

CITY COUNCIL

CITY OF NEWTON

DOCKET REQUEST FORM

DEADLINE NOTICE: Council Rules require items to be docketed with the Clerk of the Council NO LATER THAN 7:45 P.M. ON THE MONDAY PRIOR TO A FULL COUNCIL MEETING.

To: Clerk of the City Council

Date: January 24, 2022

From (Docketer): Lara Kritzer, Community Preservation Program Manager

Address: Planning Department, Newton City Hall, 1000 Commonwealth Avenue Newton MA 02459

Phone: 617-796-1144 E-mail: lkritzer@newtonma.gov

Additional sponsors: Community Preservation Committee

1. Please docket the following item (it will be edited for length if necessary):

Recommendation from the Community Preservation Committee for the allocation that \$94,600 in Community Preservation Act funding be appropriated, with \$74,978.29 to come from the FY22 Unrestricted Funds to come from the FY22 Unrestricted Funds (Account #58R10498-579000) and the remaining \$19,621.71 to come from the FY22 Historic Resource Reserve Fund (Account #58B10498-57900B), to the control of the Planning & Development Department for a grant to the New Art Center to complete the plans and studies necessary to move forward with the restoration of the former Church of the Open Word located at 19 Highland Avenue.

2. The purpose and intended outcome of this item is:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Fact-finding & discussion | <input type="checkbox"/> Ordinance change |
| <input checked="" type="checkbox"/> Appropriation, transfer, | <input type="checkbox"/> Resolution |
| <input checked="" type="checkbox"/> Expenditure, or bond authorization | <input type="checkbox"/> License or renewal |
| <input type="checkbox"/> Special permit, site plan approval, | <input type="checkbox"/> Appointment confirmation |
| <input type="checkbox"/> Zone change (public hearing required) | <input type="checkbox"/> Other: _____ |

3. I recommend that this item be assigned to the following committees:

- | | | |
|---|---|--|
| <input type="checkbox"/> Programs & Services | <input checked="" type="checkbox"/> Finance | <input type="checkbox"/> Real Property |
| <input checked="" type="checkbox"/> Zoning & Planning | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Special Committee |
| <input type="checkbox"/> Public Facilities | <input type="checkbox"/> Land Use | <input type="checkbox"/> No Opinion |

4. This item should be taken up in committee:

- Immediately (Emergency only, please). Please state nature of emergency:
-

- As soon as possible, preferably within a month
- In due course, at discretion of Committee Chair
- When certain materials are made available, as noted in 7 & 8 on reverse
- Following public hearing

PLEASE FILL OUT BOTH SIDES

5. I estimate that consideration of this item will require approximately:

- | | |
|--|--|
| <input type="checkbox"/> One half hour or less | <input checked="" type="checkbox"/> Up to one hour |
| <input type="checkbox"/> More than one hour | <input type="checkbox"/> An entire meeting |
| <input type="checkbox"/> More than one meeting | <input type="checkbox"/> Extended deliberation by subcommittee |

6. The following people should be notified and asked to attend deliberations on this item. (Please check those with whom you have already discussed the issue, especially relevant Department Heads):

City personnel

Citizens (include telephone numbers/email please)

- | | |
|---|--|
| <input checked="" type="checkbox"/> <u>Lara Kritzer</u> | <input checked="" type="checkbox"/> <u>Emily O'Neil - emily@newartcenter.org</u> |
| <input checked="" type="checkbox"/> _____ | <input checked="" type="checkbox"/> <u>Michael Kaufman - mkkaufman@rcn.com</u> |
| <input checked="" type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

7. The following background materials and/or drafts should be obtained or prepared by the Clerk's office prior to scheduling this item for discussion:

8. I have or intend to provide additional materials and/or undertake the following research independently prior to scheduling the item for discussion. *

CPC Funding Recommendation, the New Art Center's Church of the Open Word Restoration Project Proposal, and letters of support submitted in addition to those found in the proposal

*(*Note to docketer: Please provide any additional materials beyond the foregoing to the Clerk's office by 2 p.m. on Friday before the upcoming Committee meeting when the item is scheduled to be discussed so that Councilors have a chance to review all relevant materials before a scheduled discussion.)*

Please check the following:

9. I would like to discuss this item with the Chairman before any decision is made on how and when to proceed.
10. I would like the Clerk's office to contact me to confirm that this item has been docketed. My daytime phone number is:
11. I would like the Clerk's office to notify me when the Chairman has scheduled the item for discussion.

Thank you.

Lara Kritzer
Signature of person docketing the item

[Please retain a copy for your own records]



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

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

Ruthanne Fuller
 Mayor

Barney S. Heath
 Director

Community Preservation Committee
Funding Recommendation for the
New Art Center's Church of the Open Word Restoration Project

Date: January 21, 2022
From: Community Preservation Committee
To: The Honorable City Council

PROJECT GOALS & ELIGIBILITY This proposal requests \$94,600 in CPA funds, under the category of historic resources, to investigate the condition and current preservation needs of the former Church of the Open Word site, which includes a ca. 1893 Gothic Revival stone church designed by prominent nineteenth century architect Ralph Adams Cram and the adjacent ca. 1886 stone parish house. The New Art Center is looking for a larger and more accessible facility and is currently investigating the feasibility of relocating to this property. In addition to an assessment of the buildings, the project will also develop plans to restore the spaces and convert them into performance and exhibition space, classrooms, offices, and studio space.

This project is eligible for CPA funding under historic resources as the property at 19 Highland Avenue is listed on the National Register of Historic Places as part of the Newtonville National Register Historic District.

RECOMMENDED FUNDING At its monthly meeting on Tuesday, January 11, 2022, the Community Preservation Committee unanimously recommended, with a vote of 9 to 0, that \$94,600 in Community Preservation Act funding be appropriated, with \$74,978.29 to come from the FY22 Unrestricted Funds and the remaining \$19,621.71 to come from the FY22 Historic Resource Reserve Fund, to the control of the Planning & Development Department for a grant to the New Art Center to complete the plans and studies necessary to move forward with the restoration of the former Church of the Open Word located at 19 Highland Avenue.

Proposed CPA Funding Accounts for the Newton Art Center's Church of the Open Word Restoration			
Account Name	Account Number	Amount Currently Available in Account	Proposed Amount for New Art Center's Restoration Project
FY22 Unrestricted Funds	#58R10498-579000	\$2,537,003	\$74,978.29
FY22 Historic Resource Reserve Funds	#58B10498-57900B	\$37,122	\$19,621.71
Total Project Funds			\$94,600

www.newtonma.gov/cpa

Lara Kritzer, Community Preservation Program Manager
lkritzer@newtonma.gov 617.796.1144

SPECIAL ISSUES CONSIDERED BY THE CPC

Community Need: The CPC noted that the project will meet several goals of the City’s Comprehensive Plan by adapting an existing historic structure into a cultural facility that will create a new cultural attractive which will bring people into Newtonville’s existing village center and utilize its easy access to existing public transportation, facilities and infrastructure. The project also meets the historic resource preservation and sustainability goals of Newton and improves the existing streetscape by bringing a vital community resource to a now vacant site. Lastly, the proposed designs to be created as a result of this funding will incorporate environmental and energy improvements into the new design to meet the City’s energy and climate goals.

Project Budget: The recommended CPA funding represents 50% of the project budget. The Applicant proposes to match these funds with an equal amount of funding to come from the organization’s CARES Act Tax Credit Savings. It was noted during the CPC’s project review that in addition to the work of a consultant to address the physical restoration and preservation of the existing buildings, the project’s scope of work will consider the New Art Center’s programmatic and development needs as an organization. While the Committee recognizes that this is an important step in planning to relocate their facility, this organizational work is not eligible for CPA funding. The CPA fundable portion of the project is estimated at \$106,100 and includes the cost of the Architect for the Conceptual Design, Property Survey, Building Existing Conditions Survey, Geotech/Abatement Survey, Miscellaneous Engineering, Construction Cost Estimate, and 50% of the Project Contingency costs.

Historic Significance: Both the ca. 1886 parish house and ca. 1893 Gothic Revival stone church building are listed on the National Register of Historic Places as part of the Newtonville Historic District. The historic resource inventory form for the property was updated in 2014 (available [here](#)) and includes both information on the history of the site as well as photos of the interior and exterior of the building. The architectural firm of Cram & Ferguson Architects LLC, the successors of Cram and Wentworth who designed the original church building, also completed a detailed assessment of building’s physical condition at that time. That document is also available on the project website [here](#). Until an updated assessment is completed on the current condition of the building and its restoration needs, it is not possible to address the treatment options for the building. Should the Applicants request additional CPA funding in the future, the proposed work will be required to meet the Secretary of the Interior’s Standards for Historic Restoration.

Sponsor Finances, Qualifications, and Institutional Support

The New Art Center has operated from their existing facility for over forty years and has a long history of working with the City on cultural activities and projects. The organization has completed similar projects at their existing facility and has included detailed financial information on the New Art Center’s operations and programs with their proposal materials.

The Newton Historical Commission voted to unanimously support this project and has issued a letter of support. The project has also received numerous letters of support from the community including residents, other cultural facilities and surrounding property owners. These letters are attached for review.

Site Control

The New Art Center has entered into an agreement with the owners of the property (Massachusetts New Union Church) to spend the next twelve months researching the development potential of the property before moving forward with purchasing the site. The Mass. New Union Church has submitted a letter of support for the proposal which is available [here](#).

Prior CPA Funded Work:

The New Art Center received CPA funding in 2015 to complete an assessment of their existing facility at 61 Washington Park. That funding was used to develop plans to update and improve accessibility which ultimately led the Center to decide that their current facility could not meet the growing needs of their organization.

ADDITIONAL RECOMMENDATIONS (*funding conditions*)

1. CPA Funding will be used to hire consultants to complete the work necessary to develop plans and designs for the preservation of the existing historic structures and their conversion into fully accessible exhibit, studio, office and classroom spaces.
2. The New Art Center will provide periodic reports on the status of the project to CPC staff over the course of their work.
3. If at any time prior to the completion of this project the New Art Center decides that it will not pursue the purchase of the site, the CPC will be notified immediately and the project considered to be canceled.
4. All studies, plans and designs completed as part of this project must be submitted to the CPC for its files as part of the required final report. These materials will be made available to the public and to any future property owner for use in preserving the building if the New Art Center decides for any reason not to move forward with the project.
5. All recommended CPA funds should be appropriated by the City Council within 6 months and the project should begin within 1 year of the date of any CPC recommendation. If either deadline cannot be met, the New Art Center may submit a written request for an extension from the CPC, which the CPC may grant at its discretion.
6. The release of CPA funds should be governed by a grant agreement that includes but is not limited to the usual conditions for the phased release of CPA funds for historic resource projects, including a final report to be presented to the CPC at the close of the project.
7. Any CPA funds appropriated but not used for the purposes stated herein should be returned to the Newton Community Preservation Fund.

KEY OUTCOMES

The Community Preservation Committee anticipates that the project will complete a full assessment of the physical condition of the existing structures that will be used to develop plans for their preservation and rehabilitation as a new community arts center. This is considered to be only the first phase of the project, and it is anticipated that the New Art Center will likely return in the future for additional funding to complete the renovations and new construction.

ATTACHMENTS

- Proposal and selected attachments submitted to the CPC for their January 11, 2022 review
- All letters of support received for the project during the review process

Additional information not attached to this recommendation, including petitions and letters of support, are available on the CPC’s website at:

<https://www.newtonma.gov/government/planning/community-preservation-program/proposals-projects/new-art-center-church-of-the-open-word-restoration>



**New Art Center's CPA Proposal for the
New Art Center/Church of the Open Word Restoration
12_17_21**

Emily O'Neil
Executive Director
New Art Center
61 Washington Park
Newtonville, MA 02460
www.newartcenter.org
emily@newartcenter.org



**New Art Center's CPA Proposal for the
New Art Center/Church of the Open Word Restoration**

Proposal Index

1. New Art's CPA Proposal
2. Site Photos (Powerpoint)
3. Project Timeline and Narrative
4. Project Budget
5. Maintenance budget/documentation of Umbrella Policy
6. Non-CPA funding – IRS letter confirming ERTC refund
7. Purchasing of goods & services statement
8. Analysis of Historical Significance/ Description of Historically Significant Features / Summary & Justification of Proposed Treatment
9. Newton Historical Commission Review – email from Valerie Birmingham, Chief Preservation Planner, confirming receipt of our request for review
10. FY22 approved operating budget
11. FY21 Statement of Activity/Profit and Loss for FY21, year ending 6_30_21
12. FY22 Year to date Financial Statement as of 12_17_21
13. FY21 Statement of Financial Position, Year Ending 6_30_21
14. Letters of Support
15. Resumes



New Art Center's CPA Proposal, 12 17 21

Attachment 1: CPA Proposal

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

City of **PRE-PROPOSAL**

PROPOSAL

Ruthanne Fuller
Mayor

(For staff use)
date rec'd:

Last updated February 2020.

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

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

Lara Kritzer, Community Preservation Program Manager

City of Newton Planning & Development Department, 1000 Commonwealth Ave., Newton, MA 02459

lkritzer@newtonma.gov

617.796.1144

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

Project TITLE	New Art Center/Church of the Open Word Restoration			
Project LOCATION	Full street address (with zip code), or other precise location. 19 Highland Avenue, Newtonville, MA 02460			
Project CONTACTS	Name & title or organization	Email	Phone	Mailing address
Project Manager	Michael Kaufman	mkkaufman@rcn.com	617-504-3332	24 Turner Terrace Newtonville, MA 02460
Other Contacts	Dewey Nichols Emily O'Neil	DANichols@nicholsarchitectsllc.com emily@newartcenter.org	617-816-4765 617-359-6451	61 Washington Park Newtonville, MA 02460
Project FUNDING	F. CPA funds requested: \$94,600	B. Other funds to be used: \$94,600	C. Total project cost (A+B): \$189,200	
Project SUMMARY	Explain how the project will use the requested CPA funds. You may provide more detail in attachments, but your PROJECT SUMMARY MUST FIT IN THE SPACE BELOW. Use a cover letter for general information about the sponsoring organization's accomplishments.			

