



# COMMUNITY PRESERVATION COMMITTEE AGENDA

March 8, 2022 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](http://www.zoom.us). At the above date and time, click on “Join a Meeting” and enter the following Meeting ID: **85105155622**

Ruthanne Fuller  
Mayor

To join this meeting on your computer, go to:

<https://us02web.zoom.us/j/85105155622>

Barney S. Heath  
Director of Planning and  
Development

One tap mobile: +16465588656,,85105155622#

## COMMUNITY PRESERVATION COMMITTEE

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

## PROPOSALS AND PROJECTS

7:00 P.M. – Public Hearing on Proposal for the [Newton Community Farm Farmhouse Rehabilitation and Restoration](#) (\$98,554 in CPA Historic Resource Funds)

[www.newtonma.gov/cpa](http://www.newtonma.gov/cpa)

## OTHER BUSINESS

- 1) Review and Approval of Draft FY23 Budget
- 2) Review of Project Review Materials and Spreadsheets
- 3) Review of Current Finances
- 4) Approval of February 8 Minutes
- 5) Designate Member for March Minute Review
- 6) Other

### Program Staff

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Community Preservation  
Program Manager  
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617-796-1144

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Newton, MA 02459  
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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](mailto: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**

##### **Public Hearing on Proposal for the [Newton Community Farm Farmhouse Rehabilitation and Restoration](#)**

This project was initially reviewed by the Committee in December and is now ready to move forward with their full proposal for funding to complete preservation, rehabilitation and restoration work on the historic ca. 1855 farmhouse which serves as the farm manager's home. The scope of the project has not changed – they are requesting historic resource funding to remediate water issues in the basement, replace and upgrade outdated electrical systems, replace the kitchen ceiling and light fixtures, and replace the hot water system. The attached Reader's Guide includes detailed information on the project and proposal as well as further information on the criteria to be considered for historic resource projects.

#### **OTHER BUSINESS**

##### 1) Review of Draft FY23 Budget (Page 67)

A draft of the proposed budget was sent out in the February packet and I've attached another copy here as well. The CPC needs to approve the draft budget before it goes to the City Council for further review. While there is not much that can be done about the amount of funding coming in to the program, the CPC does have purview over the administrative budget. Due to Covid, there have not been many expenses in that regard over the last year but I have suggested keeping most of the accounts similarly funded for the next year in order to keep some flexibility in the budget for future meetings and programs.

##### 2) Review of Project Review Materials and Spreadsheets

This item is on the agenda for a discussion on what information would be helpful to have for the CPC's internal reviews and what documents should be made available on the website.

3) Review of Current Finances (Page 69)

I have updated the At A Glance spreadsheet to reflect that the City Council has approved the Architectural Survey Project. Other than that, there are no further changes to the program's finances to date.

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

4) Approval February 8 Minutes (Page 74)

The draft minutes is included here in the packet. If anyone would prefer to have a separate copy to review and edit, please let me know.

5) Designate Member for March 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) Other – Just in case

Community Preservation Program  
**CPC STAFF READER'S GUIDE**

**Proposal Title:** **Newton Community Farm Farmhouse Rehabilitation and Restoration Project**

**CPA Funding Request:** \$88,554 for the Preservation of Historic Resources  
(90% of total project)

**Total Project Cost:** \$98,554

**RECOMMENDED QUESTIONS, REQUESTS, or CPC ACTIONS prior to FUNDING VOTE:**

The Newton Community Farm is requesting Historic Resource funding for the ca. 1855 farmhouse in order to remediate water and moisture issues, upgrade the electrical system, replace the kitchen ceiling and light fixtures, and replace the hot water system. In considering this project, members may consider the eligibility of each element of the project separately. The following is a list of general questions for members to consider while reviewing this project:

- 1) Is this building a significant historic resource that deserves to be preserved with CPA funding?
- 2) Is the proposed work a Capital Improvement or Maintenance?
- 3) Is the proposed work eligible for funding under the Community Preservation Act?
- 4) Does the proposed work meet the Secretary of the Interior’s Guidelines for Rehabilitation?

To be eligible for CPA funding as an Historic Resource, a project must meet three requirements:

- 1) The property, structure, building or artifact must be either listed on the State or National Register of Historic Places, or must be considered locally significant by the Newton Historical Commission,
- 2) The type of work to be completed must meet the definition of allowable work under the Community Preservation Act, and,
- 3) The work to be completed must meet the Secretary of the Interior’s Guidelines for Rehabilitation.

The Newton Community Farm Farmhouse meets the first requirement, that it is an Historic Resource as defined under the CPA, as the Newton Historical Commission has confirmed that it is a locally significant historic resource.

The second determination to be made is whether or not the type of work proposed is allowable under the CPA’s requirements. CPA funding has been requested to Preserve and Rehabilitate/Restore the historic farmhouse. The CPA defines Preservation as the “protection of personal or real property from injury, harm or destruction.” It goes on to provide more detail on the uses of CPA funding in the definition of Rehabilitate/Restore, which states that CPA funding can only be used for the following purposes:

- Capital Improvements to the Historic Resource. Under the Act, Capital Improvements are defined as “reconstruction or alteration of real property that:  
*(1) materially adds to the value of the real property, or appreciably prolongs the useful life of the real property;*

- (2) *becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself; and*
- (3) *is intended to become a permanent installation or is intended to remain there for an indefinite period of time.”*

- Extraordinary Repairs for the purpose of making the Historic Resource functional for its intended use
- Improvements to comply with the American with Disabilities Act and other federal, state or local building and access codes.

The Act also specifies that no CPA funding can be used under any funding category for work that is considered to be regular maintenance (Section 5(b)(2)). Maintenance is defined in the legislation as *“incidental repairs which neither materially add to the value of the property nor appreciably prolong the property’s life, but keep the property in a condition of fitness, efficiency or readiness.”*

Assuming that the project meets the first two requirements, members must also consider whether or not the specific work to be completed will comply with the Secretary of the Interior’s Standards. The Secretary of the Interior’s Standards for Historic Preservation are the guidelines established by the National Park Service for work on historic structures. The Standards are divided into four categories – Preservation, Rehabilitation, Restoration, and Reconstruction – which are applied based on the level of significance of the resource and the type of work to be completed. The CPA requires that all projects that receive funding as an Historic Resource meet the Secretary of the Interior’s Standards for Rehabilitation, which is the same standard applied to Historic Preservation Tax Credit projects. These Standards state that the historic character of the property should be retained and preserved and that projects must avoid the removal of historic or character defining elements, including those that were added to a property later and are a physical record of their time, place, and use. The guidelines encourage the repair of historic elements and allow replacement only when absolutely necessary. When replacement is required, they encourage using historic materials and methods and careful documentation. A full list of the Standards is available at: <https://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm>

### **FUNDING CONDITIONS:**

**Deadlines** - All recommended CPA funds should be appropriated within 6 months and the project should be completed within 2 years after the date of any CPC recommendation, with the understanding that these deadlines may be extended by submitting a written request to the CPC outlining the reason the extension is necessary and the proposed new deadline.

**Use of Funds** – All CPA funding must be used for the work specified in the CPA funding recommendation and will be used to rehabilitate and restore the ca. 1855 farmhouse at the Newton Community Farm.

**Interim Products** - The Applicant should be prepared to update the CPC at regular intervals and/or as requested on the status of the project.

**Final Products** - The Applicant will be required to submit a final report and updated project budget to the CPC for approval at the completion of the project. The Applicant will be expected to present these materials at a public meeting of the CPC for their review and approval before the project is considered to be complete.

**Return of Unspent Funds:** Any unused CPA funds remaining in the project fund at the completion of the project must be returned to the CPA general fund for use on other future projects.

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## DETAILED NOTES on PROPOSAL as SUBMITTED

(focus is on requirements either not met or not met well)

The proposal is considered to be complete as submitted, including all requested attachments.

### PROJECT SUMMARY

**Project Scope** - The Newton Community Farm is requesting CPA funding to complete work to preserve, rehabilitate and restore the ca. 1855 farmhouse which provides housing for the on-site farm manager. Funding is proposed to be used to remediate ongoing water and moisture issues in the basement and foundation, replace outdated electrical systems, replace the water heater, and replace the sagging kitchen ceiling and light fixtures.

**Project Outcomes** - If successful, CPA funding will allow the Newton Community Farm to make necessary improvements which will preserve the historic farmhouse from further deterioration and insure its continued habitability as the required on-site housing for the farm manager.

### USE(S) OF CPA FUNDS

This proposal requests funding to complete work on the ca. 1855 farmhouse which provides housing for the Newton Community Farm’s farm manager. When the City acquired the property in 2005, the acquisition funding was primarily categorized as Recreation and Open Space funds and a conservation restriction was applied to the property. The house was recognized as being an historically significant structure at that time, however, and additional CPA Historic Resource funding was approved in 2006 to complete lead abatement and some window and door replacements on the farmhouse. CPA funding is proposed to be used again at this time to make necessary improvements to the building and protect its useability in the future. The proposed work is limited to the specific elements noted in the proposal which include water and moisture remediation efforts, replacing the outdated electrical system, installing a new water heater, and replacing the kitchen ceiling and lighting.

### PROJECT TIMELINE

The NCF is already working on gathering quotes for the proposed work that meet the City’s procurement requirements. The NCF proposes to have final quotes received in time to begin the work in Spring 2022 and anticipates that the full project will be completed by Spring 2023.

### COMMUNITY NEEDS

The Newton Community Farm has become a much loved community resource since the City acquired the site in 2005 through the use of CPA funding. The property hosts regular events throughout the year in addition to educational classes, a CSA, and a farm stand. The property is the last surviving farm in Newton and is listed as an asset in the City’s Historic Landscape Report as well as in the Open Space and Recreation Plan for its ecological connectivity (page 135). The property is also included in the Capital Improvement Plan, FY22-26, for its contributions to addressing climate change.

## PROJECT DEVELOPMENT BUDGET

The NCF has stated that while they are not the owners of the property, their agreement with the City requires that they oversee and maintain both the site and its existing structures. The NCF’s mission and budget center on the agricultural and educational aspects of the property, leaving little for capital improvements to the farmhouse. The proposed budget for this project relies heavily on the use of CPA funding for 90% of the proposed work, with the NCF to provide the funding needed to oversee and prepare the site for the work.

## PROJECT OPERATING BUDGET, MAINTENANCE

The NCF has overseen the property since the creation of the community farm and will continue to do so in the future. They have provided information both on their anticipated future projects and maintenance budget. They have also provided information on their efforts to solicit grants and other funding sources for their efforts to increase the energy efficiency of the site through the addition of solar panels and other systems.

## PURCHASING/PROCUREMENT

While this is not a City project, the property itself is owned by the City and the NCF is required to follow the City’s standard procurement process for all work on the site. The NCF is coordinating the project with the Public Buildings Department to ensure that the work meets all of the City’s expectations and requirements.

## HISTORIC SIGNIFICANCE

Including overall significance, significant features, treatment

The Newton Community Farm is located on the former Angino Farm and is the last remaining intact farmscape in the City of Newton. The site was part of a larger farmstead dating back to the last quarter of the seventeenth century and represents both the early settlement patterns and agricultural roots of southern Newton, an area which remained largely undeveloped well into the twentieth century. Both the ca. 1855 house and ca. 1890s barn have been altered over time but retain their integrity of form and location. A full history of the site and its development is available on the website at:

<https://www.newtonma.gov/home/showpublisheddocument/36562/637284108605370000>

## SPONSOR FINANCES & QUALIFICATIONS, INSTITUTIONAL SUPPORT

The Newton Community Farm has managed the site for nearly sixteen years and has overseen previous construction projects including the rehabilitation of the barn and the construction of the farm stand. The organization is also working closely with the Public Buildings Department on the scope and bids for this project and has volunteers and staff ready to oversee the work once the project is ready to move forward. The project has received seventeen letters of support from neighbors, local institutions, and multiple City Councilors expressing their support for the farm and its contributions to the community.

**NCF - FARMHOUSE PROJECTS - CPA FUNDING REQUEST (CYs 2021-2022)**

**City of Newton**  
**Ruthanne Fuller**  
**Mayor**

Newton, Massachusetts Community Preservation Program FUNDING REQUEST			
	<b>X</b>	<b>PRE-PROPOSAL</b>	<b>PROPOSAL</b>

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

Drafted Nov 2021

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

For full instructions, see [www.newtonma.gov/cpa](http://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](mailto: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.

<b>Project TITLE</b>	<b>Newton Community Farm- Farmhouse Rehabilitation and Restoration</b>			
<b>Project LOCATION</b>	Full street address (with zip code), or other precise location. 303 Nahanton Street, Newton MA 02459			
<b>Project CONTACTS</b>	Name & title or organization	Email	Phone	Mailing address
<b>Project Manager</b>	Paul Holt	<a href="mailto:paul@newtoncommunityfarm.org">paul@newtoncommunityfarm.org</a>	617-775-4790	303 Nahanton St Newton, MA 02459
<b>Other Contacts</b>	Michael Goldman Josh Morris	<a href="mailto:megoldman@comcast.net">megoldman@comcast.net</a> <a href="mailto:jmorse@newtonma.gov">jmorse@newtonma.gov</a>	617-796-1120	City of Newton Planning Dept 1000 Commonwealth Ave Newton, MA 02459
<b>Project FUNDING</b>	<b>A. CPA funds requested:</b> \$ 88,554	<b>B. Other funds to be used:</b> \$10,000	<b>C. Total project cost (A+B):</b> \$98,554	



<b>Project SUMMARY</b>	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.
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**Overview**

Newton Community Farm (NCF) is requesting CPA funds to rehabilitate and restore parts of the farmhouse on the City of Newton's Angino Farm. Our proposal requests funding for four key projects, listed as follows:

- #1 Remediate excessive water and moisture situation; includes three sub-projects
- #2 Upgrade electrical systems
- #3 Replace kitchen ceiling
- #4 Replace hot water heater

NCF intends to contribute to this project by absorbing the costs for site preparations (i.e. clear basement of obstructions), accommodations for the Farmer and his family as-needed during construction, and the staff time to coordinate the project.

Please see **Attachment #1** for more information about each project.

**Background**

This structure dates back to the mid-1800s or earlier. Although the house was modified in the 20<sup>th</sup> century to include some more modern features, it still required extensive work to renovate it after the City purchased it in 2005 to make it more livable for the farmer and his family. The farmhouse must be occupied by farm personnel or a watchperson per Newton Community Farm's license agreement with the City of Newton. Unfortunately, the 2005 renovation did not address all the outstanding issues with the house and several of those issues now require near-term attention to ensure the house is habitable. Also, there are other projects that are emerging as components of the house reach the end of their useful lives. NCF is requesting funds for those emerging projects that require attention in the next few years and will defer consideration for projects outside that timeframe until a later date.

**Clean Energy Initiatives**

In addition to rehabilitating these issues in the house, these projects also show NCF's shift to more environmentally-sustainable practices. We are pushing to electrify our heating system in line with the City of Newton's energy priorities. For example, NCF and the City have recently been notified of a grant award from Massachusetts Department of Agricultural Resources to install solar panels and a storage system on the barn to provide 99% of the agricultural electric use. (Total system cost is \$61,000.)

