final, written report to the CPC on the project's successes and surprises, including a document comparing the estimated full budget with the actual project costs. Every project has some surprises, and these should be noted in the final report as well to assist the CPC in reviewing similar projects in the future.

Lastly, the CPC and its staff continues to monitor completed projects indefinitely, in part to learn whether they are being maintained adequately as CPA funds cannot be used for maintenance. After the project is completed, the CPC may ask applicants to welcome visitors, provide written updates, respond to inquiries from the press or City Council, or advise new proposal sponsors and project managers.



Ruthanne Fuller
Mayor

**Newton, Massachusetts Community Preservation Program
FUNDING REQUEST**

*(For staff use)
date rec'd:*

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				
Project LOCATION	Full street address (with zip code), or other precise location.			
Project CONTACTS	Name & title or organization	Email	Phone	Mailing address
Project Manager				
Other Contacts				
Project FUNDING	A. CPA funds requested:	B. Other funds to be used:	C. Total project cost (A+B):	
Project SUMMARY	Explain how the project will use the requested CPA 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.			

Read-only

SAMPLE FORM.

CPC staff will provide a fillable form customized for your project.

Project TITLE					
USE of CPA FUNDS		HISTORIC RESOURCES	OPEN SPACE	RECREATION	COMMUNITY HOUSING
(To be completed by CPC staff.)	Acquire				
	Create	Not Applicable			
	Preserve				
	Rehabilitate/Restore				
	Support	Not Applicable	Not Applicable	Not Applicable	
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.				

Read-only

SAMPLE FORM.

CPC staff will provide a fillable form customized for your project.

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. Consult staff on the community contacts required for your specific proposal.			
	Name & title or organization	Email	Phone	Mailing address

Project TITLE			
↓ Check off submitted attachments here.			
REQUIRED.	PHOTOS	of existing site or resource conditions (2-3 photos may be enough)	
	MAPS	City-wide map with site highlighted, close up map with site in relation to nearest major road(s), and birds-eye aerial view (See following page for additional information and directions)	
Pre-proposals: separate attachments not required, just use page 3 of form. Full proposals: separate, detailed budget attachments REQUIRED.	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		
Pre-proposals: recommended.. Full proposals: REQUIRED.	HISTORIC SIGNIFICANCE	For all historic resource projects, see separate instructions for 3 attachments analyzing historic significance and significant features, and showing how project meets national preservation standards	
REQUIRED for all full proposals.	SPONSOR FINANCES & QUALIFICATIONS, INSTITUTIONAL SUPPORT		
	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.) for project manager: relevant training & track record of managing similar projects		
REQUIRED for all full proposals involving City govt., incl. land acquisition.	CAPITAL IMPROVEMENT PLAN	current listing/ranking & risk factors for this project	
	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	
REQUIRED for all full proposals involving real estate acquisition, construction or other building/landscape improvements.	SITE CONTROL, VALUE & DEED RESTRICTIONS		
	legally binding option, purchase & sale agreement or deed		
	appraisal by an independent, certified real estate appraiser (the CPC may also commission its own, separate appraisal)		
	owner’s agreement to a permanent deed restriction for affordability, historic preservation, open space conservation or public recreational use		
	ZONING & PERMITTING		
	short email confirming review by the Development Review Team (DRT)		
	brief property history: at least the last 30 years of ownership & use (ask CPC staff for assistance with sources)		
	environmental mitigation plans: incl. lead paint, asbestos, underground tanks		
	zoning relief and permits required: incl. parking waivers, demolition or building permits, comprehensive permit or special permit		
	other approvals required: Newton Conservation Commission, Newton Historical Commission, Newton Commission on Disabilities, Massachusetts Historical Commission, Massachusetts Architectural Access Board, etc.		
OPTIONAL for all proposals.	DESIGN & CONSTRUCTION		
	professional design & cost estimates: include site plan, floor plans & elevations		
	materials & finishes; highlight “green” or sustainable features & materials		
	LETTERS of SUPPORT	from Newton residents, organizations, or businesses	

Newton Community Preservation Program Pre-Proposals and Full Proposal Instructions for Preparing Project Maps and Aerial Views

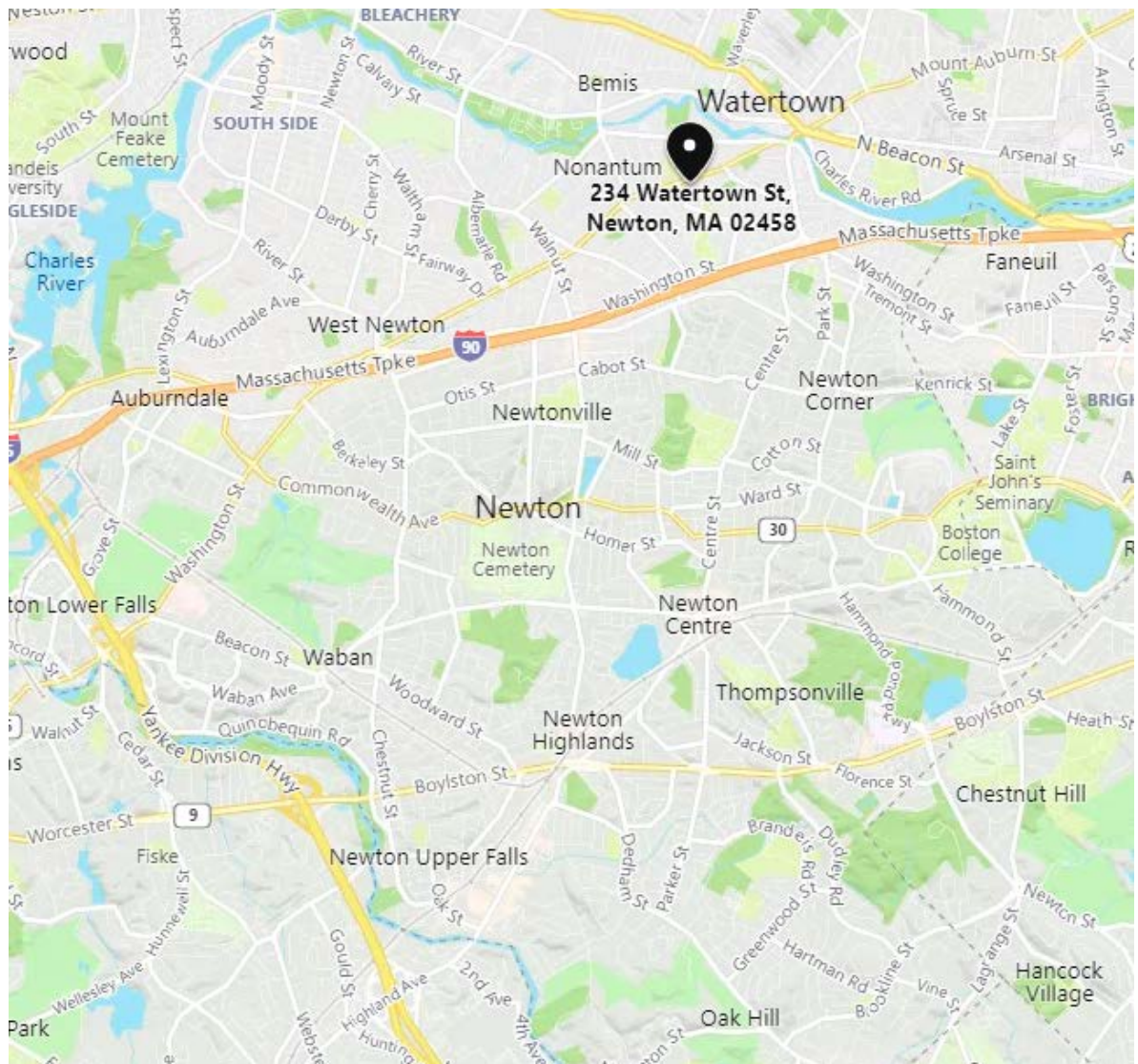
Each pre- and full proposal for projects with physical addresses should include following:

1. City-wide map showing the location
2. Close-up map from the [Assessor's Database](#) showing the outline of the parcel(s) involved.
3. Close-up bird's-eye aerial photo from Bing Maps or a similar source showing the property at maximum magnification.
4. Bird's-eye aerial photo showing the property in the context of the neighborhood.

