

CITY OF NEWTON

IN BOARD OF ALDERMEN

COMMITTEE ON COMMUNITY PRESERVATION REPORT

THURSDAY, FEBRUARY 18, 2010

Present: Ald. Albright (Chairman), Blazar, Fuller, Harney, Hess-Mahan, Lappin and Yates

Absent: Ald. Ciccone

Others Present: David Olson (City Clerk/Clerk of the Board), Candace Havens (Acting Director, Planning Dept.), Alice Ingerson (Community Preservation Program Manager), Nancy Grissom (Community Preservation Committee), Ryan Hanson (Assistant Library Director), Susan Abele (Newton History Museum), Rick Lipof (Farm Commission), Peter Barrer (Newton Community Farm, Inc), Ted Chapman (Newton Community Farm, Inc.), Greg Maslowe (Angino Farm Manager), Karyn Dean (Committee Clerk)

Community Preservation Act Fund Overview

Alice Ingerson, Community Preservation Program Manager, updated the Committee on current CPA allowable spending purposes, budget, and past and current projects. All of this information can be found at www.ci.newton.ma.us/cpa

Capital Planning

Ms. Ingerson explained that David Wilkinson said a long term process should be put in place especially for city CPA projects. If funding was needed for a staff person to manage a project, it would then be known in time for it to go into the city budget. Ms. Ingerson said they needed a long term Capital Plan for CPA budgets in order to properly plan. She explained that most of the projects that have come before the CPC were predictable and it would be possible to form a Capital Plan as other communities do. For example, a 3 year Capital Plan could be prepared. These would be CPC approved projects and the funds could be planned out over the three year period, as well as the funds for project managers. Ms. Ingerson said project managers could be assigned to similar kinds of projects and their time and money used more efficiently. She also said the way to implement this plan would be to get the Mayor's Capital Planning process to kick in and then identify the projects that could use CPA funds. She said she has had a conversation with Bob Rooney about this. Ald. Albright felt it was a good idea. Ald. Hess-Mahan was concerned about this planning process and didn't think it should be part of the city's budget process and using city staff. He felt the staff got pulled in too many directions and the projects got stalled and it wasn't how staff should be used. Ms. Ingerson said the other way to staff capital projects would be to use outside contractors. Ald. Fuller asked if Ms. Ingerson could provide an example of other communities that have done a capital plan.

Current Projects Follow Up

A list of the current status of active, funded projects is attached. Ald. Lappin noted that the projects were moving along fairly well. She noted that the CPC had started assigning project managers to each project to facilitate in their completion. The Committee would like to have the Conservation Commission come in to their April meeting to discuss the status of the Flowed Meadow project. The Committee would also like to hear further updates on the Historic Burying Grounds project.

Re-Appointment by His Honor the Mayor

#400-09 NANCY GRISSOM, 7 Orris St, Newton, re-appointed as a member of THE COMMUNITY PRESERVATION COMMITTEE for a term to expire on August 1, 2012. (60 days 1/5/10) [11/16/09 @ 4:49 PM]

ACTION: **APPROVED 6-0 (Ald. Harney not voting)**

NOTE: Ald. Yates moved approval of Ms. Grissom's appointment and the Committee voted in favor.

REFERRED TO CMTE ON COMMUNITY PRES AND FINANCE COMMITTEES

#40-10 THE COMMUNITY PRESERVATION COMMITTEE recommending that the sum of \$37,045, including \$500 for City of Newton legal costs, be appropriated from the FY10 historic resources and general reserves of the Community Preservation Fund to be expended under the direction and control of the Newton Free Library, for the purpose of preserving and providing improved public access to certain archival materials held by the Library, City Clerk, and Jackson Homestead/Newton History Museum. [01/25/10 @ 2:22 PM]

ACTION: **APPROVED AS AMENDED TO \$36,545 SUBJECT TO SECOND CALL 5-0-2 (Ald. Harney and Yates abstaining)**

NOTE: Nancy Grissom, Chairman of the Community Preservation Committee, presented this item. She explained that it was a joint project with the Newton Library, The Newton History Museum and the City Clerk's office to preserve some of the most used documents that were in danger of being lost through deterioration by digitizing them. The information that was contained in these documents was more valuable than the material itself. The Library has applied for a grant from The Mass Board of Library Commissioners as well. The Library will be managing the project.

Citywide Survey

Ms. Grissom said there should be a citywide survey to determine the scope of documents that need preservation and then a list of priorities can be made. Not only are there documents in the Clerks Office, the Library and the Museum but in other departments throughout the City. In the meantime, they felt this project was a priority and should go forward.