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

<b>Project TITLE</b>	<b>Newton Community Farm- Farmhouse Rehabilitation and Restoration</b>	
<b>USE of CPA FUNDS</b>	<b>HISTORIC RESOURCES</b>	
	acquire	

**NCF - FARMHOUSE PROJECTS - CPA FUNDING REQUEST (CYs 2021-2022)**

<b>(To be completed by CPC staff.)</b>	create	not allowed
	preserve	X
	rehabilitate/ restore	

<b>COMMUNITY NEEDS</b>	<p>From each of at least 2 plans linked to the <a href="#">Guidelines &amp; Forms</a> page of <a href="http://www.newtonma.gov/cpa">www.newtonma.gov/cpa</a>, 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.</p>
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- **Historic Landscape Plan p.31** - There is only one remaining Farm in Newton, Angino Farm, now owned by the City
- **Open Space and Rec Plan 2020-2027 p. 135 Ecological Connectivity** -We offer programs that connect people with farming and gardening. See NCF’s cover letter for more information about the extent of community involvement in our programs and participation.
- **Capital Improvement Plan FY2022-2026 p10- Addressing climate Change**-we are making the home more environmentally-sustainable with these improvements.

<b>COMMUNITY CONTACTS</b>	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.
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Name & title or organization	Email	Phone	Mailing address
Adrian Bishop NCF Volunteer	<a href="mailto:ajlbishop@gmail.com">ajlbishop@gmail.com</a>	857-636-0330	69 Kaposia Street Auburndale, MA 02466
Josh Morse City of Newton Commissioner of Public Buildings	<a href="mailto:jmorse@newtonma.gov">jmorse@newtonma.gov</a>	617-796-1120	City of Newton Planning Dept 1000 Commonwealth Ave Newton, MA 02459
Michael Goldman, Chairperson Newton Community Farm Commission	<a href="mailto:egoldman@comcast.net">egoldman@comcast.net</a>	617-527-1936	14 Saxon Terrace Newton, MA 02461

**NCF - FARMHOUSE PROJECTS - CPA FUNDING REQUEST (CYs 2021-2022)**

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** **Newton Community Farm- Farmhouse Rehabilitation and Restoration**

**SUMMARY CAPITAL/DEVELOPMENT BUDGET**

**Uses of Funds (see Attachments #1 and #2 for more info on project descriptions)**

Project 1a - Water Intrusion: basement drain and pump		\$ 7,400
Project 1b - Moisture Remediation - HVAC System		\$ 35,000
Project 1c - Moisture Remediation - Basement Dehumidifier		\$ 4,270
Project 2 - Electrical Systems Upgrades		\$ 15,050
Project 3 - Kitchen Ceiling Replacement		\$ 9,700
Project 4 - Hot Water Heater Replacement		\$ 5,250
Construction Contingency (10%; per City of Newton, reasonable % for this stage of the process)		\$ 7,667
Professional Services Costs (project oversight		\$ 4,217
Site Preparation		\$ 5,000
NCF Staff Time		\$ 5,000
<b>D. TOTAL USES</b> (should equal C. on page 1 and E. below)		<b>\$ 98,554</b>
<b>Sources of Funds</b>	<b>Status</b> (requested, expected, confirmed)	
CPA funding	Requested	<b>\$ 88,554</b>
NCF Funding	Confirmed	\$ 10,000 (could be more)

**NCF - FARMHOUSE PROJECTS - CPA FUNDING REQUEST (CYs 2021-2022)**

Sub-Total	\$ 98,554
Other	\$0
<b>E. TOTAL SOURCES</b> (should equal <b>C.</b> on page 1 and <b>D.</b> above)	<b>\$ 98,554</b>

**SUMMARY ANNUAL OPERATIONS & MAINTENANCE BUDGET** (cannot use CPA funds)

**Uses of Funds**

See <b>Attachment #3</b> for operating costs from 2019 - 2021 (actuals 2019, 2020; budget 2021)	\${amount}
	\${amount}
	\${amount}
	\${amount}
<b>F. TOTAL ANNUAL COST</b> (should equal <b>G.</b> below)	<b>\${amount}</b>

**Sources of Funds**

See <b>Attachment #3</b> for operating revenues from 2019 - 2021 (actuals 2019, 2020; budget 2021)	}
	\${
<b>G. TOTAL ANNUAL FUNDING</b> (should equal <b>F.</b> above)	<b>}\${</b>

Project <b>TIMELINE</b>	Phase or Task	Season & Year
Get final quotes		Winter 2021

**NCF - FARMHOUSE PROJECTS - CPA FUNDING REQUEST (CYs 2021-2022)**

Start projects (Will need to work around schedules of the farmhouse occupants as well as availability of contractors. Will also need to work around farm operations during the growing season.)	Spring 2022
Projects finished	Spring 2023

**NCF - FARMHOUSE PROJECTS - CPA FUNDING REQUEST (CYs 2021-2022)**

<b>Project TITLE</b>	<b>Newton Community Farm- Farmhouse Rehabilitation and Restoration</b>	
Check off submitted attachments here.		
<b>REQUIRED</b>	<b>PHOTOS</b>	See attached photos
	<b>MAP</b>	See attached photos.
Pre-proposals: Separate attachments not required, just use page 3 of form	<b>PROJECT FINANCES</b> printed and as computer spreadsheets, with both uses & sources of funds	
<b>Full proposals: separate, detailed budget attachments REQUIRED</b>	<b>Development pro forma/capital budget:</b> 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)	
	<b>Operating/maintenance budget, projected separately for each of the next 10 years</b> (CPA funds may not be used for operations or maintenance)	
	<b>Non-CPA funding:</b> commitment letters, letters of inquiry to other funders, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions	
	<b>Purchasing of goods &amp; services:</b> briefly summarize sponsor’s understanding of applicable state statutes and City policies	
Pre-proposals: Recommended <b>Full proposals: REQUIRED.</b>	<b>HISTORIC SIGNIFICANCE</b>	<b>For all historic resources projects, see separate instructions for 3 attachments</b> analyzing historic significance and significant features, and showing how project meets national preservation standards
<b>REQUIRED for all full proposals</b>	<b>SPONSOR FINANCES &amp; QUALIFICATIONS, INSTITUTIONAL SUPPORT</b>	
	<b>For sponsoring department or organization, most recent annual operating budget</b> (revenue & expenses) <b>&amp; financial statement</b> (assets & liabilities); each must include both public (City) and private resources (“friends” organizations, fundraising, etc.)	
	<b>For project manager: relevant training &amp; track record</b> of managing similar projects	
<b>REQUIRED for all full proposals involving City govt., incl. land acquisition</b>	<b>CAPITAL IMPROVEMENT PLAN</b>	Current listing/ranking & risk factors for this project.  <b>N/A There is no funding in the City of Newton’s CIP for rehabilitation of structures on the historic Angino Farm.</b>

**NCF - FARMHOUSE PROJECTS - CPA FUNDING REQUEST (CYs 2021-2022)**

	<p><b>COVER LETTER</b></p>	<p>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.</p> <p><b>Attached.</b></p>
<b>ZONING &amp; PERMITTING</b>		
<p><b>Brief property history:</b> at least the last 30 years of ownership &amp; use (ask CPC staff for assistance with sources)</p>		
<p><b>Environmental mitigation plans (if applicable):</b> incl. lead paint, asbestos, underground tanks</p>		
<p><b>Zoning relief and permits required:</b> incl. parking waivers, demolition or building permits, comprehensive permit or special permit</p>		
<p><b>Other approvals required:</b> Newton Conservation Commission, Newton Historical Commission, Farm Commission, Massachusetts Historical Commission, Massachusetts Architectural Access Board, etc.</p>		
<b>DESIGN &amp; CONSTRUCTION</b>		
<p><b>Professional design &amp; cost estimates:</b> include site plan, floor plans &amp; elevations</p>		
<p><b>Materials &amp; finishes;</b> highlight “green” or sustainable features &amp; materials</p>		
<p><b>OPTIONAL for all proposals</b></p>	<p><b>LETTERS of SUPPORT</b></p>	<p>See attached letter from Josh Morse, City of Newton, Building Commissioner.</p>



# NEWTON COMMUNITY FARM

## HIGHLIGHTS OF RECENT ACCOMPLISHMENTS

(as of Nov 2021)

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- Grew **50,000 lbs. of food** on less than two acres of farmable land.
- Distributed **over 1,600 CSA shares** from June through December 2021 to **150 summer and 30 fall families**. Both Summer and Late Fall CSA programs sold out.
- Increased our produce donations to **\$12,000 (over 3,300 lbs. produce)** to Newton Food Pantry, Food to Your Table, and the Boston Area Gleaners in response to increasing food insecurity in our community in 2021. Have donated food to the community since the first growing season (2006)
- Developed relationships with more grantors and **increased our grant income** to support programs and initiatives including our Produce Donation Program, farm equipment to improve our resilience to climate change, and a solar array on the roof of the barn.
- Taught **109 kids at our summer classes** about farming and environmental stewardship and continued to teach children and adults both on- and off-site.
- Provided **farm education programming** to 300+ participants hosted by NCF or through six community partners.
- Hosted **Kids' Fall Fun Party** for 25 children in October.
- Ran our on-site **farmstand** three days per week, June through November.
- Sold our produce at the **Newton Farmers' Market** on Saturdays since 2006
- Added **SNAP** (Supplemental Nutrition Assistance Program) to the list of benefits we accept as payment, in addition to WIC and Elder checks.
- Held our **first online event** "Crisis Farming: The Essential Work of Feeding a Community" which has been **viewed 180 times**, live or on our Youtube channel.
- **Sold 800 bags** of fresh, healthy, local produce through our Healthy Harvest Bag program in 2020.
- Ran our educational, hands-on Summer Student Internship Program with **seven college and high school student interns** led by our intern supervisor over the summer of 2021.
- In 2020-21, produced **50 shows** on gardening, cooking, and story time on our YouTube channel which has more than **130 subscribers**. Shows are also available on our website and on NewTV.
- Created **25 educational newsletters** on gardening and nutrition and healthy cooking in 2020.
- In spring of 2021, distributed over **24,000 seedlings** of **98 plant varieties** to more than **600 customers** through our annual seedling sale.
- Celebrated our **15th anniversary** in Sept 2021 with an outdoor event at the Farm for 130 people.
- Grew over **50 varieties** of crops in 2021 including Hakurei turnips, beets, parsley, basil, cutting broccoli, broccoli raab, cucumbers (three types), eggplant (three types), peppers (seven types), tomatoes (11 types), zucchini, zephyr squash, scallions, white onions, red onions, fennel, herbs (rosemary, thyme, lavender, lemon balm, mint, oregano, sage), garlic, carrots, spinach, arugula, snap





# NEWTON COMMUNITY FARM

## HIGHLIGHTS OF RECENT ACCOMPLISHMENTS

(as of Nov 2021)

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peas, beans, chard, lettuce (three types), radishes, mustard greens, leeks, kale (two types), celery, Asian pears, and nasturtiums as well as offering fruit shares and produce from other local farms.

November 19, 2021

Newton Community Preservation Committee,

The City of Newton Farm Commission is submitting this pre-proposal for CPA funding for the next phase of restoration and improvements to the farmhouse on the historic Angino Farm. This mid-1800 farmhouse has been modified in the past to include some more modern features and to make it more livable for the farmer and his family. However, as with any old structure, it continues to need substantial work to ensure the building envelope is more habitable. Our proposal requests funding for four key projects, listed as follows (see attachments #1 and #2 for more information):

- #1 Remediate excessive water and moisture situation; includes three sub-projects
- #2 Upgrade electrical systems
- #3 Replace kitchen ceiling
- #4 Replace hot water heater

Newton Community Farm (NCF) intends to contribute to this project by allocating staff time for project and logistical coordination. NCF will also absorb the costs for site preparations (i.e. clear basement of obstructions) and accommodations for the Farmer and his family as-needed during construction.

These projects also show NCF's shift to more environmentally-sustainable practices by pushing to electrify the farmhouse heating system in line with the City of Newton's energy priorities. For example, NCF and the City have recently been notified of a grant award from Massachusetts Department of Agricultural Resources to install solar panels and a storage system on the barn to provide 99% of the agricultural electric use. (Total system cost is \$61,000.)

NCF manages the farm and its educational, historic, and public access programs via several operating licenses from 2006-2031 with the City of Newton. Since its inception, NCF has established a robust portfolio of programs and has served thousands of Newton residents through its Community Supported Agriculture shares, on-site farmstand, Newton Farmers' Market booth, Produce Donation Program (major partner; Newton Food Pantry), youth and adult educational programs, annual Seedling Sale, and many public events. As with many organizations, NCF had to quickly curtail many in-person programs during this recent pandemic and find other ways to serve the public. NCF successfully pivoted to new ways of delivering services while maintaining the agricultural operations of this historic working farm (see attachment with recent accomplishments). The farm continues to be a 'beloved gem' in the Newton Community.


Financially, NCF is stable most recently due to revenue from non-recurring sources such as PPP loans, earmarked fundraising campaigns (i.e. funds for transition to Exec Director), major gifts, and grants. Most of these sources have restrictions on use so NCF has carefully allocated funds to ensure compliance. NCF hired its first Executive Director in 2019 with the expectation of increased emphasis on securing revenue from corporate sponsors, foundations, major benefactors, and government agencies. Recent successful efforts to secure funds have enabled NCF to buy needed equipment and a used vehicle, build a more modern greenhouse, and rehabilitate the existing greenhouse. All of these uses are critical to the successful operations of the farm. Additionally, sponsorships have enabled NCF to better serve the public by hosting public events, expanding the Seedling Sale, and increasing donations to local food pantries.

NCF's financial situation allows for the organization to cover the costs of its on-going operations and maintenance but it does not provide sufficient funds to complete major capital projects on the farm's buildings. Revenue from farm operations programs (CSAs, Seedling Sale, produce sales) generally provide a revenue stream to cover NCF's baseline expenses but they do not sufficiently cover all the costs of the Farm's labor, education programs, and outreach initiatives. NCF has already identified significant increases in estimated operating costs for 2022 due to supply chain disruptions; maintenance needs in the buildings; inflation for equipment, packaging, etc; and increased labor costs due to labor shortages. NCF will have to find ways to sufficiently increase revenue to cover those expenses. NCF has relied in the past on other sources of funding such as the CPA to restore the farm's major structures and continues to need financial support to complete the current list of critical projects.

Thank you for your consideration of this request. The City of Newton Farm Commission supports this project.

Sincerely,

Michael Goldman  
Chair, City of Newton Farm Commission

From: **Michael Goldman** megoldman@comcast.net   
Subject: Signed Letter  
Date: November 24, 2021 at 12:14 PM  
To: Paul Holt paul@newtoncommunityfarm.org  
Cc: Sue Bottino sue@newtoncommunityfarm.org

MG

Paul,

See attached pdf of the signed letter. I've also provided a Word version of the final letter. I got a few spaces in for formatting and corrected one typo.

Michael

Michael Goldman  
14 Saxon Terrace  
Newton, MA 02461  
617.527.1936

November 19, 2021

Newton Community Preservation Committee,

The City of Newton Farm Commission is submitting this pre-proposal for CPA funding for the next phase of restoration and improvements to the farmhouse on the historic Angino Farm. This mid-1800 farmhouse has been modified in the past to include some more modern features and to make it more livable for the farmer and his family. However, as with any old structure, it continues to need substantial work to ensure the building envelope is secure and the house remains habitable. Our proposal requests funding for four key projects, listed as follows (see attachments #1 and #2 for more information):

- #1 Remediate excessive water and moisture situation; includes three sub-projects
- #2 Upgrade electrical systems
- #3 Replace kitchen ceiling
- #4 Replace hot water heater

Newton Community Farm (NCF) intends to contribute to this project by allocating staff time for project and logistical coordination. NCF will also absorb the costs for site preparations (i.e. clear basement of obstructions) and accommodations for the Farmer and his family as-needed during construction.