Examples of each, with instructions on how to produce them, are listed below.

1. City-wide map

Any mapping software can be used. This example is from Bing Maps (<https://www.bing.com/maps>)



2. Close-up map from the Assessor's Database

Open the Assessor's Database: <https://newtonma.mapgeo.io/> Navigate to the property, and click on it to outline it in blue. Copy the URL and include it with the map in the pre-proposal. For example:

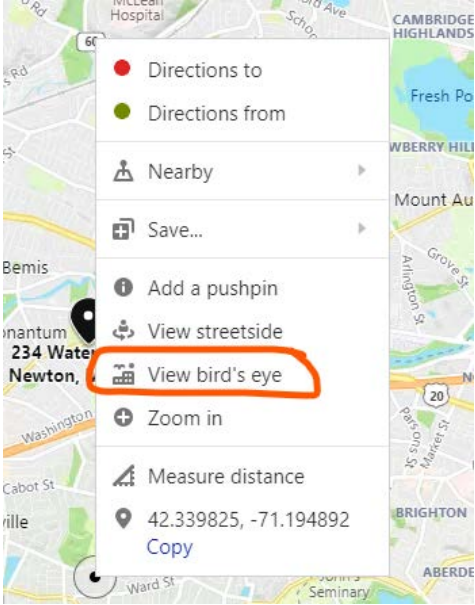
<https://newtonma.mapgeo.io/datasets/properties?abuttersDistance=100&latlng=42.362597%2C-71.196963&previewId=11012%200020A&zoom=18>



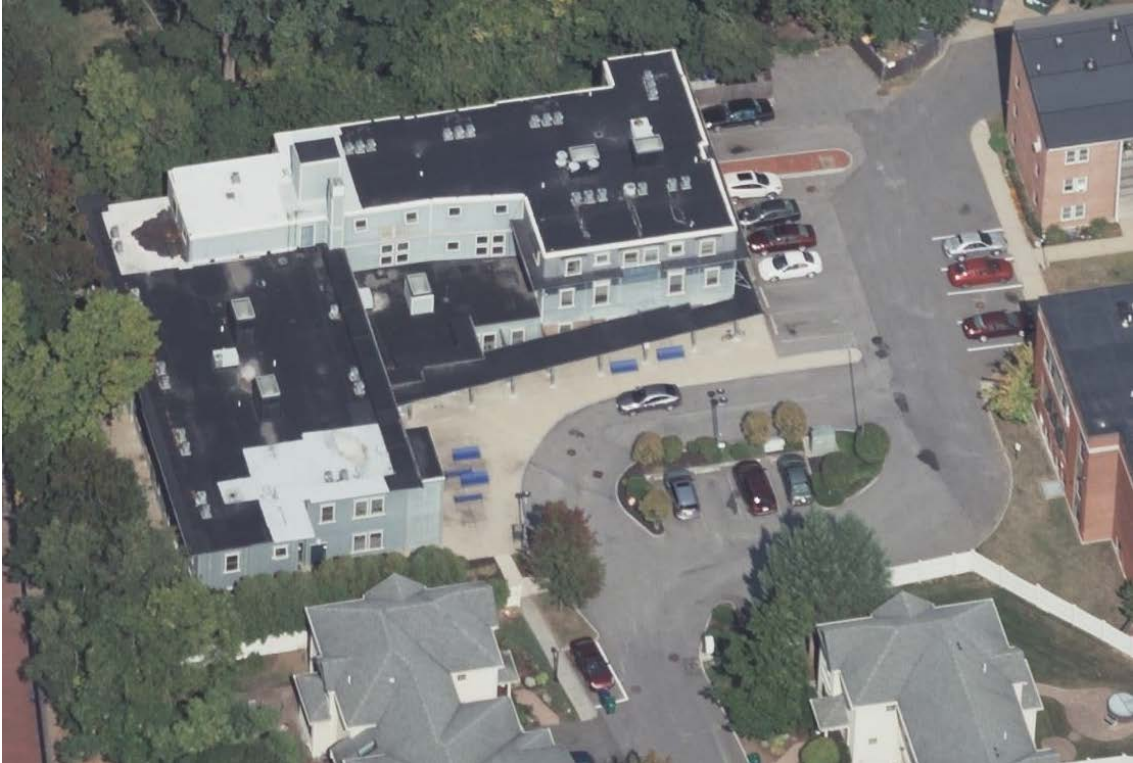
If multiple parcels are included in the project, use Ctrl-click to add them to the highlighting.



3. Close-up bird's-eye aerial photo from Bing Maps or a similar source showing the property at maximum magnification. After finding the property in Bing Maps, right-click anywhere on the map and select "View bird's-eye" from the drop-down menu:



Zoom in to maximum magnification.



If a view from a different direction would show the property more clearly, click one or more times on one of the rotation arrows near the right edge of the view.



4. Bird's-eye aerial photo showing the property in the context of the neighborhood.

In Bird's eye view, zoom out to show more of the neighborhood.



Note: Google Maps offers a 3D aerial photo view option. However, the “3D” aerial photo view in Google Maps uses computer-generated images rather than the actual aerial photos shown in Bing Maps.



Ruthanne Fuller
Mayor

Newton, Massachusetts Community Preservation Program

Planning &
Development Department

Telephone
(617) 796-1120
Telefax
(617) 796-1142
TDD/TTY
(617) 796-1089

Barney S. Heath,
Director

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

Lara Kritzer, Community Preservation Program Manager
Planning & Development Department, Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459
Email: lkritzer@newtonma.gov
Phone: 617-796-1144
www.newtonma.gov/cpa

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/

City of Newton



Ruthanne Fuller
Mayor

Newton Community Preservation Program

Supplemental Attachments for AFFORDABLE HOUSING DEVELOPMENT PROPOSALS

Planning &
Development Department
Telephone
(617) 796-1120
Telefax
(617) 796-1142
TDD/TTY
(617) 796-1089
Barney S. Heath,
Director

Updated May 2021

All projects requesting CPA funds must follow the funding guidelines in Newton's current [Community Preservation Plan](#) and the process, instructions & sample forms in the CPC's current [Proposal & Project Handbook](#). Housing proposals must also provide the additional information listed on the Affordable Housing project Supplemental Sample Form and Attachment Checklist. Sample forms and instructions on how to complete them are included in the following pages.

Before submitting either a pre-proposal or a full proposal for community housing projects, applicants should meet with staff to review program requirements and go over the specific elements of the project. Housing Development projects will often require additional City review processes including the City's interdepartmental Development Review Team, the Newton Planning and Development Board, and others. Staff will consolidate meetings as much as they can.

STAFF CONTACT

Lara Kritzer, Community Preservation Program Manager
Planning & Development Department, Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459
Email: lkritzer@newtonma.gov
Phone: 617-796-1144
www.newtonma.gov/cpa

INSTRUCTIONS

The following instructions refer to both the main proposal form and attachments checklist in the [Proposal & Project Handbook](#) and the supplemental affordable housing development form and checklist below. The supplemental form and attachments are intended to supply the additional information which is most often needed to address project questions raised during affordable housing proposal reviews.

