



COMMUNITY PRESERVATION COMMITTEE AGENDA

October 12, 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.

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: **89447311403**

Ruthanne Fuller
Mayor

Barney S. Heath
Director of Planning and
Development

To join this meeting on your computer, go to:
<https://us02web.zoom.us/j/89447311403>

One tap mobile: +16465588656,,89447311403#

7:00 P.M. – Liora Silkes – Energy Coach meeting

PROPOSALS AND PROJECTS

7:45 P.M. – Pre-Proposal Review of City of Newton Municipal, School, and Historical Exterior Building Envelope Study (\$100,000 in CPA Historic Resource Funding)

OTHER BUSINESS

- 1) Committee Introductions
- 2) Approval of Revised Community Preservation Plan Guidelines
- 3) Review of Current Finances
- 4) Approval of September 20 Minutes
- 5) Designate Member for October Minute Review
- 6) Update on Temporary Project Signage
- 7) Other

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.

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

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

Newton

Community Preservation Program

Meeting Materials



Proposals and Project Reviews

[Pre-Proposal Review - City of Newton Municipal, School, and Historical Exterior Building Envelope Study \(\\$100,000 in CPA Historic Resource Funding\) - Pre Proposal begins Page 5](#)

Public Buildings has submitted a request for Historic Resource funds to complete exterior building envelope studies of fifteen municipal buildings in order to gain a better understanding of their condition and what work may be needed in the future. This project is intended to build on the 2011-2012 City Historic Building Survey which looked at all of the City's existing structures and analyzed their historic significance and condition. This project was funded with CPA funds and looked at structures in two phases. Phase I looked at all 77 structures owned by the City and used the evaluation criteria for National Register of Historic Places nominations to determine which of the City's buildings were historically significant and which were not. The consultants completed an exterior review of each building and used the criteria to give each building a rating of High Significance (1), Moderate Significance (2), Low Significance (3), or No Significance (4). Phase II of the project completed individual reports on all of the buildings that received a rating of 1 or 2. I've included links on the website to all of those reports as well as the Phase I report which has brief summaries of each building and has the only summaries for those building rated a 3 or lower.

To be eligible for CPA funding as an Historic Resource project, the building or site must be listed on the State or National Register of Historic Places or found by the Newton Historical Commission to be of Local Significance. Any building listed on the National Register was also considered to be of High Significance in the 2011-2012 study. At present, eight of the buildings included in this pre-proposal meet the CPA requirements and are eligible for funding:

State/National Register and listed as having High Significance in 2012 Report

Auburndale Library, 371 Auburn Street (Listed as Plummer Memorial Library at 375 Auburn Street)

Crafts Street DPW Stable, 90 Crafts Street
Elliot Street DPW Stable, 74 Elliot Street
Newton Centre Library (Former Health Department), 1294 Centre Street
Newton City Hall, 1000 Commonwealth Ave
Newton Corner Library, 124 Vernon Street
Police Headquarters, 1321 Washington Street
Waban Library, 1608 Beacon Street

The other seven buildings in the application may still be eligible for funding if the NHC votes to find them locally significant. The most likely buildings to meet these criteria are the Burr Park Field House (142 Park Street), Nonantum Library (114 Bridge Street), and Recreation Headquarters/Kennard Estate (246 Dudley Road). All three of these buildings were rated 2, Moderately Significance, and were included in the more detailed studies done in Phase II of the 2011-2012 project.

Three of the four remaining properties (Fire Station #1, 241 Church Street, Fire Station #2, 1750 Commonwealth Ave, and Pellegrini Field House, 17 Hawthorn Street) were rated as 3, Low Significance, and were not included in Phase II of the 2011-2012 project. Based on this assessment it seems less likely that the NHC would find these significant, but the previous report did also recommend revisiting these properties in the future and the Commission may take a different view of them at this time. The last building, the Main Library, 330 Homer Street, was also rated as 3, Low Significance, but was separately noted in the report to also potentially be of architectural or civic interest in the future. Part of this rating is undoubtedly due to the building's age – the ca. 1991 building will not be old enough to qualify for listing on the State or National Register until 2041. While it is possible to classify a building that is less than 50 years old as historically significant, the bar is set very high for those designations and there are additional criteria that the building would need to meet in order to qualify.

OTHER BUSINESS

1) Meeting with Liora Silkes, Energy Coach

The City's first Energy Coach, Liora Silkes, will be coming to the meeting to tell the CPC about the City's programs to encourage the reduction of fossil fuels and the use of more energy efficient systems. If anyone has specific questions that they would like her to address, please let me know and I would be happy to pass them on beforehand.

2) Approval of Revised Community Preservation Plan Guidelines (Page 16)

Following the discussion at the last meeting, the enclosed CPP Guidelines have been revised to reflect all of the edits submitted over the last two weeks. The copy included here is a clean copy, but I can also send a tracked copy if anyone would prefer to use that for their review.

3) Review of Current Finances (Page 21)

The At a Glance report has been updated to reflect the addition of this month's new pre-proposal and the approval of the Athletic Fields project by the City Council on Oct. 4.

For CPC public meeting on October 12, 2021

I've also updated the spreadsheet on current and future projects and attached it here for the Committee's review.

4) Approval of September 20 Minutes (Page 26)

The draft minutes were sent out earlier this week and are also attached here for the Committee's review.