The New Art Center is requesting a CPA grant to help fund a planning process for preservation and rehabilitation of the two historic buildings at 19 Highland Ave. in Newtonville. The church building was designed by architect Ralph Adams Cram; the Parish House’s designer is unknown. We have entered into a 12-month Option to Negotiate a purchase price with the Massachusetts New Church Union, owners of the Church of the Open Word and the Parish House, with the end goal of purchasing, restoring, and renovating the Church and the Parish House to become a new home for the New Art Center.

The New Art Center expects to work with a cultural planning consulting group to conduct a needs assessment and from that develop a program for the functional uses and sizes needed for the Center’s growth into the next many decades. That program will inform the preservation and design project.

The existing conditions surveys are necessary to determine the ultimate design project. These assessments will define the physical conditions, problems, zoning issues for both buildings, as well as City of Newton building code and historical rehabilitation requirements, as well as an ADA accessibility review.

This process will result in a conceptual design with which New Art will estimate the renovation and construction costs. With these documents in hand, we will be able to approach Newton’s CPC, the Massachusetts Cultural Council Capital Facilities Fund, private foundations, and individual donors with studied and fact-based data for what will be an extensive capital campaign to be able to purchase the property and perform the long-overdue renovation of these centrally located buildings.

In order for the New Art Center to grow strategically and serve a greater number of Newtonians and regional students, we must improve our potential for revenue, and it is necessary that we move to a facility that provides more classroom space, as well as safe studios and classrooms for our patrons that are accessible to all people. Additionally, relocating the New Art Center to the Church of the Open Word property will enrich Newtonville, providing an additional reason for the public to visit this recently redesigned downtown neighborhood, driving revenue for local businesses, in addition to rehabilitating a property that is currently a magnet for vandalism.

We intend to restore, preserve, and rehabilitate the historic church building to house an exhibition gallery, lecture and performance space, and a function venue for other Newton cultural institutions. We have also been in contact with the City regarding shared or joint uses with the new NewCAL (senior center) project, which is located caddy-corner to our site.

Our intention for the Parish House is to renovate the handsome Richardsonian-era building to house the other functions of the New Art Center, including classroom and studio space, small assembly spaces, and our administrative offices. We intend to preserve the exterior of the original structure, but anticipate there will be selective demolition of some areas to be able accommodate the construction of a new addition wing needed to house much of the program requirements.

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

Project TITLE	New Art Center/ Church of the Open Word Restoration
USE of CPA FUNDS	HISTORIC RESOURCES

CHECK ALL THAT APPLY	Preserve	X
	Rehabilitate/ Restore	X

COMMUNITY NEEDS From each of at least 2 plans linked to the [Guidelines & Forms](#) page of www.newtonma.gov/cpa, provide a brief quote with plan title, year, and page number, showing how this project meets previously recognized community needs. You may also list other community benefits not mentioned in any plan.

The proposed planning process for preservation and rehabilitation of the Ralph Adams Cram designed Church and Parish House at 11 and 19A Highland Ave, Newtonville, serves community needs as outlined by the following citations, making it very clear that our goal of using and sustaining an existing structure and adapting it for current use fit well into the City's *Comprehensive Plan*, and the *Newton Historic Preservation Design Guidelines*:

1. Priorities for where development occurs: *Comprehensive Plan, 2007*, p 1- 3 The Office of Commonwealth Development has described "Smart Growth" as being: "...about growing where it makes most sense: in and around central business districts or traditional city or town centers, near transit stations, or in [areas previously developed non-residentially]. It is about growing where there is existing infrastructure and utilities, with greater pedestrian access to schools, civic facilities, retail and employment centers, and other destinations 3., p 1- 3

2. Adaptive reuse of historic buildings: *Comprehensive Plan, 2007, page 9-8*: "Recycling "used buildings" and "used land" is critical for achieving the sustainability and smart growth goals articulated for Newton in this Plan. Historic buildings and landscapes are already used throughout the City for affordable housing, economic development, and recreation. Ironically, many of these uses are not recognized as historic preservation or adaptive reuse, perhaps because these projects depend less on preservation regulations and review than on proactive planning and voluntary actions by property owners, buyers, tenants, developers, and nonprofit organizations, who have quietly chosen to treat history as a valuable economic and environmental asset."

3. Sustainability: *Newton Historic Preservation Design Guidelines*: Sustainability, page 1: By reusing an existing structure, the investment of natural resources in the original construction can be reclaimed, a concept known as "embodied energy" and "The preservation of historic buildings and sites plays a key role in the protection of cultural resources and community character, promoting social sustainability."

This project will preserve two existing and historical structures, the Church and the Parish House, and will bring them up to 21st century standards, and will allow a long-standing Newton cultural institution to expand to meet its needs. This also has the opportunity to create a new cultural presence in "downtown" Newtonville, which will strengthen the village cohesion.

The New Art Center intends to incorporate as many environmental sustainability goals into the project that are possible and practical. We intend to have a project that will not utilize any fossil fuels, and will be as energy efficient as possible. We will explore the feasibility of solar-powered electrical systems and geothermal sourced heat pumps for heating and air conditioning. The buildings will be insulated to state-of-the-art standards, and we will explore passive house design for the new addition to the Parish House. Electric car charging stations will be incorporated into the parking plans.

The front yard area facing Highland Ave. presents the opportunities to enhance the landscape experience there, incorporating native planting and other improvements to retain storm water run-off

on-site. This area also presents the opportunity to present exterior artwork in a publically accessible and welcoming outdoor space.

4.. What to Do About Economic Development: An Action Program, Comprehensive Plan, 2007 p 6- 7

Attract people into the village centers at off hours by developing cultural facilities focused on the local community—small theaters, art galleries, etc.—and maintaining local parks with improved facilities such as public gardens, outdoor cafes, band stands, tennis courts etc. , ”

Ultimately, the church and parish house represent Smart Growth as they are centrally located in Newtonville, close to amenities including shops, restaurants, and public transportation. Moreover, preservation and rehabilitation of these buildings represents adaptive reuse of historic buildings, which promotes sustainable environmental practices. Finally, activating these underused buildings would complement the extensive work the City of Newton recently completed in Newtonville and add to economic growth for local businesses. Thank you for considering our request.

COMMUNITY CONTACTS

List at least 3 Newton residents or organizations willing and able to comment on the project and its manager’s qualifications. No more than 1 should be a supervisor, employee or current work colleague of the project manager or sponsor. Consult staff on the community contacts required for your specific proposal.

Name & title or organization	Email	Phone	Mailing address
Susan M. Paley Vice President / Community Relations The Village Bank	Spaley@village-bank.com	617-340-1204	Home: 1525 Commonwealth Avenue, West Newton, MA 02465 Work: 320 Needham Street Newton, MA
Gloria Gavris Board Chair Newton Community Pride	gloriagavris@gmail.com	617-480-3646	21 Monadnock Road, Newton, MA 02467
Adrienne Hartzell Knudsen Managing Director, Newton Cultural Alliance	adriennehk@newtonculture.org	857-636-0199	Home: 74 Vista Ave, Auburndale, MA 02466 Work: 35 Webster St, Newton MA 02465
Chris Pitts President, Waban Area Council Co-Chair, Newton Cultural Council	cbpitts@gmail.com	617-525-7579	1756 Beacon Street, Newton MA, 02468

#150-22

Scott Oran Dinosaur Partners	soran@dinosaurcap.com	617-422-6584	28 Austin Street, Newton, MA 02460
Damien B. Chaviano, Principal Mark Development	dchaviano@markdevllc.com	617 -614-9146	275 Grove Street Suite 2-150 Newton, MA 02466
Susan Albright, President, Councilor at Large, Ward	susansophia.albright@gmail.com	617-796-1210	1000 Commonwealth Ave, Newton MA 02459
Donnalyn and Jeff Kahn	donnalyn.kahn@gmail.com jnkahn@bu.edu	(617) 244-1245	66 Highland Avenue, Newton, MA 02460
Emily Norton, City Councilor Ward 2	emily@emilynorton.org	617-796-1210	1000 Commonwealth Ave, Newton MA 02459
Kelly Milne, President of the Massachusetts New Church Union	pastorkellyj317@gmail.com	774-444-0627	50 Quincy Street, Cambridge MA 02138

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	New Art Center/ Church of the Open Word Restoration	
SUMMARY CAPITAL/DEVELOPMENT BUDGET		
Uses of Funds		
Building programming/Needs Assessment (planning consultants)		\$39,100
Architects – Conceptual Design		\$62,000
Property Survey/Site Survey		\$8,500
Building Existing Conditions Survey		\$13,000
Geotech/Abatement Survey		\$5,000
Miscellaneous Engineering (structural review)		\$3,000
Legal – City Approvals		\$6,000
Professional Project Management		\$28,000
Construction cost estimate		\$6,000
Project Contingency (10% of project)		\$17,200
D. TOTAL USES (should equal C. on page 1 and E. below)		\$189,200
Sources of Funds		Status (requested, expected, confirmed)
CPA funding	\$94,600	Requested
New Art CARES Act Tax Credit Savings	\$94,600	Confirmed
E. TOTAL SOURCES (should equal C. on page 1 and D. above)		\$189,200
SUMMARY ANNUAL OPERATIONS & MAINTENANCE BUDGET (cannot use CPA funds)		
Uses of Funds		
Annual Maintenance, per year, \$100,000		
F. TOTAL ANNUAL COST (should equal G. below)		\$2,500
Sources of Funds		
New Art General Operating Budget, PER YEAR		

G. TOTAL ANNUAL FUNDING (should equal F. above)		\$25,000
Project TIMELINE		Phase or Task
		Season & Year
Professional Project Management		11/1/21 – 8/1/22
Site Survey		1/1/22 – 12/31/22
Building Existing Conditions Survey		2/15/22 – 3/31/22
Needs Assessment and building programming (planning consultants)		11/1/21 – 1/31/22
Environmental/Hazardous Material Consultant		1/1/22 – 2/28/22
Legal Services (zoning)		2/1/22 – 5/31/22
Business Plan Development		2/1/22 – 4/1/22
Conceptual Design (architect, structural, mechanical, civil engineers, landscape architect)		2/1/22 – 5/31/22
Construction cost estimate		8/1/22 – 8/31/22

Project TITLE		New Art Center/ Church of the Open Word Restoration	
<input checked="" type="checkbox"/> Check off submitted attachments here.			
REQUIRED.		PHOTOS	of existing site or resource conditions (2-3 photos may be enough)
		MAP	of site in relation to nearest major roads (omit if project has no site)
Pre-proposals: separate attachments not required, just use page 3 of form. Full proposals: separate, detailed budget attachments REQUIRED.	PROJECT FINANCES printed and as computer spreadsheets, with both uses & sources of funds		
		Development pro forma/capital budget: include total cost, hard vs. soft costs and contingencies, and project management – amount and cost of time from contractors or staff (in-kind contributions by existing staff must also be costed)	
		Maintenance budget, projected separately for each of the next 10 years (CPA funds may not be used for operations or maintenance)	
		Non-CPA funding: commitment letters, letters of inquiry to other funders, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions	
	Purchasing of goods & services: briefly summarize sponsor’s understanding of applicable state statutes and City policies		
Pre-proposals: recommended. Full proposals: REQUIRED.	HISTORIC SIGNIFICANCE	ATTACHMENT 1: Analysis of Historical Significance (narrative; maximum 1 page)	
		ATTACHMENT 2: Description of Historically Significant Features (maximum 1 page)	
		ATTACHMENT 3. Summary & Justification of Proposed Treatment (maximum 1 page)	
		ATTACHMENT 4. Newton Historical Commission Review (based on attachments 1-3 above)	
REQUIRED for all full proposals.	SPONSOR FINANCES & QUALIFICATIONS, INSTITUTIONAL SUPPORT		
		For sponsoring organization, most recent annual operating budget (revenue & expenses) & financial statement (assets & liabilities); each must include both public (City) and private resources (“friends” organizations, fundraising, etc.) for project manager: relevant training & track record of managing similar projects	
REQUIRED for all full proposals involving real estate acquisition, construction or other building/ landscape improvements.	SITE CONTROL, VALUE & DEED RESTRICTIONS		
		Owner’s agreement to a permanent deed restriction in perpetuity for historic preservation.	
	DESIGN & CONSTRUCTION		
		Professional design & cost estimates: include site plan, floor plans & elevations	
		Materials & finishes: highlight “green” or sustainable features & materials	
	Environmental mitigation plans (if applicable): incl. lead paint, asbestos, etc. (including disposal of existing fence elements that cannot be repaired or restored)		
OPTIONAL for all proposals.		LETTERS of SUPPORT	from Newton residents, organizations, or businesses