The CPC recognizes that each project is unique. Not all of the following questions will apply to every project. For this reason, it is important that all applicants contact the Community Preservation Program Manager as soon as possible to review the project and what to submit. This allows for pre- and full proposal forms to be customized to the individual project. Staff is also available to review draft forms or potential attachment materials at any time during the project development process

GENERAL (PRE)PROPOSAL FORM

(in [Proposal & Project Handbook](#))

PROJECT SUMMARY (Page 1)

For housing projects, please describe the location including amenities within walking distance and access to transit, target population, unit composition, basic project features (rental or ownership, rehabilitation or new construction), and any special project features (accessibility, supportive services, very low or extremely low affordability, historic preservation, etc.).

USE of CPA FUNDS (Page 2)

Staff will complete this section after reviewing the project and CPA requirements with new applicants.

COMMUNITY NEEDS (Page 2)

Community housing proposals provide brief citations (section & page) showing how the project meets the needs identified in at least 2 of the following community-wide plans listed below. Links to these plans can also be found on the [CPA Funding Process and Materials](#) page of Newton's Community Preservation Program website.

- [Newton Comprehensive Plan](#)
- [FY16-20 Consolidated Plan for the City of Newton Housing and Community Development Program](#)
- [Newton Leads 2040: A Blueprint to Promote Affordable, Diverse Housing & Economic Growth](#)

Optional: You may also identify needs the project will address from other community-wide plans linked to the [CPA Funding Process and Materials](#) page.

COMMUNITY CONTACTS (Page 2)

Please list at least two community contacts *within* the project's neighborhood for all housing development projects.

SUPPLEMENTAL FORM & ATTACHMENTS

B. SUPPLEMENTS TO PROJECT FINANCES

All affordable housing development proposals are required to include:

- **A market analysis** for the project's primary geographic area and target population which includes: the typical household's income, age, and household type; the area's prevailing rents and/or sales prices and recent trends; vacancy rates; and current housing demand. This analysis may be based on primary sources (e.g. waitlists, surveys of comparable properties, community meetings) and/or secondary sources (e.g. census data, market study, industry research).
- **A 10-year operating budget** based on conservative assumptions (revenue from rents or fees increasing no more than 2% per year; expenses increasing at least 3% per year).
- **For home ownership projects, a cost of ownership analysis** which include proposed sales prices, estimated total annual housing costs, the range of affordability, the proposed condominium association annual budget, and the percentage of interest assigned to the affordable units in any mixed-income developments.

**Newton Community Preservation Program
SUPPLEMENTAL ATTACHMENTS FOR
AFFORDABLE HOUSING PROPOSALS**

C. DEVELOPER CAPACITY & QUALIFICATIONS

Include information on or resumes for the **qualifications for key members of the development team** (e.g. developer, architect, consultant and property manager, depending on the type and size of project).

To help City staff identify potential conflicts of interest under City policies, state law or federal regulations, any **affiliations with City of Newton bodies** (boards, commissions, depts.) **or with potential project beneficiaries** should also be noted in this section. **Nonprofit organizations** must also provide this affiliation information for their boards of directors.

Rental projects should also include a summary of the proposed owner's current rental portfolio which includes occupancy status, cash flow schedules, and compliance status.

D. COMMUNITY OUTREACH

Newton encourages active community outreach that goes beyond the public hearings and meetings already required by the funding process. Affordable housing developers are encouraged to exceed the notice requirements of City policies, state and federal laws and fair housing regulations to gain support from the surrounding community and local City Councilors prior to submitting a CPA funding proposal. Please provide a detailed summary for any outreach to date and any plans for additional outreach efforts in the future.

E. FAIR HOUSING, ACCESSIBILITY, RELOCATION

- **Affirmative Fair Housing Marketing and Resident Selection:** While Newton has a local preference policy, it also requires that all housing projects requesting public funds follow the Massachusetts Dept. of Housing and Community Development's "[Guidelines for MGL c.40B Comprehensive Permit Projects and the Subsidized Housing Inventory](#)" and "[Guidelines for Uniform Local Resident Selection Preferences in Affordable Housing](#)":
- **Anti-Displacement and Relocation:** All housing projects requesting public funds are required to minimize the displacement of existing tenants. If existing tenants must be relocated temporarily (for construction, deleading, etc.) or permanently because they do not meet the project's income requirements, applicants must provide a relocation plan including relocation costs in the development pro forma, as well as copies of any written notifications to residents to date. Housing developers should refer to the Anti-Displacement and Relocation Plan found on the final page of the [2015 Citizen Participation Plan](#).

F. ARCHITECTURAL ACCESS

All affordable housing projects are encouraged to exceed the state & federal architectural access requirements for persons with disabilities. Please address the following questions when completing this section:

- Which requirements apply to the project - Section 504, Title II of the Americans with Disabilities Act (ADA), the Fair Housing Act (FHA), and/or Massachusetts's Architectural Access Board (MAAB)?
- Why does that requirement apply – is it based on sources of funding and/or project size?
- If a Section 504 Compliance Plan is required, what progress has been made and are there any outstanding deficiencies?
- Is the project anticipated to require any variances from the Massachusetts's Architectural Access Board (MAAB) requirements? If so, what is the status of the variance process?

**Newton Community Preservation Program
SUPPLEMENTAL ATTACHMENTS FOR
AFFORDABLE HOUSING PROPOSALS**

- For rehabilitation/preservation work on existing projects or buildings, calculate the cost of the proposed work relative to the value of the building per MAAB's CMR 521 3.3 and, if Section 504 is applicable, relative to the replacement cost of the facility per Section 504 8.23(a).

Technical assistance and additional information on Architectural Access questions is available at:

Fair Housing Accessibility First:

FIRST Design and Construction Resource Center
(888) 341 – 7781 (Voice/TTY)
<https://www.fairhousingfirst.org/>

New England ADA Center:

(800) 949-4232 (voice/tty)
<https://www.newenglandada.org/>

Massachusetts Architectural Access Board:

(617) 727-0660
<https://www.mass.gov/orgs/architectural-access-board>

Newton, Massachusetts Community Preservation Program
AFFORDABLE HOUSING PROPOSAL - Supplemental Information

(for staff use
only)

Last updated May 2017.

This form is required with both pre- & full proposals. **Submit it electronically as an editable file.**
 In printed copies, insert this form after page 1 of the main (pre)proposal form.

PRE-PROPOSAL

FULL PROPOSAL

Project TITLE & ADDRESS

Project SPONSOR & CONTACT

USES OF FUNDS *Check all that apply.*

Acquisition	Rehabilitation	New construction	Mortgage buydown/ refinance	Site preparation/ remediation
-------------	----------------	------------------	--------------------------------	----------------------------------

TARGET POPULATION, TYPE OF HOUSING, SPECIAL FEATURES – *Check & describe all that apply.*

Individuals	Families	Seniors	Homeless/At Risk of Homelessness
Rental	Ownership	Condominium	Cooperative
Group/congregate			
Combination or other (identify):			
Special needs/disabilities (identify population & provider of support services, if any):			
Special features (historic preservation, sustainability, etc.):			

UNIT COMPOSITION *List number of units in each category.*

UNIT TYPE	≤ 30% AMI	≤ 50% AMI	≤ 80% AMI	80-100% AMI	Market-rate	TOTAL
SRO						
Studio						
1 BR						
2 BR						
3 BR						
4 BR/+						

THIS FORM IS A READ-ONLY SAMPLE.
 Staff will provide a customized form for your project.