5) Designate Member for October Minute Review

A Committee member will be appointed to do the initial review of the draft meeting minutes as soon as they are available.

6) Update on Permanent and Temporary Project Signage

I have sent the Committee's recommendations for the new signage to the NNHS students working on the design and they have updated the banner as requested. I do not yet have the revised logo but am hoping to have an update on this in time for the meeting.



Ruthanne Fuller
Mayor

Newton, Massachusetts Community Preservation Program FUNDING REQUEST

PRE-PROPOSAL

PROPOSAL

(For staff use)
date rec'd:

Last updated February 2020.

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

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

Lara Kritzer, 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	City of Newton Municipal, School and Historical Exterior Building Envelope Study		
Project LOCATION	Full street address (with zip code), or other precise location. Various Buildings – The (15) Buildings are shown in Project Summary		
Project CONTACTS	Name & title or organization	Email	Phone
Project Manager	Rafik Ayoub Project Manager Public Building Dept.	rayoub@newtonma.gov	617-796-1621
Other Contacts	Joshua Morse Public Buildings Commissioner	jmorse@newtonma.gov	617-796-1600
Project FUNDING	A. CPA funds requested: \$100,000	B. Other funds to be used: \$15,000	C. Total project cost (A+B): \$115,000
Project SUMMARY	<p>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.</p> <p>The City of Newton Public Buildings Department is requesting proposals from its on-call Architects / Engineers for services to conduct building exterior envelope studies of several municipal, school and historical buildings in the City of Newton. The purpose of the studies will be to evaluate all foundations, foundation walls (stone, masonry, concrete) and sills / base plates, walls, roofs, windows, doors, wood siding, wood shingles and all the associated building envelope elements (flashing, gutters, downspouts, fascia, cladding and trim); determine and record all the deficiencies; make recommendations for corrective action; and develop the most cost effective solutions for each building as appropriate.</p> <p>In addition, and simultaneously, members of the community and City Council have expressed their support and desire for this initiative. The specific list of facilities was based on action items stemming from the Historic Building Assessment, the City-commissioned Building Assessment from 2011, and field assessment by the Public Buildings Commissioner for the City. Where the CPC previously recognized and documented these facilities as historically significant, we felt it was responsible and appropriate to work with the CPC to seek CPA funds to protect and preserve these assets.</p> <p>The exterior building envelope is comprised completely of the visual context of each of these historical structures. This study will help define, refine, and develop a plan for addressing the various building envelope systems in a way that utilizes preservation best practices, while maximizing energy performance, and extending building system life expectancy.</p>		

The goal of this project is quite literally the preservation/restoration/rehabilitation of already documented historic facilities in Newton. The goal of this study is not to inform maintenance, but rather develop a strategic plan for intelligent capital investment in our historic building envelopes to protect and preserve these assets, and without this information, a lofty goal of improving building energy performance could very well destroy the visual exterior historical context.

The expectation is that the reports will have varied action items. Many will be small enough to be addressed through our operating budgets. Others will be addressed with small capital line items. The larger projects will be included in the Capital Improvement Plan, and some will be bonded when appropriate and paid for by the City, while other projects will likely be CPA eligible and may develop into their own CPA proposals. I would expect that the City would act on the reports immediately in varying capacities.

At this time PBD is asking for \$100,000 of CPA fund to cover the consultants fee to complete the building envelop study.

The following buildings to be studied:

Main Library
Auburndale Library
*Newton Corner Library
Nonantum Library
Waban Library
Pellegrini Field House
Newton City Hall
Recreation Headquarters

Potential buildings to be studied:

Fire Station #1
Fire Station #2
Police Headquarters
Elliot Street Stable
Crafts Street Stable
Newton Centre Library
Burr Park Field House

*As noted in the RFP, a proposal from an Architectural Firm to study the Newton Corner Library has been requested in order to fast track the studying of this building. The cost for this building is part of the overall Study and is included in our funding request for \$100,000.

See attached draft "Request for Proposal" for all the information related to this project.

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.
Full proposals must include separate, detailed budgets in addition to this page.

Project TITLE	City of Newton Municipal, School and Historical Exterior Building Envelope Study	
SUMMARY CAPITAL/DEVELOPMENT BUDGET		
Uses of Funds		
Envelope Study and Restoration Services (Not to Exceed)		\$100,000
PBD Staff		\$15,000
D. TOTAL USES (should equal C. on page 1 and E. below)		\$115,000
Sources of Funds	Status (requested, expected, confirmed)	
CPA funding	Requested	\$100,000
PBD Staff	Expected	\$15,000
E. TOTAL SOURCES (should equal C. on page 1 and D. above)		\$115,000
SUMMARY ANNUAL OPERATIONS & MAINTENANCE BUDGET (cannot use CPA funds)		
Uses of Funds		
See attached Annual Maintenance Budget for all the listed buildings		
Buildings to be studied		\$340,385
Potential Buildings to be studied		\$186,900
F. TOTAL ANNUAL COST (should equal G. below)		\$527,285
Sources of Funds		
City of Newton Operating Budget		\$527,285
G. TOTAL ANNUAL FUNDING (should equal F. above)		\$527,285
Project TIMELINE	Phase or Task	Season & Year
	Study and Evaluation Service	Fall/Winter-2021/2022