New Art Center's CPA Proposal, 12 17 21

Attachment 2: Site Photos



Photos of the Church of the Open Word

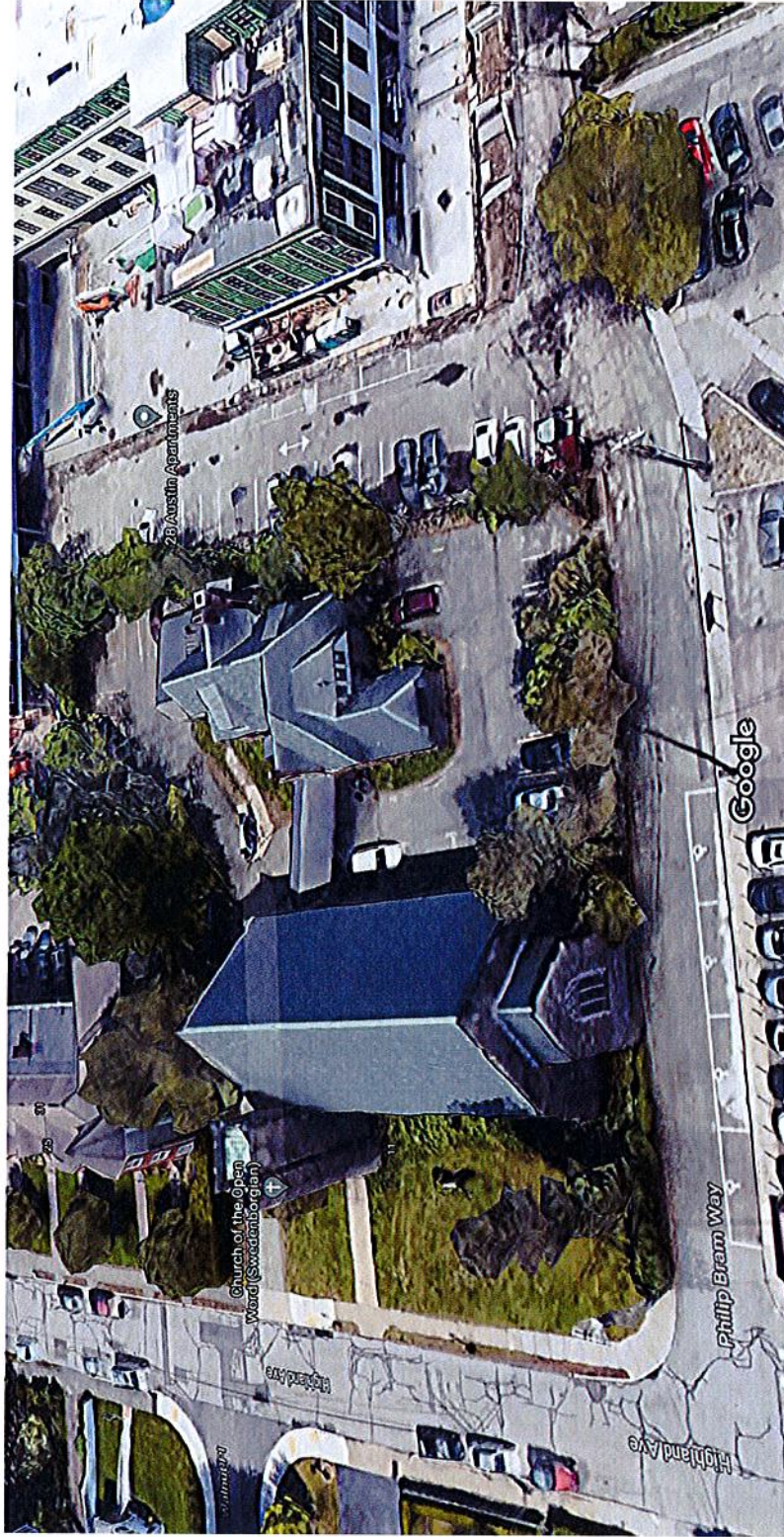
19 Highland Ave, Newtonville

To accompany New Art Center's CPA Proposal Request
January 11, 2022

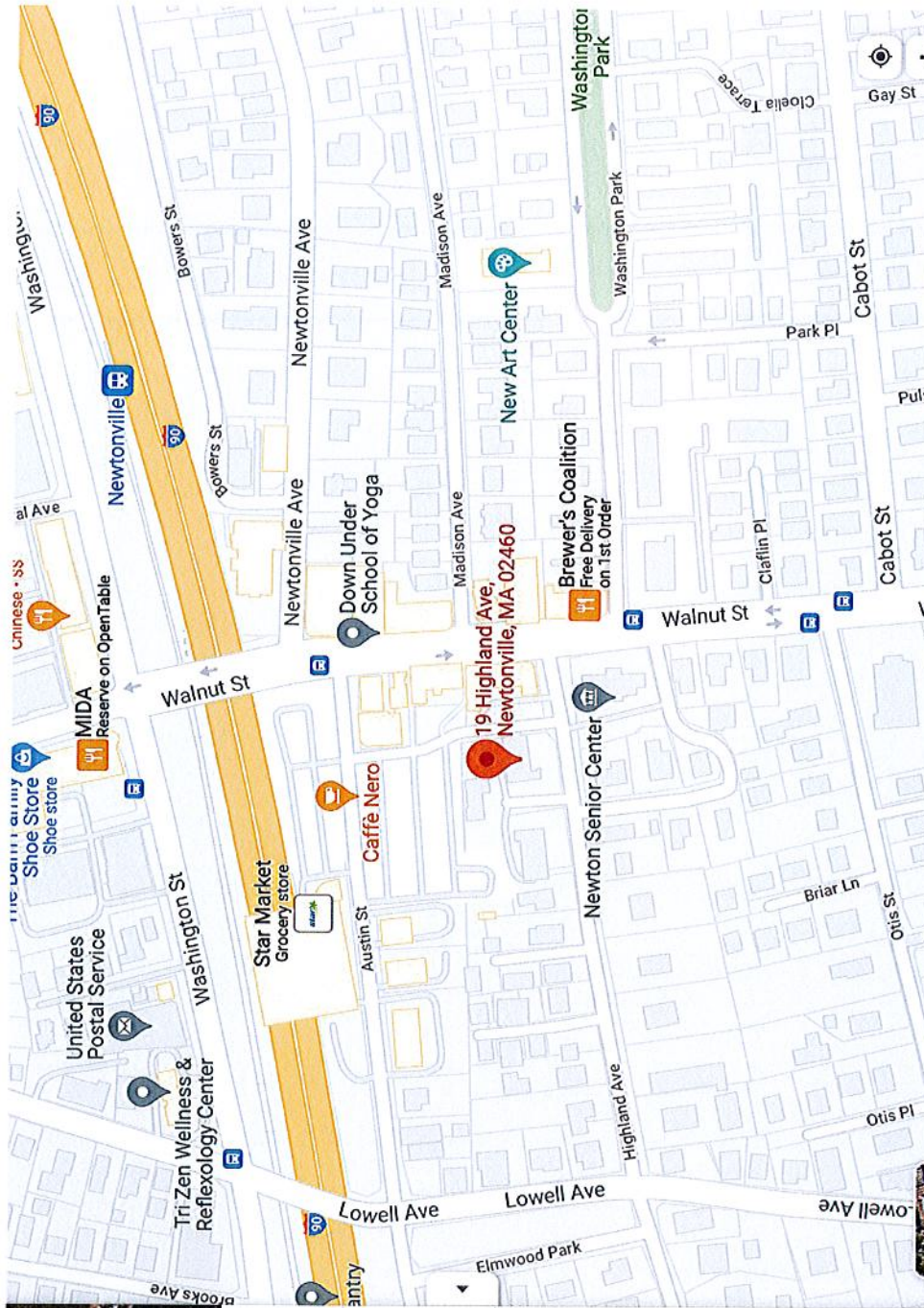
Submitted by
Emily O'Neil, Executive Director
New Art Center



Google Maps



Church of the Open Word: Aerial Image



9 Highland Ave
building


-  Directions
-  Save
-  Nearby
-  Send to your phone
-  Share

 19 Highland Ave, Newtonville, MA 02460

 Suggest an edit on 19 Highland Ave

 Add a missing place

 Add your business

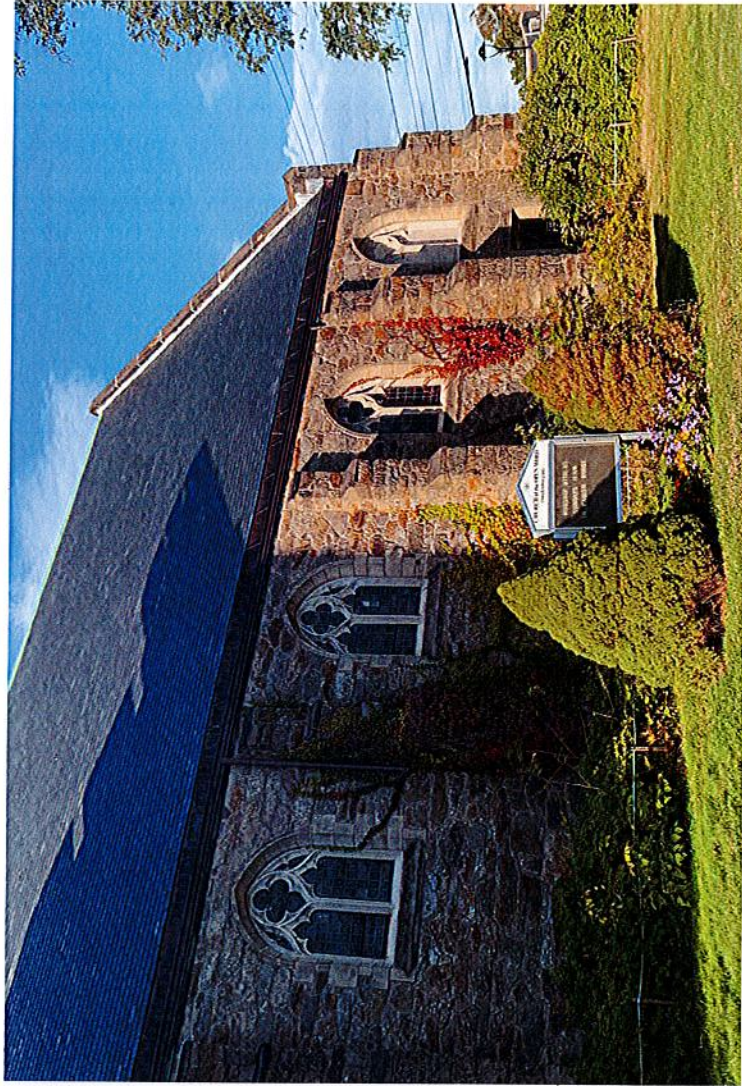
 Add a label

 photos

Church of the Open Word: Map Location



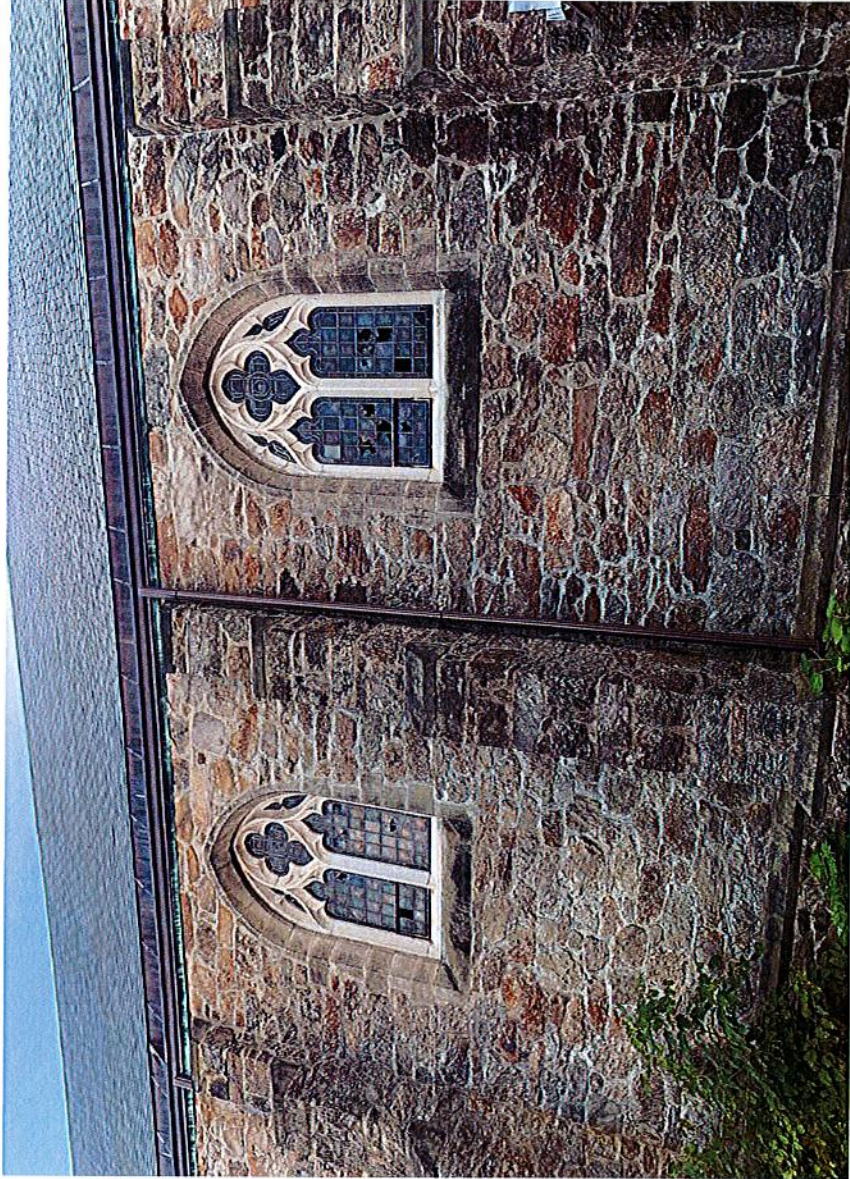
Church of the Open Word: Church Exterior