You may adjust fields on this form as needed, but please fit all requested information on one page.

**Newton Community Preservation Program
Affordable Housing Proposal – Supplemental Attachments Checklist**

These attachments are required for full proposals only. Electronic attachments may be submitted as PDFs.
With printed copies, insert this checklist immediately after the main proposal attachments checklist.

{PROJECT TITLE.

REQUIRED	Check if attached.	ATTACHMENT SUMMARY
A. Supplement to PHOTOS & MAPS		
rehab only		Home inspection report by a licensed professional, for rehabilitation projects
B. Supplements to PROJECT FINANCES		
always		Market analysis: including prevailing/trending rents or prices & target population
rental only		Rental subsidy, if any: sources, commitment letters or application/decision schedules
ownership only		Cost of ownership analysis: including proposed sales prices, owners' estimated total housing costs, % interest of affordable units & proposed condominium association budget
C. Supplements to SPONSOR FINANCES & QUALIFICATIONS		
sponsor: check all that apply	Non-profit	Certified CHDO
		Public Agency
		Project LLC
		Private for-profit
always		Organization mission & current housing portfolio, including how this project fits both; summary of previous similar projects completed, with photographs
nonprofits		Board of Directors: including skills, experience, tenure & City board/commission affiliations
D. Supplement to COMMUNITY OUTREACH		
always		Community outreach plan & efforts to date
E. FAIR HOUSING, ACCESSIBILITY, RELLOCATION		
always		Affirmative marketing & resident selection plan
always		Fair housing: training completed, summary of any past complaints & their resolution
		Reasonable accommodation/reasonable modification policy
as needed		Relocation plans/ budget/ notices

**THIS FORM IS A READ-ONLY SAMPLE.
Staff will provide a customized form for your project.**

F. Supplement to DESIGN & CONSTRUCTION: ARCHITECTURAL ACCESS WORKSHEET	
This worksheet may be expanded onto additional pages as needed.	
REQUIRED	PROPOSED
1. Site access – accessible route	
2. Accessible parking (identify proposed total # of spaces)	
3. Building entrances & accessible routes within buildings	
4. Common areas & facilities (offices, laundry rooms, community rooms, etc.)	
5. Group 1 Units (MAAB) (include units covered by the FHA)	
6. Group 2 Units (MAAB)	

City of Newton Community Preservation Committee

Finances At a Glance

As of September 2, 2021

Fiscal Year 2022

Revenue

Beginning balance	6,942,680
Local CPA surcharge	3,761,719
State match	
Budget for this FY	731,629
Additional from prior FY	295,422
Total Available Resources	11,731,450

Expenses

Bond repayment obligations	693,103
New funding authorizations	2,802,099
Administrative costs	180,910
Total Expenses	3,676,112

Current Fund Balance	8,055,338
-----------------------------	------------------

Fiscal Year 2023

Revenue

Beginning balance	8,055,338
Local CPA surcharge	3,902,783
State match	
Budget for this FY	752,344
Additional from prior FY	329,233
Total Available Resources	13,039,698

Expenses

Bond repayment obligations	694,353
New funding authorizations	-
Administrative costs	180,910
Total Expenses	875,263

Projected Fund Balance	12,164,436
-------------------------------	-------------------

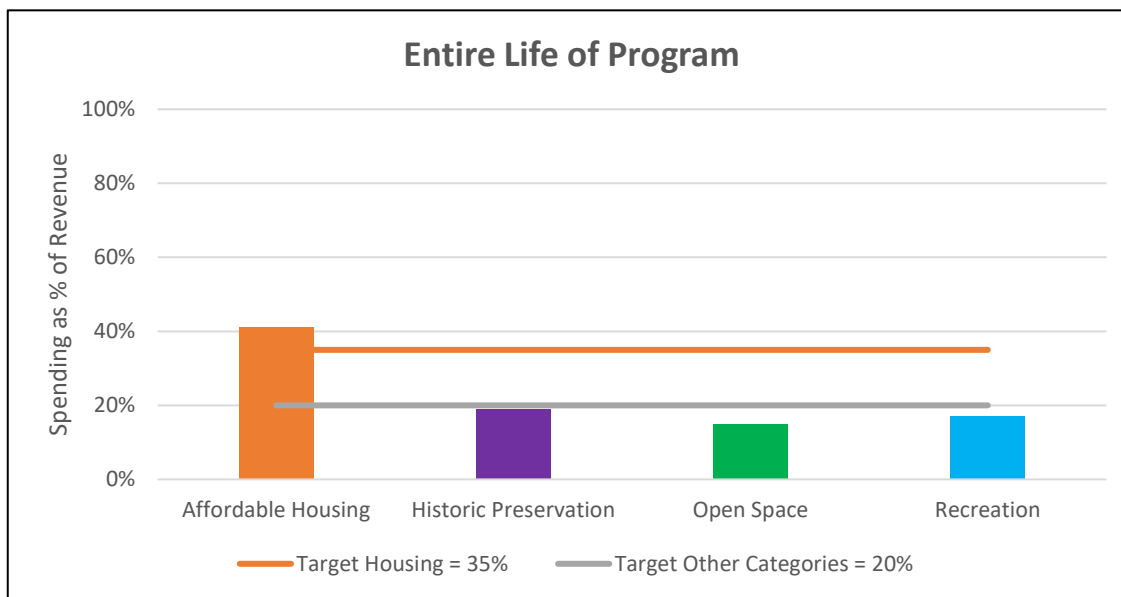
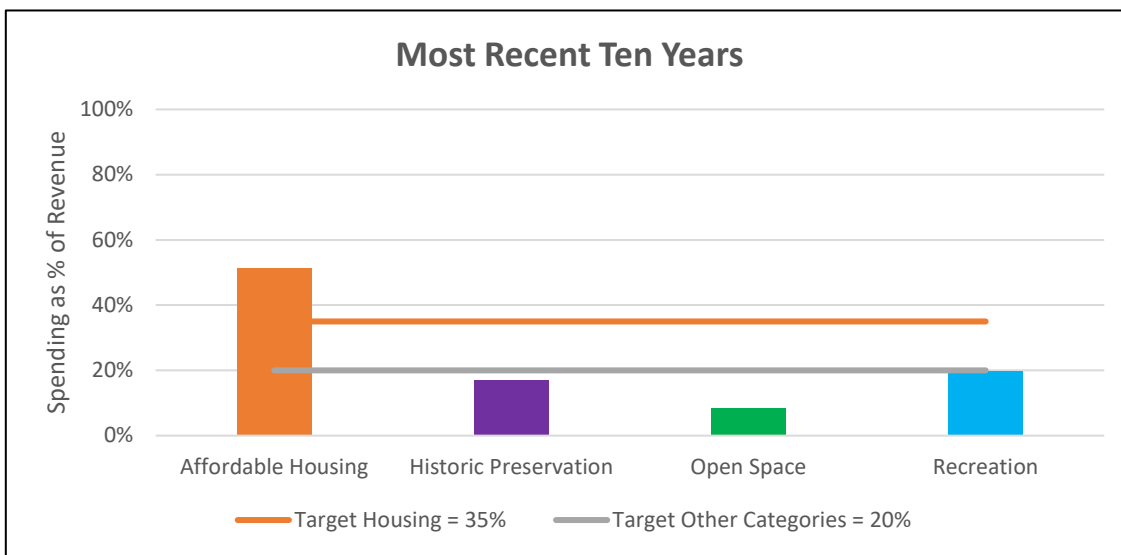
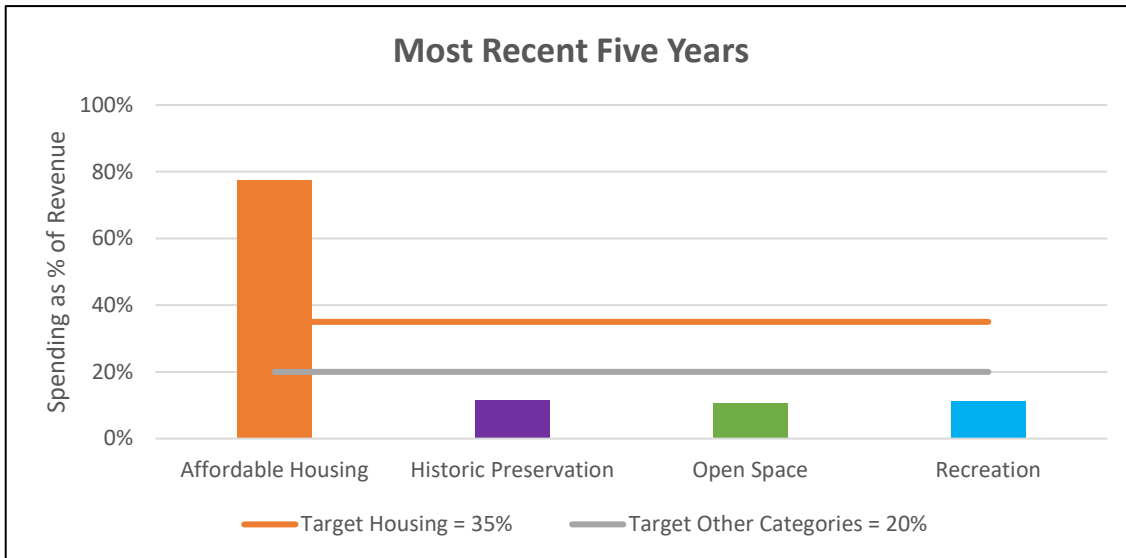
Spending Compared to Program Area Targets

