



COMMUNITY PRESERVATION COMMITTEE AGENDA

January 10, 2023 at 7:00 P.M.

Ruthanne Fuller
Mayor

Barney S. Heath
Director of Planning and
Development

COMMUNITY PRESERVATION COMMITTEE

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

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

To view and participate in this virtual meeting on your phone, download the “Zoom Cloud Meetings” app in any app store or at www.zoom.us. At the above date and time, click on “Join a Meeting” and enter the following Meeting ID: **88583583144**

To join this meeting on your computer, go to:

<https://us02web.zoom.us/j/88583583144>

One tap mobile: +13017158592,,88583583144#

At the start of the meeting, CPC members will designate a member to be responsible for reviewing the draft minutes for this meeting.

- 1) Discussion on ideas and plans for CPA Program Outreach and Workshop
- 2) Review of draft Project Worksheet
- 3) Review of Existing and Potential Future Projects
- 4) Review of Current Finances
- 5) Approval of December 13 Minutes
- 6) Other

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

The location of this meeting/event is wheelchair accessible and Reasonable Accommodations will be provided to persons with disabilities who require assistance. If you need a Reasonable Accommodation, please contact the city of Newton’s ADA/Section 504 Coordinator, Jini Fairley, at least two business days in advance (2 weeks for ASL or CART) of the meeting/event: jfairley@newtonma.gov or (617) 796-1253. The city’s TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.



Meeting Materials for January 13, 2023

Proposals and Project Reviews

No news on this front since last month and no new submittals for this meeting. It's still looking likely that either or both Gath Pool and Albemarle Field will be submitted for the February meeting. The Warren House project looks like it will need more time and I am expecting to have those materials for March.

OTHER BUSINESS

- 1) Discussion on ideas and plans for CPA Program Outreach and Workshop – Nevena Pilipovic-Wengler attended last month's meeting and explained her approach and ideas for a future workshop and information session on the CPA program. I wanted to use some time at this meeting to build on that discussion by going over processes and materials and hopefully setting some dates. Although Nevena is no longer with the City, the department is interviewing potential new community engagement planners now and I am hoping that we will soon have someone new on board that we can work on this with.
- 2) Review of Draft Project Worksheet – This was also discussed at the last meeting. The idea is to develop a spreadsheet that potential applicants can easily use to evaluate whether their project idea can be funded and what materials they would need to put together for a full application. I am working on drafts of this document now and if I have anything ready before the meeting I will send that out ahead of time.
- 3) Review of Existing and Potential Future Projects – The updated spreadsheet on current projects, dated 1/6/23 is included in this packet. I've also included the Future Projects list from December as there are no further changes at this time.
- 4) Review of Current Finances – Attached is the most recently updated version of the Finances at a Glance document. This month we have received the final numbers from the State on our funding match with the additional funding from the \$20 million that was added at the last minute from surplus funds. Newton received an additional \$314,006 which brings our FY23 match up to \$1,475,569, or 38.5%.
- 5) Approval of December 13 Minutes – The draft minutes are attached for review.
- 6) Other - Just in case.

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

Fiscal Year	Project Title	Address	Funding Category	CPA Funding Appropriated	Total Expended to Date	CPA Funds Remaining	Notes on Progress
FY22	Athletic Fields Improvements	Four to Six Sites (See Project Website)	Recreation	\$420,000	\$134,962	\$285,038	Work in progress - Parks and Rec working 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	\$3,793,160	\$421,462	Work in progress - Funding expended up to 10% hold back
FY21, FY23	Commonwealth Avenue Carriageway Redesign	Auburndale - Charles River to Lyons Field	Recreation	\$523,002	\$370,850	\$152,152	Design work in progress - Addnl Funding approved Aug 8
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	\$58,700	\$1,300	Project Underway - Bargmann Hendrie + Archetype chosen to complete work.
FY23	Gath Memorial Pool Enhancements - Phase II	256 Albemarle Road Newtonville	Recreation	\$486,500	\$0	\$486,500	Bargmann Hendrie + Archetype will complete once Phase I finalized
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	\$1,022,254	\$410,746	Work wrapped up for the winter. Anticipated completion Spring 2023. Preservation Restriction drafted and sent to applicant for review.
FY19, FY21	Haywood House Senior Housing Development	Jackson Road (behind 83-127 Kennedy Circle), Newton Corner, MA 02458	Community Housing	\$3,077,900	\$2,769,910	\$307,990	Project 25% complete - have used all funding except 10% holdback to date
Multiple	HISTORIC BURYING GROUNDS 3, East Parish Burying Ground	Newton Corner, MA 02458	Historic Resources	\$208,700	\$164,454	\$44,246	Retaining wall work complete, replacement fencing in progress
FY23	Jackson Homestead Basement Rehabilitation, Phase I	537 Washington Street, -2458	Historic Resources	\$75,000	\$0	\$75,000	City Council approved funding Oct. 3, 2022.
FY21	Jackson Homestead Fence Replacement	537 Washington Street, -2458	Historic Resources	\$28,990	\$2,200	\$26,790	Project originally delayed to 2022 - now working with new vendor and waiting for new proposal
FY22	Levingston Cove Improvements Project	Crystal Lake, Lake Avenue, Newton Highlands	Open Space/Recreation	\$1,440,344	\$0	\$1,440,344	Groundbreaking scheduled held on 12/13/22. Work underway
FY22	New Art Center/Church of the Open Word Restoration	19 Highland Avenue, Newtonville	Historic Resources	\$94,600	\$0	\$94,600	12/13 - Assessment and building plans nearly complete, have been meeting with funding source and Councilors to discuss potential project details
FY23	Newton Affordable Housing Trust	Various	Community Housing	\$1,948,056	\$0	\$1,948,056	Trust waiting for future applications.
FY22	Newton Architectural Survey, 1940-1972	Various	Historic Resources	\$17,500	\$0	\$17,500	Phase I completed 1/6/23.
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 sent to MHC for final signatures
FY22	Newton Community Farm	303 Nahanton Street, Oak Hill	Historic Resources	\$88,554	\$0	\$88,554	First Request for Pmt received 1/6/23 - Water Infiltration and HVAC work complete. The Kitchen Ceiling and Water Heater have been determined to be fine. Only things left to do is electrical upgrade work.
FY20	NEWTON CONSERVATORS, Conservation Restrictions (Kesseler 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	In Progress
FY22	Nonantum Village Senior Housing Preservation	241 Watertown Street	Community Housing	\$500,000	\$246,290	\$253,710	Roof work complete, HVAC equipment purchased
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	10/4/22 - Working with MassDOT to coordinate design/build contract with upcoming work on I90 and would like to use CPA funding to integrate this project into the larger construction work. Anticipate requesting a time extension for this 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.
FY22	West Newton Armory Affordable Housing Development	1135 Washington Street	Community Housing	\$3,000,000	\$0	\$3,000,000	City Council approved funding July 11, 2022. Grant Agreement under review by applicant.
Project Totals				\$41,545,675.00	\$30,695,675.79	\$10,849,999.22	