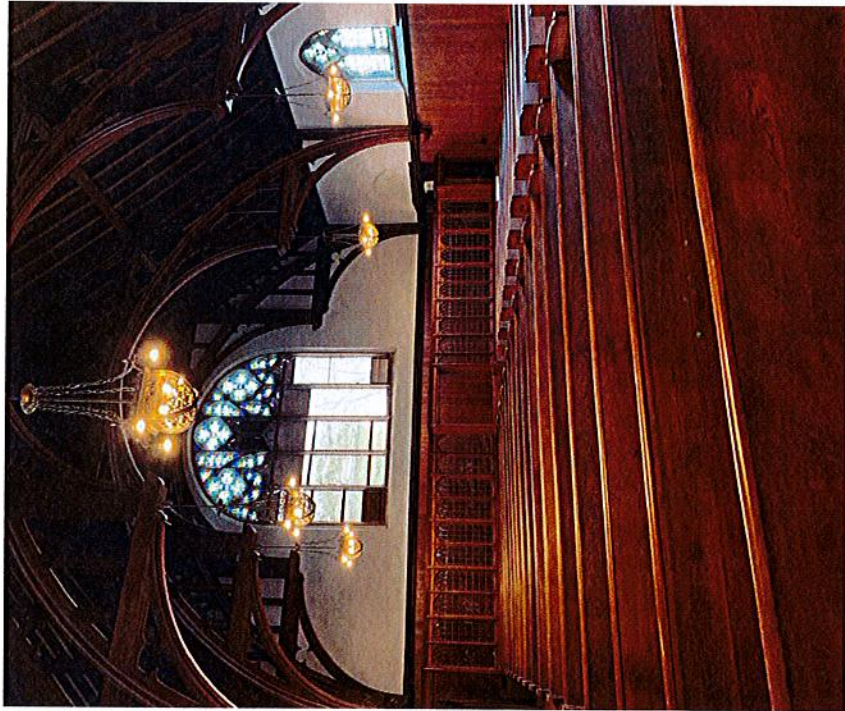
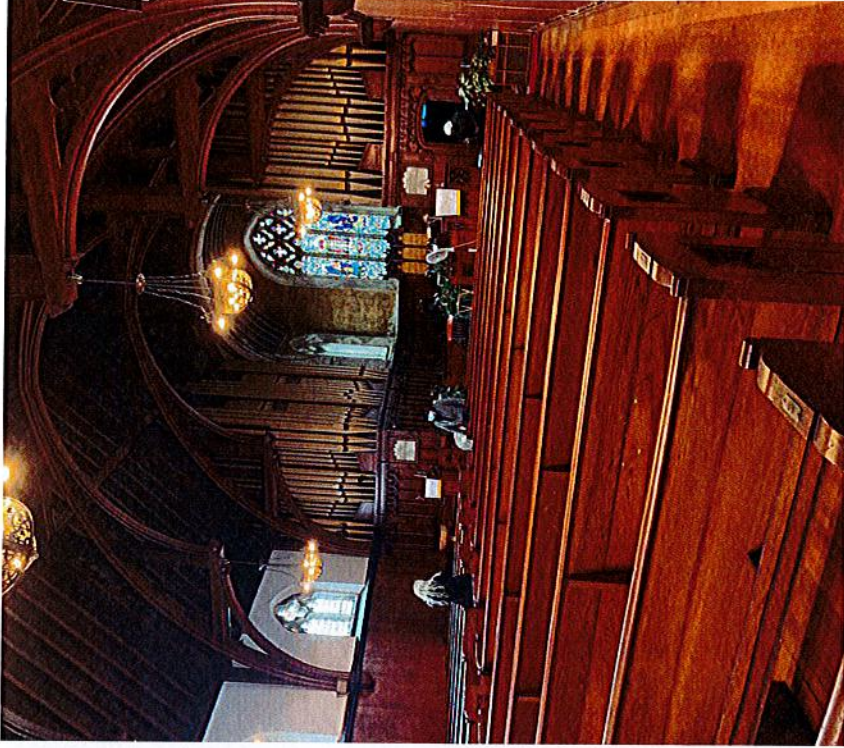
Church of the Open Word: Church Exterior



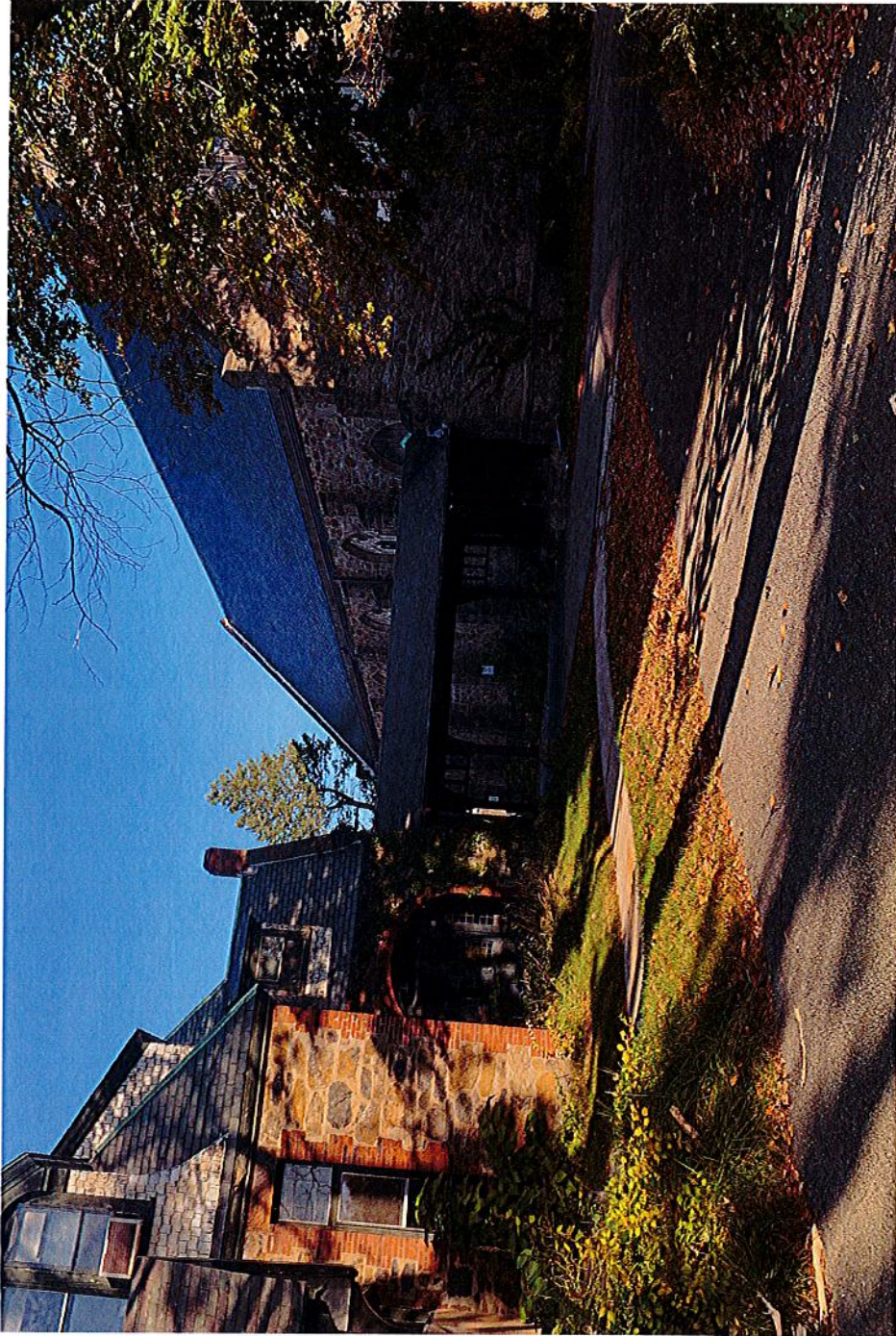
Church of the Open Word: Church Exterior



Church of the Open Word: Church Exterior, with vandalized stained glass



Church of the Open Word: Church Interior



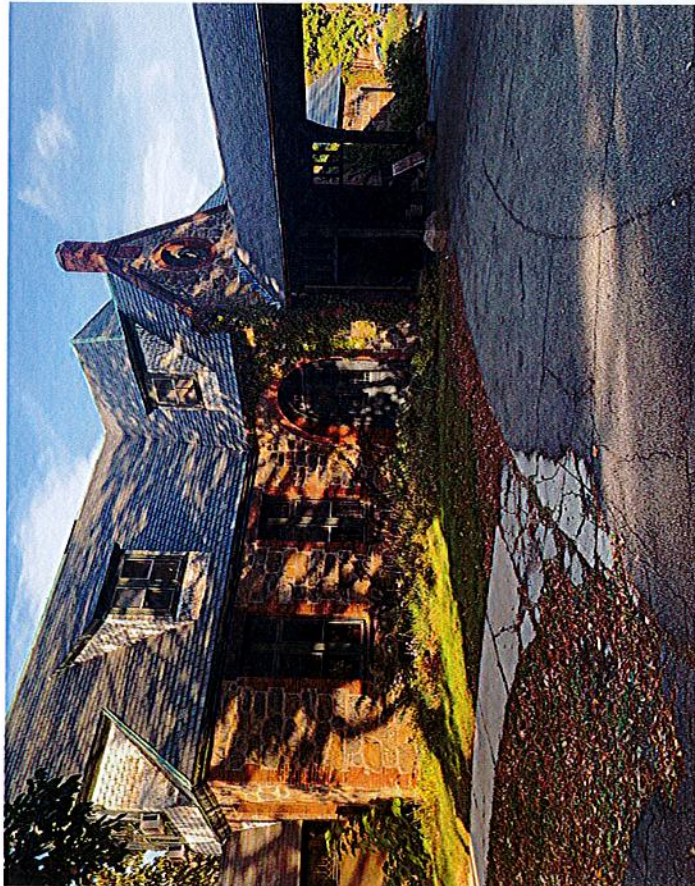
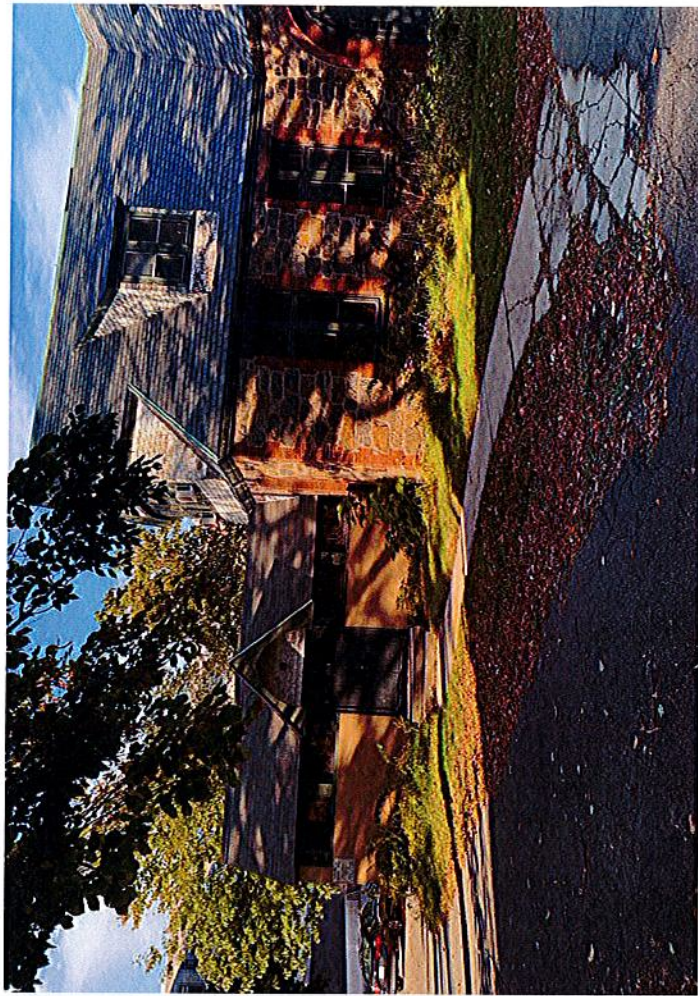
Church and Parish House View



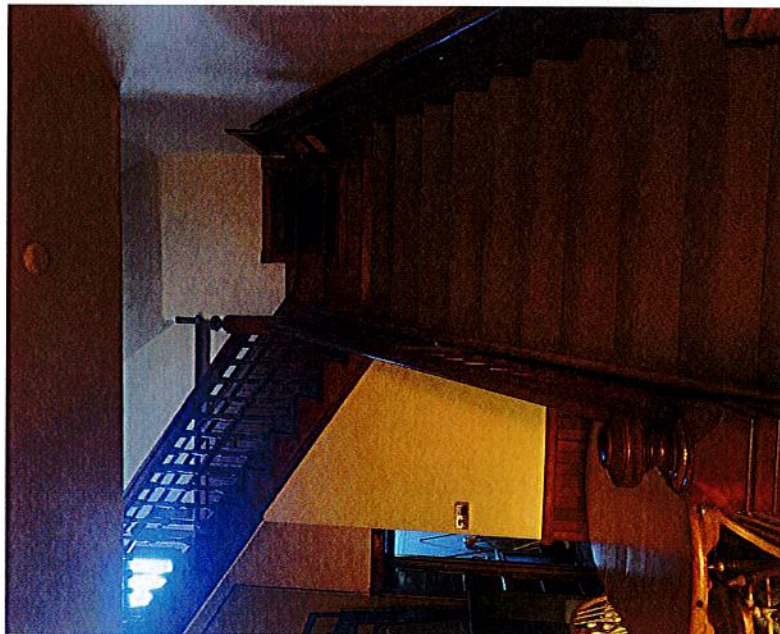
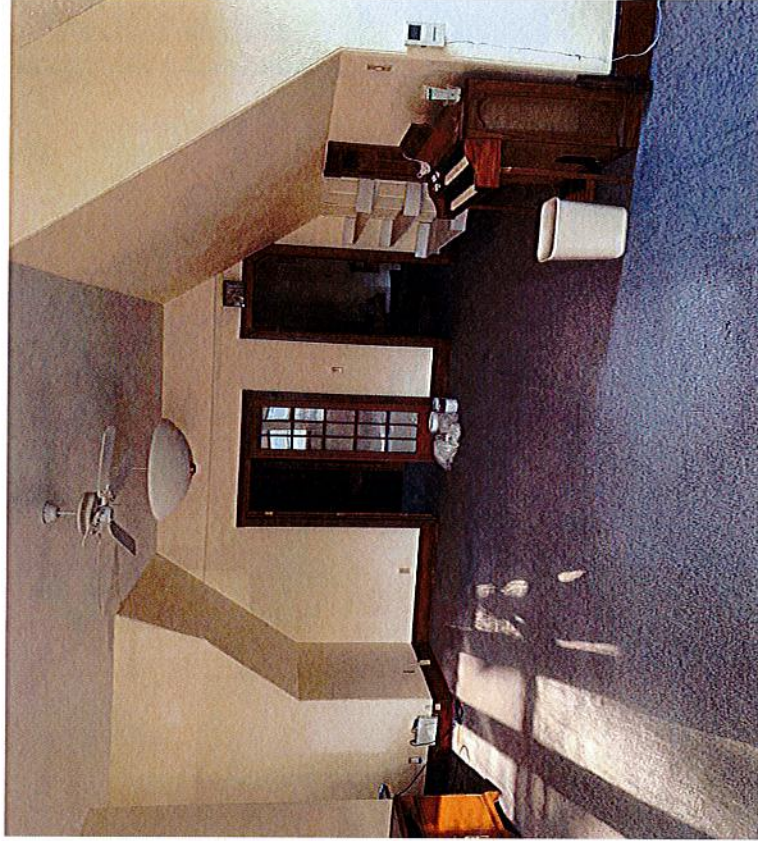
Church of the Open Word: Parish House Exterior