As of September 2, 2021

Note: spending on projects funded through bond issues is recorded as a series of annual debt service payments

	Program Area					Total Spending	Total Current Revenue
	Affordable Housing	Historic Preservation	Open Space	Recreation	Administration		
Most Recent Five Years							
Spending	16,486,349	2,438,874	2,253,302	2,382,844	728,150	24,289,519	21,255,953
% of Total Current Revenue	78%	11%	11%	11%	3%		114%
Target %	35%	20%	20%	20%	5%		100%
Percentage Point Difference Between Actual and Target	43%	-9%	-9%	-9%	-2%		
Most Recent Ten Years							
Spending	20,380,624	6,699,213	3,286,927	7,831,341	1,294,302	39,492,407	39,618,146
% of Total Current Revenue	51%	17%	8%	20%	3%		100%
Target %	35%	20%	20%	20%	5%		100%
Percentage Point Difference Between Actual and Target	16%	-3%	-12%	0%	-2%		
Entire Life of Program							
Spending	31,507,703	14,512,496	11,365,180	13,046,586	2,346,754	72,778,719	76,593,233
% of Total Current Revenue	41%	19%	15%	17%	3%		95%
Target %	35%	20%	20%	20%	5%		100%
Percentage Point Difference Between Actual and Target	6%	-1%	-5%	-3%	-2%		

Spending as % of Revenue, Compared to Guidelines



Spending History

Note: for projects funded by bond issues, list only the annual debt service payments on this sheet

Fiscal Year	Project	Phase	Debt Service Payment?	Affordable Housing	Historic Preservation	Open Space	Recreation	Administration	Total	Status
2023	Administration							180,910	180,910	Approved
2023	Webster Woods		Debt			694,353			694,353	Approved
2022	Administration							180,910	180,910	Approved
2022	Webster Woods		Debt			693,103			693,103	Approved
2022	Nonantum Village Place Affordable Housing	Roof, Siding and HVAC Repair/Replacement		500,000					500,000	Rec'd by CPC
2022	Grace Church Tower Restoration				441,755				441,755	Approved
2022	Levingston Cove Improvements Project	Construction of open space/recreation amenities					1,440,344		1,440,344	Rec'd by CPC
2022	Athletic Fields Improvements	Design through construction of six sites					420,000		420,000	Rec'd by CPC
2021	Coleman House Preservation			4,214,622					4,214,622	Approved
2021	Commonwealth Ave Carriageway						390,000		390,000	Approved
2021	COVID-19 Emergency Housing Assistance	Phase 2		1,200,000					1,200,000	Approved
2021	Durant-Kenrick Homestead	4 Gutter and Window Repair			16,884				16,884	Approved
2021	Gath Pool Enhancements	Design study					60,000		60,000	Approved
2021	Golda Meir House Expansion			1,244,857					1,244,857	Approved
2021	Grace Church Tower Restoration				991,245				991,245	Approved
2021	Haywood House Senior Living			77,900					77,900	Approved
2021	Jackson Homestead Museum	Fence Replacement			28,990				28,990	Approved
2021	Webster Woods		Debt			697,699			697,699	Approved
2021	West Newton Armory Affordable Housing			21,270					21,270	Approved
2021	Administration							125,572	125,572	Actual admin