These proposed CPA funded projects also show NCF's shift to more environmentally-sustainable practices by pushing to electrify the farmhouse heating system in line with the City of Newton's energy priorities. In addition to the above proposed projects, NCF and the City have recently been notified of a grant award from the Massachusetts Department of Agricultural Resources to install solar panels and a storage system on the barn which will provide 99% of the agricultural operations' electric use. (Total system cost is \$61,000.)

NCF has managed the farm and its educational, historic, and public access programs via several operating licenses from 2006-2031 with the City of Newton. Since its inception, NCF has established a robust portfolio of programs and has served thousands of Newton residents through its Community Supported Agriculture shares, on-site farmstand, Newton Farmers' Market booth, Produce Donation Program (major partner: Newton Food Pantry), youth and adult educational programs, annual Seedling Sale, and many public events. As with many organizations, NCF had to quickly curtail many in-person programs during this recent pandemic and find other ways to serve the public. NCF successfully pivoted to new ways of delivering services while maintaining the agricultural operations of this historic working farm (see attachment with recent accomplishments). The farm continues to be a 'beloved gem' in the Newton Community.

Financially, NCF remained healthy during the pandemic due to revenue from non-recurring sources such as PPP loans, earmarked fundraising campaigns (i.e. funds for transition to an Exec. Director), major gifts, and grants. Most of these sources have restrictions on use. NCF hired its first Executive Director in 2019 with the expectation of securing additional revenue from corporate sponsors, foundations, major benefactors, and government agencies. Recent successful efforts to secure such funds have enabled NCF to buy needed equipment and a used vehicle, build a more modern greenhouse, and rehabilitate the existing one. All of these uses are critical to the successful operations of the farm. Additionally, sponsorships have enabled NCF to better serve the public by hosting public events, expanding the Seedling Sale, and increasing donations to local food pantries.

NCF's financial situation allows for the organization to cover the costs of its on-going operations and maintenance requirements, but

it does not provide sufficient funds to complete major capital projects on the farm's buildings. Revenue from farm operations (CSAs, Seedling Sale, produce sales) generally provide a revenue stream to cover NCF's baseline expenses but it does not cover all the costs of the Farm's labor, education programs, and outreach initiatives. NCF has already identified significant increases in estimated operating costs for 2022 due to supply chain disruptions affecting the cost of maintenance, equipment, supplies, and increased labor costs due to labor shortages. NCF will find ways to increase overall revenue to cover those expenses. NCF has relied in the past on outside sources of funding such as the CPA to restore the farm's major structures so it can continue to execute on its multi-faceted mission for the community. The Farm Commission of the City of Newton fully supports the projects outlined in this Pre-Proposal letter.

Sincerely,



Michael Goldman

Chair, City of Newton Farm Commission



CPC Pre-  
Propos...al.docx



# CITY OF NEWTON, MASSACHUSETTS

## PUBLIC BUILDINGS DEPARTMENT

52 ELLIOT STREET, NEWTON HIGHLANDS, MA 02461

Ruthanne Fuller, Mayor  
Josh Morse  
Building Commissioner

Telephone (617) 796-1600  
TDD/tty # (617) 796-1608

Valerie Birmingham  
Chief Preservation Planner  
Planning Department  
1000 Commonwealth Ave.  
Newton Centre, MA 02459

November 10, 2021

To Whom It May Concern:

I am writing in support of the renovations to be made to the farmhouse located on Newton's Angino farm. It is a requirement that this home is occupied. Even though there was a previous renovation done, there are some outstanding repairs necessary as components of the home reach the end of their useful lives. We would also like to take this opportunity to make improvements to the HVAC system to update it to the more environmentally friendly standards the City strives for. The projects are detailed as follows:

**Project Part 1:** There is a moisture problem in the basement, as is common with homes in Newton. We propose the installation of a French Drain and Sump Pump to remove the moisture that occurs. In addition to these components, we propose installing a Whole Heat Pump and Ductless HVAC system. This will help with the humidity, as well as provide energy efficient heating for the home. This system is powered by electricity, which is much more environmentally sustainable than the current gas-powered boiler.

To further aid in the removal of damaging moisture from the home, we propose installation of an All-House Dehumidifier in the basement. This has a much larger capacity than a standard dehumidifier.

**Project Part 2:** The electrical system was partially upgraded in the 2005 renovation, however there are many areas of the home where the electrical is not up to code, causing a safety hazard. We would like to update the electrical systems in the basement and outside to meet current codes, as many of them are currently non-operational. There are also several locations throughout the house that require GFCI outlets, which will be added in this project.

**Project Part 3:** The kitchen ceiling is at risk of collapsing. We propose a replacement of ceiling, also bringing the lighting up to code.

**Project Part 4:** The current water heating is nearing the end of its' useful life. We would like to replace the water heater with an electric pump water heater. While there is a higher installation cost, the replacement water heater is much more sustainable as it does not burn fossil fuels. All of these projects are necessary to bring the home up to the environmentally sustainable standards the City expects and will extend the life on the home for continuous habitation.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Morse", written in a cursive style.

Josh Morse  
Public Building Commissioner

# 2015 Plan Map



Newton Community Farm, Inc.  
303 Nahanton St.  
Newton, MA 02459  
Approx. Acres: 2.2

Field Office: Westford Service Center  
Agency: MA Assoc. of Conservation Districts  
Assisted by: Elizabeth McGuire 5/22/2015



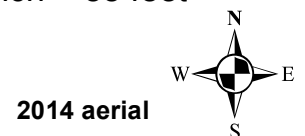
## Legend

### Practice name

-  Seasonal High Tunnel System for Crops 2015
-  Consplan

0 40 80 120 160 Feet

1 inch = 88 feet



## **OVERVIEW**

The farmhouse on the City of Newton's Angino Farm dates back to the mid-1800s or earlier. Although the house was modified in the 20<sup>th</sup> century to include some more modern features, it still required extensive work to renovate it after the City purchased it in 2005 to make it more livable for the farmer and his family. The farmhouse must be occupied by farm personnel or a watchperson per Newton Community Farm's license agreement with the City of Newton. Unfortunately, the 2005 renovation did not address all the outstanding issues with the house and several of those issues now require near-term attention to ensure the house is habitable. Also, there are other projects that are emerging as components of the house reach the end of their useful lives. NCF is requesting funds for those emerging projects that require attention in the next few years and will defer consideration for projects outside that timeframe until a later date. NCF will absorb the cost of farm family accommodations during the work and also clear the basement of any obstructions.

In addition to rehabilitating these issues in the house, these projects also show NCF's shift to more environmentally-sustainable practices. We are pushing to electrify our heating system in line with the City of Newton's energy priorities. For example, NCF and the City have recently been notified of a grant award from Massachusetts Department of Agricultural Resources to install solar panels and a storage system on the barn to provide 99% of the agricultural electric use. (Total system cost is \$61,000.)

## **PROJECT #1 – REMEDIATE WATER AND MOISTURE SITUATION IN FARMHOUSE**

**Issue** - There is a serious and continuous water and moisture problem in the interior of the house. The occupants are continually attempting to remediate the effects. The situation is due to water in the basement emanating from a high water table (common for that area of Newton) and leaks in the fieldstone foundation walls. The wet basement results in extensive humidity and moisture issues in the house. The occupants have dealt with the leaks during the entire time they have lived there (since the City purchased the farm) and have tried to address it with a dehumidifier in the basement and redirection of water away from the house. These efforts only marginally mitigate the situation and have not eliminated the problem.

### **Project Components -**

#### **Part 1a - Basement Drain and Sump Pump:**

Install an interior French drain along the east wall and a sump pump in the basement to remove water as necessary to ensure a drier basement. This is a common system in many homes in this area of Newton due to the high water table.

#### **Part 1b - Whole House Heat Pump and Ductless HVAC System:**

Installation of a heat pump and ductless HVAC air conditioning system would help address the humidity in the home. The planned modification is to install a heat pump system which will help remove humidity, cool the air on the first and second floors, and very efficiently heat the both floors. The heat pump system, which is powered by electricity, is more environmentally friendly than a boiler, which uses natural gas. There are no plans to remove the gas-powered boiler at this time.

#### **Part 1c - Basement All-House Dehumidifier:**

The French drain and sump pump will remove water flowing into the basement but the all-house dehumidifier located in the basement will further remove humidity and moisture in the basement and throughout the entire house. All-house dehumidifiers have a much larger capacity to remove humidity than a standard dehumidifier.



**PROJECT #2 – UPGRADE ELECTRICAL SYSTEMS**

**Issue** – The initial renovation of the house by the City included partial, but not comprehensive upgrades of the electrical systems. There are many areas in the home where the electrical system is not up to prevailing codes and it is a safety hazard. For example;

- the basement does not have proper lighting and most switches do not work
- the outside light is not working and does not meet code
- many areas that require a GFCI outlet do not have them and need to be installed.

**Project** – Upgrade the electrical system to meet prevailing safety codes and to ensure ample capacity for use of typical household appliances and equipment.

**PROJECT #3 – KITCHEN CEILING REPLACEMENT**

**Issue** - The kitchen ceiling is bowing and is dangerously at risk of collapse.

**Project** – Replace the kitchen ceiling and install new lighting that is up to prevailing codes.

**PROJECT #4 – HOT WATER HEATER REPLACEMENT**

**Issue** – The hot water heater is near the end of its 10-year useful life. There is a risk of leaks or equipment failure if used beyond that time.

**Project** – Replace the hot water heater with an energy efficient, electric heat pump model. Heat pump water heaters have a higher installation cost but are much more efficient than gas-powered hot water tank models and since they run on electricity they do not burn fossil fuels.

**PROJECT #5 – SITE PREPARATION**

Clear basement of obstructions, accommodate Farmer and family during construction, and other TBD when project commences

**PROJECT #6 – NCF STAFF TIME**

Paid staff including the Executive Director, Farm Manager, and periodically the Education Manager will need to be involved in project oversight and logistics. The work will most likely take place during the growing season so there will be a need to coordinate farm operations and public access with the presence of contractors on site. In addition to staff time, NCF expects there will be considerable volunteer time spent overseeing and managing this project.

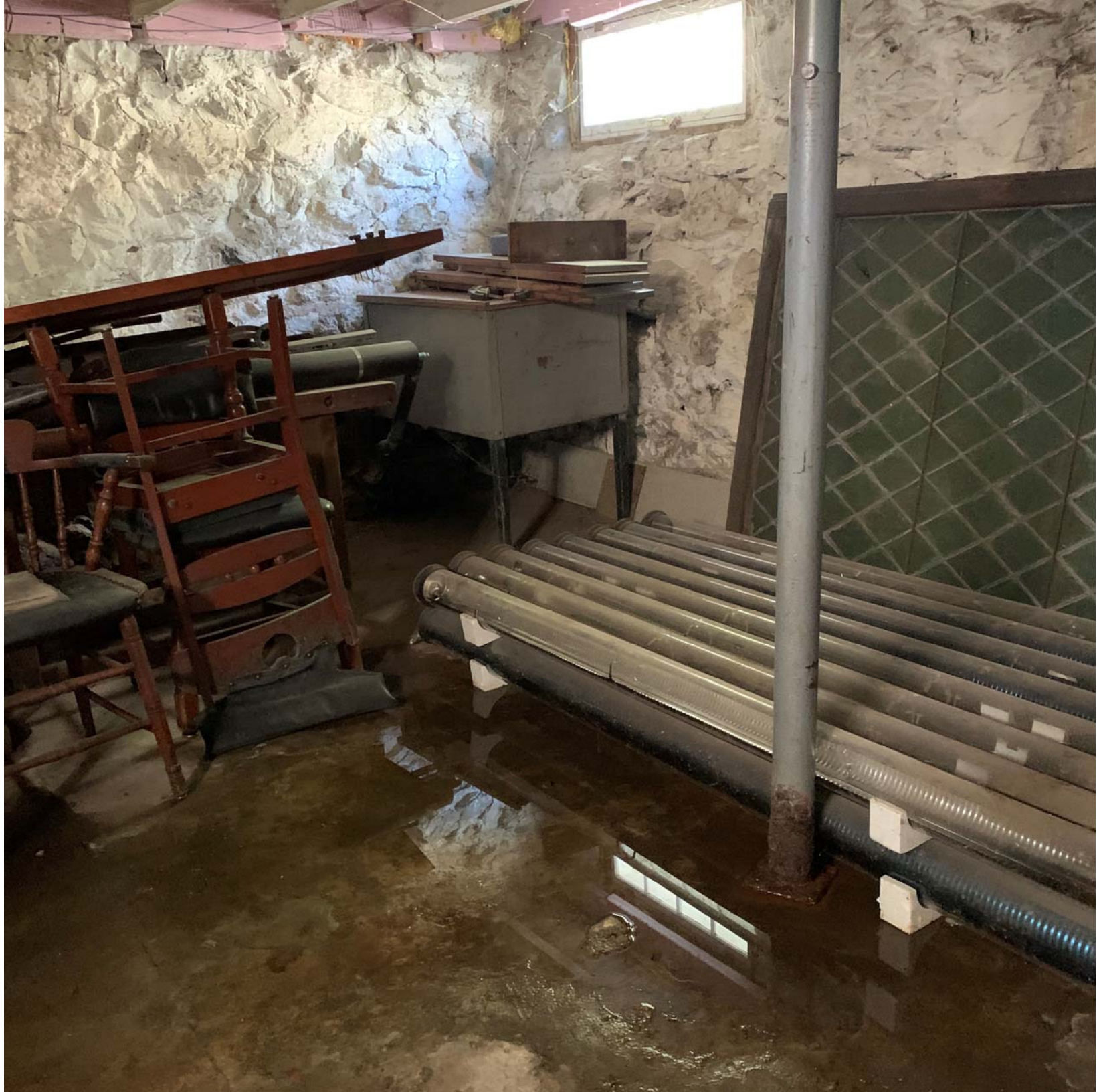
ATTACHMENT #2 - NEWTON COMMUNITY FARM - IMPROVEMENTS TO THE FARMHOUSE - CPA FUNDING PROPOSAL

		Project	Estimated
#	Name	Description	\$
<b>PART 1 - CPA FUNDING</b>			
1a	Water Intrusion - Basement drain and pump	Install sump pump and interior French drain along one wall in basement	\$ 7,400
1b	Moisture Remediation - HVAC System	Install air-source heat pump and ductless HVAC system in the house	\$ 35,000
1c	Moisture Remediation - Basement Dehumidifier	Install all-house dehumidifier in basement	\$ 4,270
2	Electrical System Upgrades	Bring electrical system to code and ample capacity	\$ 15,050
3	Kitchen Ceiling Replacement	Replace ceiling and install new lighting	\$ 9,700
4	Hot Water Heater Replacement	Replace hot water heater with energy efficient model	\$ 5,250
		Sub-Total	\$ 76,670
		10% Hard Costs Contingency	\$ 7,667
		Sub-Total	\$ 84,337
		5% Professional Services Costs Contingency	\$ 4,217
		<b>TOTAL - CPA FUNDS</b>	<b>\$ 88,554</b>
<b>PART 2 - NEWTON COMMUNITY FARM FUNDS</b>			
5	Site Preparation	Clear basement of obstructions, accomodate Farmer and family during	\$ 5,000
6	NCF Staff Time	Executive Director, Farm Manager (estimate; costs could be more)	\$ 5,000
		<b>TOTAL - NCF FUNDS</b>	<b>\$ 10,000</b>
		<b>TOTAL COSTS</b>	<b>\$ 98,554</b>











state  
WATER HEATERS

ProLine

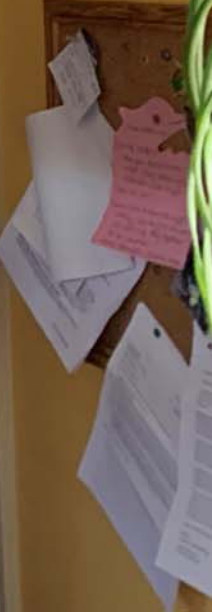
COMMERCIAL GRADE

**⚠ DANGER**  
Do not touch the tank when it is hot.  
Do not touch the tank when it is leaking.  
Do not touch the tank when it is dripping.  
Do not touch the tank when it is dripping.