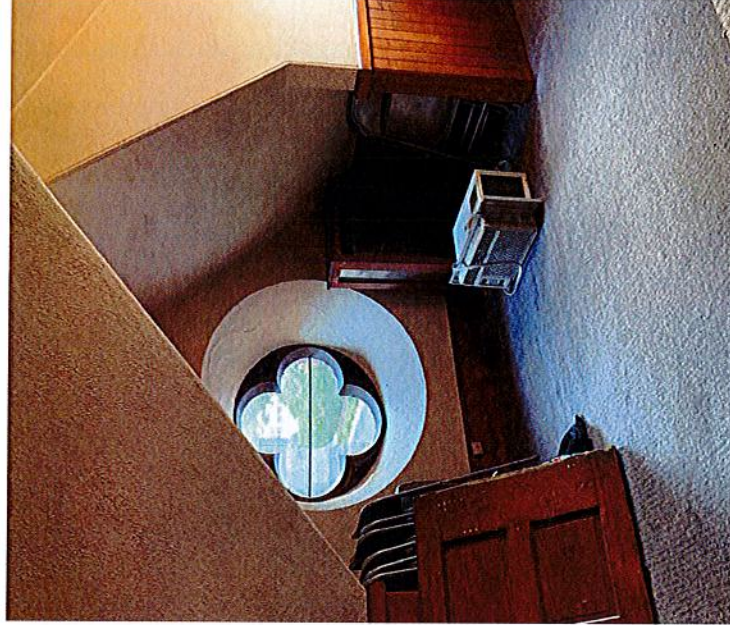
Church of the Open Word: Parish House, Back Stairs



Church of the Open Word: Parish House Exterior



Church of the Open Word: Parish House Interior



Church of the Open Word: Parish House Interior



New Art Center's CPA Proposal, 12 17 21

Attachment 3: Project Timeline and Narrative



This narrative refers to the budget summary on the proposal form. That page includes all available budget information, so no separate budget attachment has been provided. The following is an explanation of each item, along with the expected timeline for each item.

Professional Project Management	11/1/21 – 10/31/22
Site Survey	1/1/21 – 2/15/21
Building Existing Conditions Survey	2/15/21 – 3/31/21
Needs Assessment and building programming (planning consultants)	11/1/21 – 1/31/22
Environmental/Hazardous Material Consultant	1/1/22 – 2/28/22
Legal Services (zoning)	2/1/22 – 5/31/22
Business Plan Development	2/1/22 – 4/1/22
Conceptual Design (architect, structural, mechanical, civil engineers, landscape architect)	2/1/22 – 7/31/22
Construction cost estimate	8/1/22 – 8/31/22

To be completed February 2022:

Programming Needs Assessment: A comprehensive review will be conducted of the existing programs and services provided at the current facility, coupled with a community process to develop and project the needs of the New Art Center for the near and long-term future. This will be transformed into a detailed building program, identifying and describing quantities, sizes, types, and qualities of the spaces that will be required for the new facility.

Property Survey: A survey of the Highland Avenue property will be conducted by a Registered Professional Engineer, identifying property lines, lot areas, existing structure locations and areas, and existing property line setbacks. All utility connections and any easements will be identified. This will be necessary for our zoning analysis and civil engineering design.

To be completed March 2022:

Existing Building Survey: A digital model of the existing structures will be created utilizing 3D laser scanning techniques to be used for architectural design studies.

Structural Survey: A preliminary assessment of the existing structures will be conducted by a structural engineer to identify possible exterior and interior structural problems, and to confirm the structural capacity for proposed interior renovations.

Feasibility Study: Using the information obtained from the existing conditions surveys and program needs, make determinations about the success of project completion, taking into account zoning, historical factors, and budget constraints.

Selection process for Architect/Engineer: Prepare a Request for Proposal (RFP) from identified design teams to provide specific documents necessary to complete the planning process and determine an estimated cost for construction of the proposed facility. In addition to the RFP, the process would include reviewing proposals, ranking finalists, conducting interviews, and executing contract with the selected firm(s).

To be completed July 2022:

Conceptual/Schematic Design: Work with the selected architect to review the detailed building program and address zoning and building code issues. Prepare a number of possible alternative scenarios that meet the program requirements. Meet regularly with the New Art Center's Building Committee to review and refine project designs. Ensure that the scenarios prepared can be built physically and financially. Make a selection of desired scenario.

To be completed August 2022:

Construction Cost Estimates: Obtain a independent professional estimation of proposed construction costs for the desired scenario. Incorporate the estimate into a detailed Total Development Cost budget for the project.

To be completed September 2022:

Design Revisions: If deemed necessary to meet the anticipated project budget, work with the architect and cost estimator to make revisions to the plans to reduce the project scope to conform to the approved budget.

To be completed October 2022:

Prepare Offer to Purchase: With the budget and construction cost established, on behalf of the New Art Center's Board, our attorney will prepare and present an Offer to Purchase document to the ownership entity of the Church of the Open Word.

To be completed November 2022:

Negotiations With Seller: Conduct price negotiations with the Church entity and if accepted, prepare the necessary Purchase & Sale Agreement documents.

To be completed December 2022:

Purchase Property: Assuming successful negotiations, execute property purchase.



New Art Center's CPA Proposal, 12 17 21

Attachment 4: Project Budget

NEW ART CENTER			
Highland Ave. Property			
Pre-Construction Due Diligence Budget			
12/17/21			
			Due Diligence
Architects - Conceptual Design			\$62,000
Consultants			
Programming			\$39,100
Property Survey/Civil Eng.			\$8,400
Building Survey			\$13,000
Geotech/Abatement Survey			\$5,000
Miscellaneous Engineering (struct. review)			\$4,000
Subtotal Consultants			\$69,500
ARCHITECTURE/ENGINEERING			\$131,500
Legal - City Approvals			\$6,500
Proj. Mgmt.			\$28,000
PROFESSIONAL			\$34,500
TOTAL SOFT COSTS			\$166,000
CONSTRUCTION			
Construction Cost Estimating			\$6,000
TOTAL CONSTRUCTION			\$6,000
Insurance - Umbrella			
OTHER COSTS			\$0
TOTAL			\$172,000
PROJECT CONTINGENCY (10%)			\$17,200
TOTAL PROJECT COST			\$189,200



New Art Center's CPA Proposal, 12 17 21

Attachment 5: Maintenance Budget



Contract Underwriting - RATE TO BIND

Thank you for your order to bind this account. Assigned Policy Number: XBS0150412

Program/Classification: Schools - Not-For-Profit

To: MacDonald & Pangione Insurance
 Attention: Glendaly Gomez
 Email: glendaly@mplns.net

From: CRC Binding (Middletown, CT)
 Contact: Susan Holman
 Email: sholman@crcgroup.com
 Phone: 978-688-6921

Named Insured: New Art Center Inc

Coverage: EXCESS CX 00 01 (04-13) *GL

Company: Scottsdale Insurance Company Eff Date: 10/01/2021 Exp Date: 11/19/2022 Commlsion: 10.00% Rate: Flat	Limits: \$3,000,000 Each Occurrence Or Accident \$3,000,000 Annual Aggregate
---	--

Excess Premium: \$2,552 Fees: \$150 Taxes: \$102.08 Total Policy Premium: \$2,804.08

Forms and Endorsements (Plus Applicable State Endorsements)

*CX 21 01-Nuclear Energy Liability Exclusion *CX 21 02-Total Pollution Exclusion Endorsement *CX 21 33-Exclusion of Certified Acts of Terrorism *CX 21 43-Exclusion - Access or Disclosure of Confidential or Personal Information *CX 21 71-Exclusion Unmanned Aircraft *CX 21 77-Exclusion - All Hazards In Connection with An Electronic Smoking Device, Its Vapor, Component Parts, Equipment and Accessories *CX 21 80 -Cannabis Exclusion with Hemp Exception *NOTX0146CW-Notice of Restricted Coverage - Fungl *NOTX0178CW-Claim Reporting Information *UTS-496-Minimum Earned Premium Endorsement *UTS-74g-Punitive Damage Exclusion *UTS-9g-Service of Suits *UTS-COVPG-Cover Page *UTS-SP-2L-Schedule of Forms and Endorsements *UXS-3008-Continuing or Ongoing Damage Exclusion *XLS-0160-Asbestos Exclusion *XLS-0270-Care, Custody, or Control Exclusion *XLS-0301-Communicable Disease Exclusion *XLS-0381-Cross Liability Exclusion (Named Insured)	*XLS-0405-Designated Operations Exclusion - fill-in: Any/All New York Contracting Operations *XLS-0432-EIFS Exclusion *XLS-0520-Employment Related Practices Exclusion *XLS-0530-ERISA Exclusion *XLS-0795-Known Injury or Damage Exclusion *XLS-0821-Lead Contamination Exclusion *XLS-1160-Professional Liability Exclusion *XLS-1300-Schools or Colleges Limitation Endorsement *XLS-1330-Abuse or Molestation Exclusion *XLS-1370-Earth or Land Movement Exclusion *XLS-1502-War Liability Exclusion *XLS-1503-Fungl or Bacteria Exclusion *XLS-2318-Violation of Statutes Governing Emails *XLS-2322-Underlying Sublimit Coverage Exclusion *XLS-2339-Auto Liability Exclusion *XLS-2341-Silica Exclusion *XLS-2370-Non-reinstatement of Policy limits *XLS-2376-Hydraulic Fracturing Exclusion *XLS-2383-Limits Endorsement *XLS-D-1-Excess Liability Declarations *XLS-SP-1-Schedule of Underlying Insurance Excess Liability
--	--

SUBJECT TO

COMPETED & SIGNED TERRORISM FORM
 COMPLETED & SIGNED MA AFFADAVIT
 3 Years Currently Valued Loss Runs
 Complete Liability and Umbrella Application
 All Underlying Policies (other than Scottsdale Insurance Company)



New Art Center's CPA Proposal, 12 17 21

Attachment 6: Confirmation of non-CPA funds

NEW ENGLAND (BOSTON) - RUN
71 HANOVER ROAD
FLORHAM PARK NJ 07932



November 26, 2021

NEW ART CENTER IN NEWTON INC
ATTN: NOOSHIN GHAZI
61 WASHINGTON PARK
NEWTONVILLE MA 02460

Dear Tax Filing Service Client:

Enclosed are copies of your amended tax returns for quarter 2 of 2021 which reflect information we have submitted to the appropriate agency(s). The amended returns resulted in the following change in tax liability:

\$ 93,554.83 will be refunded by the agency directly to you.

Please refer to the attached Jurisdiction Recap for additional details.

If you are to be charged for any amended return, the fees will appear on your payroll invoice.

The identified agencies may issue penalty and/or interest notices to you, if additional tax liability is being reported and paid after the filing due date. Please forward any such notices to ADP for handling.

ADP will not be responsible for any losses incurred as a result of the agency's inability to process the amended return due to their statute of limitations.

If an amended return results in a refund and you have not received a response from the agency after a period of eight weeks, contact your Client Service Representative immediately. Refunds not processed within this timeframe may require additional follow-up with the agency. Failure to do so may result in the amendment not being processed by the agency.

If you have any questions concerning the enclosed documents, your Client Service Representative is available to assist you.

Sincerely,

AUTOMATIC DATA PROCESSING, INC.
Tax/Financial Services

Reference RG/KMB 6966QR4 21/2/122

2005

NEW ENGLAND (BOSTON) - RUN
71 HANOVER ROAD
FLORHAM PARK NJ 07932



JURISDICTION RECAP

Type of Return	Number of: Returns / Employees	Agency to Refund / Credit	Paid to Agency	Applied to Future Deposits
941/941C	1 48	0.00	0.00	0.00
FEDERAL TAX CREDITS		93,554.83	0.00	0.00
QTR1 JTC		0.00	0.00	0.00
TOTAL	1 48	93,554.83	0.00	0.00

Reference RG/KMB 6966QR4 21/2/122 Page 2 2005



New Art Center's CPA Proposal, 12 17 21

Attachment 7: Purchasing of Goods & Services



December 17, 2021

Lara Kritzer
Community Preservation Program Manager
City of Newton Planning & Development Department
1000 Commonwealth Ave., Newton, MA 02459

Regarding the New Art Center's CPA Grant proposal:

To the Community Preservation Program Committee,

The New Art Center understands that, should we receive City of Newton funds through the CPC, we will be required to comply with City policies and state statutes when procuring goods or services with those funds.