**Community Preservation Act Funds
Current Status of Active Funded Projects**

Fiscal Year	Project Title	Address	Funding Category	CPA Funding Appropriated	Total Expended to Date	CPA Funds Remaining	Notes on Progress
FY18	AUBURN STREET (affordable housing & historic preservation)	236 Auburn Street, Auburndale, MA 02466	Community Housing/Historic Preservation (\$677,700/\$300,000)	\$977,700	\$977,700	\$0	Property sold to Housing Authority along with other CANDO properties - Law Dept. working with NHA attorney to finalize Preservation Restriction
FY21	Coleman House Senior Housing Preservation	677 Winchester Street, Newton Highlands	Community Housing	\$4,214,622	\$0	\$4,214,622	Project approved by City Council March 15
FY21	Commonwealth Avenue Carriageway Redesign	Auburndale - Charles River to Lyons Field	Recreation	\$390,000	\$95,421	\$294,579	Approved in October 2020 - Design work in progress
FY20, FY21	COVID-19 Emergency Housing Relief Program	Citywide	Community Housing	\$3,200,000	\$2,727,017.60	\$472,982.40	The program was expanded with the CPC's approval from 12 months in Feb 2021. Accepting Applications through June 2021.
FY16, FY17	Crescent Street Site Assessment, Feasibility and Design	70 Crescent Street, Auburndale	Community Housing/Recreation	\$360,000	\$225,403.00	\$134,597.00	Project on hold since 2018.
FY21	Durant-Kenrick Gutter and Window Repairs	286 Waverley Avenue Newton Corner, MA 02458	Historic Resources	\$16,884	\$16,884	\$0	May 2021 - Restoration and repair work nearly complete. Funding Request submitted
FY21	Gath Memorial Pool Feasibility Study	256 Albemarle Road Newtonville	Recreation	\$60,000	\$0	\$60,000	Funding approved May 17, 2021. Contact signed with Consultants Aug 2021
FY19, FY21	Golda Meir House Senior Housing Expansion (Stanton Avenue)	160 Stanton Ave, Auburndale, MA 02466	Community Housing	\$4,494,857	\$0	\$4,494,857	Project underway.
FY21	Grace Episcopal Church Tower Restoration	70-76 Eldredge Street, Newton Corner	Historic Resources	\$1,433,000	\$0	\$1,433,000	Full funding approved by City Council August 2021. Applicants hiring contractors, Grant Agreement in process.
FY19, FY21	Haywood House Senior Housing Development	Jackson Road (behind 83-127 Kennedy Circle), Newton Corner, MA 02458	Community Housing	\$3,077,900	\$500,000	\$2,577,900	Site preparation work now underway, Groundbreaking TBD
FY15	HISTORIC BURYING GROUNDS 3, East Parish Burying Ground	Newton Corner, MA 02458	Historic Resources	\$208,700	\$132,502	\$76,198	CPC approved the reallocation of funds to the South Burying Ground fence replacement project in Oct. 2020
FY21	Jackson Homestead Fence Replacement	537 Washington Street, -2458	Historic Resources	\$28,990	\$0	\$28,990	Project approved by City Council Feb. 1
FY14	Myrtle Village Affordable Housing Development	12 and 18-20 Curve Street, West Newton, MA 02465	Community Housing	\$910,179	\$910,179	\$0	Waiting for Final Report - Reached out to Applicants Spring 2020
FY18	NEWTON CEMETERY Whipple-Beal Cast Iron Fence	791 Walnut Street, Newton Center, MA 02459	Historic Resources	\$60,000	\$54,000	\$6,000	Final Report Approved; Preservation Restriction under review with MHC as of 9/13/21
FY20	NEWTON CONSERVATORS, Conservation Restrictions (Kessler Woods)	200 Vine Street (bordered by La Grange St.), Chestnut Hill, MA 02467	Open Space	\$15,000	\$0	\$15,000	On hold pending completion of Conservation Restriction
FY04, FY06, FY09, FY14, FY15	Newton HOMEBUYER ASSISTANCE Program, Phases 1-5	Citywide	Community Housing	\$3,209,050	\$2,446,327	\$762,723	Three potential resales in progress
FY20	PIGEON HILL TRAIL (Riverside Greenway) Design	Connecting Evergreen Street to Lasell Boathouse to Charles Street in Auburndale, including two underpasses under Interstate 90	Recreation	\$50,000	\$3,737.93	\$46,262	Design work complete and working with DCR on design and future maintenance responsibility for pathway. Expect to be back to CPC in future to reallocate funding to construction work
FY20	Webster Woods/ 300 Hammond Pond Parkway (Land Acquisition)	300 Hammond Pond Parkway, Chestnut Hill, MA 02467	Open Space	\$15,740,000	\$15,200,000	\$540,000	Includes both purchase funds and legal fees. Remaining funds include legal fees and discount received from bond sale; Conservation Restriction in Progress.
FY21	West Newton Army Affordable Housing Development	1135 Washington Street West Newton	Community Housing	\$21,270	\$21,270	\$0	Studies complete - property purchased by City. Final Report needed.
Project Totals				\$38,468,152.00	\$23,310,441.03	\$15,157,710.97	



Ruthanne Fuller,
Mayor

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

Telephone
(617) 796-1120
Telefax
(617) 796-1142
TDD/TTY
(617) 796-1089

www.newtonma.gov

Barney S. Heath
Director

Community Preservation Committee

MINUTES

August 10, 2021

The virtual meeting was held online on Tuesday, August 10, 2021 beginning at 7:00 P.M. Community Preservation Committee (CPC) members present included Dan Brody, Eliza Datta, Byron Dunker, Susan Lunin, Jennifer Molinsky, and Judy Weber. Committee members Mark Armstrong, Robert Maloney, and Martin Smargiassi were not present at this meeting. Community Preservation Program Manager Lara Kritzer was also present and served as recorder.

Chair Dan Brody opened the Community Preservation Committee's public meeting at 7:00 P.M. and introduced the CPC members present at this time. Mr. Brody also noted the City Council and staff members present for this meeting.

Committee Member Introductions

Mr. Brody noted that several new members had joined the Committee over the last year and had not had a chance to meet with other members in person yet. He explained that he would like to give each member a chance to briefly introduce themselves to the rest of the Committee, beginning with the two newest members to the Committee, Judy Weber and Eliza Datta.

Ms. Weber stated that she is the Newton Housing Authority representative to the CPC and had a background in Affordable Housing. She has been a Newton Corner resident for over forty years and gave a brief overview of her career which included working for the state (DHCD), affordable housing developers, architectural firms, and property managers. She managed properties for The Community Builders, Inc. for many years before joining other housing professionals to start VIVA consulting. She now works as a housing consultant assisting organizations with their operations and training needs. Ms. Weber noted that many housing advocates lived in Newton.

Ms. Datta stated that she was just finishing her first full year on the CPC. She has over twenty years of experience in affordable housing working with both For Profit and Non Profit developers. She started her own affordable housing development company a few years ago and noted that she looked at their project reviews from a developer's perspective. She noted that she has also become increasingly involved in recent years with affordable housing advocacy at both the state and national levels. Ms. Datta moved to Newton twelve years ago and has children in the school system. She is also a member of the Newton Housing Partnership and thought it as good to have a connection between the two groups.

website www.newtonma.gov/cpa

staff contact Lara Kritzer, Community Preservation Program Manager

email lkritzer@newtonma.gov, *phone* 617.796.1144

Public Hearing on the Athletic Fields Capital Improvement Plan FY 22-25 Design Funding

Mr. Brody opened the public hearing and invited Parks, Recreation and Culture Commissioner Nicole Banks and Director of Parks and Open Space Luis Perez Demorizi to present the proposal. Commissioner Banks noted that background work already done on this project and the community partners which were present for this hearing who would be involved with numerous projects that the City was planning to work on in the next three to five years. Commissioner Banks explained that the current proposal focused on an analysis of four existing fields which would allow the City to better understand these sites and the details needed to successfully complete each project. The proposed work would also help to create cost estimates for the future construction at each site. Parks and Recreation hoped to partner with the CPC as well as the groups and teams using these spaces to make needed improvements that would give Newton a more robust inventory of high quality recreation and open spaces.

Mr. Demorizi introduced himself and explained that they were before the Committee to request design funding for four to six of the City's athletic fields. He began his presentation by noting that an email had been sent out to the City's athletic organizations which encouraged people to comment on the proposal and their experiences at these sites. He then reviewed their agenda for the project and the process used to develop these goals. Mr. Demorizi explained that the City manages 600 acres of park land located in all of the City's villages and school zones and showed a map of the sites accompanied by a list of activities there. In a community survey, playing fields came in second in regard to urgency and need, athletic fields came in third for greatest demand, with Mr. Demorizi noting that many of them were in parks which were noted to be first priority. The proposed project intended to improve the quality and quantity of Newton's multi-use fields and invest in equitable spaces for the greatest citywide benefits. They had also chosen to work on sites where additional stock could be added to expand the City's inventory of playing spaces, where there was bandwidth for making improvements and the ability to coordinate with other organizations. Mr. Demorizi noted that their department also already had artificial turf and turf maintenance projects underway as well.

Mr. Demorizi next reviewed the sites included in the three and five year plans. The three year plan included work at Albemarle Park, a 25 acre site which includes wooded areas and 17 acres of active recreation space. The project's scope was to maximize the layout of the space, and improve its accessibility and lighting. The construction documents would be completed once the new layout was proposed, with work anticipated to be \$3.2 million. He then reviewed the proposed work at McGrath Park, at Burr School, where the layout would also be maximized, trees relocated, and new paths installed, and the Brown/Oak Hill School Fields which needed improved drainage and regrading to maximize their usability. Each of these three projects has an estimated construction budget of \$500,000.