**⚠ WARNING**  
Flammable Vapor  
This unit can produce flammable vapors.  
Do not use in a confined space.  
Do not use in a room with a low ceiling.  
Do not use in a room with a high ceiling.  
Do not use in a room with a high ceiling.

**ENERGYGUIDE**  
205  
First Water Heating  
Energy Guide

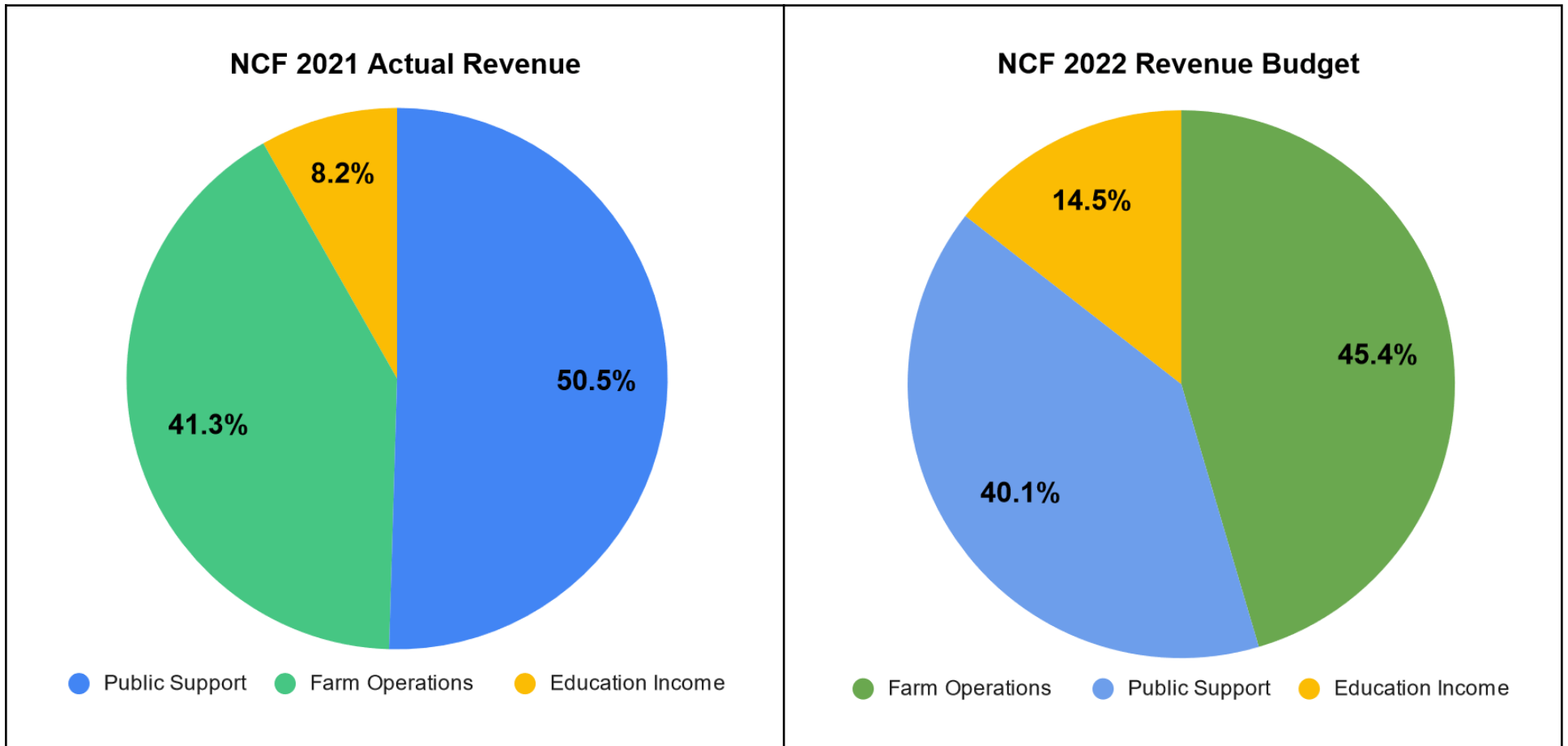
1/2" NPT  
Pilot Valve  
Pilot Valve





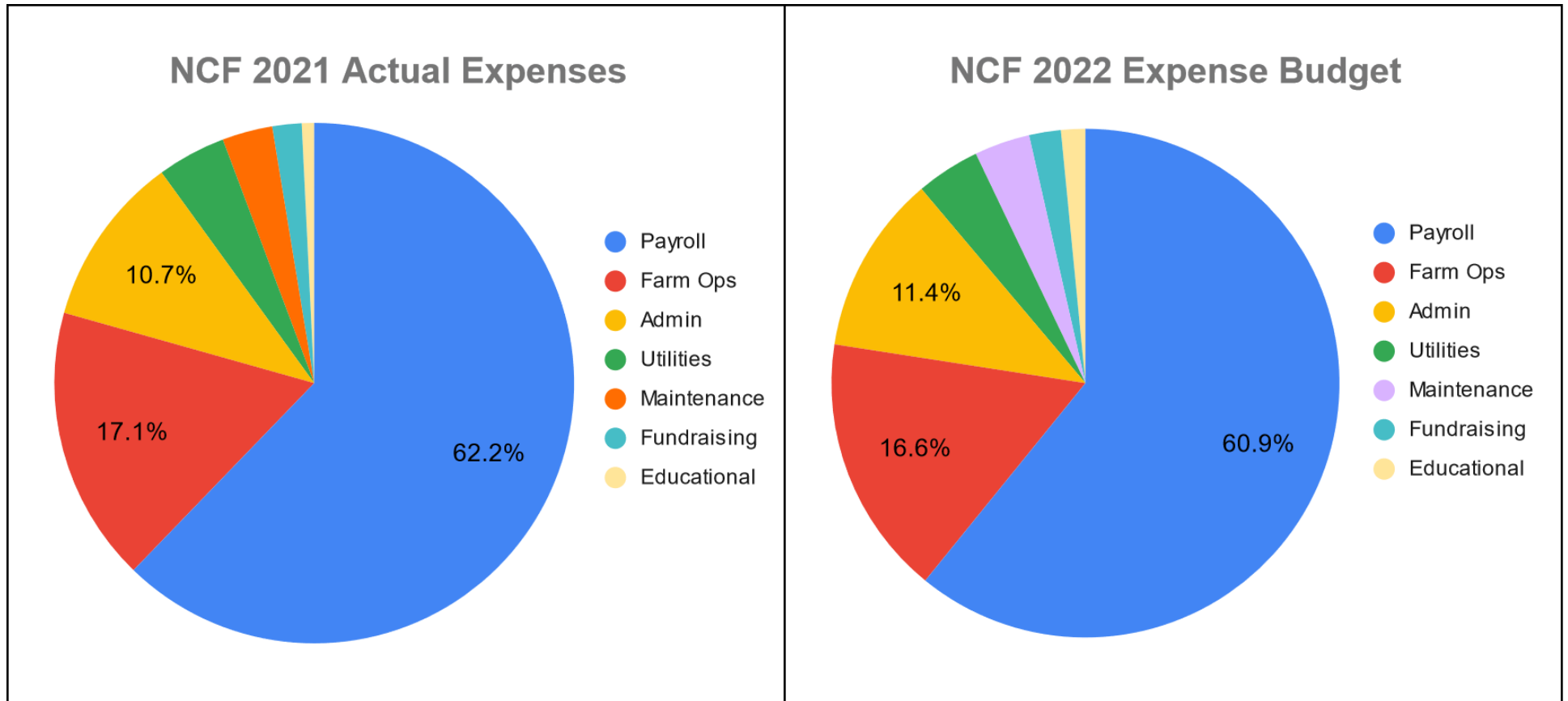


# NCF REVENUE



- NCF relies heavily on public support: donations, grants, sponsorships
- Public support revenue varies by year depending on available funds.
- COVID affected education & events income. Plan to ramp up again in 2022
- Already optimizing agricultural revenue; very high amount for size of farm

# NCF EXPENDITURES



- Majority of expenses are for labor including three full time staff, seasonal farm labor, and summer education instructors.
- Next largest expense is for agricultural operations; seeds, tools, supplies, etc.
- NCF continues to pursue cost-effective programming to meet our mission.

# **NCF'S PRELIMINARY CAPITAL, MAJOR MAINT, TRANSITION PLAN NEXT FIVE YEARS**

## **Physical Assets:**

- Total ~ \$400k (excluding solar energy system on the Barn)
- More than 25 projects primarily in farmhouse, barn, greenhouses, farmstand
- Want to complete a comprehensive assessment of the farmhouse and barn
- Will require ~\$300k in next three years
- Currently have ~\$55k in capital account.

## **Transition:**

- Expect to incur ~ +\$50k in one-time labor costs during key personnel transition.
- Will employ two farmers concurrently for six to eight months.
- Timing TBD but planning for next few years.

## NCF – Major Projects Completed Since Purchase

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- ~ \$1.3 m expended on four structures

When	What	Cost (estimates)	Comments
2021	Farmhouse roof and boiler	\$15K	● Emergency projects
2017, 2021	Rebuilt chicken coop & fence	\$20k	● Structure was falling apart
2012	Rebuilt farmstand	\$10k	● Emergency project after arson incident
2012-2013	Barn renovations	\$1 m	● Extensive work; many projects ● CPA funding ~\$750k
2006	Farmhouse renovations & deleading	\$225k	● Initial work post-purchase to ensure livability of house ● CPA funding ~110k

**NEWTON COMMUNITY FARM**  
**PROJECTED SPENDING MAJOR CAPITAL AND MAINTENANCE PROJECTS 2022-2024**

#	Project	Estimate	When	Priority	Notes
1	Farmhouse projects	\$ 99k	2022	1	<ul style="list-style-type: none"> <li>See separate list in CPA funding application.</li> </ul>
2	Build new greenhouse	\$ 15k	2022	1	<ul style="list-style-type: none"> <li>Already in progress. High priority project.</li> <li>Yield increase for seedling sale. Less weather-related crop loss.</li> <li>Received \$20k for project. Total cost w/ utilities, site prep, materials, and fit out is ~\$30k. NCF staff providing labor.</li> </ul>
3	Retrofit greenhouse	\$ 15k	2022	1	<ul style="list-style-type: none"> <li>Older greenhouse needs new ventilation and heating system.</li> </ul>
4	Farmhouse renovations	\$ 100k	2023-2024	1	<ul style="list-style-type: none"> <li>Will repair and renovate farmhouse as needed during transition to next occupant. Timing TBD; likely before 2025.</li> <li>Will include interior &amp; exterior painting, window repairs, insulation, caulking, porch rebuild, and many other projects.</li> </ul>
5	Barn deck renovations	\$ 20k	2023	2	<ul style="list-style-type: none"> <li>Deck materials are deteriorating due to weather resulting in very costly annual maintenance.</li> <li>Need to rebuild deck with weather-resistant materials.</li> </ul>
6	Barn equipment bay floor renovations	\$ 10k	2023	2	<ul style="list-style-type: none"> <li>Floor is uneven, not safe enough to easily access equipment.</li> <li>Need to implement a solution; complicated situation.</li> </ul>
7	Fix barn doors	\$ 40k	2023	2	<ul style="list-style-type: none"> <li>Numerous doors no longer shut securely. Need to fix/replace. Some of the doors cost \$12k each.</li> </ul>
<b>TOTAL SPENDING</b>		~ \$300K			

**NEWTON COMMUNITY FARM OPERATING EXPENSES 2019 – 2021, BUDGET 2022**

		<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Notes</b>
<b>Revenue</b>						
	Farm Operations	\$ 149,479	\$ 166,179	\$ 167,266	\$ 167,840	Includes ~\$65k to \$70k/yr from summer & late fall Community Supported Ag (CSA) shares; ~\$24k to \$36k for Seedling Sale; donated produce \$11k to \$12k/pass through cost; remainder from farmstand, farmers market, etc.
	Education Income	\$ 76,367	\$ 1,910	\$ 33,365	\$ 53,500	Program revenues affected as of 2020 by pandemic due to curtailment of on-site programs, mostly youth summer camp.
	Public Support	\$ 108,054	\$ 241,570	\$ 204,450	\$ 148,150	<b>Events</b> = 2019/\$16k, 2020/\$10k, 2021/\$6k, 2022/\$18.5k <b>Corporate, Foundations, Govt contributions</b> = 2019/\$21.4k, 2020/\$82.6, 2021/\$78k, 2022/\$52k. Includes restricted grants & contributions. Non-recurring revenue: PPP funds = ~\$45k in 2020 & \$41.5k in 2021. <b>Individual contributions</b> = 2019/\$66k, 2020/\$147k, 2021/\$118k, 2022/\$76k. Includes non-recurring major gifts of \$62.5k in 2020 and \$30+k in 2021.
	<b>Total Revenue</b>	<b>\$ 333,900</b>	<b>\$ 409,659</b>	<b>\$ 405,081</b>	<b>\$ 369,490</b>	

<b>Expenditures</b>						
	Farm Operations	\$ 43,572	\$ 46,932	\$ 52,640	\$ 58,327	Includes seeds, supplies, tools, equipment, vehicle upkeep, etc.
	Educational Programs	\$ 10,199	\$ 2,423	\$ 2,369	\$ 5,450	Supplies.
	Public Support	\$ 28,528	\$ 5,744	\$ 5,607	\$ 7,100	Costs of events and fundraising. Decrease from 2019 due to discontinuation of major events during the pandemic.
	Administrative & Office	\$ 26,195	\$ 31,776	\$ 32,746	\$ 40,070	Insurance, bank fees, tax prep, software, supplies, etc.
	Maintenance	\$ 7,985	\$ 15,375	\$ 9,621	\$ 12,450	On-going building and site maintenance including doors in 2020, etc. Will increase in 2022 due to backlog of deferred maintenance projects.
	Payroll	\$ 219,641	\$ 214,755	\$ 191,355	\$ 214,100	Includes full-time staff (~3), part-time staff, and seasonal labor. Also rely on substantial volunteer labor; in-kind costs not included in the budget.
	Utilities	\$ 12,769	\$ 11,436	\$ 13,126	\$ 14,300	
	<b>Total Expenditures</b>	<b>\$ 348,889</b>	<b>\$ 328,441</b>	<b>\$ 307,464</b>	<b>\$ 351,797</b>	
	Depreciation	\$ (30,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)	
	<b>Net Income</b>	<b>\$ (44,989)</b>	<b>\$ 51,218</b>	<b>\$ 67,617</b>	<b>\$ (12,307)</b>	

**NEWTON COMMUNITY FARM OPERATING EXPENSES 2019 – 2021, BUDGET 2022**



Susan Albright, President and Ward 2 Councilor at Large  
Newton City Council  
1075 Commonwealth Ave  
Newton, 02459

Dan Brody, Chair  
City of Newton Community Preservation Committee  
Newton, MA

February 1, 2022

Dear Mr. Brody,

I am writing in support of the application submitted by Newton Community Farm (NCF) and the City of Newton Farm Commission for Community Preservation Act funds to remedy capital repair issues in the historic farmhouse. These funds would make sure that we protect the investment Newton made in the farm so many years ago. The farm house will remain a livable asset and the environmental upgrades will be in line with our city's climate action goals. As I understand it the upgrades will include the following:

- resolve chronic water intrusion in the basement and corresponding moisture issues in the house by installing a french drain and sump pump in the basement, an air-source heat pump and ductless HVAC system, and a whole-house dehumidifier;
- complete an electrical upgrade;
- replace the sagging kitchen ceiling;
- replace the hot water heater.