Sincerely,

A handwritten signature in blue ink, appearing to read "Emily O'Neil".

Emily O'Neil
Executive Director



New Art Center's CPA Proposal, 12 17 21

**Attachment 8: Analysis of Historic Significance,
Description of Historically Significant Features and
Summary Justification of Proposed Treatment**



Analysis of Historic Significance of 19 Highland Ave, Newtonville MA

In 1892, Cram and Wentworth, the architecture firm headed by Ralph Adams Cram, was commissioned to design the Swedenborgian Church in Newtonville. The church was erected in 1893. (The adjacent Parish House predates the church. It is of unknown authorship and is estimated to date to 1888.) Cram designed many significant buildings in his lifetime in both the Gothic Revival and Art Deco styles. He grew up during the Gilded Age, a time of fussy Victorian art and architecture. Cram sought to return to the glories of the medieval age and to reinvent American church and college architecture. In 1889, Cram set up his firm at No. 1 Park Square in Boston; his first commission was remodeling a tenement house in Brighton. He and his partner, Charles Francis Wentworth, then decided to concentrate on churches. They won commissions for four churches: two in Boston neighborhoods, All Saints Church in Ashmont and Christ Church in Hyde Park, the Swedenborgian Church in Newtonville, and St. Paul's Church in Brockton.

The Church of the Open Word in Newtonville is one of the oldest Cram and Ferguson designs extant. The design is reminiscent of other Cram work of the same era such as the Phillips Church in Exeter, New Hampshire. Cram was especially interested in developing a design that could be useful for a small Gothic village church and the setting on Highland Avenue in Newtonville village is well suited to the design.

Description of Historically Significant Features of 19 Highland Ave, Newtonville MA

The entire building is masonry construction with limestone trim. The nave and adjoining chancel have a gabled slate roof. The main type of stone used, was a local puddingstone known as "Roxbury conglomerate" or "Brighton stone." The trim is Indiana limestone. The church has three volumes consisting of the tower, nave, and chancel. The tower, which houses a bell deck on the upper level, a ringer's chamber, and a vestibule on the main level, is located in the Southwest corner.

The west facade is home to a large perpendicular gothic stained glass window with limestone tracery. The nave is composed of six bays plus the chancel at the east. The first bay is the location of the tower, with five more bays, each divided on the exterior by a buttress. The chancel projects from the east end of the church.

The main entrance to the church is through a vestibule at the base of the tower leading into the nave. The vestibule has wood paneled wainscoting and a wood ceiling. There is one other small doorway that leads to the tower stairs. Halfway up the tower itself is a small trap door leading to the ringer's chamber.

Upon entering the nave, there is a screen approximately 8 feet high separating the narthex area from the nave. The opposite side of the narthex has another door leading to the porte-cochere connecting the

sanctuary with the Parish House. The nave features a fine English Gothic ceiling with elaborate woodwork and spectacular hammerbeams. There is elaborate woodwork throughout the entire sanctuary.

In 1916, the church was remodeled to enlarge the chancel. At this time, they added a Hutchings Organ in the choir and three new stained glass windows were installed. These windows were designed by the Charles Connick Studios. Although the style and construction methods were the same, there is a limestone trim under the windows which goes around the exterior of the chancel.

Summary & Justification of Proposed Treatment

Our CPA proposal does not involve proposed treatment.



New Art Center's CPA Proposal, 12 17 21

Attachment 9: Newton Historic Commission Review



From: Emily O'Neil emily@newartcenter.org
Subject: Re: New Art Center's CPA Pre-Proposal application
Date: December 12, 2021 at 8:30 PM
To: Valerie Birmingham vbirmingham@newtonma.gov
Cc: Michael Kaufman mkkaufman@rcn.com, peterdiamond@comcast.net

That's great - thank you very much, Valerie.

Appreciated -

Emily

Emily O'Neil
she/her/hers
Executive Director
617-964-3424 x 11 (w)
617-359-6451 (c)
emily@newartcenter.org



www.newartcenter.org
61 Washington Park
Newton, MA 02460



On Dec 9, 2021, at 1:25 PM, Valerie Birmingham <vbirmingham@newtonma.gov> wrote:

Hi Emily,

Yes we did. Also, I was planning to reach out today to let you know that due to the large number of items received we will be having two hearings for this application cycle. Your item will be on the January 4 agenda, which will be posted two weeks prior. I have let Lara Kritzer know, and it should not be an issue since it is still prior to the January CPC hearing.

Best,
Valerie

Valerie Birmingham
Chief Preservation Planner
City of Newton
1000 Commonwealth Avenue
Newton, MA 02459
617-796-1143

Starting 1/1/22 all historic deadlines will be three weeks prior to a hearing date.

www.newartcenter.org
61 Washington Park
Newton, MA 02460

<twitter.png>

<facebook.png>

<instagram.png>

Begin forwarded message:

From: Emily O'Neil <emily@newartcenter.org>
Subject: New Art Center's CPA Pre-Proposal application
Date: October 21, 2021 at 9:14:24 PM EDT
To: Lara Kritzer <lkritzer@newtonma.gov>
Cc: Michael Kaufman <mkkaufman@rcn.com>, Dewey Nichols <DANichols@NicholsArchitectsLLC.com>

Dear Lara,

Please find attached the New Art Center's CPA Pre-Proposal for our proposed project at the Church of the Open Word property at 19 Highland Ave, Newtonville, MA 02460.

You will find the following documents attached to this email:

1. CPA Pre-Proposal form
2. Powerpoint pdf with photos of the church and parish house
3. Letters of Support from:
 - Gloria Gavis, Board Chair, Newton Community Pride, and a Newton resident
 - Adrienne Hartzell Knudsen, Managing Director, Newton Cultural Alliance and a Newton resident
 - Susan Paley, Vice President of Community Relations, Village Bank, and a Newton resident
 - Chris Pitts, co-chair, Newton Cultural Council and a Newton resident
 - Scott Oran, Dinosaur Partners, owners of 28 Austin St, and a Newton resident
4. Master Plan for the Church conducted by Cram & Ferguson
5. A Brief History of the Church of the Open Word compiled by Pastor Bob Tafel
6. History of Timothy Harrington Carter, Newtonville, shared by Pastor Bob Tafel



New Art Center's CPA Proposal, 12 17 21

Attachment 10: FY22 Approved Budget

New Art Center in Newton Inc

Budget Overview: Approved FY 22 Budget - FY22 P&L

July 2021 - June 2022

	TOTAL
Revenue	
4000 Earned Income	
4100 Education/Classes	
4110 Adult Ceramics	83,500.30
4130 Adult Visual Art	229,365.22
4135 Adult Visual Zoom Online	76,455.08
4140 Adult Workshop	27,499.89
4145 Adult Workshop Zoom Online	8,056.61
4150 Child Ceramics	31,985.55
4160 Child Workshop	2,130.00
4170 Child Visual Art	56,103.89
4175 Child Visual Zoom Online	8,377.50
4180 Teen Ceramics	37,193.48
4185 Teen Visual	33,726.99
4190 Teen Visual Zoom Online	8,402.57
Total 4100 Education/Classes	602,797.08
4200 Education/Vacation	
4210 Child February & April	26,572.00
4215 Teen February & April	19,266.50
4220 Child Summer	146,274.00
4225 Teen Summer	102,635.00
Total 4200 Education/Vacation	294,747.50
4400 Exhibition	
4410 Art Sales (Gross) Income	2,000.00
Total 4400 Exhibition	2,000.00
4600 Rental	7,000.00
Total 4000 Earned Income	906,544.58
5000 Contributed Income	
5100 Unrestricted Gifts-Donor Income	
5110 Board Annual Assessment	35,000.00
5160 Major Gifts	50,000.00
5180 Operating Fund (5330 Annual)	90,000.00
Total 5100 Unrestricted Gifts-Donor Income	175,000.00
5200 Membership Program (Friends)	20,000.00
5300 Special Events(PrevFundraising)	15,000.00
5400 Restricted (Grant Income)	
5370 Restricted Exhibition	1,500.00
5430 Municipal Grant Income	1,000.00
5434 State Grant (5435)	99,000.00
5440 Corporate Sponsorship Income	16,000.00
5445 Corporate Sponsorship - Restricted	29,000.00
Total 5440 Corporate Sponsorship Income	45,000.00
5470 Indiv. Scholarship (5375)	

New Art Center in Newton Inc

Budget Overview: Approved FY 22 Budget - FY22 P&L

July 2021 - June 2022

	TOTAL
5476 Restricted Scholarship (5380)	23,000.00
Total 5470 Indiv. Scholarship (5375)	23,000.00
5495 Other Restricted	12,500.00
Total 5400 Restricted (Grant Income)	182,000.00
Total 5000 Contributed Income	392,000.00
Total Revenue	\$1,298,544.58
GROSS PROFIT	\$1,298,544.58
Expenditures	
6000 Administration (Personnel Exp)	
6010 Salaries	455,333.44
6012 Salaries - Exhibition	24,024.00
6020 Employers Payroll Tax	50,218.40
6030 Payroll Service Fees	1,200.00
6035 Professional Development	117.00
6040 Staff Appreciation	130.91
6050 Health Insurance	35,700.00
6070 Disability Insurance	5,000.00
6080 Workers Compensation	7,000.00
6095 Personnel Casual Labor	200.00
Total 6000 Administration (Personnel Exp)	578,923.75
6100 Faculty(Education Faculty Exp.)	
6105 Employers Payroll Tax F	23,399.23
6108 Payroll Service Fees	2,700.77
6115 Ceramics Studio Time	41,893.51
6120 Adult Ceramics Faculty	19,102.85
6140 Adult Visual Faculty	104,059.50
6145 Childrens Ceramics Faculty	5,142.83
6150 Childrens Visual Faculty	13,898.50
6160 Childrens Summer Faculty	74,816.33
6170 February/April Faculty	
6172 February/April Faculty - Children	2,385.00
6174 February/April Faculty - Teen	1,717.20
Total 6170 February/April Faculty	4,102.20
6180 Teen Ceramics Faculty	14,300.00
6185 Teen Summer Faculty	30,521.53
6186 Teen Visual Faculty	16,036.65
6190 Faculty Appreciation	613.48
6195 Other Education Faculty Expense	518.18
Total 6100 Faculty(Education Faculty Exp.)	351,105.56
6200 Education Expense	
6210 Adult Programs	16,313.83
6215 Model Expense	3,916.00

New Art Center in Newton Inc

Budget Overview: Approved FY 22 Budget - FY22 P&L

July 2021 - June 2022

	TOTAL
Total 6210 Adult Programs	20,229.83
6220 Child Programs	3,562.14
6230 Teen Programs	4,908.84
6240 Vacation Programs (Other)	1,505.80
6250 Summer Programs	5,000.00
6255 Model - Summer Program	2,761.00
Total 6250 Summer Programs	7,761.00
6270 Ceramics Equipment (6299)	640.58
6280 Ceramics Supplies	1,297.01
6289 Online Classes	2,250.00
Total 6200 Education Expense	42,155.20
6300 Facilities Expense	10,000.00
6310 Janitorial Expense	17,600.00
6315 Janitorial - Trio	4,400.00
6320 Building & Liability Insurance	26,000.00
6330 Repairs & Maintenance	22,000.00
6340 Building Supplies	3,000.00
6370 DepExp - CA	43,978.00
6375 Office Depreciation	10,634.00
Total 6300 Facilities Expense	137,612.00
6400 Utilities Expense	
6410 Electricity	9,500.02
6430 Telephone	3,999.96
6440 Water/Sewer	4,500.00
6450 Gas Expense	8,000.02
Total 6400 Utilities Expense	26,000.00
6500 Exhibition Expense	
6520 Curator Stipends	1,000.00
6540 Exhibition Installation	1,500.00
6560 Payment/Commissions to Artists	13,500.00
6590 Exhibition - Other Expense	1,500.00
Total 6500 Exhibition Expense	17,500.00
6600 Fundraising Expense	1,500.00
6690 Cultivation Expense	4,000.00
6695 Fundraising Postage	1,500.00
6697 Fundraising Print	6,000.00
Total 6600 Fundraising Expense	13,000.00
6700 Office Expense	
6720 Credit Card Processing	2,833.00
6730 Dues & Subscriptions	12,000.00
6740 Interest Expense	7,000.00
6760 Office Postage & Delivery	1,000.00

New Art Center in Newton Inc

Budget Overview: Approved FY 22 Budget - FY22 P&L

July 2021 - June 2022

	TOTAL
6765 Events Expenses	1,000.00
6770 Office Supplies	4,500.00
6790 Office Printing	1,200.00
6797 Company Taxes	500.00
6798 Parking & Mileage	200.00
Total 6700 Office Expense	30,233.00
6800 Professional Services	
6810 Bookkeeping Expense	15,000.00
6820 Accounting/Audit Expense	10,500.00
6840 Other Consulting	20,000.00
Total 6800 Professional Services	45,500.00
7000 Equipment/Technology Expense	500.00
7010 Internet Expense	3,500.00
7020 Equipment/Technology Purchases	2,000.00
7050 Copier Lease	2,000.00
Total 7000 Equipment/Technology Expense	8,000.00
7150 Marketing Expense	
7155 Printing (Catalogues)	25,000.00
7160 Postage	5,000.00
7170 Advertising	15,000.00
7180 Promotion	5,000.00
Total 7150 Marketing Expense	50,000.00
7200 Board Expense	1,500.00
Total Expenditures	\$1,301,529.51
NET OPERATING REVENUE	\$ -2,984.93
NET REVENUE	\$ -2,984.93