Project TITLE		City of Newton Municipal, School and Historical Exterior Building envelope Study	
↓ Check off submitted attachments here.			
REQUIRED.		PHOTOS	of existing site or resource conditions (2-3 photos may be enough)
		MAP	of site in relation to nearest major roads (omit if project has no site)
Pre-proposals: separate attachments not required, just use page 3 of form. Full proposals: separate, detailed budget attachments REQUIRED.	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)	
		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	ATTACHMENT 1: Analysis of Historical Significance (narrative; maximum 1 page)	
		ATTACHMENT 2: Description of Historically Significant Features (maximum 1 page)	
		ATTACHMENT 3. Summary & Justification of Proposed Treatment (maximum 1 page)	
		ATTACHMENT 4. Newton Historical Commission Review (based on attachments 1-3 above)	
REQUIRED for all full proposals.	SPONSOR FINANCES & QUALIFICATIONS, INSTITUTIONAL SUPPORT		
		For sponsoring 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 real estate acquisition, construction or other building/ landscape improvements.	SITE CONTROL, VALUE & DEED RESTRICTIONS		
		Owner’s agreement to a permanent deed restriction in perpetuity for historic preservation.	
	DESIGN & CONSTRUCTION		
		Professional design & cost estimates: include site plan, floor plans & elevations	
		Materials & finishes: highlight “green” or sustainable features & materials Environmental mitigation plans (if applicable): incl. lead paint, asbestos, etc. (including disposal of existing fence elements that cannot be repaired or restored)	
OPTIONAL for all proposals.		LETTERS of SUPPORT	from Newton residents, organizations, or businesses

REQUEST FOR PROPOSAL

ON-CALL ARCHIECT /ENGINEER SERVICES

*City of Newton **Municipal, School and Historical Exterior Building Envelope Studies***

DRAFT 5

PROJECT DESCRIPTION

The City of Newton Public Buildings Department is requesting proposals from its on-call Architects / Engineers for services to conduct **building exterior** envelope studies of several municipal, school and historical buildings in the City of Newton. The purpose of the studies will be to evaluate all foundations, **foundation walls (stone, masonry, concrete) and sills / base plates**, walls, roofs, windows, doors, **wood siding, wood shingles** and all the associated **building envelope** elements (flashing, gutters, **downspouts, facia**, cladding and trim); determine and record all the deficiencies; make recommendations for corrective action; and develop the most cost effective solutions for each building as appropriate.

Respondents are here by requested to supplement their current qualifications with detailed information identifying specific staff, consultants, and resources to be assigned, and their specific relevant experience with building envelope studies. Studies may be awarded to one or more on-call architect/engineer firms.

The following buildings to be studied:

<u>BUILDING</u>	<u>LOCATION</u>	<u>YEAR BUILT</u>	<u>SQ. FT.</u>
Main Library	330 Homer Street	1991	93,000
Auburndale Library	371 Auburn Street	1934	4,830
*Newton Corner Library	124 Vernon Street	1910, 1934	6,138
Nonantum Library	114 Bridge Street	1957	5,137
Waban Library	1608 Beacon Street	1934	6,378
Pellegrini Field House	17 Hawthorn Street	1950	5,608
Newton City Hall	1000 Commonwealth Ave	1931	81,000
Recreation Headquarters	246 Dudley Road	1904	15,715
TOTAL SQUARE FOOTAGE			217,806

*Currently being studied and will not be assigned at this time

Potential Buildings to be Studied include but are not limited to the following:

<u>BUILDING</u>	<u>LOCATION</u>	<u>YEAR BUILT</u>	<u>SQ. FT.</u>
Fire Station #1	241 Church Street	1965	14,808
Fire Station #2	1750 Commonwealth Ave	1964	24,700
Police Headquarters	1321 Washington Street	1932	20,676
Elliot Street DPW Stable	74 Elliot Street	1927	15,858
Crafts Street DPW Stable	90 Crafts Street	1894	18,900
Former Newton Centre Library	1294 Centre Street	1927	6,050
Burr Park Field House	142 Park Street	1919	5,200

SCOPE OF WORK

Provide all services as required for the exterior **building** envelope study and evaluation for selected municipal historical buildings in the City of Newton. The Architect / Engineer shall recommend and include any other consulting services it deems necessary to accomplish the intended work. The basic service shall be as described below:

SCOPE OF SERVICES

The Architect / Engineer shall prepare designs, drawings, calculations, reports, cost estimates for approval by the City. Architect / Engineer basic services shall include the following phases:

A. - Study and Restoration Services

1. Initiate the project by establishing the project schedule for services and deliverables and coordinating the project with the building occupants, and PBD.
2. Review project related documents provided by PBD including drawings, reports, photos, and historic drawings, created by others. Review of these documents will include **but not limited to** the existing exterior masonry/wood walls, **foundations**,

foundation walls (stone, masonry, concrete) and sills / base plates, roofing systems and to the exterior wall/roof assemblies.