I remember those many years ago when the Council, then the Board of Aldermen, supported the Community Preservation Committee's decision to fund the purchase of Angino Farm, the last surviving farm in our city, to allow it to remain a farm for posterity, education and for historic preservation. We had one Councilor at that time who said it wouldn't last five years. I think we are all thrilled that he was wrong. I go there every spring to buy plants for my farm, i.e my back yard!

Newton Community Farm has successfully managed this important city asset for historical, cultural, and environmental purposes for 15 years, primarily serving as a thriving vegetable farm and outdoor educational center. In 2021, NCF grew 50,000 lbs. of food and distributed it through CSA programs, donations to local nonprofits, Newton Farmers' Market, and NCF's on-site farmstand. NCF also provided education programs to more than 300 people and also offered hands-on opportunities to student interns and volunteers.

Providing support for these capital projects will assure that our original investment in the farm will continue to serve our community into the future. This is an appropriate use for CPC funds, putting funds right back into a community service that so many use. I urge you to approve this application.

Sincerely,  
Susan  
Susan Albright, President  
Newton City Council

**From:** [Alison M. Leary](#)  
**To:** [danielsbrody@gmail.com](mailto:danielsbrody@gmail.com)  
**Cc:** [Lara Kritzer](#)  
**Subject:** In Support of NCF Application for CPA Funds for Historic Farmhouse  
**Date:** Friday, February 11, 2022 2:46:23 PM

---

Dear Chair Brody.

I am writing in support of the application submitted by the Newton Community Farm and the Farm Commission for CPA funds for capital improvements for the historic farmhouse. This includes fixing water intrusion in the basement, a full electrical upgrade and replacing the hot water heater (which I hope will be electric).

We are very fortunate to have a community farm and all the benefits it offers and it certainly has served us well these last 15 years. All the benefits are too numerous to list but it includes wonderful fresh local vegetables, produce donations to the Newton Food Pantry, farm education programs and of course the seedling sale.

We have a collective responsibility to respond to the need for capital improvements that benefit a public purpose and this project is an ideal candidate for CPA funds on many levels. As an environmentalist and strong supporter of meeting the City's climate action plan goals and am very pleased that NCF has received a grant from the MA Department of Agricultural Resources to cover the costs of a battery storage system and solar panels for the barn to cover almost all the agricultural electric use.

Looking forward to another great year for NCF!

Kind regards,

Alison M. Leary  
Newton City Council  
Ward 1  
617-821-5619



February 9, 2022

Dan Brody, Chair  
City of Newton Community Preservation Committee  
Newton, MA

Dear Dan:

When the CPC deliberated whether to fund the purchase of Angino Farm in 2005-06, I was a member of the Newton League of Women Voters' CPC grant reading committee, and was one of the unanimous voices in the LWVN supporting the grant.

Every time I bike or drive by the farm, or pick up produce or find Newton Community Farm staff at one of our Farmer's Market, I am proud of the wisdom of the City and the CPC in acquiring, preserving and continuing to support the farm's operations and increasingly, energy efficiency.

There are always many worthy projects contained in proposals to the CPC. The renovation and repair of the farmhouse, which is before you this season, is extremely worthy.

1. Newton owns this building, and its maintenance (or lack of it) is our responsibility.
2. Fixing water intrusion in the basement will further preserve the historic home.
3. Adding heat pumps and ductless HVAC, along with needed electrical upgrades is the right thing to do for the climate and the house and NCF's farmer family.

Newton Community Farm has successfully managed this important city asset for historical, cultural, and environmental purposes for 15 years, primarily serving as a thriving vegetable farm and outdoor educational center. In 2021, NCF grew 50,000 lbs. of food and distributed it through CSA programs, donations to local nonprofits, Newton Farmers' Market, and NCF's on-site farmstand. NCF also provided education programs to more than 300 people and also offered hands-on opportunities to student interns and volunteers.

As is true with many of the CPC's early investments, this one yields many community benefits on many fronts. I urge the Committee to fund these needed repairs and approve the NCF's application.

All best,

February 4, 2022

Dan Brody, Chair  
City of Newton Community Preservation Committee Newton, MA



Dear Dan,

I am writing in support of the application submitted by Newton Community Farm (NCF) and the City of Newton Farm Commission for Community Preservation Act funds to remedy capital repair issues in the historic farmhouse. These funds would be used to:

- resolve chronic water intrusion in the basement and corresponding moisture issues in the house by installing a French drain and sump pump in the basement, an air-source heat pump and ductless HVAC system, and a whole-house dehumidifier;
- complete an electrical upgrade;
- replace the sagging kitchen ceiling;
- replace the hot water heater.

These projects will also contribute to NCF's shift to more environmentally-sustainable practices by electrifying the farmhouse heating system in line with the City of Newton's energy priorities.

Newton Community Farm has successfully managed this important city asset for historical, cultural, and environmental purposes for 15 years, primarily serving as a thriving vegetable farm and outdoor educational center. In 2021, NCF grew 50,000 lbs. of food and distributed it through CSA programs, donations to local nonprofits, Newton Farmers' Market, and NCF's on-site farmstand. NCF also provided education programs to more than 300 people and also offered hands-on opportunities to student interns and volunteers.

It is critical to complete these capital projects so the organization can continue to offer these services to the community and preserve this unique city asset. I urge you to approve this application.

Sincerely,

Bill Humphrey  
Newton City Councilor  
Ward 5

February 11, 2022

Dan Brody, Chair  
City of Newton Community Preservation Committee  
Newton, MA

Dear Dan,

I am writing in support of the application submitted by Newton Community Farm (NCF) and the City of Newton Farm Commission for Community Preservation Act funds to remedy capital repair issues in the historic farmhouse. These funds would be used to:

- resolve chronic water intrusion in the basement and corresponding moisture issues in the house by installing a french drain and sump pump in the basement, an air-source heat pump and ductless HVAC system, and a whole-house dehumidifier;
- complete an electrical upgrade;
- replace the sagging kitchen ceiling;
- replace the hot water heater.

These projects will also contribute to NCF's shift to more environmentally-sustainable practices by electrifying the farmhouse heating system in line with the City of Newton's energy priorities.

Newton Community Farm has successfully managed this important city asset for historical, cultural, and environmental purposes for 15 years, primarily serving as a thriving vegetable farm and outdoor educational center. In 2021, NCF grew 50,000 lbs. of food and distributed it through CSA programs, donations to local nonprofits, Newton Farmers' Market, and NCF's on-site farmstand. ***I can't underscore enough the value and pride that NCF brings to the community, young people, and us in Ward 8 and citywide. It is a gem in our City and one that deserves to continually be invested in.***

It is critical to complete these capital projects so the organization can continue to offer these services to the community and preserve this unique city asset. I urge you to approve this application.

Sincerely,

David Kalis  
City Councilor-at-Large, Ward 8  
66 Andrew St



February 14, 2022

Mr. Dan Brody  
Chair, Newton Community Preservation Committee  
Newton, MA

Dear Dan,

I am writing in support of the application submitted by Newton Community Farm (NCF) and the City of Newton Farm Commission for Community Preservation Act funds to remedy capital repair issues in the historic farmhouse. These funds would be used to:

- Resolve chronic water intrusion in the basement and corresponding moisture issues in the house by installing a French drain and sump pump in the basement, an air-source heat pump and ductless HVAC system, and a whole-house dehumidifier;
- Complete an electrical upgrade;
- Replace the sagging kitchen ceiling;
- Replace the hot water heater.

These projects will also contribute to NCF's shift to more environmentally sustainable practices by electrifying the farmhouse heating system in line with the City of Newton's clean energy priorities.

Newton Community Farm has successfully managed this important city asset for historical, cultural, and environmental purposes for fifteen years, primarily serving as a thriving vegetable farm and outdoor educational center. In 2021, NCF grew 50,000 lbs. of food and distributed it through CSA programs, donations to local nonprofits, Newton Farmers' Market, and NCF's on-site farmstand. NCF also provided education programs to more than 300 people and also offered hands-on opportunities to student interns and volunteers.

It is critical to complete these capital projects so the organization can continue to offer these services to the community and preserve this unique city asset. I urge you to approve this application.

Sincerely,

Emily Norton  
*Ward 2 City Councilor*

February 9, 2022

Harvey Crosby  
277 Nahanton Street  
Newton Centre, MA 02459

Dan Brody  
City of Newton Community Preservation Committee  
Newton, MA 02459

Dear Dan,

I am the Chair of the Board of Directors at the Ledgebrook condominiums adjacent to the Newton Community Farm (NCF). As you probably know, we at Ledgebrook, especially the late Gene Rubin, were instrumental in the establishment of The Farm. Gene's daughter recently made a significant contribution to The Farm for the construction of a new greenhouse, so that The Farm can significantly increase seedlings for sale to the community at the annual seedling sale.

We have been financial supporters of The Farm since inception. We couldn't ask for more from our neighbor, and respectfully request the the Committee approve the request currently before you to remedy the capital repair issues in the historic farmhouse.

Greg Maslowe has been the Farm manager since 2006. He is a gem. He is the absolute best person for the role. Greg and his family have lived in the farmhouse since they first came to manage The Farm. Anyone visiting the farmhouse would immediately recognize that the requested improvements are very very necessary.

The funds would be used to:

- (1) Resolve chronic water intrusion in the basement and corresponding moisture.
- (2) Install an air-source heat pump and ductless HVAC system and a whole-house humidifier.
- (3) Complete an electrical upgrade
- (4) Replace the sagging kitchen ceiling.
- (5) Replace the hot water heater.

These projects will also contribute to NCF's shift to more environmentally sustainable practices by electrifying the farmhouse heating system in line with the City's energy priorities.

Newton Community Farm is a unique asset for the entire City of Newton. We are truly privileged to have The Farm, and especially to have Greg Maslowe as the Farm manager.

Please support this request to improve the living conditions for Greg and his family.

Thanks very much.

Sincerely,



Harvey Crosby  
Chair, Board of Directors Ledgebrook Condominium  
email: [harveypop11@gmail.com](mailto:harveypop11@gmail.com)  
617-733-9327



JCC Greater  
Boston

February 14, 2022

Dan Brody, Chair  
City of Newton Community Preservation Committee  
Newton, MA

Dear Dan,

I am writing in support of the application submitted by Newton Community Farm (NCF) and the City of Newton Farm Commission for Community Preservation Act funds to remedy capital repair issues in the historic farmhouse. These funds would be used to:

- resolve chronic water intrusion in the basement and corresponding moisture issues in the house by installing a French drain and sump pump in the basement, an air-source heat pump and ductless HVAC system, and a whole-house dehumidifier;
- complete an electrical upgrade;
- replace the sagging kitchen ceiling;
- replace the hot water heater.

These projects will also contribute to NCF's shift to more environmentally-sustainable practices by electrifying the farmhouse heating system in line with the City of Newton's energy priorities.

Newton Community Farm has successfully managed this important city asset for historical, cultural, and environmental purposes for 15 years, primarily serving as a thriving vegetable farm and outdoor educational center. In 2021, NCF grew 50,000 lbs. of food and distributed it through CSA programs, donations to local nonprofits, Newton Farmers' Market, and NCF's on-site farmstand. NCF also provided education programs to more than 300 people and also offered hands-on opportunities to student interns and volunteers.

It is critical to complete these capital projects so the organization can continue to offer these services to the community and preserve this unique city asset. I urge you to approve this application.

Sincerely,

Mark Sokoll  
Chief Executive Officer  
JCC Greater Boston  
333 Nahanton Street  
Newton, MA 02459



February 13, 2022

Dan Brody, Chair  
City of Newton, Community Preservation Committee  
1000 Commonwealth Ave., Newton, MA 02459

Mr Brody,

I am writing in support of the application submitted by Newton Community Farm (NCF) and the City of Newton Farm Commission for Community Preservation Act funds to remedy capital repair issues in the historic farmhouse.

These funds would be used to:

- Resolve chronic water intrusion in the basement and corresponding moisture issues in the house by installing a French drain and sump pump in the basement, an air-source heat pump and ductless HVAC system, and a whole-house dehumidifier;
- Complete an electrical upgrade;
- Replace the sagging kitchen ceiling;
- Replace the hot water heater.

These projects will contribute to NCF's shift to a more environmentally-sustainable practice by electrifying the farmhouse heating system in line with the City of Newton's energy priorities.

Newton Community Farm has successfully managed this important city asset for historical, cultural, and environmental purposes for 15 years, primarily serving as a thriving vegetable farm and outdoor educational center. In 2021, NCF grew 50,000 lbs. of food and distributed it through CSA programs, donations to local nonprofits, Newton Farmers' Market, and NCF's on-site farmstand. NCF also provided education programs to more than 300 people and also offered hands-on opportunities to student interns and volunteers.

It is critical to complete these capital projects so the organization can continue to offer these services to the community and preserve this unique city asset. I urge you to approve this application.

Sincerely,

John Oliver  
City Councilor-at-large, Ward 1  
joilver@newtonma.gov

Dan,

I am writing in support of the application submitted by Newton Community Farm (NCF) and the City of Newton Farm Commission for Community Preservation Act funds to remedy capital repair issues in the historic farmhouse. These funds would be used to resolve chronic water intrusion in the basement and corresponding moisture issues in the house; complete an electrical upgrade; replace the sagging kitchen ceiling; replace the hot water heater; and allow a shift to more environmentally-sustainable practices by electrifying the farmhouse heating system.

NCF is an outstanding community resource and I believe that this would be an excellent use of CPA funds.

I hope that the Community Preservation Committee fully supports and funds this project.

Marc C. Laredo, Councilor at-Large, Ward 7

When responding, please be aware that the Massachusetts Secretary of State has determined that most email is public record and therefore cannot be kept confidential.

*Celebrating 32 Years of Environmental  
Leadership*



**GreenNewton**

January 31, 2022

**Board of Directors**

Marcia Cooper  
*President*

Jim Purdy  
*Vice President*

Dan Ruben  
*Chair*

Sharon Cushing  
*Treasurer*

Sunwoo Kahng  
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Craig Forman  
Beverly Craig  
Brian Hodgson  
Karen Kipman  
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Mindy Gregory Sieber  
Peter Smith  
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Lois Levin  
Brooke Lipsitt  
Brita Lundberg  
Jean MacRae  
Ken Mallory  
Heather Tausig  
Jay Walter

Dan Brody, Chair  
City of Newton Community Preservation Committee  
Newton, MA

Dear Dan,

I am writing on behalf of Green Newton in support of the application submitted by Newton Community Farm (NCF) and the City of Newton Farm Commission for Community Preservation Act funds to remedy capital repair issues in the historic farmhouse. These funds would be used to:

- resolve chronic water intrusion in the basement and corresponding moisture issues in the house by installing a french drain and sump pump in the basement, an air-source heat pump and ductless HVAC system, and a whole-house dehumidifier.
- complete an electrical upgrade.
- replace the sagging kitchen ceiling.
- replace the hot water heater.

Green Newton wants these NCF projects to move forward to shift to more environmentally sustainable practices, especially by electrifying the farmhouse heating system. This will be in sync with the city's energy priorities spelled out in Newton's Climate Action Plan.