August 2022 Potential Future Project List

Potential Project Name	Applicant	Potential Funding Request	Category	Description	Timeline	Other
Adams Street Shul	Adams Street Shul	\$10,000 (or less)	Historic Resources	Restoration of Historic Front Doors, possible masonry work	TBD	Initial discussion Aug. 2022
Albemarle Park Renovations	Parks, Recreation and Culture	\$5 million	Recreation	Reconfigure and Rehabilitate all fields including pathways based on study currently underway	Fall 2023	Rough Estimate of \$7 million for all four parks projects
Brown and Oak Hill Fields Restoration	Parks, Recreation and Culture	\$500,000	Recreation	Restore/Rehabitate/Reconfigure based on study currently underway	TBD	Rough Estimate of \$7 million for all four parks projects
Burr School Fields Restoration	Parks, Recreation and Culture	\$500,000	Recreation	Restore/Rehabitate/Reconfigure based on study currently underway	TBD	Rough Estimate of \$7 million for all four parks projects
Dudley Road Estate	?	TBD	Open Space/ Recreation/ Community Housing	Purchase of land for conservation and recreation and/or funding for additional affordable housing units	TBD	Could be requested for City's contribution to a larger development project with City partner.
First Baptist Church Bell Tower Restoration	First Baptist Church, Newton Center	TBD - initial discussion anticipated work to be in millions	Historic Resources	Restoration of badly deteriorated bell tower	TBD	Emergency work already underway to prevent tower's collapse. Study in progress to develop plan and estimates for restoration
Gath Pool Construction	Parks, Recreation and Culture, Public Buildings	\$5 million	Recreation	Potential future request for funding to implement results of current Gath Pool Feasibility Plan including replacement, restoration, and/or repair	Fall 2023	Holding \$6 million in budget with \$1 million anticipated from other City sources
Jackson Homestead Basement Restoration/ Rehabilitation	City of Newton, Historic Newton	TBD	Historic Resources	Construction funding for work to remediate water and humidity issues, address accessibility, preserve historic artifacts	TBD	Funding and timing information will be available following completion of current study
McGrath Park Restoration	Parks, Recreation and Culture	\$600,000	Recreation	Restore/Rehabitate/Reconfigure based on study currently underway	TBD	Rough Estimate of \$7 million for all four parks projects
Municipal Historic Structure Building Envelope Study	Public Buildings	\$100,000	Historic Resources	Funding to review and assess building envelope on up to 15 city owned historic structures	TBD	Invitation issued for full proposal Oct. 2021 - Project on hold
Pellegrini Field House Restoration	Public Buildings	TBD	Historic Resources	Funding to restore exterior of existing Fieldhouse at Pellegrini Playground	TBD	
Warren House Exterior Restoration and Preservation	Newton Community Development Foundation	\$1 million - \$3 million	Historic Resources	Exterior masonry work and window repair/replacement on former middle school building. Property has a preservation restriction given to the City for prior CPA funded work	2023-2024	Property is going through refinancing process which will impact timing of the work.
Estimated Funding Requests At This Time: \$13,000,000 - \$16,000,000						
New Trail	Conservation Committee	TBD	Open Space/ Recreation	Create Trail from Harwich Road to Lagrange		City has some funding but not anticipated to be enough for boardwalk and bridge needed in area
Newton Highlands Women's Club Building	Newton Highlands Women's Club	\$60,000	Historic Resources	Restoration work on existing historic building	?	Initial email conversations with Alice in 2019, me in 2020 - no specifications on work to be done as of March 2020
Norumbega Conservation Area	Conservation Committee	TBD	Open Space/ Recreation	Convert the main oval path at Norumbega Conservation Area and the path at the Upper Falls Riverwalk Conservagtion Area to stone dust or crushed stone for accessibility		
Potential Accessible Affordable Housing Project	55 Chinian Path	?	Community Housing	Purchase existing property and construct fully accessible affordable group home.	Unknown	ca. 1940s House currently used as affordable group home. CT organization contacted City interested in purchasing and redeveloping site
Historic Properties Grant Program	TBD		Historic Resources	Grant Fund to pay for difference between repairs and historically correct rehabilitations/repairs on eligible properties		Cambridge has similar program - others?
Small Scale Affordable Housing Projects	TBD	\$300,000	Community Housing	Funding to restore, rehab, and/or preserve existing affordable housing units in Newton		Funding to restore, rehab, and/or preserve existing affordable housing units in Newton
Affordable Housing Plan	Affordable Housing Trust	TBD	Community Housing	Community Affordable Housing Plan to assist new Affordable Housing Trust on determining needs of community, potential uses for Trust funds		
Upper Falls Greenway	Conservation Committee	TBD	Open Space/ Recreation	Install steps between the Upper Falls Greenway to conservation land in south and Braceland Park in north	?	