Mr. Demorizi noted that the City's fields served 9,000 athletes and reviewed the list of key stakeholders and users for these sites. He pointed out that sites like Burr School had low permit requests due to the condition of the fields. He explained the department's turf mowing and management budget and explained that the Department had recently created a new division, Parks and Open Space Projects, with a new Director of Parks and Open Space to oversee these projects. He noted that the department would allocate the time of its in-house maintenance and turf specialists to

this project as well. They were currently working on a draft RFQ for the work and Mr. Demorizi briefly reviewed the duties and goals included in the document. The proposed funding would cover Phase I of this project, design, with additional funding needed in the future for Phase 2, construction. The RFQ would combine request for topographic surveys, feasibility surveys, and preliminary design work and included a breakdown of the project into four key tasks. Mr. Demorizi reviewed the timeline for the project and noted that CPC check-ins and updates would be incorporated into their plan schedule. He added that if the funding was approved, the department would move to hire a consultant immediately in order to begin the public process in the fall/early winter.

Mr. Dunker noted that many adults used these field as well and that this was a project that everyone in the City could benefit from. He felt this could become the most visible CPA project in the City. Ms. Datta stated that it was apparent that a lot of work had gone into this proposal and appreciated that the full proposal had included a lot of detail which the CPC had requested. Ms. Molinsky asked the applicant to describe how additional public input would be gathered during the design phase of the project. Mr. Demorizi answered that they were taking input right now via email and would hold three public meetings during this phase of the project – the first would be a listening session, the second to review a preliminary design, and the third to review a preferred design. He noted that they were still working on the details of the process but hoped to keep it open for as long as possible.

Councilor John Oliver stated that he had been a soccer coach for many years and that there was an abundance of passion in the community for getting this project right. He stated that the athletics community was chomping at the bit to get to work on this and that he was a huge fan of the Parks and Recreation process. He agreed with the proposed approach to this work and stated that he was very supportive of this project. He added that from the perspective of CPA funding, the City owed athletes and residents improved fields and he thought this was an important effort for Newton.

Justin Traxler, 36 Metacomet Road, stated that he had been a Newton resident for two decades and was president of Newton Girls Soccer, which had 1,200 players, as well as the founder of the Newton Athletic Fields Foundation. He strongly supported this project and had gathered 1,000 signatures in a petition supporting the proposal. He wanted to impress on the CPC the need to invest today and in the future in Newton's athletic fields. He noted that over the last thirty years, the City had created no new fields and had not done much to improve the fields it already had. The program was stagnant and most of Newton's fields were rated as a D or C in quality. He added that of the \$33 million raised in CPA funding over the life of the program, less than 3% of those funds had gone towards multi use fields.

Clifford Slater stated that he was the president of Newton Youth Soccer which had 1,500 members. He was also in favor of this project and felt that there was a strong need to improve the quality of the City's fields, some of which were currently unusable. He noted that the fields had fallen in status over the years and ranked from difficult to use to unplayable. He added that the work proposed at Burr School was a chance to reclaim space in a relatively quick time frame. He thought that this work was long overdue and thought that it would be a happy day when this Parks and Recreation project was approved. He hoped that this was just the beginning of the City's work on its fields.

Burt Class, 11 Gibson Road, stated that he was in favor of this project and echoed the sentiments of the two leaders of the soccer programs. As a coach and a player, he thought that it would enhance life in Newton to have more playable fields. He believed this project would have an intangible benefit to the community and noted that Newton's fields were far below the mark in comparison to its peer communities.

Mr. Ioannis Kyrtzoglou stated that he was a Newton Corner resident and served as a Newton referee for girls and youth soccer. As one of 70 referees in the City, he had worked on all of Newton's fields and had seen many with standing water and unfavorable conditions which could lead to injury. He was elated by and supportive of this project and noted that the Brown/Oak Hill fields could be renovated into a possible large sports complex.

Jacob Groshek, 44 Frederick Street, stated that he was the director of the City's flag football program, which had grown to 600 members in four years. He thought that the biggest issue that they faced was in finding safe and playable fields and absolutely agreed with the need for improvements. He supported the project and thought that it was important to the City's abilities to grow and develop these programs. He thought that improved fields were both a cultural and community resource.

Tom Neilan of Auburndale stated that he was a physician as well as a soccer coach and had seen three kids injured during games due to field conditions. He hoped that this project could avoid such problems in the future. He added that he lived near the Burr School and agreed that there was a lot of potential at that site for projects on unused space.

Larry Casello stated that Newton's fields were on the "no play" lists of many other communities due to their condition. He found that to be an alarming scenario and was delighted with the proposed project.

Richard Dinjian stated that he was very supportive of the project and stated that user groups had emphasized for years the need to do something with Burr School's wasted space. He was thrilled to see Burr's fields getting this attention and thought that the design phase could help both the baseball and little leagues to maximize the use of the fields at Albemarle. He thought that the City could create a first class facility with this process.

Mr. Brody closed the public hearing at this time. Committee members were asked if they had any further comments or questions. Ms. Molinsky stated that it sounded like this project was both highly needed and supported by the community and believed that the proposal was well thought out. Ms. Molinsky moved to recommend that the CPC approve the proposal for \$420,000 in CPA funding for the Capital Improvement Plan Design phase of the Athletic Field Improvement project as submitted. Ms. Lunin seconded the motion which passed unanimously by roll call vote. Mr. Brody thanked the City staff and all present for their participation in this project.

Municipal Affordable Housing Trust Draft Ordinance Discussion

Planning and Development Director Barney Heath, Director of Housing and Community Development Amanda Berman, and Housing Development Planner Eamon Bencivengo were all present for this

discussion. Mr. Heath began the presentation on Municipal Affordable Housing Trusts (MAHT) by noting that this discussion went back to November 2020 when 16 City Councilors docketed the creation of an affordable housing trust for further discussion. He noted that there have been many discussions on this issue since that time and that they had met with the Massachusetts Housing Partnership (MHP) and the Newton Housing Partnership (NHP) to discuss this process. NHP had sent a letter to the City Council endorsing the idea of creating an MAHT and staff had developed the draft ordinance and presentation based on its research into the topic. There were at least 110 MAHTs in communities all over Massachusetts with Revere being the most recent adopter of the program. Each community set up trusts in their own way. Some small communities used MAHTs to advocate for more affordable housing, while others used them only as the funders of affordable housing projects. Many communities turned to CPA funding as the bulk of their MAHT funding and Trusts were required to follow all of the CPA requirements for the use of those funds, as well as all of the requirements of any City government entity as to its practices and processes.

Mr. Heath reviewed the purposes of a Trust and its potential funding sources. For Newton, the likeliest funding sources were CPA funds and Inclusionary Zoning Payments. However, he noted that the City was not expecting many more IZ payments because it was prioritizing the creation of new units instead. He explained that an MAHT could have as few as five members and that some had as many as twelve. The draft ordinance proposed a smaller, more manageable group which would work as a funder of projects in a manner similar to how the CPC functioned. The idea was to create a focused group with members that had a strong background in affordable housing as well as the Mayor, a CPC member, and a City Council member. The proposed powers of the MAHT matched those in the enabling legislation and the members of the MAHT would have the ability to create their own rules and guidelines once they were established. The MAHT was likely to be staffed by the Planning Department but it was also possible that they would have on-call housing assistance when needed. Mr. Heath reviewed the general process that the MAHT could use to make its decision and noted that the Trust funding could be allocated by a single vote of the Trustees. He closed the presentation by explaining that they were hoping that the CPC could answer whether they supported the concept of an MAHT in Newton, how much CPA funding might be allocated to the MAHT, and what process might be used to facilitate that funding before the project was next reviewed at the Zoning and Planning Committee's meeting on September 27.