Newton Community Farm has successfully managed this important city asset for historical, cultural, and environmental purposes for 15 years.

It is critical to complete the proposed capital projects, so I urge you to approve their application.

Sincerely,

Marcia Cooper  
President, Green Newton



**From:** Maria Scibelli Greenberg  
**Sent:** Friday, February 11, 2022 4:05 PM  
**To:** Lara Kritzer <[lkritzer@newtonma.gov](mailto:lkritzer@newtonma.gov)>  
**Subject:** CPA funding for NCF Plz share with CPC members

February 11, 2022

Dan Brody, Chair  
City of Newton Community Preservation Committee  
Newton, MA

Dear Dan,

I am writing in support of the application submitted by Newton Community Farm (NCF) and the City of Newton Farm Commission for Community Preservation Act funds to remedy capital repair issues in the historic farmhouse. NCF is an important community resource that must be supported. These funds would be used to:

- resolve chronic water intrusion in the basement and corresponding moisture issues in the house by installing a French drain and sump pump in the basement, an air-source heat pump and ductless HVAC system, and a whole-house dehumidifier;
- complete an electrical upgrade;
- replace the sagging kitchen ceiling;
- replace the hot water heater.

These projects will also contribute to NCF's shift to more environmentally-sustainable practices by electrifying the farmhouse heating system in line with the City of Newton's energy priorities. Newton Community Farm has successfully managed this important city asset for historical, cultural, and environmental purposes for 15 years, primarily serving as a thriving vegetable farm and outdoor educational center. In 2021, NCF grew 50,000 lbs. of food and distributed it through CSA programs, donations to local nonprofits, Newton Farmers' Market, and NCF's on-site farm stand. NCF also provided education programs to more than 300 people and also offered hands-on opportunities to student interns and volunteers.

It is critical to complete these capital projects so the organization can continue to offer these services to the community and preserve this unique city asset.

I urge you to approve this application.

Sincerely,

Maria Scibelli Greenberg (she/her)  
Newton Ward 1 City Councilor  
617-631-8691

**The Massachusetts Secretary of State has determined that most email is public record and therefore cannot be kept confidential.**

When responding, please be aware that the Massachusetts Secretary of State has determined that most email is public record and therefore cannot be kept confidential.

February 2, 2022

Dan Brody, Chair  
City of Newton Community Preservation Committee  
1000 Commonwealth Avenue  
Newton, MA 02459

Dear Dan,

I am writing in support of the application submitted by Newton Community Farm (NCF) and the City of Newton Farm Commission for Community Preservation Act funds to remedy capital repair issues in the historic farmhouse. These funds would be used to:

- resolve chronic water intrusion in the basement and corresponding moisture issues in the house by installing a French drain and sump pump in the basement, an air-source heat pump and ductless HVAC system, and a whole-house dehumidifier;
- complete an electrical upgrade;
- replace the sagging kitchen ceiling;
- replace the hot water heater.

Newton Community Farm (NCF) intends to contribute to this project by allocating staff time for project and logistical coordination. NCF will also absorb the costs for site preparations and accommodations for the farmer and his family as needed during construction. These projects will also contribute to NCF's shift to more environmentally-sustainable practices by electrifying the farmhouse heating system in line with the City of Newton's energy priorities. Please also note that NCF recently funded on its own two capital repair projects for the farmhouse that would have been included in the CPA proposal had they not been emergencies.

Newton Community Farm has successfully managed this important city asset for historical, cultural, and environmental purposes for 15 years, primarily serving as a thriving vegetable farm and outdoor educational center. In my view and the view of many, NCF has superbly executed on the mission that the City laid out in its original purchase of the Angino Farm. Newton Community Farm's performance is a model for public/private partnerships of this kind.

In 2021, NCF grew 50,000 lbs. of food (on tiny acreage) and distributed it through CSA programs, donations to local nonprofits, Newton Farmers' Market, and NCF's on-site farm stand. NCF also provided education programs during the Covid shutdown to more than 300 people and also offered hands-on opportunities to student interns and volunteers. In the spring of 2021 NCF distributed, through its annual seeding sale, over 24,000 seedlings to more than 600 community members. NCF also donated approximately \$12,000 worth of produce to the Newton Food Pantry, Food to Your Table, and the Boston Area Gleaners.

It is critical to complete the capital projects for which CPA funding is requested so Newton Community Farm can continue to execute on its multi-faceted mission to the community. I urge you to approve this application.

Sincerely,



Michael Goldman  
Chair, City of Newton Farm Commission

**Peter J. Barrer  
60 Endicott St.,  
Newton, MA 02461**

February 11, 2022

Dan Brody, Chair  
City of Newton Community Preservation Committee  
Newton, MA

Re: Newton Community Farm application to the CPC

Dear Mr. Brody,

I am writing in support of the application submitted by Newton Community Farm (NCF) and the City of Newton Farm Commission for Community Preservation Act funds to remedy capital repair issues in the historic farmhouse. The funds would be used to:

- resolve chronic water intrusion in the basement and corresponding moisture issues in the house by installing a French drain and sump pump in the basement, an air-source heat pump and ductless HVAC system, and a whole-house dehumidifier
- complete an electrical upgrade
- replace the sagging kitchen ceiling
- replace the hot water heater.

These projects will contribute to NCF's ongoing shift to environmentally-sustainable practices by electrifying the farmhouse heating system.

Newton Community Farm has successfully managed this important city asset for historical, cultural, and environmental purposes for 15 years, primarily serving as a thriving vegetable farm and outdoor education center. Over the years the Farm has been a landmark example of successful use of the CPA process.

It is critical to complete these capital projects so the organization can continue to offer these services to the community and preserve this unique city asset. I urge you to approve this application. Please contact me at 617-630-0923 or [pbarrer@gmail.com](mailto:pbarrer@gmail.com) if there are any questions.

Sincerely yours,



Peter J. Barrer





February 3, 2022

Dan Brody, Chair  
City of Newton Community Preservation Committee  
Newton, MA

Dear Dan,

I am writing in support of the application submitted by Newton Community Farm (NCF) and the City of Newton Farm Commission for Community Preservation Act funds to remedy capital repair issues in the historic farmhouse. These funds would be used to:

- resolve chronic water intrusion in the basement and corresponding moisture issues in the house by installing a French drain and sump pump in the basement, an air-source heat pump and ductless HVAC system, and a whole-house dehumidifier;
- complete an electrical upgrade;
- replace the sagging kitchen ceiling;
- replace the hot water heater.

These projects will also contribute to NCF's shift to more environmentally-sustainable practices by electrifying the farmhouse heating system in line with the City of Newton's energy priorities.

Newton Community Farm has successfully managed this important city asset for historical, cultural, and environmental purposes for 15 years, primarily serving as a thriving vegetable farm and outdoor educational center. In 2021, NCF grew 50,000 lbs. of food and distributed it through CSA programs, donations to local nonprofits including **3300 lbs to the Newton Food Pantry**, Newton Farmers' Market, and NCF's on-site farmstand. NCF also provided education programs to more than 300 people and also offered hands-on opportunities to student interns and volunteers.

The Newton Food Pantry is grateful to partner with the Newton Community Farm during the growing season and could not continue to serve over 1800 Newton residents without dedicated inventory partners like NCF. . Our clients at our oncampus distribution as well as our offsite initiative, the Newton Community freedge value the opportunity to enjoy fresh locally grown produce that they might otherwise not have access to.

I urge you to approve this application. It is critical to complete these capital projects so that Newton Community Farm can continue to offer these services to the community and preserve this unique city asset. NCF's impact goes way beyond its physical space and we need to do whatever we can to enable it to thrive.

Sincerely,

Regina Wu, MD  
President, Newton Food Pantry



Dan Brody, Chair  
City of Newton Community Preservation Committee  
Newton, MA

February 10, 2022

Dear Dan,

I am writing in support of the application submitted by Newton Community Farm (NCF) and the City of Newton Farm Commission for Community Preservation Act funds. I am a former board member of NCF, and was President for 6 years (2015 – 2021).

When the City of Newton chose to purchase the Angino Farm, and turn its operations over to the private nonprofit NCF, this created an important and valuable resource for our community. It brings joy, health, connection, learning and land preservation into our lives. During my years as President, I learned just how important the Farm is to so many Newton residents. It is a unique and valuable asset, improving our quality of life with fresh produce for sale and donated to organizations serving the food insecure, education classes, supporting home gardeners, and cultivating a love for nature, science and food in our children.

The CPA funds would be used to:

- resolve chronic water intrusion in the basement and corresponding moisture issues in the house by installing a French drain and sump pump in the basement, an air-source heat pump and ductless HVAC system, and a whole-house dehumidifier;
- complete an electrical upgrade;
- replace the sagging kitchen ceiling;
- replace the hot water heater.

These projects will also contribute to NCF's shift to more environmentally-sustainable practices by electrifying the farmhouse heating system in line with the City of Newton's energy priorities.

The needed repairs to the Farmhouse are substantial, and represent a significant monetary commitment. This is not a burden that NCF can bear without harming its financial stability and future. Awarding CPA funds would contribute to the longevity of the Farm that is such a treasured asset. It is critical to complete these capital projects so the organization can continue to offer these services to the community. I urge you to approve this application.

Sincerely,

*Stephanie Cogen*

Stephanie Cogen  
98 Allen Avenue  
Newton, MA 02468

February 23, 2022

Dan Brody, Chair  
City of Newton Community Preservation Committee  
Newton, MA

Dear Mr. Brody and members of the CPC,

I am writing in support of the application submitted by Newton Community Farm (NCF) and the City of Newton Farm Commission to use Community Preservation Act funds to address the need for capital repair in the historic farmhouse.

I acknowledge that you are familiar with the specific needs of the physical plant, including electrification ( an initiative that is symbiotic with legislation that my colleagues in I are pursuing consistent with the Climate Action Plan ) and other badly needed repairs that have been requested for the Farm.

I have long felt that the City should financially support the Farm's capital maintenance and improvements. I also think that we should be applying more of our CPA funds to green initiatives and needs. Please add my support to that of many others for maintaining one of Newton's wonderful public resources.

Sincerely,

Chris Markiewicz  
Councilor, Ward 4

CC: Ms. Lara Kritzer

**From:** [Cheryl Lappin](mailto:Cheryl.Lappin@cityofnewton.com)  
**To:** [danielsbrody@gmail.com](mailto:danielsbrody@gmail.com)  
**Cc:** [Lara Kritzer](mailto:Lara.Kritzer@cityofnewton.com)  
**Subject:** Letter of Support for NCF application for CPA funds for historic farmhouse  
**Date:** Saturday, February 26, 2022 1:04:28 PM

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[DO NOT OPEN links/attachments unless you are sure the content is safe.]

February 25, 2022

Dan Brody, Chair  
City of Newton Community Preservation Committee  
Newton, MA

Dear Dan,

I am writing to support Newton Community Farm's application for Community Preservation Act Funds to repair the historic farmhouse.

As the first Chair of the Farm Commission and a 9-term Ward 8 City Councilor I have had the pleasure of watching the NCF from acquisition to the thriving community asset it is today. With only one acre of growing space and the best Farm Manager we could ask for, the NCF has provided the citizens of Newton with tens of thousands of pounds of produce, a myriad of educational programs, and help to the neediest in our community.

I have been increasingly impressed that our little farm has been self sustainable with revenue from CSA shares, programming, fundraising and grants.

These repairs of the historic farmhouse are long overdue, will make the farm even more environmentally sustainable and will allow NCF to continue to thrive and be a source of pride for the City.

I urge you to support this important application.

Best regards,



Cheryl Lappin  
Newton Farm Commission  
Former VP of Newton City Council



Ruthanne Fuller,  
Mayor

Newton, Massachusetts  
**Community Preservation Committee**  
**COMMUNITY PRESERVATION PLAN**  
 Revised December 14, 2021

Telephone  
 (617) 796-1120  
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 (617) 796-1142  
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 (617) 796-1089  
[www.newtonma.gov](http://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](http://www.newtonma.gov/cpa)  
 contact Lara Kritzer, Community Preservation Program Manager  
 email [lkritzer@newtonma.gov](mailto: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%

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. Extent to which the Project includes Sustainable Development Design Elements**

The CPC supports the City's goal to reach carbon neutrality by 2050 and encourages all applicants to incorporate sustainability into their projects through design decisions such as: eliminating or reducing fossil fuel use; reducing embodied carbon, especially by reusing existing resources, prioritizing energy efficiency through methods like the Passive House standard, incorporating EV charging stations and/or solar panels, etc. CPA funding applicants should also consider that any projects over 20,000 sq. ft of new construction or substantial reconstruction will be expected to meet the City's Sustainable Development Design requirements as outlined in Section 5.13 of the Zoning Ordinance as the project goes through the Special Permit process. Additional information on these requirements is available on the City's website at: <https://www.newtonma.gov/home/showpublisheddocument?id=29553>

The CPC feels strongly that new CPA funded projects should move the City forward in meeting its sustainable energy goals and is aware that by adding in energy-saving measures a project may have higher upfront costs, particularly for renovations. The CPC encourages projects to incorporate all relevant energy efficiency and electrification measures into their proposals to be included in their discussions with the CPC. Any project which does not include these elements will be expected to provide a written explanation as to why they cannot be incorporated into the project with their funding proposal.