New Art Center's CPA Proposal, 12 17 21

Attachment 11: FY21 Statement of Activity (Profit and Loss for year ending 6_30_21)

New Art Center in Newton Inc

Statement of Activity

July 2020 - June 2021

	TOTAL
Revenue	
4000 Earned Income	
4100 Education/Classes	
4110 Adult Ceramics	65,043.00
4115 Adult Ceramics Zoom Online	4,345.00
4130 Adult Visual Art	44,504.40
4135 Adult Visual Zoom Online	182,064.15
4140 Adult Workshop	12,887.00
4145 Adult Workshop Zoom Online	18,254.89
4150 Child Ceramics	23,693.00
4160 Child Workshop	795.00
4170 Child Visual Art	38,353.00
4175 Child Visual Zoom Online	13,369.75
4180 Teen Ceramics	43,907.04
4185 Teen Visual	22,883.54
4190 Teen Visual Zoom Online	23,372.42
Total 4100 Education/Classes	493,472.19
4200 Education/Vacation	
4210 Child February & April	20,440.00
4215 Teen February & April	17,760.00
4230 Children Summer Zoom	32,418.05
4235 Teen Summer Zoom	37,377.00
Total 4200 Education/Vacation	107,995.05
4600 Rental	250.00
4700 Interest	187.46
Total 4000 Earned Income	601,904.70
5000 Contributed Income	
5100 Unrestricted Gifts-Donor Income	
5110 Board Annual Assessment	25,185.00
5115 Board Additional Gifts	284.50
5160 Major Gifts	45,000.00
5180 Operating Fund (5330 Annual)	79,169.90
5185 Donation - Credit Card Fee	825.19
5186 Donation-Credit Card Fee Board	46.48
Total 5185 Donation - Credit Card Fee	871.67
Total 5180 Operating Fund (5330 Annual)	80,041.57
5187 Donation Cart	604.73
Total 5100 Unrestricted Gifts-Donor Income	151,115.80

New Art Center in Newton Inc

Statement of Activity

July 2020 - June 2021

	TOTAL
5200 Membership Program (Friends)	
5230 Membership Dues	5,570.00
Total 5200 Membership Program (Friends)	5,570.00
5400 Restricted (Grant Income)	
5370 Restricted Exhibition	1,500.00
5430 Municipal Grant Income	1,900.00
5434 State Grant (5435)	20,600.00
5440 Corporate Sponsorship Income	10,848.00
5445 Corporate Sponsorship - Restricted	16,100.00
Total 5440 Corporate Sponsorship Income	26,948.00
5470 Indiv. Scholarship (5375)	
5476 Restricted Scholarship (5380)	27,525.00
Total 5470 Indiv. Scholarship (5375)	27,525.00
5495 Other Restricted	11,457.50
5496 Other Restricted (Board)	250.00
Total 5495 Other Restricted	11,707.50
Total 5400 Restricted (Grant Income)	90,180.50
Total 5000 Contributed Income	246,866.30
Total Revenue	\$848,771.00
GROSS PROFIT	\$848,771.00
Expenditures	
6000 Administration (Personnel Exp)	
6010 Salaries	356,976.79
6012 Salaries - Exhibition	4,290.00
6015 Salaries - Other	278.36
6020 Employers Payroll Tax	34,265.33
6030 Payroll Service Fees	967.56
6035 Professional Development	117.00
6040 Staff Appreciation	1,048.90
6045 Want Ads/Employee Search	1,029.31
6050 Health Insurance	-2,535.68
6060 Dental Insurance	166.52
6070 Disability Insurance	2,366.59
6080 Workers Compensation	8,345.66
6095 Personnel Casual Labor	200.00
Total 6000 Administration (Personnel Exp)	407,516.34

New Art Center in Newton Inc

Statement of Activity

July 2020 - June 2021

	TOTAL
6100 Faculty(Education Faculty Exp.)	
6105 Employers Payroll Tax F	25,514.94
6108 Payroll Service Fees	2,700.77
6115 Ceramics Studio Time	27,179.82
6120 Adult Ceramics Faculty	20,172.00
6140 Adult Visual Faculty	96,977.02
6145 Childrens Ceramics Faculty	4,833.25
6150 Childrens Visual Faculty	13,473.50
6160 Childrens Summer Faculty	11,341.65
6165 Childrens Summer Zoom Faculty	7,500.50
6170 February/April Faculty	
6172 February/April Faculty - Children	4,368.00
6174 February/April Faculty - Teen	2,172.00
Total 6170 February/April Faculty	6,540.00
6180 Teen Ceramics Faculty	8,516.20
6184 Teen Summer Zoom Faculty	6,738.50
6185 Teen Summer Faculty	3,598.30
6186 Teen Visual Faculty	15,591.80
6190 Faculty Appreciation	518.17
6195 Other Education Faculty Expense	639.72
Total 6100 Faculty(Education Faculty Exp.)	251,836.14
6200 Education Expense	
6210 Adult Programs	15,643.43
6215 Model Expense	1,425.00
Total 6210 Adult Programs	17,068.43
6220 Child Programs	2,450.02
6230 Teen Programs	3,815.96
6235 Model - Teen	100.00
Total 6230 Teen Programs	3,915.96
6240 Vacation Programs (Other)	1,277.88
6245 Model - Vacation (Other)	150.00
Total 6240 Vacation Programs (Other)	1,427.88
6250 Summer Programs	6,601.18
6255 Model - Summer Program	300.00
Total 6250 Summer Programs	6,901.18
6270 Ceramics Equipment (6299)	1,058.55
6280 Ceramics Supplies	281.55
6289 Online Classes	5,315.62
6295 Education Supply/Expense-Other	187.97
Total 6200 Education Expense	38,607.16

New Art Center in Newton Inc

Statement of Activity

July 2020 - June 2021

	TOTAL
6300 Facilities Expense	
6310 Janitorial Expense	19,262.61
6315 Janitorial - Trio	2,785.68
6320 Building & Liability Insurance	23,399.00
6330 Repairs & Maintenance	44,964.83
6335 Repairs & Maintenance - Trio	520.99
6340 Building Supplies	5,550.71
6350 Facilities License & Permits	230.00
6370 DepExp - CA	46,833.00
6375 Office Depreciation	4,155.00
Total 6300 Facilities Expense	147,701.82
6400 Utilities Expense	
6410 Electricity	9,773.69
6430 Telephone	4,025.03
6440 Water/Sewer	2,984.38
6450 Gas Expense	7,066.22
Total 6400 Utilities Expense	23,849.32
6500 Exhibition Expense	15.99
6520 Curator Stipends	1,000.00
6530 Exhibition Food & Beverage	225.27
6540 Exhibition Installation	826.61
6550 Exhibition License & Permits	100.00
6590 Exhibition - Other Expense	304.56
Total 6500 Exhibition Expense	2,472.43
6600 Fundraising Expense	376.00
6690 Cultivation Expense	2,503.42
6695 Fundraising Postage	933.04
6697 Fundraising Print	5,574.18
Total 6600 Fundraising Expense	9,386.64
6700 Office Expense	
6710 Bank Service Charges	23.00
6720 Credit Card Processing	7,107.55
6730 Dues & Subscriptions	8,626.81
6740 Interest Expense	4,579.46
6750 Office Operations - Other	1,568.00
6760 Office Postage & Delivery	966.90
6765 Events Expenses	1,104.00
6770 Office Supplies	1,747.38
6790 Office Printing	1,616.58
6797 Company Taxes	537.00

New Art Center in Newton Inc

Statement of Activity

July 2020 - June 2021

	TOTAL
6798 Parking & Mileage	0.06
Total 6700 Office Expense	27,876.74
6800 Professional Services	
6810 Bookkeeping Expense	16,000.00
6820 Accounting/Audit Expense	9,775.00
6840 Other Consulting	47,351.79
Total 6800 Professional Services	73,126.79
7000 Equipment/Technology Expense	
7010 Internet Expense	3,053.08
7020 Equipment/Technology Purchases	4,298.77
7050 Copier Lease	1,808.03
Total 7000 Equipment/Technology Expense	9,159.88
7150 Marketing Expense	798.96
7155 Printing (Catalogues)	11,597.65
7160 Postage	3,151.90
7170 Advertising	8,714.98
7180 Promotion	9,294.99
Total 7150 Marketing Expense	33,558.48
7200 Board Expense	1,500.00
7220 Board Meeting Expense	216.04
7230 Board Appreciation	208.99
7240 Board Development	552.64
Total 7200 Board Expense	2,477.67
Total Expenditures	\$1,027,569.41
NET OPERATING REVENUE	\$ -178,798.41
Other Revenue	
8500 PPP Loan Forgiveness	266,286.54
Total Other Revenue	\$266,286.54
NET OTHER REVENUE	\$266,286.54
NET REVENUE	\$87,488.13



New Art Center's CPA Proposal, 12 17 21

**Attachment 12: FY22 Statement of Financial Position
Year to Date, as of 12_17_21**

New Art Center in Newton Inc

Statement of Financial Position

As of December 17, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1004 Cambridge Savings Bank Checking	.
1005 Cambridge Savings ends 5043	192,237.77
1006 Cambridge Savings ends 3144	0.00
1011 Cambridge Savings ends 4648	531.90
1012 Cambridge Savings ends 4622	51,143.84
Total 1004 Cambridge Savings Bank Checking	243,913.51
1007 Village Bank Checking	
1008 Village Bank ends 7297	96,049.05
Total 1007 Village Bank Checking	96,049.05
1010 Village Bank Savings - 1551	0.00
1020 Village Savings Restricted-2098	0.00
1030 Village Bank MM- 3146	72,499.40
1040 Cambridge Savings Bank MM	0.00
1045 Cambridge Savings - ends 4658	1,055.13
1050 Petty Cash	59.71
1075 Cambridge Appleton Trust	0.00
1080 Fidelity Investments	0.00
Total Bank Accounts	\$413,576.80
Accounts Receivable	
1201 Accounts Receivable	300.00
Total Accounts Receivable	\$300.00

New Art Center in Newton Inc

Statement of Financial Position

As of December 17, 2021

	TOTAL
Other Current Assets	
1100 Grants Receivable	0.00
1200 Accounts Receivable - Misc	0.00
12000 Undeposited Funds	0.00
1250 Advance	0.00
1300 Prepaid Expenses	3,507.79
1310 Prepaid Education Expense	0.00
1320 Prepaid Postage Expense	0.00
1330 Prepaid Payroll Expense	0.00
1350 Prepaid insurance	23,832.92
1360 Arts Ball	0.00
Total 1300 Prepaid Expenses	27,340.71
Total Other Current Assets	\$27,340.71
Total Current Assets	\$441,217.51
Fixed Assets	
1400 Building	710,000.00
1450 Land	350,000.00
1500 Building Improvements	772,916.79
1510 Furniture & Fixtures	83,356.34
1520 Equipment	100,373.10
1540 Acc Dep - Building	-700,000.00
1550 Acc Dep - Building Improvement	-450,056.33
1560 Acc Dep - Furn & Fixt	-74,719.07
1570 Acc Dep - Equipment	-78,952.23
Total Fixed Assets	\$712,918.60
TOTAL ASSETS	\$1,154,136.11

New Art Center in Newton Inc

Statement of Financial Position

As of December 17, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	33,322.80
Total Accounts Payable	\$33,322.80
Credit Cards	
2025 Chase Credit Card	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
2010 Accounts Payable - Other	0.00
2050 Notes Payable - Current	0.00
2060 SBA Loan Payable	0.00
2065 PPP Loan Payable - 2020	0.00
2066 PPP Loan Payable - 2021	0.00
2070 SBAD Loan Payable	150,000.00
2075 Cambridge Line of Credit	0.00
2080 Village Bank Line of Credit	0.00
2090 Accrued Payroll/Contract Labor	0.00
2091 Accrued Payroll Taxes	0.00
2100 Accrued Expenses - Other	9,532.03
2105 Accrued Expense - Interest	4,918.50
Total 2100 Accrued Expenses - Other	14,450.53
2400 Payroll Liabilities - Employer	0.00
24000 Federal Tax Credit - CARES - Employer	94,204.61
Total 2400 Payroll Liabilities - Employer	94,204.61
2401 Payroll Liabilities - Employee	2.31
24001 Federal Tax Credit - CARES - Employee	48,962.86

New Art Center in Newton Inc

Statement of Financial Position

As of December 17, 2021

	TOTAL
Total 2401 Payroll Liabilities - Employee	48,965.17
2403 Due to FSA	65.21
2450 Sales Tax Payable	810.58
2500 Deferred Tuition Income	2,116.20
24110FA Adult Ceramics - Fall	1,130.50
24110SP Adult Ceramics - Spring	0.00
24110SU Adult Ceramics - Summer	0.00
24110W Adult Ceramics - Winter	34,471.50
24115SU Adult Ceramics Online Zoom - Summer	0.00
24115W Adult Ceramics Online Zoom - Winter	0.00
24130FA Adult Visual - Fall	518.25
24130SP Adult Visual - Spring	0.00
24130SU Adult Visual - Summer	0.00
24130W Adult Visual - Winter	25,022.67
24135FA Adult Visual Online Zoom - Fall	450.00
24135SP Adult Visual Online Zoom - Spring	0.00
24135SU Adult Visual Online Zoom - Summer	0.00
24135W Adult Visual Online Zoom - Winter	14,518.19
24140FA Adult Workshop - Fall	4,159.75
24140SP Adult Workshop - Spring	0.00
24140SU Adult Workshop - Summer	0.00
24140W Adult Workshop - Winter	4,434.50
24145FA Adult Workshop Online Zoom - Fall	285.25
24145SP Adult Workshop Online Zoom - Spring	0.00
24145SU Adult Workshop Online Zoom - Summer	0.00
24145W Adult Workshop Online Zoom - Winter	1,455.75
24150FA Children's Ceramics - Fall	0.00
24150SP Children's Ceramics - Spring	0.00
24150SU Children's Ceramics - Summer	0.00
24150W Children's Ceramics - Winter	12,233.05
24160FA Children's Workshop - Fall	4,232.50
24160SP Children's Workshop - Spring	0.00
24160W Children's Workshop - Winter	385.00
24170FA Children's Visual - Fall	0.00
24170SP Children's Visual - Spring	0.00
24170W Children's Visual - Winter	14,578.24
24175FA Child Visual Online Zoom - Fall	0.00
24175SP Child Visual Online Zoom - Spring	0.00
24175SU Child Visual Online Zoom - Summer	0.00
24175W Children's Visual Online Zoom - Winter	0.00
24180FA Teen Ceramics - Fall	0.00