City of Newton Community Preservation Committee

Finances At a Glance

As of January 4, 2023

Fiscal Year 2023

Revenue

Beginning balance	6,309,217
Local CPA surcharge	3,922,024
State match	
Budget for this FY	771,569
Additional from prior FY	714,416
Total Available Resources	11,717,226

Expenses

Bond repayment obligations	694,353
New funding authorizations	2,642,558
Administrative costs	179,376
Total Expenses	3,516,287

Current Fund Balance 8,200,939

Fiscal Year 2024

Revenue

Beginning balance	8,200,939
Local CPA surcharge	4,069,100
State match	
Budget for this FY	784,405
Additional from prior FY	703,910
Total Available Resources	13,758,354

Expenses

Bond repayment obligations	694,853
New funding authorizations	-
Administrative costs	179,376
Total Expenses	874,229

Projected Fund Balance 12,884,125

Spending Compared to Program Area Targets

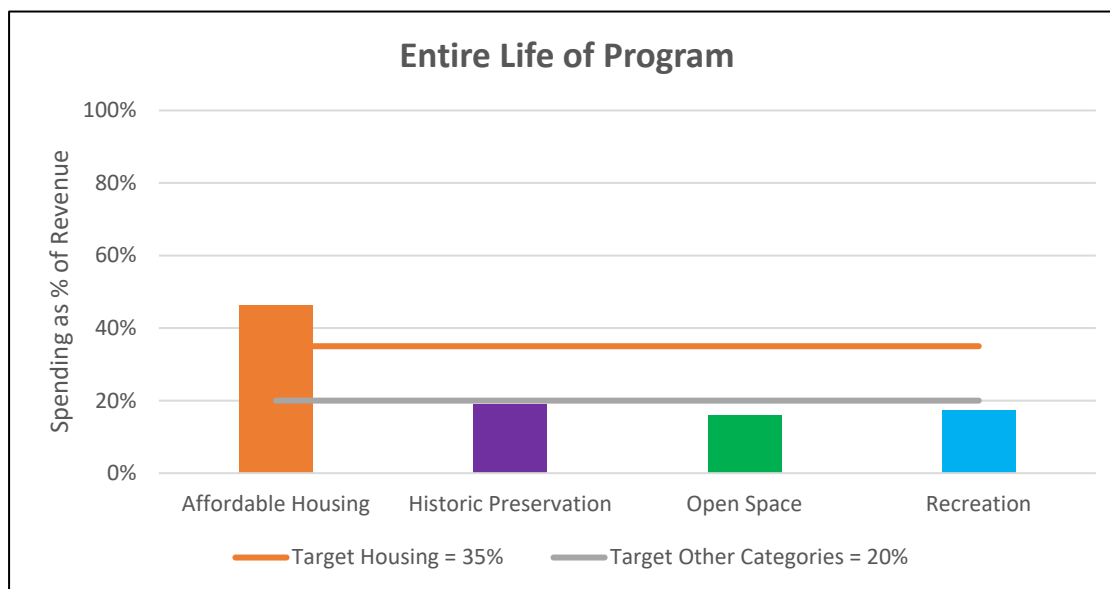
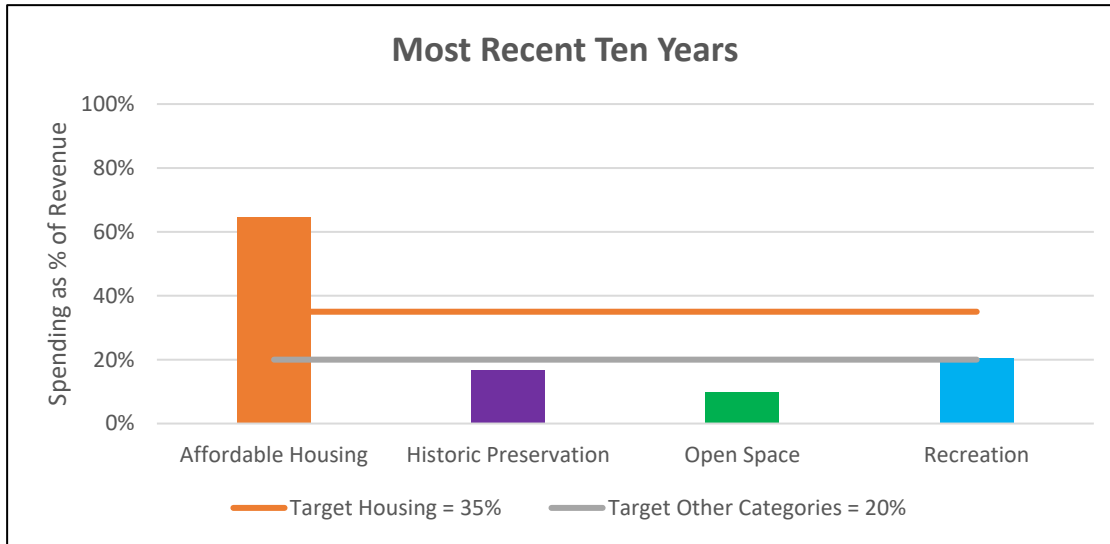
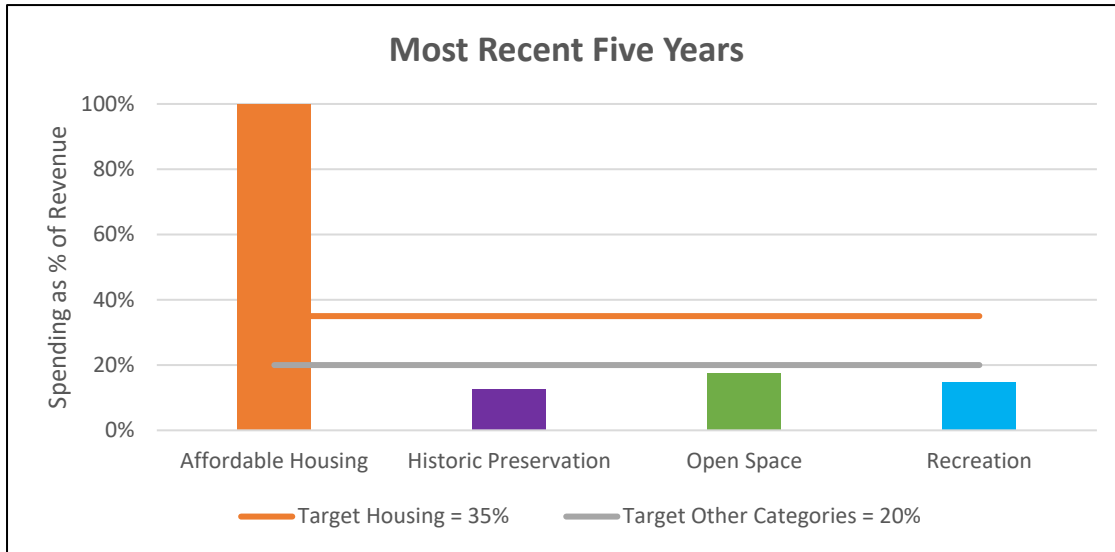
Comparisons Based on % of Current Revenue

As of January 4, 2023

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

	Program Area					Total Spending	Total Current Revenue
	Affordable Housing	Historic Preservation	Open Space	Recreation	Administration		
Most Recent Five Years							
Spending	21,085,829	2,354,528	3,235,723	2,714,277	713,752	30,104,109	18,434,168
% of Total Current Revenue	114%	13%	18%	15%	4%		163%
Target %	35%	20%	20%	20%	5%		100%
Percentage Point Difference Between Actual and Target	79%	-7%	-2%	-5%	-1%		
Most Recent Ten Years							
Spending	24,134,232	6,291,367	3,744,223	7,703,774	1,311,299	43,184,895	37,398,625
% of Total Current Revenue	65%	17%	10%	21%	4%		115%
Target %	35%	20%	20%	20%	5%		100%
Percentage Point Difference Between Actual and Target	30%	-3%	-10%	1%	-1%		
Entire Life of Program							
Spending	35,979,883	14,760,781	12,347,601	13,378,019	2,476,518	78,942,802	77,536,558
% of Total Current Revenue	46%	19%	16%	17%	3%		102%
Target %	35%	20%	20%	20%	5%		100%
Percentage Point Difference Between Actual and Target	11%	-1%	-4%	-3%	-2%		