3. Perform an on-site evaluation, including **but not limited to**, the exterior masonry **and wood frame** walls, **wood siding/trim**, **foundations, foundation walls (stone, masonry, concrete) and sills / base plates**, and all the **roofing systems** for defects **including** all the miscellaneous elements related to them (gutters, trim, **facia**, cladding and flashing), **windows and doors**.
4. Meet with and interview building occupants and/or facilities/maintenance Public Buildings Department personnel who are familiar with the buildings and leakage histories to identify ongoing moisture infiltration problems. View interior areas of typical ongoing leakage. Ready access to these areas will be arranged by the Public Buildings Department.
 - Visually observe the exterior facades and roofs of the buildings from the ground with the assistance of binoculars and other equipment as necessary. During the field observations, attempt to correlate areas of reported moisture infiltration with visual defects, and locate and identify other potential problem/defect areas. Observed problem/defect areas will be noted on copies of elevation plans **for those buildings that can be provided** by PBD. **Those buildings that the PBD does not have elevation plans for, the Architect/Engineer shall create/provide elevations with the Observed problem/defect areas noted on them.**
 - Prepare a written report outlining the methods and findings specific to each building. In the report, discuss the condition of the existing masonry/**wood frame exterior walls foundations, foundation walls (stone, masonry, concrete) and sills / base plates**, and roofing, the probable causes of the observed defects and moisture infiltration, effects of the proposed interior insulation strategies, and pertinent recommendations. The report will present the recommendations for the appropriate means of correcting the documented deterioration of the existing exterior masonry/**wood** surfaces, leakage problems, and recommendations on the proposed means to insulating the existing building. Alternate repair approaches will be provided, if appropriate.
 - o Provide preliminary construction cost budget estimates using unit pricing and estimated quantities. The estimates will be considered preliminary as they are based on general roof and masonry/**wood, foundations, foundation walls (stone, masonry, concrete) and sills / base plates**, repair concepts and not actual detailing.

- o (6) six copies of the Final Report are to be provided, as well as an electronic copy.
- The base scope of work is focused on the **major exterior building envelope components: foundations, foundation walls (stone, masonry, concrete) and sills / base plates, roofs, windows, doors** and masonry/wood surfaces. The report will include general observations of other deficient building enclosure components observed while on site. Throughout this study, the consultant is expected to meet regularly with PBD. The consultant shall prepare all meeting notes and shall maintain all project correspondence. All services shall be provided in accordance with the currently executed Agreement for Professional Services Contract between the City and the Architect or Engineer.

B. Optional Additional Services

At the City's discretion optional additional services may be requested. Services may include but are not limited to the following.

1. **Destructive Testing:** Based on the results of the visual observations of facades and roofs, masonry contractor assistance may be required to verify existing methods and materials of construction. At the conclusion of the field evaluations, the designer will meet with PBD to review possible locations for destructive testing.

The costs for destructive testing and outside contractor services should be included at the time these services are requested. Requests for contractor assistance will be issued to a minimum of 3 sub-contractor. Should these services be required, the designer will provide a proposal with suitable fee increase for Newton's consideration.

2. **Building Envelope and Roof Thermal Imaging:** Based on the results of the Study and Restoration report perform an infrared scan of exterior **building** envelope and roof areas to look for thermal irregularities that would be consistent with roof leaks and the building enclosure to further pin point heat loss and infiltration through the building **envelope**

SCHEDULE:

It is anticipated that Architect / Engineer services assignments will commence in the **fall/winter** of 2021/2022 and each building study will be completed in approximately 30 days from notice to proceed. The Architect / Engineer shall prepare a proposed work plan and Project Schedule for the sequence of the activities for each building. The proposed schedule should indicate the most expeditious manner to accomplish the study.

FEES:

The City may award study assignments to multiple on-call Architect/Engineer firms. Assignments will be determined on a building by building basis. Fees will be negotiated based on each specific building and any additional services deemed necessary. The City may solicit proposals from more than one on-call firm for a particular building.

A walk-through of the selected building(s) will be scheduled prior to submittal of fees. Fees for services are to be broken out by phase / task and services for each building assignment.

SUBMITTAL:

Submit supplement detailed information identifying specific staff, consultants, and resources to be assigned, and their specific relevant experience with building envelope studies. Provide examples of building envelopes studied and outcomes.

Proposals shall be submitted to the Public Buildings Department by the close of business on **insert date.**

Annual Maintenance Budget

<u>BUILDING</u>	<u>LOCATION</u>	<u>YEAR BUILT</u>	<u>SQ. FT.</u>	<u>ANNUAL MAINTENANCE BUDGET</u>
Main Library	330 Homer Street	1991	93,000	\$163,680
Auburndale Library	371 Auburn Street	1934	4,830	\$ 8,500
Newton Corner Library	124 Vernon Street	1910, 1934	6,138	\$ 10,800
Nonantum Library	114 Bridge Street	1957	5,137	\$ 9,040
Waban Library	1608 Beacon Street	1934	6,378	\$ 11,225
Pellegrini Field House	17 Hawthorn Street	1950	5,608	\$ 9,870
Newton City Hall	1000 Commonwealth Ave	1931	81,000	\$100,610
Recreation Headquarters	246 Dudley Road	1904	15,715	\$ 26,660
Fire Station #1	241 Church Street	1965	14,808	\$ 26,060
Fire Station #2	1750 Commonwealth Ave	1964	24,700	\$ 43,475
Police Headquarters	1321 Washington Street	1932	20,676	\$ 36,390
Elliot Street DPW Stable	74 Elliot Street	1927	15,858	\$ 27,910
Crafts Street DPW Stable	90 Crafts Street	1894	18,900	\$ 33,265
Former Newton Centre Library	1294 Centre Street	1927	6,050	\$ 10,650
Burr Park Field House	142 Park Street	1919	5,200	\$ 9,150



Ruthanne Fuller,
Mayor

Newton, Massachusetts
Community Preservation Committee
COMMUNITY PRESERVATION PLAN
REVISED: October 12, 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 definition of each eligible resource 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 applicants 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 \$4.5 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 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.