Purpose of Digitization

Ald. Albright said that digitizing materials for preservation was a standard procedure in libraries. Ms. Ingerson said that for these particular documents, the information on the pages was what needed preserving – the paper and the books had no intrinsic value. David Olson showed the Committee a City Directory from 1893. These were the documents that would be preserved in this project. He explained that there were multiple copies of each of the directories. The directories were printed on paper and bound in a manner that was not meant to last very long as they were similar to the phone books of the day. They were complete listings of every household in the city by street address and a listing of every person living in the city by name. They also contained the businesses in the city at the time. The information was priceless and would prove extremely important for historical and genealogical research. The plan was to scan one directory and then preserve another copy in an acid proof box. These documents did not warrant the type of preservation that the vital statistics records received in terms of de-acidifying the paper, encapsulating each page in Mylar and rebinding them. These were one-of-a-kind records. The birth, death and marriage indexes were all scanned as well.

Digitization Questions

Ald. Yates wondered if digitization of documents was considered an allowable use of CPA funds. Ms. Ingerson said the Law Department had determined that it was allowed. Ald. Yates asked that the Law Department provide a more detailed opinion regarding digitization. He will abstain on this vote as will Ald. Harney pending this information. Ms. Grissom noted that microfilm has been used as preservation for years and CPA funds have been used for that. She also noted that a preservation project had already been completed using CPA funds which included scanning of documents (#146-08). The difference in this project, however, was that the document itself would not be preserved except that it would be stored in an acid-free box.

Funding Sources

Ald. Lappin noted that in the proposal, \$8,676 was listed under other funds to be used. Mr. Hanson explained that these funds would be coming from grants and would be used to expand the project. If these funds did not come through, the project as described would not be affected.

Availability of Documents

The documents that were being scanned would be entered into a searchable database and be available through the City's website. This would become the primary way to search these documents. Mr. Olson explained that one copy of a directory would be destroyed in the scanning process. Since there were several copies of each directory, they would then take the most intact copy and have that stored in an acid-free box. The directories would be taken off the shelves at the Museum and the Library to prevent further deterioration through use but would be made available if someone really wanted to see them.

Law Department Allocation

Ms. Ingerson said the Law Department has withdrawn the request for funds for this project as well as any request from the CPC's administrative budget. The CPC voted on this before they received word of that from the Mayor's office. The item will be amended by removing \$500 for the Law Department to \$36,545.

Follow Up

Ald. Yates would like a more detailed opinion from the Law Department regarding digitization as an allowable use of CPA funds as preservation of documents, as well as some examples of other communities that have done this. It would be helpful to have this information in time for the Finance Committee discussion when it is scheduled.

Vote

The Committee voted to approve this item subject to second call. The Committee wanted to be sure the Law Department deemed the project allowable. The item was also amended to \$36,545 as the request for funds from the Law Department was withdrawn.

REFERRED TO CMTE ON COMM PRES, PUB. FAC, AND FIN COMMITTEES

#41-10 THE COMMUNITY PRESERVATION COMMITTEE recommending that the sum of \$569,000, including \$1,000 for City of Newton legal costs, be appropriated from the FY10 historic resources, open space, and general reserves of the Community Preservation Fund to be expended under the direction and control of the Public Buildings Department for the purpose of rehabilitating the interior of the barn at Angino Farm. [01/25/10 @ 2:22 PM]

ACTION: **APPROVED AS AMENDED TO \$568,000 7-0**

NOTE: Nancy Grissom, Chairman of the Community Preservation Committee, presented this item. She explained that Angino Farm had originally been purchased with CPA funds. The Farm Commission has been doing quite a bit of work there and it has turned into a very successful community farm. Last year, the farm raised quite a bit of money to save the exterior of the barn which was in very poor condition. They now have a plan to work on the interior of the barn to expand their various farm programs. This project would be allocated to several different types of funding: 15% historic resources; 75% recreation; and 10% open space. The intention was to accomplish a number of things including providing a handicap accessible space, a teaching space, and a bathroom and kitchen. The Community Preservation Committee voted to unanimously approve this appropriation. The Public Buildings Department will oversee the project and designate a project manager. The project manager would be either Frank Nichols, an on-call consultant, or a combination of both. They expect the project to be completed by the end of 2011.

Budget

Peter Barrer of Newton Community Farm Inc, the licensee of the farm, said he was an engineer and managed the work done on the exterior of the barn which included structural work. Ald. Lappin noted that the farm raised \$230,000 for the work on the

exterior. Mr. Barrer worked up the estimates for the interior work. Ms. Ingerson said they also worked closely with Nick Parnell on the budget and went over all of it with Ouida Young in the Law Department. They felt confident in their estimates. Ald. Fuller asked if there were matching funds for this phase of the project. Ald. Lappin said they liked to look at this as one big project: the exterior work was accomplished through fundraising; the interior work would be accomplished through CPA funding.