## **6. 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.

## **7. 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	
<b>Total Funded Projects, FY16-FY21 = \$22,641,369</b>	\$15,986,349	\$2,438,874	\$2,253,302	\$1,962,844	
<b>Fy15-Fy20 - Percentage of allocation by resource</b>	<b>68%</b>	<b>10%</b>	<b>10%</b>	<b>8%</b>	
<b>CPC target allocations by resource, ± 5%</b>	<b>35%</b>	<b>20%</b>	<b>20%</b>	<b>20%</b>	
<b>Current Proposals or Pre-proposals, with Related Future Proposals</b> (in order of submission to CPC) ✓ = Fy20 appropriation    ? = recommended by CPC but not yet funded    * = cost revised or estimated by CPC staff <b>CIP = City of Newton Capital Improvement Plan.</b> 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 &amp; design, Mar. 2017)</i>				
CIP 64 (40.7) Pre-proposal discussed by CPC	<b>Fy21</b> 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>				
NA	Newton Community Farm Farmhouse Restoration and Rehabilitation <i>The Farm Committee submitted a pre-proposal for the December 14 CPC meeting for work on the Farmhouse at Angino Farm</i>		\$88,554		
Multiple CIP listing for individual properties included in project	Municipal Historic Exterior Building Envelope Study <i>In September 2021, Public Buildings submitted a pre-proposal to study 15 existing municipal buildings. CPC invited a full proposal at their Oct. meeting.</i>		\$100,000		
NA	New Art Center/Church of the Open Word Restoration <i>In October 2021, the New Art Center requested funding to investigate preservation and restoration needs of former church and parish house at 19 Highland Ave.</i>		\$98,554		
CIP 97 (34.7)	West Newton Armory Affordable Housing Development <i>Pre-Proposal submitted in January 2022 by MWCD and Civico Development Team.</i>	3,000,000			
NA	Webster Wood Debt Service (FY22 Funds Only)			\$693,103	
<b>Total Requested Funding by Category</b>		<b>\$3,000,000</b>	<b>\$287,108</b>	<b>\$693,103</b>	<b>\$0</b>
<b>Percentage of Allocation by Resource</b>		<b>75%</b>	<b>7%</b>	<b>17%</b>	<b>0%</b>
Future Funding Target Allocations					
<b>FIVE-YEAR FORECAST: Total Available Revenue for FY22-FY26 = \$24,483,113</b>					
<b>Target Allocation over Five Years:</b>		\$8,569,090	\$4,896,623	\$4,896,623	\$4,896,623
<b>TEN-YEAR FORECAST: Total Available Revenue for Fy22-FY31 = \$76,335,984</b>					
<b>Target Allocation over Ten Years:</b>		\$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 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</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 &amp; 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		
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 Nature</i>				\$150,000
<b>Other Potential Projects Total By Category</b>		<b>\$0</b>	<b>\$21,479,000</b>	<b>\$0</b>	<b>\$18,375,000</b>
<b>% Allocation by Resource</b>		<b>0%</b>	<b>54%</b>	<b>0%</b>	<b>46%</b>
<b>CPA Target Allocations by Resource</b>		<b>35%</b>	<b>20%</b>	<b>20%</b>	<b>20%</b>

## Draft FY23 Community Preservation Program Budget

City of Newton COMMUNITY PRESERVATION FUND	Fiscal 2022 Approved	Fiscal 2023 Provisional
Program Budget	<i>CPC Approved April 13, 2021</i>	<i>Draft Feb. 4, 2022</i>
<b>REVENUE</b>		
Local CPA surcharge	\$3,826,366	\$3,922,024
State Matching Funds ( <i>For FY23, currently estimating 20% match</i> )	\$731,629	\$765,273
Unrestricted Fund Balance	\$295,422	\$878,578
Fund Balance ( <i>assume \$0 in budget</i> )		
Interest ( <i>assume \$0 in budget</i> )		
<b>TOTAL REVENUE</b>	<b>\$4,853,417</b>	<b>\$5,565,875</b>
<b>EXPENDITURES</b>		
<b>PROGRAM ADMINISTRATION &amp; DEBT SERVICE</b>		
Program Administration ( <i>max. 5% of annual new funds</i> )	\$180,910.00	\$179,376.00
Debt Service: Webster Woods (in addition to Open Space Budget Reserve)	\$207,760.82	\$137,765.50
<b>BUDGETED RESERVES</b>		
Community Housing Reserve ( <i>min. 10% of annual new funds</i> )	\$485,342	\$556,588
Historic Resources Reserve ( <i>min. 10% of annual new funds</i> )	\$485,342	\$556,588
Open Space Reserve ( <i>min. 10% of annual new funds</i> )	\$485,342	\$556,588
General Reserve (unrestricted, any CPA purpose)	\$3,008,721	\$3,578,971
<b>TOTAL EXPENDITURES</b>	<b>\$4,853,417</b>	<b>\$5,565,875</b>

# Draft FY23 Community Preservation Program Administrative Budget Detail

Newton, Massachusetts <b>COMMUNITY PRESERVATION PROGRAM</b>			
Budget Detail for Program Administration	MUNIS Accounts (58Z11400 unless shown otherwise)	Fiscal 2022 FINAL	Fiscal 2023 Provisional
		<i>Approved June 2021</i>	
<b>PERSONNEL</b>			
Prog Mgr: FULL TIME SALARIES (Grade H-9)	511001	\$76,442	\$82,297
Prog Mgr: CONTRIBUTORY RETIREMENT	58Z10491-570700	\$25,058	\$29,269
Prog Mgr: DENTAL INSURANCE	57DENT	\$600	\$600
Prog Mgr: HEALTH INSURANCE	57HLTH	\$18,750	\$20,000
Prog Mgr: BASIC LIFE INSURANCE	57LIFE	\$60	\$60
Prog Mgr: MEDICARE PAYROLL TAX	57MEDA	\$1,500	\$1,500
<b>Program Manager(s) total</b> (salary plus benefits)		\$122,410	\$133,726
Work by Other Depts.	513040	\$7,000	\$7,000
<b>SUBTOTAL Personnel</b>		<b>\$129,410</b>	<b>\$140,726</b>
<b>OTHER</b>			
Consultants	530100	\$30,000	\$20,000
Advertising/ Publications	534300	\$3,000	\$3,000
Audiovisual Equipment	585130	\$500	\$500
Computer Software	585121	\$500	\$500
Computer Supplies	558500	\$500	\$500
Dues & Subscriptions	573000	\$7,900	\$8,150
In-State Conferences	571100	\$2,100	\$1,000
Office Supplies	542000	\$1,000	\$1,000
Postage	534100	\$1,000	\$500
Printing	534200	\$2,000	\$2,000
Signs	554800	\$3,000	\$1,500
<b>SUBTOTAL Other Expenses</b>		<b>\$51,500</b>	<b>\$38,650</b>
<b>TOTAL All Expenses</b>		<b>\$180,910</b>	<b>\$179,376</b>

City of Newton Community Preservation Committee

# Finances At a Glance

As of March 2, 2022

## Fiscal Year 2022

### Revenue

Beginning balance	6,530,519
Local CPA surcharge	3,826,366
State match	
Budget for this FY	731,629
Additional from prior FY	295,422
<b>Total Available Resources</b>	<b>11,383,936</b>

### Expenses

Bond repayment obligations	693,103
New funding authorizations	2,914,199
Administrative costs	180,910
<b>Total Expenses</b>	<b>3,788,212</b>

**Current Fund Balance** 7,595,724

## Fiscal Year 2023

### Revenue

Beginning balance	7,595,724
Local CPA surcharge	3,922,024
State match	
Budget for this FY	765,273
Additional from prior FY	878,578
<b>Total Available Resources</b>	<b>13,161,599</b>

### Expenses

Bond repayment obligations	694,353
New funding authorizations	-
Administrative costs	179,376
<b>Total Expenses</b>	<b>873,729</b>

**Projected Fund Balance** 12,287,871

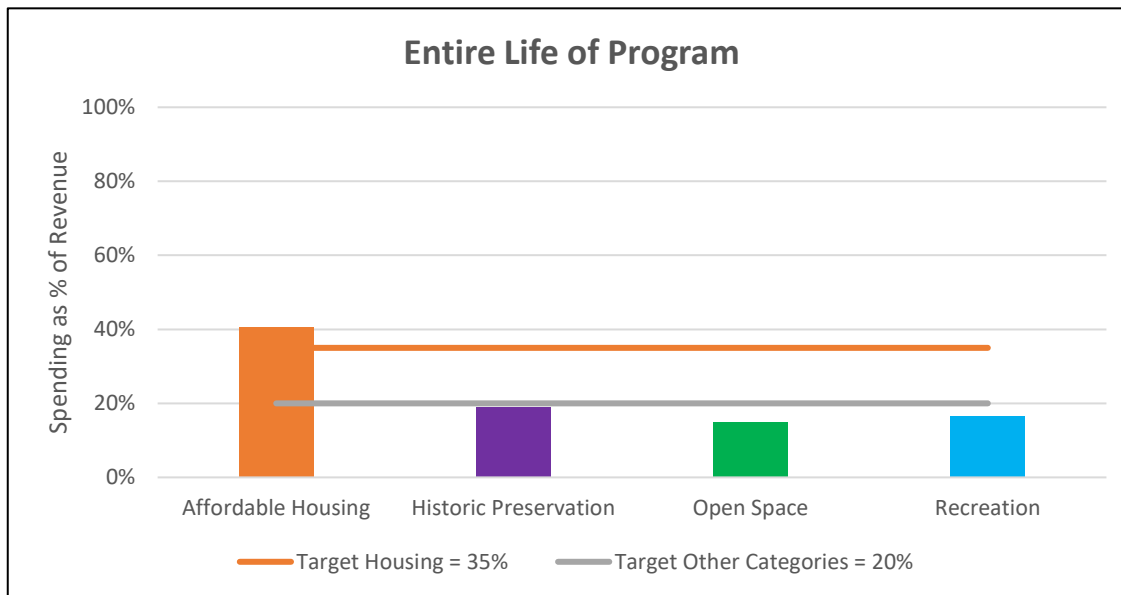
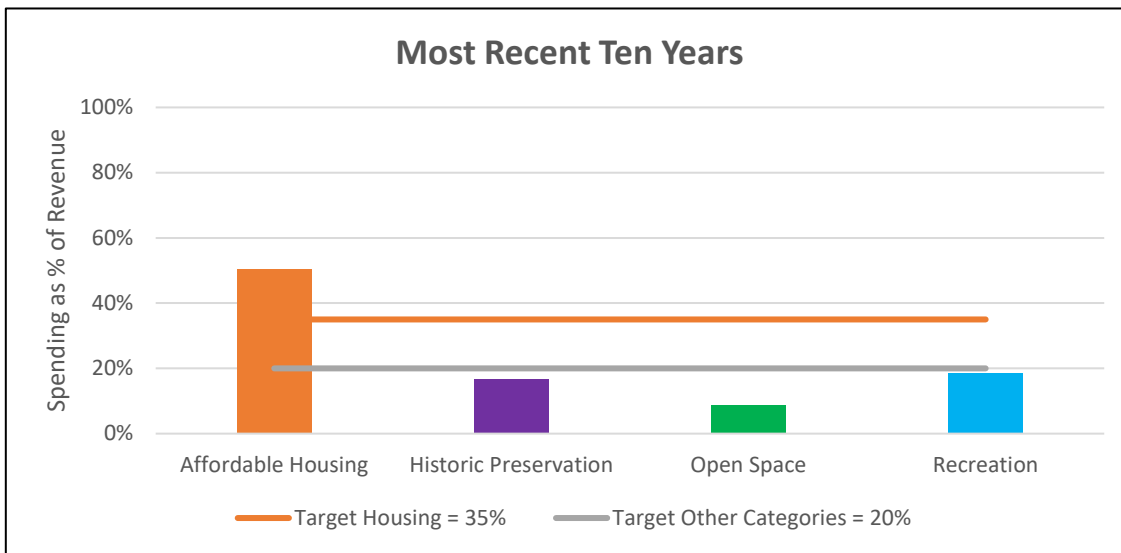
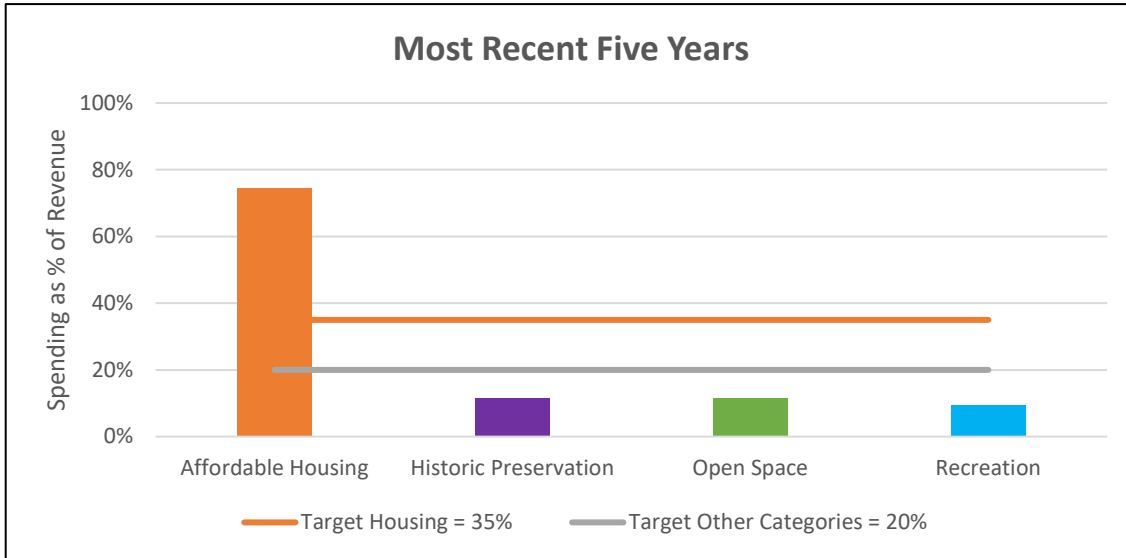
## Spending Compared to Program Area Targets

As of March 2, 2022

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		
<b>Most Recent Five Years</b>							
Spending	16,486,349	2,550,974	2,541,370	2,094,775	728,150	24,401,619	22,134,531
% of Total Current Revenue	74%	12%	11%	9%	3%		110%
Target %	35%	20%	20%	20%	5%		100%
Percentage Point Difference Between Actual and Target	39%	-8%	-9%	-11%	-2%		
<b>Most Recent Ten Years</b>							
Spending	20,380,624	6,811,313	3,574,995	7,543,272	1,294,302	39,604,507	40,496,724
% of Total Current Revenue	50%	17%	9%	19%	3%		98%
Target %	35%	20%	20%	20%	5%		100%
Percentage Point Difference Between Actual and Target	15%	-3%	-11%	-1%	-2%		
<b>Entire Life of Program</b>							
Spending	31,507,703	14,624,596	11,653,248	12,758,517	2,346,754	72,890,819	77,471,811
% of Total Current Revenue	41%	19%	15%	16%	3%		94%
Target %	35%	20%	20%	20%	5%		100%
Percentage Point Difference Between Actual and Target	6%	-1%	-5%	-4%	-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							179,376	179,376	Approved
2023	Webster Woods		Debt			694,353			694,353	Approved
2022	Administration							180,910	180,910	Approved
2022	Webster Woods	Bond Payment	Debt			693,103			693,103	Approved
2022	Grace Church Tower Restoration	Stone tower stabilization and restoration			441,755				441,755	Approved
2022	Levingston Cove Improvements Project	Construction of open space/recreation amenities				288,069	1,152,275		1,440,344	Approved
2022	Athletic Fields Improvements	Design through construction of six sites					420,000		420,000	Approved
2022	Nonantum Village Place Affordable Housing	Roof, Siding and HVAC Repair/Replacement		500,000					500,000	Approved
2022	Municipal Historic Exterior Building Envelope Study	15 exterior envelope assessments			100,000				100,000	Funds requested
2022	New Art Center/Church of the Open Word Restoration	Feasibility and Design			94,600				94,600	Rec'd by CPC
2022	Newton Community (Angino) Farm Farmhouse Rehabilitation and Restoration Project				88,554				88,554	Funds requested
2022	Newton Architectural Survey 1940-1972	140 Inventory Forms			17,500				17,500	Approved
2022	West Newton Armory Affordable Housing	Construction of 43 Affordable Housing Units		3,000,000					3,000,000	Funds requested
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



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

<b>Fiscal Year</b>	<b>Project Title</b>	<b>Address</b>	<b>Funding Category</b>	<b>CPA Funding Appropriated</b>	<b>Total Expended to Date</b>	<b>CPA Funds Remaining</b>	<b>Notes on Progress</b>
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	Preservation Restriction approved by MHC and ready for signatures - currently with NHA for signing.
FY22	Athletic Fields Improvements	Four to Six Sites (See Project Website)	Recreation	\$420,000	\$0	\$420,000	Parks and Rec working on contracts with two consulting firms who will share the design work
FY21	Coleman House Senior Housing Preservation	677 Winchester Street, Newton Highlands	Community Housing	\$4,214,622	\$1,647,117	\$2,567,505	In Progress
FY21	Commonwealth Avenue Carriageway Redesign	Auburndale - Charles River to Lyons Field	Recreation	\$390,000	\$151,844	\$238,156	Approved in October 2020 - Design work in progress
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	Gath Memorial Pool Feasibility Study	256 Albemarle Road Newtonville	Recreation	\$60,000	\$8,000	\$52,000	Project Underway - Bargmann Hendrie + Archetype chosen to complete work.
FY19, FY21	Golda Meir House Senior Housing Expansion (Stanton Avenue)	160 Stanton Ave, Auburndale, MA 02466	Community Housing	\$4,494,857	\$4,045,371	\$449,486	Project underway - Four requisitions to date and have used all funding except 10% retainage
FY21	Grace Episcopal Church Tower Restoration	70-76 Eldredge Street, Newton Corner	Historic Resources	\$1,433,000	\$161,380	\$1,271,620	Scaffolding and building protection elements are in place and beginning interior work - First Requisition made
FY19, FY21	Haywood House Senior Housing Development	Jackson Road (behind 83-127 Kennedy Circle), Newton Corner, MA 02458	Community Housing	\$3,077,900	\$2,761,180	\$316,720	Project Underway - have used all funding except 10% holdback to date
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 to 2022 - contractor unable to get adequate materials to complete custom job
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	\$2,584,958	\$624,092	Two resales - 250 California Street and 74A Webster Place have been processed in the last month
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	\$15,219,426	\$520,574	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 Armory Affordable Housing Development	1135 Washington Street West Newton	Community Housing	\$21,270	\$21,270	\$0	Studies complete - property purchased by City. Final Report needed.
<b>Project Totals</b>				<b>\$35,671,268.00</b>	<b>\$28,904,068.75</b>	<b>\$6,767,199.25</b>	

City of Newton



Ruthanne Fuller,  
Mayor

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Barney S. Heath  
Director

## **Community Preservation Committee**

### **Draft MINUTES**

**February 8, 2022**

The virtual meeting was held online on Tuesday, February 8, 2022, beginning at 7:00 P.M. Community Preservation Committee (CPC) members present included Mark Armstrong, Dan Brody, Eliza Datta, Byron Dunker, Susan Lunin, Robert Maloney, Jennifer Molinsky and Judy Weber. Committee member Martin Smargiassi was not present for 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 7:03 P.M. and introduced the CPC members present at this time.