Spending as % of Program Revenue, Compared to Guidelines



Spending Compared to Program Area Targets

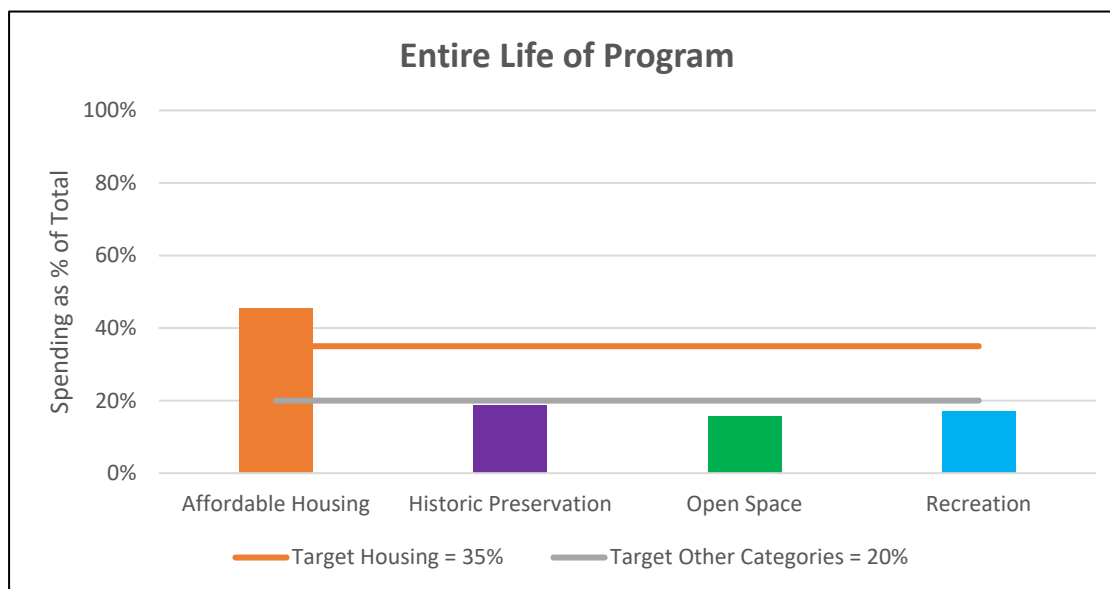
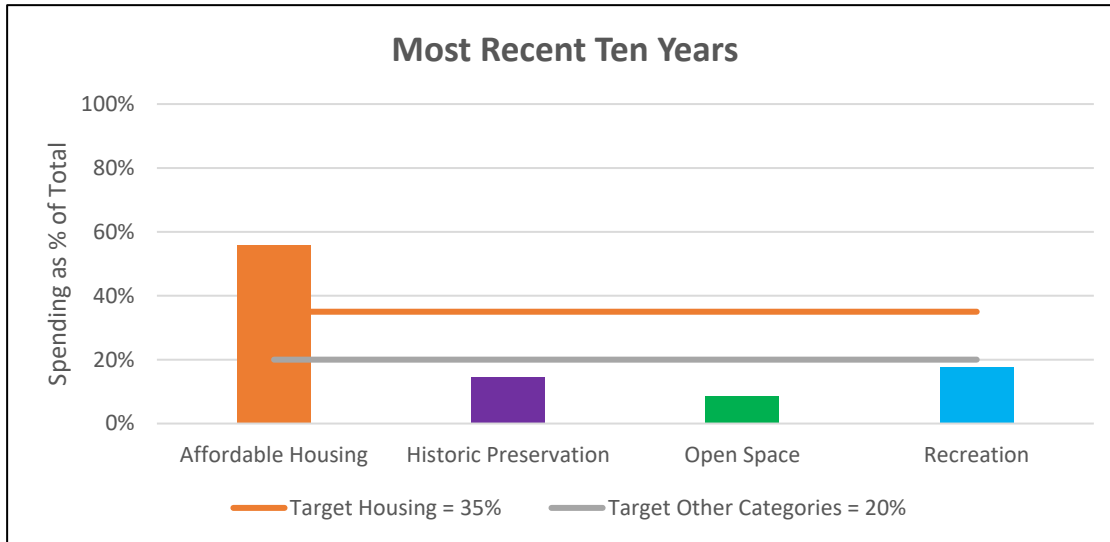
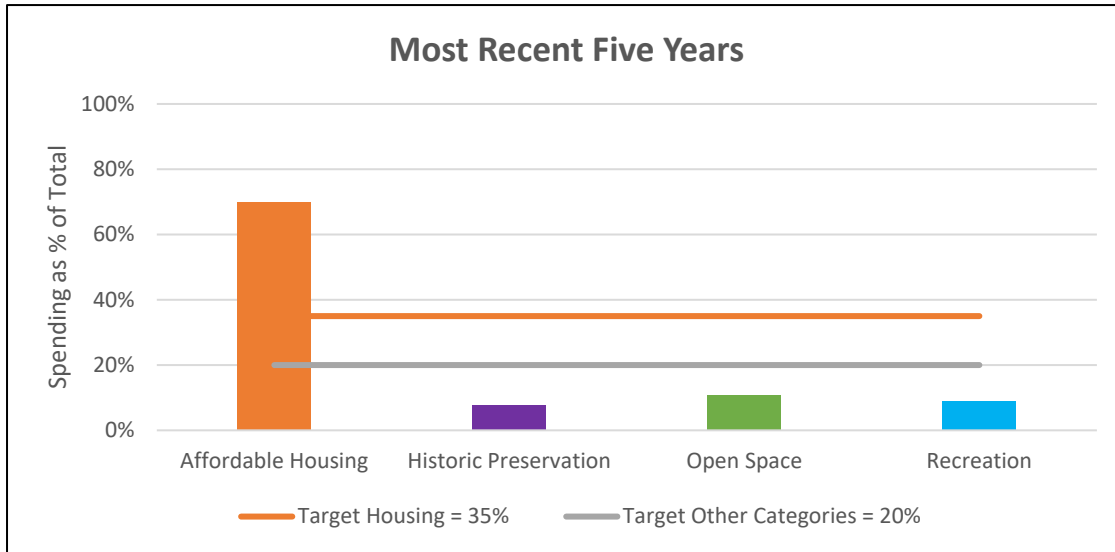
Comparisons Based on % of Current Spending