Sustainability

Ald. Fuller wanted to be sure the farm was a financially viable ongoing entity before \$500,000 was invested. Rick Lipof, Chairman of the Angino Farm Commission, said they just extended the license agreement to 20 years to make it easier to raise funds. This assures people that the farm would be an ongoing entity. Ms. Ingerson explained that the farm was a city owned property and Newton Community Farm was operating it as a community supported agricultural operation with a license agreement with the City. The fundraising supported the educational program and the sale of vegetables paid for the operating costs of the farm. Ted Chapman, Treasurer of Newton Community Farm, said that other models of farms such as in Needham, received 2/3 of their income from education programs. Expanding the education program in Newton required space in which to do that. With the renovation of the barn, they will be able to accomplish that, further adding to the viability of the farm. Ald. Lappin explained that Greg Maslowe, the farm manager, was able to make money during the first year of operation, which was unexpected. She also said that the crop shares were always sold out and that many volunteers supported the farm. She felt it was a wonderful success.

Allocation Question

Ald. Yates did not think that allocating this project to 10% open space was appropriate. Ms. Ingerson said they followed the same allocation process that was used when buying the farm. She also explained that recreational and open space uses overlapped in the Community Preservation Act. The barn would be used for multiple purposes to provide support and programs related to the open space and recreation. The barn becomes a more useful part of the entire farm after the renovation. Ms. Grissom and Ms. Ingerson said they could remove the 10% allocation and re-allocate it to Recreation.

Follow Up

Ald. Fuller asked for a site visit and Mr. Barrer said he would work to arrange that.

Vote

Ald. Lappin moved approval of this item. The Committee voted to approve this item amending the amount to \$568,000 as the request for funds for the Law Department had been withdrawn. The allocation will also be amended to exclude the 10% allocation to Open Space and re-allocate to Recreation.

Motion to Adjourn.

Respectfully Submitted,

Susan Albright, Chairman

Last updated: 8 February 2010, A Ingerson

Newton, Massachusetts COMMUNITY PRESERVATION Proposals & Projects

project title	project summary	project manager(s)	other contacts	CP funds appropriated		CP funds as of 8 Feb 2010	most recent status	
				date(s)	total	% encumbered or spent	date	notes
ACTIVE FUNDED PROJECTS Below								
192 LEXINGTON STREET Community Housing	Construct and sell 10 permanently affordable 3-bedroom homes, using sustainable design and energy conservation features. 4 units to be affordable at 95 percent of median income, 6 units at 80 percent.	Geoff Engler, SEB	Trisha Guditz, Housing Office	10/5/2009	\$2,046,000	0%	4-Jan-09	Final details of acquisition being worked out, CP grant agreement being drafted by Newton Law Dept. Separate acct needed for \$5,000 City of Newton legal services.
ALBEMARLE COMMUNITY COMMONS	Create an outdoor community classroom/park on a portion of the Halloran Sports and Recreation Complex, adjacent to the new playground.	Bob DeRubeis (?), Parks & Recreation Dept.	Friends of Albemarle; The Playground Project at Albemarle	7/14/2003	\$99,931	87%	15-Nov-09	New bubbler has been ordered, agreement reached on other project modifications (sundial deferred for now). Project should be complete by spring 09.
ARCHAEOLOGY SURVEY	To guide future preservation and funding decisions, use above-ground data to identify probable archaeological resources in Newton.	Brian Lever, City of Newton Planning Dept.		6/15/2009	\$37,750	4%	4-Jan-10	Interviews with bidders who responded to RFP scheduled for mid-January 2010.
DURANT-KENRICK HOMESTEAD, 1: Building Restoration & Rehabilitation	Restore and adapt this private 1732 house museum for use as a public history museum. The Durant family participated prominently in Newton's Committee of Correspondence and other local events of the American Revolution.	Cindy Stone, Director, Jackson Homestead	Cindy Stone, Executive Director, Historic Newton	6/4/2007	\$1,447,300	0%	4-Feb-10	Historic Newton has submitted details confirming that fundraising targets have been met through initial "quiet" phase of capital campaign, but fundraising continues to meet full project needs. Grant agreement and historic preservation restriction are being drafted.
DURANT-KENRICK HOMESTEAD, 2: Landscape Preservation	Acquire a preservation restriction on the historic landscape next door to 286 Waverley Avenue, as context for the Durant-Kenrick Homestead.	Cindy Stone, Director, Jackson Homestead	Cindy Stone, Executive Director, Historic Newton	8/13/2007	\$1,270,000	0%	4-Feb-10	<i>See phase 1 of this project.</i>