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%
CPA Program Administration	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 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 fund's 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 and 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 and 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.

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 <i>(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)</i>				
CIP 64 (40.7) Pre-proposal discussed by CPC	City Hall (Front) & War Memorial Exterior Stairs <i>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.</i>				
CIP 26 (53.8)	Levingston Cove improvements Project <i>(Proposal recommended at 6/8 Meeting)</i>				\$1,440,344
NA	Nonantum Village Place Senior Housing Preservation <i>(Proposal recommended at 7/13 Meeting)</i>	\$500,000			
Various rankings for CPA project sites, none for project as whole	Municipal Historic Exterior Building Envelope Study <i>(Pre-Proposal submitted for 10/12/21 meeting)</i>		\$100,000		
NA	Webster Wood Debt Service (FY22 Funds Only)			\$693,103	
Total Requested Funding by Category		\$500,000	\$100,000	\$693,103	\$1,440,344
Percentage of Allocation by Resource		18%	4%	25%	53%
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	
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

Newton Community Preservation Plan

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		

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, 20.0)	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 Nature Center)</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%

Finances At a Glance

As of October 4, 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	<u>11,731,450</u>

Expenses

Bond repayment obligations	693,103
New funding authorizations	2,902,099
Administrative costs	180,910
Total Expenses	<u>3,776,112</u>

Current Fund Balance	<u>7,955,338</u>
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Fiscal Year 2023

Revenue

Beginning balance	7,955,338
Local CPA surcharge	3,902,783
State match	
Budget for this FY	752,344
Additional from prior FY	329,233
Total Available Resources	<u>12,939,698</u>

Expenses

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

Projected Fund Balance	<u>12,064,436</u>
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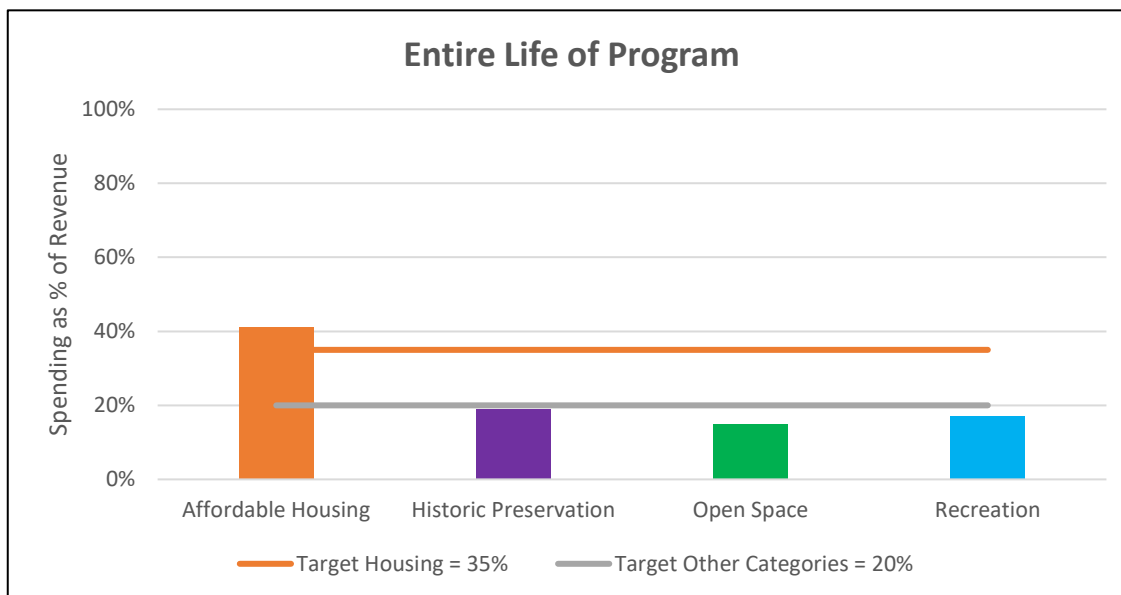
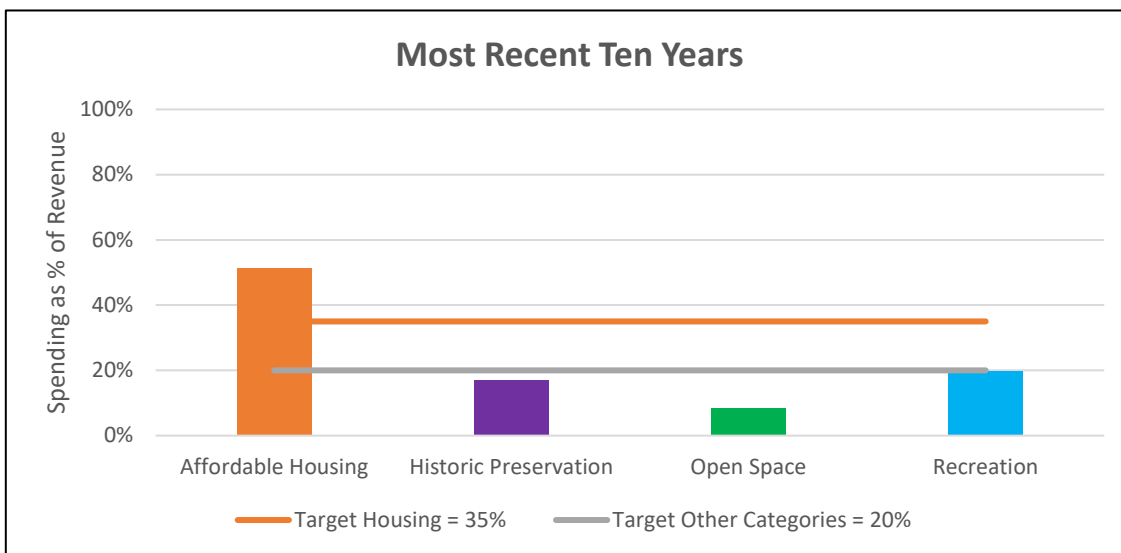
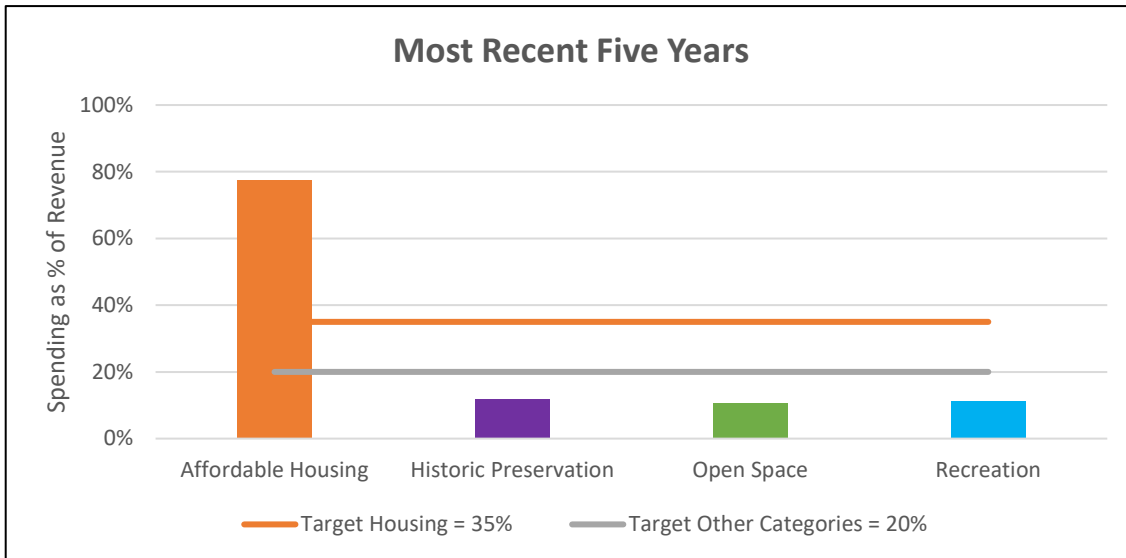
Spending Compared to Program Area Targets