As of January 4, 2023

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

	Program Area					Total Spending
	Affordable Housing	Historic Preservation	Open Space	Recreation	Administration	
Most Recent Five Years						
Spending	21,085,829	2,354,528	3,235,723	2,714,277	713,752	30,104,109
% of Total	70%	8%	11%	9%	2%	100%
Target %	35%	20%	20%	20%	5%	100%
Percentage Point Difference Between Actual and Target	35%	-12%	-9%	-11%	-3%	
Most Recent Ten Years						
Spending	24,134,232	6,291,367	3,744,223	7,703,774	1,311,299	43,184,895
% of Total	56%	15%	9%	18%	3%	100%
Target %	35%	20%	20%	20%	5%	100%
Percentage Point Difference Between Actual and Target	21%	-5%	-11%	-2%	-2%	
Entire Life of Program						
Spending	35,979,883	14,760,781	12,347,601	13,378,019	2,476,518	78,942,802
% of Total	46%	19%	16%	17%	3%	100%
Target %	35%	20%	20%	20%	5%	100%
Percentage Point Difference Between Actual and Target	11%	-1%	-4%	-3%	-2%	

Spending as % of Annual Spending, 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
2024	Administration							179,376	179,376	Approved
2024	Webster Woods		Debt			694,853			694,853	Approved
2023	Administration							179,376	179,376	Approved
2023	Webster Woods		Debt			694,353			694,353	Approved
2023	Newton Affordable Housing Trust Fund			1,948,056					1,948,056	Approved
2023	Jackson Homestead Basement Rehabilitation	Phase I			75,000				75,000	Approved
2023	Gath Pool Enhancements	Phase II - Design and Construction Documents					486,500		486,500	Approved
2023	Commonwealth Ave Carriageway Redesign	Additional Funding to Complete Final Design					133,002		133,002	Approved
2022	Administration							131,298	131,298	Actual admin
2022	West Newton Armory Affordable Housing	Construction of 43 Affordable Housing Units		3,000,000					3,000,000	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	New Art Center/Church of the Open Word Restoration	Feasibility and Design			94,600				94,600	Approved
2022	Newton Architectural Survey 1940-1972	140 Inventory Forms			17,500				17,500	Approved
2022	Newton Community (Angino) Farm Farmhouse Rehabilitation and Restoration Project				88,554				88,554	Approved
2021	Administration							125,572	125,572	Actual admin
2021	Coleman House Preservation			4,214,622					4,214,622	Approved
2021	Commonwealth Ave Carriageway	Initial Funding for Redesign					390,000		390,000	Approved
2021	COVID-19 Emergency Housing Assistance	Phase 2		724,124					724,124	Approved
2021	Durant-Kenrick Homestead	4 Gutter and Window Repair			16,884				16,884	Approved
2021	Gath Pool Enhancements	Design study					60,000		60,000	Approved
2021	Golda Meir House Expansion			1,244,857					1,244,857	Approved
2021	Grace Church Tower Restoration	Stone tower stabilization and restoration			991,245				991,245	Approved
2021	Haywood House Senior Living			77,900					77,900	Approved
2021	Jackson Homestead Museum	Fence Replacement			28,990				28,990	Approved
2021	Webster Woods		Debt			697,699			697,699	Approved
2021	West Newton Armory Affordable Housing			21,270					21,270	Approved
2020	Administration							145,932	145,932	Actual admin
2020	COVID-19 Emergency Housing Assistance	Phase 1		2,000,000					2,000,000	Approved
2020	Kessler Woods	Newton Conservators CR oversight				15,000			15,000	Approved
2020	Newton Housing Authority Acquisition of CAN-DO Portfolio			1,105,000					1,105,000	Approved
2020	Pigeon Hill Trail	Trail design					50,000		50,000	Approved
2020	Webster Woods	Professional services				740,000			740,000	Approved



Ruthanne Fuller,
Mayor

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

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

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

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

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

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

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

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

The CPA legislation allows funding to be used for projects in Community Housing, Historic Resources, Open Space, and Recreation. It also requires communities to spend at least 10% of each year's new funds on each of three of those categories – Community Housing, Historic Resources, and Open Space. Funds may be allocated in the year they are received or retained for future projects. Unless exceptional needs require otherwise, Newton's CPC aims to end each year with approximately one year's worth of funds (currently about \$4.5 million) in reserve so that the program can respond quickly to unanticipated future opportunities. Unusually expensive projects, such as land acquisition or major capital

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

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

Newton's allocation targets for CPA funding in each eligible project category are intended to be flexible guidelines, not rigid quotas. These targets reflect Newton's past funding patterns, available information about possible future proposals, and feedback on the City's priorities received through community surveys and public hearings.

Newton CPA Allocation Targets: Balancing Funds Across Resources	
Community Housing (statutory minimum 10%)	35%
Historic Resources (statutory minimum 10%)	20%
Open Space (statutory minimum 10%)	20%
Recreation	20%
CPA Program Administration	5%

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.

City of Newton



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Barney S. Heath
Director

Community Preservation Committee

DRAFT MINUTES

December 13, 2022

The virtual meeting was held online on Tuesday, December 13, 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, Martin Smargiassi, and Judy Weber. Community Preservation Program Manager Lara Kritzer was also present and served as recorder.