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FARLOW PARK Historic Pond Restoration Study	Following on 2006 historic landscape restoration study, determine feasibility of restoring this historic park's pond, using well water. If water is found, conduct safety/mgmt study and provide restoration design for the pond.	Stephanie Pelkowsky, Parks and Recreation Dept.	Friends of Farlow Park	7/14/2008	\$40,000	11%	4-Feb-10	Sufficient water flow was found through drilling. CPA Engineer and Parks & Rec organizing kickoff mtg w all participants to finalize scope & contract for pond safety study & specifications.
FLOWED MEADOW, 3	Design possible boardwalk along border between wetland and landfill, from Lexington to Wabasso Street, and new entrance gateway on Lexington Street.	Anne Phelps, Planning Dept.	Conservation Commission	4/19/2005	\$30,700	0%	4-Jan-10	Environmental planner & CP staff to consult with aldermen about their recomm. to Conservation Commission to return these funds and request that they be re-appropriated to convert Wabasso St from fire road to trail; last remaining private property on that street was acquired with CP funds.
HISTORIC BURYING GROUNDS, 1: Gravestone Repair and Conservation	Conservation, repair, stabilization, and cleaning of 133 historic headstones, footstones, and monuments in the East Parish and South Burying Grounds.	Cindy Stone, Director, Jackson Homestead; Laura Costello, Newton Historical Society	Parks & Recreation Dept., Public Works Dept. & its Engineering Division	4/22/2003	\$188,277	95%	4-Jan-10	Historic Newton committee conferring with new consultant on revised workplan and budgets, before submitting these to the CPC (orig. due Dec. 08).
HISTORIC BURYING GROUNDS, 2A: Tomb Repair and Conservation	Conservation, repair, stabilization, and cleaning of approx. 30 historic tombs in East Parish, West Parish, and South Burying Grounds.	Cindy Stone, Director, Jackson Homestead; Laura Costello, Newton Historical Society	Parks & Recreation Dept., Public Works Dept. & its Engineering Division	4/19/2005	\$257,395	31%	4-Jan-10	Consultant has been hired to produce specifications and cost estimates for tomb repairs. <i>SEE phase 1 of this project.</i>
MUSEUM ARCHIVES - Original	Rehabilitate the original stable wing of the 1809 Jackson Homestead, which houses the Museum's research collection & archives, to preserve existing collections, allow for future collections expansion, and enhance public access.	Art Cabral, Newton Public Buildings Commissioner	Cynthia Stone, Director, and Susan Abele, Curator, Newton History Museum	7/21/2008	\$37,500	92%	4-Jan-10	<i>Architect has completed partial plans:</i> \$1,500 of remaining balance reserved for City of Newton legal services. CPC-recommended add'l \$321,900 remains on Board docket, but should be withdrawn when/if revised funding is recommended, winter 2009/10.

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MUSEUM EXTERIOR Preservation	Replace leaking roof and rotted wooden elements, then repaint the 1809 house and its 17th-century wing that house the Newton History Museum in historically documented colors.	Art Cabral, Newton Public Buildings Commissioner	Cynthia Stone, Director, Newton History Museum	5/18/2009	\$138,244	78%	4-Jan-10	Most work completed fall 09, with some delayed to spring 2010. \$2,000 of remaining balance reserved for City of Newton legal services.
Newton HOMEBUYER ASSISTANCE Program	Downpayment assistance to low- and moderate-income households for purchasing a home in Newton, in return for permanent affordability restrictions.	Rob Muollo, Housing Planner	Trisha Guditz, Newton Housing Office	5/17/2004, 3/20/2006, 10/6/2008	\$1,677,050	15%	4-Jan-10	Aug 09 \$115,000 used to help a family purchase a condominium in Newton Centre. Of remaining balance, \$38,093.35 available for program admin.; \$3,550 reserved for City of Newton legal services.
WARREN HOUSE APARTMENTS Historic Preservation	Preserve and rehabilitate this National Register-listed 1926 junior high school, with 21 units of affordable housing, by preserving and rehabilitating the original slate roof, above-roof-line masonry and cast stone to prevent water infiltration.	Jeanne Strickland, Newton Community Development Foundation	Trisha Guditz, Housing Office	6/15/2009	\$1,082,500	100%	4-Feb-10	Grant agreement signed, subordination of mortgage to historic preservation restriction in progress. 16 Dec 09 CPC approved use of up to \$5,500 of project contingency for exterior lighting of cupola (not incl. in original proposal). \$677,618 of costs reimbursed to date.
ACTIVE PROJECTS TOTALS					\$8,352,647			