As of October 4, 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	2,538,874	2,253,302	2,382,844	728,150	24,389,519	21,255,953
% of Total Current Revenue	78%	12%	11%	11%	3%		115%
Target %	35%	20%	20%	20%	5%		100%
Percentage Point Difference Between Actual and Target	43%	-8%	-9%	-9%	-2%		
Most Recent Ten Years							
Spending	20,380,624	6,799,213	3,286,927	7,831,341	1,294,302	39,592,407	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	14,612,496	11,365,180	13,046,586	2,346,754	72,878,719	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	Grace Church Tower Restoration				441,755				441,755	Approved
2022	Nonantum Village Place Affordable Housing	Roof, Siding and HVAC Repair/Replacement		500,000					500,000	Rec'd by CPC
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	Approved
2022	Municipal Historic Exterior Building Envelope Study				100,000				100,000	Rec'd by CPC
2021	Administration							125,572	125,572	Actual admin
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

**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
FY22	Athletic Fields Improvements	Four to Six Sites (See Project Website)	Recreation	\$420,000	\$0	\$420,000	Approved by City Council - Oct. 4. 2021
FY21	Coleman House Senior Housing Preservation	677 Winchester Street, Newton Highlands	Community Housing	\$4,214,622	\$0	\$4,214,622	Project in progress - expecting first requisition in November
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	Program continuing but CPA funded work completed in September. Expect Final Reports in November/December 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 - First funding requisition submitted October 2021
FY21	Grace Episcopal Church Tower Restoration	70-76 Eldredge Street, Newton Corner	Historic Resources	\$1,433,000	\$0	\$1,433,000	Grant Agreement in process. Scaffolding and building protection elements put in place Fall 2021
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 held on Oct. 7, 2021
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 delayed while waiting for custom fencing to be produced - old fencing to come down October 2021
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				\$38,888,152.00	\$23,310,441.03	\$15,577,710.97	



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

DRAFT MINUTES

September 20, 2021

The virtual meeting was held online on Tuesday, September 20, 2021 beginning at 7:00 P.M. Community Preservation Committee (CPC) members present included Mark Armstrong, Dan Brody, Eliza Datta, Susan Lunin, Robert Maloney, Jennifer Molinsky, Martin Smargiassi, and Judy Weber. Committee member Byron Dunker was not present at the start of the meeting but arrived during the general discussion. 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.