Ms. Weber asked if the proposed ordinance was supported by the NHP and Mr. Heath answered yes. Ms. Weber wondered what would happen to the CPC and NHP reviews once this other group was established. Mr. Heath noted that any affordable housing project had a long approval process to navigate and that the MAHT would take the CPA process out of the mix. He did not expect the NHP to stop its advocacy work or its work on Fair Housing if an MAHT was established. Ms. Weber expressed concern that the City would just be creating another sub-committee of an existing committee.

Ms. Molinsky stated that when she first heard of the Trust, she thought that it would simply be a way of streamlining the funding review that now required first the CPC and then the City Council's review. She now found it compelling that the MAHT could have other funding and could potentially buy property and take a greater role in affordable housing development. She noted that Liz Heyer of the NHP had advocated for an MAHT for its ability to be proactive and plan for future affordable housing

in the community. She asked what the MAHT's potential role could be in that work and how they would be different from a developer.

Ms. Datta stated that Trusts could be powerful tools for supporting affordable housing development and noted that they could also be a streamlined approach for funding. She noted that Trusts did have the ability to fund project and to acquire and pass on land. She stated that she worked with Trusts in other communities and noted Hudson as an example of where the Trust worked as an intermediary in the development process. She thought that to Ms. Weber's point, there were a lot of elements that overlapped between different committees. She explained that the NHP had recommended the creation of a Trust but had also recognized that it was important to know how it would be set up as it was important that the process be streamlined as development in Newton can take a long time.

Ms. Weber stated that she did not object to the creation of an MAHT but wanted to see it done right. She thought that it was important that a new MAHT be more efficient but also thought that it could have a bigger and broader purpose. Ms. Datta stated that an MAHT would only be effective if it had funding and thought that a key part to Newton's Trust moving forward could be the CPC's decision on what funding it might receive. Ms. Berman noted that it took affordable housing projects on average 7 months to go through the CPA funding process. A Trust could come in for funding once a year and go through that process in the place of individual projects. This would allow the process for individual projects to go through a one month versus seven month process for funding. In terms of being proactive, the Trust could purchase property or hold on to property for future use, something that the City was not flexible enough to do. She thought that the idea of having the Trust oversee multiple funding sources was an exciting opportunity but that it would not be useful if the Trust was established with additional cumbersome processes. Ms. Berman added that the NHP also had other responsibilities on their plate and that having a separate Trust/funding source could allow the Trust to focus more on policy and other issues.

A question was raised about the West Newton Armory project. Ms. Berman noted that the NHP had advocated for it and was part of the project discussion but was not part of the funding or approval process. Ms. Weber thought that there were so many places where a Trust could be useful and stated that she would like to see a Trust with more roles. Mr. Heath thought that the Trust could evolve over time into other roles but that the NHP was already working as an advocate for other affordable housing projects that did might not involve Trust funding. Ms. Molinsky asked about the timing of a future MAHT process and whether it would just have CPA funds. She stated that she found the pre-proposal process every useful as it helped to refine a proposal through meetings and discussion. She did not think that the process should be down to one month but did recognize that it could be more efficient. Ms. Datta noted that many affordable housing projects were also seeing state DHCD funding and that a project could not become eligible for those funds until it had a local match. She pointed out that waiting seven months for the local match could put an affordable housing project a year behind in funding rounds, which had a significant impact on the development of new housing.

Mr. Brody asked what was needed from the CPC at this time. Mr. Heath stated that the Zoning and Planning Committee would like to have a sense of how much funding the CPC would recommend for this use. Mr. Brody noted that the CPC's guidelines called for 35% of the CPA annual target to go

towards affordable housing funding. He recognized that these guidelines did not have weight but thought that it was something to be considered. He also had a sense that a future MAHT would ask for whatever the current housing target funds might be. Mr. Heath agreed that that would be the idea but reiterated that they were not attempting to set up additional review processes.

Mr. Brody noted that a future CPC could change the amount allocated to an MAHT and that any decisions made at this time would not commit the CPC for an indefinite period. He suggested that the CPC instead commit to giving a future Trust whatever amount the CPC has decided to target for affordable housing at that time. Ms. Lunin noted that supporters of the Athletic Fields Improvements had highlighted the low percentage of CPA funding set aside for playing fields and thought that the CPC could anticipate a substantial future request from Parks and Recreation to commit more CPA funding towards those needs. She thought that timing was everything and was not sure if this was the right time to be setting aside substantial CPA funding for affordable housing use by a separate Trust. Ms. Weber wondered if a future Trust could find other funding sources to use in cooperation with CPA funding. She stated that she was not against a Trust but that the nature of the CPA funds was that the process could be lumpy. She was not necessarily against streamlining the process but had concerns with how that might work. Mr. Brody noted that a future MAHT would need a steady funding stream and that one way to do this would be to take the CPC out of the affordable housing review business. He could see this becoming a simple process of deciding early in the funding year how much should be set aside for affordable housing versus individual projects. He thought that the CPC could determine the percentage to set aside on an annual basis based on the other known public needs in Newton and presumed that this would be based on a public process. Once that was done, he felt comfortable with handing over the CPA housing funds to an MAHT to administer.

Ms. Molinsky agreed that the CPC could base its funding recommendation on a look at future funding needs for all categories. She suggested that the CPC consider what was needed and what percentage to set aside for a future Trust on an annual basis. Ms. Lunin noted that the Committee was in unprecedented times with the pandemic and was concerned with what this process might look like in the future. Mr. Heath noted that a future MAHT would include a member of the CPC to help avoid funding issues.

Mr. Brody asked Committee members if they were willing to give up control of CPA affordable housing funds to a future MAHT. Ms. Weber stated that she thought she was but that the CPC could always change its mind in the future on this issue. Mr. Brody suggested that if the CPC was in support of a future MAHT conceptually, then the Committee could say that it would dedicate a minimum of 10% to the Trust or as much as the full percentage allocated for affordable housing in a given year. He thought that this would give the Trust a start but would also indicate that other funding should be sought where possible. Ms. Datta thought that an MAHT could be a real value to the City if done in such a way that it truly simplified the process. She thought that the time was right if the City wanted to make that happen and that establishing an MAHT sent a signal out that affordable housing was a priority for the community.

Mr. Brody moved that the CPC support the idea of creating an MAHT and commit that it will recommend to the City Council that an amount equal to whatever the current target is for affordable housing be turned over to the MAHT for its use. He noted that this would not guarantee a specific

percentage, and that the CPC would entertain a request from the MAHT each year and determine the amount to be allocated at that time.

Ms. Weber asked if turning over all of the housing funds to a separate MAHT would lead to a change in the CPC's composition as an affordable housing advocate would not longer be as needed. Members discussed this possibility but agreed that any action on that issue would not be needed for some time. Ms. Datta seconded the motion which passed by unanimous roll call vote.

OTHER BUSINESS

Approval of June 8 and July 13 Minutes

Members had reviewed and sent in corrections to both sets of minutes prior to the meeting. Ms. Weber moved to approve the June 8 and July 13 minutes as corrected. Ms. Datta seconded the motion which passed by unanimous voice vote.

Review of Minutes

Mr. Brody suggested that the CPC establish a more formal process for reviewing the minutes before each meeting. He suggested that each month, a different member would be responsible for being the first reviewer of the minutes and sending comments back to Ms. Kritzer before the minutes were forwarded to the full Committee. Members agreed with this proposal and it was decided that Ms. Kritzer would pick the member to review each month based on the member contact list. Mr. Brody agreed to be the first reviewer for the August meeting minutes.

Ms. Molinsky moved to adjourn the meeting. Ms. Lunin seconded the motion which passed by unanimous voice vote. The meeting was adjourned at 9:11 P.M.