Chair Jennifer Molinsky opened the Community Preservation Committee's public meeting and introduced the CPC members present at this time.

Discussion on ideas and plans for CPA Program Outreach and Workshop

Ms. Molinsky introduced the City's Community Planner Engagement Specialist Nevena Pilipovic-Wengler to the Committee and explained that she was here to discuss community engagement. Ms. Pilipovic-Wengler explained that she had talked with Ms. Kritzer about developing outreach opportunities for the Community Preservation Program and gave a brief presentation on her suggested process for that work. She explained that she often used a "POP" format in brainstorming which looked at the Purpose, Outcome, and Process for the outreach project. In this case, the Purpose was defined as wanting to make the program more widely known, increasing the diversity of its applicants, and developing an equity oriented process. She then reviewed the anticipated outcomes of receiving more diverse applications, having more diverse applicants, and funding more of these types of projects. She explained that they would mostly be discussing the process that leads to these outcomes and suggested that they take a relational, workshop approach to assisting new applicants in applying for funding.

Ms. Pilipovic-Wengler noted that the CPC's general outreach approaches included newsletters and updates. She proposed that the Committee consider a more relational, web-like approach and emphasized connections between groups and individuals to reach out to new potential applicants. She also thought that it was always helpful to have a public information session as part of the process and reviewed a list of potential City groups that could be included in the process.

Ms. Pilipovic-Wengler next went on to discuss how to foster empowerment by creating a space for brainstorming and connecting with different resources. She pointed to the City of Austin's Neighborhood Partnering Program as a good example of how to empower new groups to take advantage of City resources. She explained that the Austin program funded smaller projects

website www.newtonma.gov/cpa

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throughout the community and paired professionals with neighborhood advocates to develop and implement projects. She noted that the program often held site visits and meetings on site to consider ideas in the space that they were planning for.

She explained how the workshop could use sticky note brainstorming and work to connect applicants with resources in the community. She suggested that the CPC create a feasibility worksheet as a way to help applicants work through questions that need to be addressed for the application. Ms. Datta asked for more information on what would be included on the feasibility worksheet. Ms. Kritzer and Ms. Pilipovic-Wengler reviewed their ideas for the sheet and noted that it could also include information on what City staff should be contacted for municipal site projects and options for working with staff to complete projects. Ms. Pilipovic-Wengler suggested that the Committee consider asset mapping to show where projects were located and City resources were available. She also suggested that the Committee include questions that asked applicants to who they would need to talk to for permission to do projects on City properties, the depth of their projects impact on the City, and the labor needed to complete it. She saw the feasibility worksheet as a way to help applicants formulate the project and consider all of the elements that might need to be involved. She also suggested that the Committee share a sample of asset mapping to evaluate where there were resources and gaps. Ms. Pilipovic-Wengler also suggested an “account buddy” system where successful former funding recipients could partner with new applicants to help them through the process. It was noted that staff would also need to be part of this process to help identify resources and facilitate connections between the community and other departments.

A question was raised as to how the CPC might define diversity and equity. Ms. Pilipovic-Wengler encouraged the Committee to consider this question as it would help them in collecting data and defining their role in the application process.

Ms. Kritzer reviewed the potential timeline for the project. She suggested holding a further discussion on this project at the CPC’s January meeting followed by community outreach work in January and February. In either late February or early March, the CPC would hold the public information session with the workshop to be done in early/mid-April. Ideally, this could become an annual or bi-annual process with information sessions and workshops in the spring and fall. Ms. Pilipovic-Wengler also noted that the CPC could test drive a workshop with a smaller group of the CPC itself.

Ms. Molinsky thanked Ms. Pilipovic-Wengler for her work and noted that there was a lot here for the Committee to consider. She thought that the Committee should consider their funding goals beyond the ones expressed here and that it would be good to create more awareness in the community on how the CPA program worked. She was also curious as to what smaller projects might look like. Ms. Lunin suggested that there were small potential projects at Webster Woods such as path work, trail marking and other general improvements.

Ms. Datta thought that the proposal was exciting and that it could be fun to work to get the word out about the CPA program. She noted that they could also support more feasibility studies which were often steppingstones for larger projects and noted that some ideas needed a little help to get underway. Mr. Dunker noted that many of the projects that the CPC saw needed permission from the City to get underway and asked how early in the process that would be needed. Ms. Weber noted that in her experience, CPA funding was often the gap funder for larger projects. She asked if

staff had any ideas on who else might be interested in coming in for funding and whether there were any large projects out there that might be coming in. Ms. Weber also raised a question about the sizing of projects and whether it was more advantageous for applicants to come in with larger or more fully developed proposals. Members agreed that the program should be open and invite applicants to come in to discuss ideas at any stage. Members also discussed whether the sizing of a project was outside of the scope of what they wanted to do.

Ms. Pilipovic-Wengler noted that the Neighborhood Partnering Program had a maximum amount that they would provide to projects out of their annual budget but not a minimum amount. She added that the program had also had a strong emphasis on pro-bono work and helped applicants to price out their proposal and/or find the right connections to discover that information as part of their regular work. She asked if there were types of projects that the CPC would say no too. Ms. Weber was not sure whether the Committee would say no without reviewing a project but noted that projects did need to meet the funding requirements for the CPA program. Ms. Molinsky asked if Historic Resource projects were more commonly smaller in scale. Mr. Armstrong answered that this had been true in the past and noted that the Auburn Street project had included some Historic Resource funds to preserve the original house as part of the large affordable housing development.