Committee Member Introductions

Mr. Brody explained that at each meeting, two members would have a chance to briefly introduce themselves to the rest of the Committee. This meeting's introductions would be from Committee member Martin Smargiassi and staff person Lara Kritzer.

Mr. Smargiassi stated that he is on the CPC as the Mayor's appointee for historic resources. He explained that he is a strategic planner and licensed architect and has over 25 years of experience in the design and construction industry as a real estate developer and builder for small scale residential to large scale commercial projects. He served as the Director of Brady Sullivan Properties, overseeing numerous developments throughout New England including 80-300 unit historic mill conversions, 12-20 story office high rise towers, commercial/ mixed use office complex including high-rise, residential communities of 49+ units, and multiple building types. He served as the CEO and Principal Architect to Innovative Collaborations, Inc., an award-winning Boston firm, with a portfolio of boutique projects. He then became the founder and president of IC Development, Inc., a real-estate development firm with a range of work including a 16-unit residential project with affordable units in Falmouth and a 4-unit historic restoration and several single family developments in Newton.

Mr. Smargiassi stated that he has worked with local, state and federal agencies in completing these projects, including the National Park Service and General Services Administration, and has experience working with low income housing programs, Federal tax incentives, and municipal boards and commissions throughout Massachusetts as well as serving on the Auburndale Historic District Commission. He believes his diverse experience gives him a unique understanding of projects from multiple perspectives and noted that his company has been recognized by Green Building and Design Magazine for using energy & resource efficient sustainable strategies in a healthcare clinic and repurposing shipping containers within the harsh desert climate of Namibia, Africa. He has also been

website www.newtonma.gov/cpa

staff contact Lara Kritzer, Community Preservation Program Manager

email lkritzer@newtonma.gov, *phone* 617.796.1144

recognized for “Outstanding Design” by the Boston Redevelopment Authority and has been featured in numerous publications and television shows.

Ms. Kritzer started by noting that she had started working with the CPC about a year and a half ago but had actually started her career in Newton in the late 1990s after completing her Masters in Historic Preservation. Ms. Kritzer had worked as Newton’s Preservation Planner, overseeing the demolition review and landmark programs as well as the existing Chestnut Hill and Upper Falls Local District Commissions for eight years. During that time, she also oversaw several federal Survey and Planning Grant Projects and the creation of two new local historic districts in Newtonville and Auburndale. She explained that she had become interested in the Community Preservation Act and its possibilities when it was first established and in 2008 went to work in Concord to oversee their Community Preservation Act program. While in Concord, she also worked as the staff person to the local historic districts and historical commission and had an opportunity to work as the staff person to several affordable housing projects, including new development, rehabilitation, and existing unit resales. After nine years in Concord, Ms. Kritzer briefly moved to consulting where she worked on a range of projects in historic preservation, community preservation act administration, affordable housing planning, and slum and blight program reviews. A resident of Upper Falls, she was excited to have the opportunity to return to Newton and work full time with the Community Preservation Program.

Review of Proposed New Signage

Ms. Kritzer presented the draft sign designs completed by the Newton North Graphic Design program for temporary project signage. The students had proposed a horizontal sign that could be used for a vinyl banner style sign that could be hung on site fencing, and a vertical sign made from a plastic composite material used by NNHS to advertise plays and activities that can be installed on a flexible, moveable outdoor stand.

Members had no comments or changes to the proposed design for the new signs but did have concerns about the materials. Mr. Maloney noted that the composite sign material is generally used for signs that are only out for two to three weeks. CPA project signs could be out for several months at a time and he was concerned with how these signs would look after being out for a long period. He suggested that the CPC use the vinyl banner instead. Mr. Brody agreed that the composite sign would be similar to a political sign and might not age well. Ms. Weber agreed that the signs should be redone. Mr. Armstrong wanted to make sure that there was consistency in the CPA program’s signage and discussed changes to the dimensions of the signage. Ms. Weber agreed with Mr. Armstrong’s comments and noted that the NNHS program was also offering to redesign the CPC’s branding and logo. She thought the logo was fine but could be simpler. Mr. Brody agreed and suggested that the City map in the logo be altered to remove the streets and that the canoe be replaced with a more active recreation element such as people playing soccer, etc.

Members discussed the text of the signage and whether “residents of Newton” should be replaced with “taxpayers” or another word. Ms. Molinsky thought that “residents” was more inclusive and members agreed to leave the text unchanged but to ask that the website be added to the sign as well. Mr. Armstrong and Mr. Maloney discussed the configuration of the sign and its dimensions

before agreeing that the dimensions as proposed would be right for a banner sign. Mr. Maloney stated that he had experience with banners and that a durable vinyl banner would stand up outside for at least a year. Mr. Smargiassi stated that they had had good results with aluminum signs with PVC backing.

Ms. Kritzer stated that she would contact the student at NNHS with the design changes and let them know that the Committee was ready to work on a new logo.

Review of CPC Guidelines

Mr. Brody noted that a clean and redlined copy of the CPC's guidelines were included in the packets. He stated that he thought the revisions looked fine and suggested that the CPC hold a general discussion on the revisions. He asked members if they were generally satisfied with the proposed text, or if a more detailed discussion was needed. He also suggested that any text revisions should be sent to Ms. Kritzer so that she can create a new draft for review at the next meeting.