### **Final Report on NHA Acquisition of the CANDO Properties Project**

Newton Housing Authority (NHA) Executive Director Amy Zarechian and Developer Coordinator Hannah Cross were present for the final report on the NHA's acquisition of the CANDO rental housing portfolio. Ms. Zarechian explained that they were first approached in May 2018 about purchasing the properties. They worked with City staff to develop an acquisition plan for the portfolio which included a grant of \$250,000 from the Village Bank which was matched by \$250,000 from the NHA to build a reserve fund for the properties. With the purchase, the NHA inherited the affordable housing restrictions that came with the properties as well as existing maintenance issues. The properties also had outstanding debt which the NHA paid off with a combination of CDBG funding and \$1.1 million in CPA funding. Ms. Zarechian explained that the sale of the properties also included a new \$650,000 mortgage. The closing was complex due to the number of lenders and deferred financing, all of which needed to give their approval to the project. They also found out that they need a new Fair Housing Plan and lottery agent while working on the sale and were required to hire a third party firm to handle those issues. During the sale process, the NHA also began overseeing the buildings which included installing a new boiler at the Webster Street property and new smoke detectors at other sites.

Ms. Zarechian reviewed other factors which had come up during the transfer of the properties and noted that they had worked closely with Metro West Collaborative Development (MWCD), the former managing entity, and Newton Community Development Foundation (NCDF), the current managers of the properties, to transition the existing residents to their new landlords. She noted that their Resident Services Department had sent out welcome packets to all of the existing tenants with gift cards and information on rent and maintenance issues. Ms. Zarechian explained that their outreach was constrained by Covid but that they had done their best to vary their efforts to get the

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information out as widely as possible. She noted that their Resident Services Department was now working with nine active cases involving these new residents.

Ms. Zarechian explained that the delays in closing on the properties had led to unexpected financial impacts, including the need to pay some property taxes. She noted that they were working to get Section 8 vouchers for these units and that that had required the NHA to set up a new LLC for their contracts with HUD. They had also had to deal with Covid related rental issues and worked with tenants who were receiving funding from the Covid-19 Rental Relief Program, RAFT, and other assistance programs. Ms. Zarechian noted that many of their tenants were still dealing with lost income due to Covid.

The project's biggest budget issues have been the loss of rental income due to Covid and the property taxes. Ms. Zarechian expected that they would be in a stronger financial situation in Fy22 and explained that they were expecting to receive more rental subsidies. She also noted that the CDBG funded rehabilitation work was getting underway on the Cambria Road properties and would be followed by replacing windows on Pearl Street in Nonantum. The NHA was also hiring a fourth social worker to help with family needs as their other social workers were primarily focused on senior issues. Ms. Zarechian thanked the Committee for the funding that helped to move the project forward.

Mr. Brody thought that the NHA had done a great job with the project and noted the amount of additional work required for it to happen. Ms. Weber added that the work had been done during a difficult time. She asked about the relationship between the NHA and NCDF, noting that the NCDF was not staffed for this type of work. Ms. Zarechian answered that the two entities worked well together and that they were relationship partners in the community and that NCDF had done a good job. Ms. Datta thanked Ms. Zarechian for her work on this project and noted that it sounded like a difficult closing. She congratulated the NHA on completing the acquisition of the additional family units and asked if the NHA could allocate more Section 8 funds to these units. Ms. Zarechian explained that they were working on that, and Ms. Datta stated that she was glad to hear that Section 8 funds were part of the plan. Mr. Mahoney moved to accept the final report as presented and consider the project to be closed. Ms. Lunin seconded the motion which was unanimously approved by voice vote.

### **Pre-Proposal Review of West Newton Armory Housing Development**

Metro West Collaborative Development (MWCD) Executive Director Caitlin Madden was present with Taylor Bearden and David Olivieri from Civico Development to present their plans for the redevelopment of the West Newton Armory into forty-three units of affordable housing. Mr. Bearden stated that they had been approached by MWCD to work with them on the project and explained that Civico had been established in 2014 with a focus on missed income housing development. They had completed 250 units since 2015 and had another 250 units of primarily homeowner housing in the pipeline. This project would be their first rental development and they were excited to be working with the MWCD to complete it. They planned to work with Davis Square Architects on the project as they have expertise in affordable and passive house projects.

Ms. Bearden explained that they had worked together with MWCD to submit an RFP on September 30, 2021, for a 100% affordable housing development which was chosen by the City for the site. Their work was generally focused on intergenerational housing which was universally accessible and they had tried to create a proposal that was welcoming to all ages and demographics. Their project would demolish the existing field house and replace it with the new housing units. The existing head house would be restored and used as office/community space with an area set aside for historic exhibits. The project was proposed to have all electric infrastructure with a focus that would blend together the goals of sustainability, historic preservation, and affordable housing. The 43 new units would include 15 affordable at 30% AMI and 28 affordable at 60% AMI. Mr. Bearden reviewed renderings of the new building and the proposed uses for the existing head house. He noted that the main entrance for the new development would be on Armory Street and that most of the parking would be located below ground in the basement of the existing field house. They were currently working on pre-development and permitting which was anticipated to be completed by September 2022. The financing and tax credit phase of the project was expected to continue through March 2025. Construction was expected from 2025-2026 with occupancy by Fall 2026.

Ms. Madden stated that she became MWCD's Executive Director in December 2021 and was excited to be leading the organization through this next chapter. She reviewed the funding details of the project, noting that they were still in the early stages for the budget and that the costs would evolve as the design and permitting moved forward. The receipt of CPA funding would show Department of Housing and Community Development (DHCD) that there was strong local support for the project which would help them with their state funding requests. Ms. Madden noted that the project would piece together a large number of funding sources as the completely affordable project could not support a large permanent mortgage. They were proposing a mix of local and state sources as well as 9% Low-Income Housing Tax Credit (LITEC) funds. She acknowledged that their City funding request was significant and that their project had an ambitious program but noted that MWCD was the City's only existing Community Housing Development Organization (CHODO), which allowed them to access additional CDBG and HOME funding that was set aside specifically for those programs. She added that with the \$5.1 million in local funds, they hoped to leverage almost \$20 million from state and federal sources. The 9% tax credits would also add more tax credit equity to the project than other sources. Ms. Madden noted that they were working over the tax credit questions raised prior to the meeting and thought that the additional tax credit equity could reduce the City's funding request in the future.

Mr. Maloney asked if they planned to submit two proposals for tax credit funding. Ms. Madden explained that it is normal for projects to have to apply twice for funding as they are usually turned down the first time. She added that new options or additional funding rounds are possible but that their proposed timeline was more typical for the process. Mr. Mahoney asked what happens if they do not get all the funding that they were expecting since they would be applying for CPA funding early in the process before they knew what else they might be getting. Ms. Madden stated that the State would expect a local commitment of funds when they submitted their funding application. In the meantime, they would be ramping up their pre-development costs and would have the option of requesting a pre-development loan from the Community Economic Development Assistance Corporation (CEDAC). She added that they would take funding as soon as it was made available. Mr. Maloney asked if they would need to have a full set of construction documents before the project

was approved for tax credits. Ms. Madden stated that DHCD would expect a 70% design set and that they would also be continuing to work on the plans through the permitting process.

Mr. Brody asked that when the applicants come back with their full proposal, that they include a breakdown of what they were requesting for pre-development funding and what would be used later, including milestones for when the funding would be released. Ms. Madden stated that they would tie the funding into the project milestones in the full proposal.

Ms. Weber asked who would be the owner of the project. Ms. Madden explained that the City owned the land and would be leasing the property to the MWCD for the new building. They did not anticipate that Civico would be a party to the lease. Ms. Weber asked what the MWCD's contribution would be to the project. She noted that there was no funding listed under sources and uses in the pre-proposal from either Civico or the MWCD. Ms. Madden stated that the MWCD did not usually contribute funds to their projects but that they were working with the City and State to organize the funding. Mr. Bearden stated that this was not unusual for this type of project structure which had funding coming from Tax Credit equity. He noted that the MWCD would be a long term office holder in the building and would be leasing and paying into the finished structure. He also noted that while the MWCD sounded like they were the property owner, in reality they were beholden to many parties for the overall funding of the project. Ms. Weber noted that other organizations that had requested community housing funds from the CPC have also contributed in some way to its funding. She asked if the MWCD would have any skin in the game. Ms. Madden stated that they would make a point of addressing this issue in their full proposal and would note their contributions to the project over and above the financing. Mr. Bearden asked if some applicants included a deferred developer's fee. Ms. Weber answered yes, that this was a common source of applicant funding.

Ms. Molinsky stated that she was excited to see a project for all ages housing. She stated that in the full proposal, she would like to hear about their programs, resident services, the model for tenant support, and more generally on their plans for the site. Mr. Bearden noted that those questions have come up and offered to circulate the document requested by the Mayor about their services and explained how MWCD would interface with the property management company to allow for more opportunities. Mr. Maloney asked how the property management company would be. Ms. Madden answered that they would be working with Maloney Properties, a third party professional management firm which had a lot of experience managing affordable housing developments. They were planning to have a dedicated staff person assisting residents 15 hours per week and were building out a new resident services plan for the property. They wanted to meet their residents where they were and planned to tailor the program to meet the needs of their residents. Ms. Weber thought that 15 hours was a modest amount and asked the applicants to include examples of how these programs worked at other properties to help to explain their approach.

Ms. Datta stated that she was familiar with the proposal as she had taken part in the selection committee for the RFP. She stated that both the proposed timing and DHCD process tracked with her experiences in development. She thought that a significant local contribution would help to set their state funding application apart and move it more quickly through the process. She added that it was unusual for a project not to be funded once applicants had been invited into the process but that it was a balancing act to coordinate all of the reviews and approvals in the process. Ms. Datta stated that she was glad to hear that they were considering the 4% tax credit scenario as well and note that

they were early in the process and still uncertain about the construction costs of the project. She thought that the 4% tax credits could give them more benefits on the credit side in the future as they would grow with the project costs while the 9% tax credits were fixed.

Mr. Brody asked for more information on the projects plans for solar. Mr. Bearden stated that they were working with Lambert Sustainability to evaluate the future installation but that it was still relatively early in that process. He stated that they were committee to making the project as sustainable as possible. They did not have a roof plan yet but had the team assembled to explore the question when ready. Ms. Madden added that they had included a schematic roof plan in the RFP which proposed to cover more of the roof with the exception of the head house. She noted that as they explored the issue in more depth, they might be able to use the head house as well with the right panels. Mr. Brody questioned why they were not planning to wire the entire garage for electric vehicle charging. Mr. Bearden stated that they had used the City's requirements as a starting point for their proposal but that conceptually, they were in 100% agreement with adding more capacity to the garage. Their challenge now was to work this into the construction costs for the project and they would be able to address this question further when they were farther into the project. Mr. Brody stated that he had read that Eversource had assistance options and suggested that they look into those. Ms. Molinsky moved to invite the applicants to submit a full proposal that takes into account the issues discussed over the course of the meeting. Mr. Maloney seconded the motion which passed by unanimous voice vote.

## **OTHER BUSINESS**

### **Review of Revised Program Logo**

Ms. Kritzer explained that the Newton North Graphic Design program had submitted a draft for a new logo for the program which was included in the meeting packets. A copy of the design was shown at this time as well. Mr. Armstrong thought that the new design was clear and noted that it hit the three main funding categories. Ms. Lunin thought that the design should include color and suggested using green and white. Other members thought that the fourth category, Recreation, should also be noted and asked that the next draft include four elements.

Members expressed confusion as to which building represented housing and which represented an historic resource. Members discussed how these could be altered to better represent each category. It was suggested that the housing element be a multi family house, which was more typical for affordable housing than a single large building. For the historic resource image, it was suggested that the simple image have columns or other historic elements added to it. The Jackson Homestead was also suggested as a model. Ms. Molinsky suggested that the images include people to give the pictures more life. Mr. Armstrong stated that he would be happy to work with staff and the students to revise the proposed design. Further discussion was continued to a future meeting.

### **Review of Current Finances**

Ms. Kritzer reviewed the updates to the At A Glance report which came from the additional funding distribution that the CPA program would be receiving from the State CPA Trust Fund. The additional

funding would add \$164,162 to the City's upcoming funding distribution and raise the overall match to 43.8%.

### **Review of Draft FY23 Budget**

A draft of the FY23 CPA program budget had been included in the meeting packet for members to review. Ms. Kritzer explained that the budget did not need to be approved until the CPC's March meeting and that while most of the expenses were fixed, the CPC did have discretion to alter the administrative line items. Members briefly reviewed the anticipated revenue and proposed expenses.

Ms. Kritzer noted that the CPC might want to keep some funding available for developing activities or materials to celebrate the CPA program's 20<sup>th</sup> anniversary this year. Members brainstormed on possible activities that the CPC could partner with, including reaching out to the City's Pride events to see if there were any opportunities available through that program. Members thought that a map of the CPA projects could be useful and Ms. Kritzer explained about the work underway to complete an interactive map of all the CPA projects completed by the program. Members suggested that the CPC get the new map mentioned in the Mayor's weekly newsletter to raise awareness of the program. Mr. Dunker suggested that the CPC could also partner with the Opening Day festivities at the Newton Highlands playground and fields since CPA funding was a big part of that project. Members agreed to consider thinking of other opportunities to celebrate the CPA program over the course of the year.

### **Approval of January 11 Minutes**

Members had reviewed the draft minutes prior to the meeting. Ms. Weber moved to approve the draft minutes for the January 11 meeting as submitted. Ms. Lunin seconded the motion which passed by unanimous voice vote.

### **Designate Member for February Minute Review**

Mr. Maloney volunteered to review the draft minutes for the February 8 meeting.

### **Other**

Ms. Weber stated that she had received a notice from the Mayor's Office that her appointment to the new Affordable Housing Trust was in progress.

Mr. Armstrong moved to adjourn. Mr. Brody seconded the motion which passed by unanimous voice vote. The meeting was adjourned at 8:34 P.M.