Ms. Armstrong noted that with more and better marketing, the program could become more equitable as the more individuals knew about the program, the more they could utilize it. He thought that they had leverage to expand the types of projects funded through the CPA.

Alice Ingerson noted that in 2007, the CPC had been warned to not fund PTOs directly when they came in to do improvements on area schoolyards. She noted that the PTO was not always aware of other City projects and that this had created some conflicts in the past when a City department said that a project was alright to do then would not support it when it came up for funding. She encouraged the CPC to make sure that projects did not get bogged down in these types of disputes and noted that there were more small projects completed in the program's early days.

Ms. Molinsky noted that they wanted to encourage equity and diversity and thought that this could be something that the Committee would want to consider. She also noted that there were several large projects anticipated to come in and wondered if they should consider extending their criteria to look out how projects are reaching out to populations and areas that have not been considered in the past. Ms. Weber thought that they might need help in identifying appropriate types of projects and suggested that they create a template for the types of projects that they wanted to see so that they could avoid having people apply for projects that the CPC did not want to fund.

Ms. Pilipovic-Wengler agreed that the CPC needed to consider these questions as well as the gray areas in CPA funding. To Mr. Dunker's point, she thought that some applicants might not reach out because they did not know who to call and that it was essential to build connections in the community if they wanted to expand the CPA program's reach. Ms. Molinsky agreed and stated that she was excited to help out with the future information sessions.

Review of Existing and Potential Future Projects

Ms. Kritzer reviewed the Active Funded Projects Current Status report with members at this time, noting their completion status and the amount of funding used to date. In discussing the current status of the Athletic Field and Gath Pool projects, it was noted that both projects were winding down and that new applicants were anticipated for construction funds in the next few weeks. Mr. Dunker asked if the Committee would prefer to have the two projects submitted as one overall proposal or two separate ones. Mr. Armstrong thought that the projects should be submitted as separate proposals. Ms. Datta agreed but thought that they should be submitted at the same time if possible so that the Committee could consider the overall needs for Recreation projects. Members discussed how this could be done, noting that if the projects were at entirely different progress points, then they could be submitted at different times. Mr. Dunker stated that he hoped that the Parks and Recreation Committee would be ready to approve the final pool design in December and noted that the other projects were nearly ready as well. Mr. Brody agreed that the projects should be submitted separately but at the same time if possible. Ms. Molinsky asked whether the CPC could approve one bonding initiative for two separate projects. Mr. Brody asked staff to speak with City's finance and treasury staff to find out what they would advise.

Following the review of current projects, Ms. Kritzer explained that the Newton Community Development Foundation (NCDF) was expected to be submitting an application for Historic Resource funding to preserve and restore the Warren House, a partially affordable development located in the former Warren Junior High School. CPA funding was used to replace the roof and make other repairs in 2010 which had included a preservation restriction over the exterior facades. Members discussed the proposed project questioned why this was not an affordable housing project. Ms. Ingerson spoke about the 2010 project, noting that since only some of the units were affordable, it had made more sense to focus funding on the overall historic building than on the percentage of the units that were affordable.

Update on Dudley Road Estate potential project

Ms. Kritzer explained that the City had been given an opportunity to purchase three parcels of land that extend from Dudley Road to Brandeis Road, adjacent to the Newton South High School. She reviewed the three parcels involved, which include two existing houses and a large undeveloped parcel and total just under 15 acres. The City had issued a Request for Expressions of Interest to find a partner to work with to purchase the parcel and create a development that incorporates open space and affordable housing and sets aside a portion of the land for municipal use. Nine responses were received and were currently being reviewed by the City.

Ms. Lunin thought that this was an excellent opportunity for the City and that it would be disruptive to develop the site. She was strongly in favor of the City and CPC's involvement in the parcel and hoped to see it developed in a manner that provides a greater benefit to the City. She stated that she had read the proposals and thought that they would need to decide the value of the site to the environment and the City. She thought that more creative solutions could be done on this site than a traditional development. Ms. Molinsky noted that the price of the site was based on what the owner was asking for and that the site still needed to be researched and appraised.

Review of Current Finances

Members reviewed the most recent Finances at a Glance document at this time. Ms. Kritzer explained that the report had been updated to include the November fund distribution from the State CPA Trust fund. The City was receiving a 30.3% match of \$1,161,473 which was greater than the 20% match that had originally been budgeted.

Review of Updated Logo Design

The Newton North High School Graphic Design students had provided an updated logo design with two options for the placement of the text and project boxes. Members reviewed the drafts and agreed that they preferred the second design which had the categories across the top and the title below. Members agreed that they were happy with this final design and expressed their appreciation to the Newton North High School students. Ms. Lunin moved to approve the second design as shown. Mr. Maloney seconded the motion which passed by unanimous voice vote.

Approval of October 11 Minutes

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

Other Business

Mr. Armstrong moved to adjourn. Ms. Lunin seconded the motion which passed by unanimous voice vote. The meeting was adjourned at 8:16 P.M.