Mr. Brody opened the discussion by asking if the general response was that the document was going in the right direction. Ms. Weber stated that she was glad that it explained the difference between capital improvements and maintenance but thought that the definition was fuzzy. Mr. Brody raised the case of the City Hall/War Memorial steps and noted that the thought in this project was that it did not matter how long the work had been delayed, it still should be done by the City. However, he recognized that the City was not known for its historical accuracy and thought that the CPC could be willing to fund the difference between a regular repair and an historically correct one. He also stated that he liked the use of the narrative text in place of the table for clarity. Ms. Datta agreed that it was helpful to have additional details on the table items. Ms. Kritzer described the changes that were made between the original table and the undated narrative text.

Mr. Armstrong asked how the creation of an Affordable Housing Trust (AHT) might change these guidelines. He wondered if an AHT might cause the CPC to reconsider how this document was used. Ms. Weber agreed that the guidelines would need to be revised if an AHT was established but felt that it would be some time before any such changes were needed. Ms. Datta agreed that the creation of an AHT in Newton would not be done in the near future. Ms. Molinsky noted that even with an AHT, the CPC would still be allocating the community housing funds to the Trust on an annual basis. Mr. Brody agreed and thought that the CPC should move forward with the revisions. He suggested that members have two weeks from today to get their comments into Ms. Kritzer on the existing language and that the Committee be ready to vote on the changes at the next meeting. He asked that everyone send their changes directly to Ms. Kritzer, who would update the narrative to include changes and send it out in the October meeting packet.

Review of Current Finances

Ms. Kritzer reviewed the updated Finances At a Glance page with Members at this time, noting the updated Beginning Balance and funds reflected in the total amount. Ms. Weber asked about how the funding that is held in reserve is reflected in the amounts. Ms. Kritzer stated that it is included in the beginning balance as available funding for future use. Ms. Kritzer explained that a fourth page had

been added to the document for the program's recent spending history. The page includes FY21 – FY23 funding allocations to provide additional data on how the CPA funding has been spent. Ms. Kritzer noted that the Administration budget for FY22 and FY23 was highlighted and explained that this was because this would be adjusted at the end of the fiscal year to reflect the actual amount spent. Mr. Brody explained that including the Spending History information had been prompted by the conversations with the City Council during the Grace Tower reviews. He noted that the CPC already provided a huge amount of data on the program website but that the idea behind this document was to provide a succinct explanation that was easier to understand.

Current and Future Project Status

Ms. Kritzer reviewed the status of the currently funded projects and reviewed a list of potential future projects at this time. She noted that the future projects list had been assembled with the help of key stakeholders in each of the funding categories.

Review of Allocation Targets

Mr. Brody asked if the CPC thought that these numbers should be revised and if so, what the process should be to make those changes. He noted that the CPC had first established these targets in 2012 for the tenth anniversary of the program based on a public meeting process and had updated the numbers in 2018. He thought that it would be fine if the CPC did not want to make changes but that if they did, then the Committee should seek advice from the public before setting new goals.

Ms. Lunin noted that the West Newton Armory was likely to be a large funding request and wondered if that might throw a wrench into any new process that was established. She stated that she was less concerned with other projects but was not sure how they could address such large requests. Mr. Brody noted that the CPC could always bond large projects if necessary and that he was comfortable considering that for any substantial request. He reviewed the process used for the Webster Woods project and noted that the West Newton Armory could conceivably follow a similar one.

Mr. Brody stated that he always regarded these as multi-year targets and stated that he would agree with spending more in one year if necessary and balancing out in others. He noted that the CPC had spent a lot more in community housing in recent years than in other categories. Ms. Datta noted that the proposals for the West Newton Armory project would include rough estimates that would give the CPC a sense of what developers thought they would need for the project. Ms. Molinsky thought that it was reasonable for the CPC to open this question up to the public every ten years but noted that there were challenges to doing outreach. Ms. Weber thought that the CPC needed to consider how to best sustain all of the categories over time and that when asking the public, the issue was really about management over time. She noted that areas of popularity and need would change over time and that their efforts should be done carefully and with guidance to ensure that the survey reaches a wide range of residents.

Mr. Brody noted that the CPC had previously been in talks with the City Council to set up a joint meeting. He stated that he would reach out to the City Council President to see whether a date could

be set for this meeting. He suggested that the Committee share the Finance At a Glance materials and the current program guidelines and be prepared to discuss the role that City Council would like to play in the CPA process and public input. He expected that this would be a fifteen minute discussion at a City Council meeting. Ms. Lunin agreed with the materials and topics that Mr. Brody proposed. Mr. Brody stated that he would reach out to President Albright and let the CPC know when there was a potential date.

Approval of August 10 Minutes

Mr. Brody stated that he had reviewed the draft minutes for August 10 before they were sent out to the full Committee. Ms. Weber moved to approve the August 10 minutes as submitted. Mr. Maloney seconded the motion which passed by a vote of six to zero with Mr. Dunker and Mr. Smargiassi abstaining from the vote. Ms. Weber agreed to be the reviewer for the September draft minutes.

Mr. Armstrong moved to adjourn the meeting. Ms. Lunin seconded the motion and all voted in favor. The meeting was adjourned at 8:12 P.M.