New Art Center in Newton Inc

Statement of Financial Position

As of December 17, 2021

	TOTAL
24180SP Teen Ceramics - Spring	0.00
24180SU Teen Ceramics - Summer	0.00
24180W Teen Ceramics - Winter	10,947.00
24185FA Teen Visual - Fall	556.00
24185SP Teen Visual - Spring	0.00
24185SU Teen Visual - Summer	0.00
24185W Teen Visual - Winter	13,431.50
24190FA Teen Visual Online Zoom - Fall	0.00
24190SP Teen Visual Online Zoom - Spring	0.00
24190SU Teen Visual Online Zoom - Summer	0.00
24190W Teen Visual Online Zoom - Winter	30.00
24195SP Online - Spring	0.00
24210AP Children's Vacation - April	0.00
24210FE Children's Vacation - February	408.50
24210MA Children's Vacation - March	0.00
24210O Other Vacation - Children	0.00
24215AP Teen Vacation - April	0.00
24215FE Teen Vacation - February	0.00
24220SU Children's - Summer	0.00
24225SU Teen - Summer	0.00
24230SU Summer Children Zoom	0.00
24235SU Teen Summer Zoom	0.00
2520 2020 Tuition Credits	20,467.85
2521 2021 Tuition Credits	1,215.00
2522 2022 Tuition Credits	0.00
Total 2500 Deferred Tuition Income	167,047.20
2550 Deferred Revenue	0.00
2560 Arts Ball	200.00
Total 2550 Deferred Revenue	200.00
2580 Refundable Deposit - Rentals	0.00
2600 Gift Certificates	3,238.00
2800 Working Capital Loan	0.00
2900 Restricted Contrib Liability	0.00
Total Other Current Liabilities	\$478,981.30
Total Current Liabilities	\$512,304.10
Long-Term Liabilities	
2440 Non Profit Finance Fund	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$512,304.10

New Art Center in Newton Inc

Statement of Financial Position

As of December 17, 2021

	TOTAL
Equity	
3000 Fund Balance - Unrestricted	450,102.01
3010 Fund Balance - Restricted	34,265.00
3020 Opening Bal Equity	0.00
3030 Retained Earnings	67,052.57
Net Revenue	90,412.43
Total Equity	\$641,832.01
TOTAL LIABILITIES AND EQUITY	\$1,154,136.11



New Art Center's CPA Proposal, 12 17 21

**Attachment 13: FY21 Statement of Financial Position
Year Ending 6_30_21**

New Art Center in Newton Inc

Statement of Financial Position

As of June 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1004 Cambridge Savings Bank Checking	
1005 Cambridge Savings ends 5043	318,650.03
1006 Cambridge Savings ends 3144	0.00
1011 Cambridge Savings ends 4648	531.24
1012 Cambridge Savings ends 4622	51,081.66
Total 1004 Cambridge Savings Bank Checking	370,262.93
1007 Village Bank Checking	
1008 Village Bank ends 7297	691.95
Total 1007 Village Bank Checking	691.95
1010 Village Bank Savings - 1551	0.00
1020 Village Savings Restricted-2098	0.00
1030 Village Bank MM- 3146	10.21
1040 Cambridge Savings Bank MM	0.00
1045 Cambridge Savings - ends 4658	1,054.98
1050 Petty Cash	67.00
1075 Cambridge Appleton Trust	0.00
1080 Fidelity Investments	0.00
Total Bank Accounts	\$372,087.07
Accounts Receivable	
1201 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00

New Art Center in Newton Inc

Statement of Financial Position

As of June 30, 2021

	TOTAL
Other Current Assets	
1100 Grants Receivable	0.00
1200 Accounts Receivable - Misc	14,120.00
12000 Undeposited Funds	0.00
1250 Advance	0.00
1300 Prepaid Expenses	5,070.24
1310 Prepaid Education Expense	5,842.94
1320 Prepaid Postage Expense	0.00
1330 Prepaid Payroll Expense	0.00
1350 Prepaid insurance	8,799.89
1360 Arts Ball	0.00
Total 1300 Prepaid Expenses	19,713.07
Total Other Current Assets	\$33,833.07
Total Current Assets	\$405,920.14
Fixed Assets	
1400 Building	700,000.00
1450 Land	350,000.00
1500 Building Improvements	772,916.79
1510 Furniture & Fixtures	83,356.34
1520 Equipment	100,014.10
1540 Acc Dep - Building	-700,000.00
1550 Acc Dep - Building Improvement	-450,056.33
1560 Acc Dep - Furn & Fixt	-74,719.07
1570 Acc Dep - Equipment	-78,952.23
Total Fixed Assets	\$702,559.60
TOTAL ASSETS	\$1,108,479.74

New Art Center in Newton Inc

Statement of Financial Position

As of June 30, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	24,021.37
Total Accounts Payable	\$24,021.37
Credit Cards	
2025 Chase Credit Card	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
2010 Accounts Payable - Other	0.00
2050 Notes Payable - Current	0.00
2060 SBA Loan Payable	0.00
2065 PPP Loan Payable - 2020	0.00
2066 PPP Loan Payable - 2021	0.00
2070 SBAD Loan Payable	150,000.00
2075 Cambridge Line of Credit	0.00
2080 Village Bank Line of Credit	0.00
2090 Accrued Payroll/Contract Labor	26,807.04
2091 Accrued Payroll Taxes	1,562.25
2100 Accrued Expenses - Other	12,461.78
2105 Accrued Expense - Interest	4,918.50

New Art Center in Newton Inc

Statement of Financial Position

As of June 30, 2021

	TOTAL
Total 2100 Accrued Expenses - Other	17,380.28
2400 Payroll Liabilities - Employer	-559.67
2401 Payroll Liabilities - Employee	2.31
2403 Due to FSA	65.21
2500 Deferred Tuition Income	2,116.20
24110FA Adult Ceramics - Fall	21,882.13
24110SP Adult Ceramics - Spring	0.00
24110SU Adult Ceramics - Summer	8,126.00
24110W Adult Ceramics - Winter	0.00
24115SU Adult Ceramics Online Zoom - Summer	0.00
24115W Adult Ceramics Online Zoom - Winter	0.00
24130FA Adult Visual - Fall	9,547.91
24130SP Adult Visual - Spring	0.00
24130SU Adult Visual - Summer	910.00
24130W Adult Visual - Winter	0.00
24135FA Adult Visual Online Zoom - Fall	762.00
24135SP Adult Visual Online Zoom - Spring	0.00
24135SU Adult Visual Online Zoom - Summer	6,635.00
24135W Adult Visual Online Zoom - Winter	0.00
24140FA Adult Workshop - Fall	1,055.50
24140SP Adult Workshop - Spring	0.00
24140SU Adult Workshop - Summer	360.00
24140W Adult Workshop - Winter	0.00
24145FA Adult Workshop Online Zoom - Fall	2,385.50
24145SP Adult Workshop Online Zoom - Spring	0.00
24145SU Adult Workshop Online Zoom - Summer	2,520.00
24145W Adult Workshop Online Zoom - Winter	0.00
24150FA Children's Ceramics - Fall	1,205.00
24150SP Children's Ceramics - Spring	0.00
24150SU Children's Ceramics - Summer	0.00
24150W Children's Ceramics - Winter	0.00
24160FA Children's Workshop - Fall	0.00
24160SP Children's Workshop - Spring	0.00
24160W Children's Workshop - Winter	0.00
24170FA Children's Visual - Fall	2,150.00
24170SP Children's Visual - Spring	0.00
24170W Children's Visual - Winter	0.00
24175FA Child Visual Online Zoom - Fall	153.45
24175SP Child Visual Online Zoom - Spring	0.00
24175SU Child Visual Online Zoom - Summer	0.00
24175W Children's Visual Online Zoom - Winter	0.00

New Art Center in Newton Inc

Statement of Financial Position

As of June 30, 2021

	TOTAL
24180FA Teen Ceramics - Fall	1,575.00
24180SP Teen Ceramics - Spring	0.00
24180SU Teen Ceramics - Summer	0.00
24180W Teen Ceramics - Winter	0.00
24185FA Teen Visual - Fall	1,326.50
24185SP Teen Visual - Spring	0.00
24185SU Teen Visual - Summer	0.00
24185W Teen Visual - Winter	0.00
24190FA Teen Visual Online Zoom - Fall	0.00
24190SP Teen Visual Online Zoom - Spring	0.00
24190SU Teen Visual Online Zoom - Summer	0.00
24190W Teen Visual Online Zoom - Winter	0.00
24195SP Online - Spring	0.00
24210AP Children's Vacation - April	0.00
24210FE Children's Vacation - February	0.00
24210MA Children's Vacation - March	0.00
24210O Other Vacation - Children	0.00
24215AP Teen Vacation - April	0.00
24215FE Teen Vacation - February	0.00
24220SU Children's - Summer	142,997.00
24225SU Teen - Summer	107,058.33
24230SU Summer Children Zoom	0.00
24235SU Teen Summer Zoom	0.00
2520 2020 Tuition Credits	20,762.85
2521 2021 Tuition Credits	915.00
Total 2500 Deferred Tuition Income	334,443.37
2550 Deferred Revenue	0.00
2560 Arts Ball	200.00
Total 2550 Deferred Revenue	200.00
2580 Refundable Deposit - Rentals	0.00
2600 Gift Certificates	3,138.00
2800 Working Capital Loan	0.00
2900 Restricted Contrib Liability	0.00
Total Other Current Liabilities	\$533,038.79
Total Current Liabilities	\$557,060.16
Long-Term Liabilities	
2440 Non Profit Finance Fund	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$557,060.16

New Art Center in Newton Inc

Statement of Financial Position

As of June 30, 2021

	TOTAL
Equity	
3000 Fund Balance - Unrestricted	450,102.01
3010 Fund Balance - Restricted	34,265.00
3020 Opening Bal Equity	0.00
3030 Retained Earnings	-20,435.56
Net Revenue	87,488.13
Total Equity	\$551,419.58
TOTAL LIABILITIES AND EQUITY	\$1,108,479.74



New Art Center's CPA Proposal, 12 17 21

Attachment 14: Letters of Support

December 13, 2021

Ms. Lara Kritzer
Community Preservation Program Manager
City of Newton Planning & Development Department
1000 Commonwealth Avenue
Newton, MA 02459

Dear Ms. Kritzer,

On behalf of the Massachusetts New Church Union, owner of record of the Church of the Open Word in Newtonville, I am writing in support of the New Art Center's CPA pre-proposal request for funding to conduct a feasibility study on our property at 19 Highland Avenue.

The New Art Center offers everyone, at all levels of ability, exceptional opportunities to make, exhibit, view, think about and talk about art. Founded in 1977, the New Art Center is the cultural cornerstone for visual art in Newton and the local region. Having enrolled tens of thousands of adults, teens and children in art making and art education programs, the New Art Center is also an important local employer, with staff of 10 and more than 50 faculty.

CPA funds will enable the New Art Center to conduct a feasibility study to determine if the Church of the Open Word facility allows for much needed organizational growth to serve more residents, students, and community partners. Moreover, rehabilitation, revitalization, and activation of the property will enhance Newtonville significantly, by preserving an iconic local landmark, reducing vandalism and loitering on the property, and creating a cultural destination that will benefit local businesses as well as residents.

It is our hope that the New Art Center's feasibility study will be successful and that they will ultimately decide to purchase the property. We believe this is the best path forward to preserve this prominent and historically significant building and for these facilities to continue serving the community while enhancing the physical environment of Newtonville Center. CPA funding will be an essential part of this process. Thank you for your consideration of this important and exciting opportunity.

Sincerely,



Kelly Milne, President
Massachusetts New Church Union
50 Quincy Street, Cambridge MA 02138

Susan Albright, Councilor-at-Large, Ward 2

December 15, 2021

Lara Kritzer
Community Preservation Program Manager
City of Newton Planning & Development Department
1000 Commonwealth Ave., Newton, MA 02459

Dear Ms. Kritzer,

I am writing in support of the New Art Center's CPA -proposal for funding to conduct a feasibility study on the Church of the Open Word at 19 Highland Ave, Newtonville. It is wonderful that they are being allowed to submit this proposal.

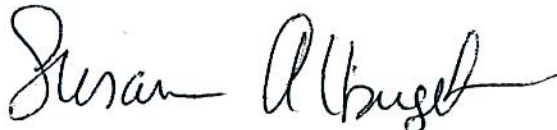
The New Art Center offers everyone, at all levels of ability (even me at one point in time), exceptional opportunities to make, exhibit, view, think about and talk about art. Founded in 1977, the New Art Center is the cultural cornerstone for visual art in Newton and the local region. Having enrolled tens of thousands of adults, teens and children in art making and art education programs, the New Art Center is also an important local employer, with staff of 10 and faculty of 50+.

CPA funds would allow the New Art Center to conduct a feasibility study to determine if the Church of the Open Word facility allows for much needed organizational growth in order to serve more residents, students and community partners.

Moreover, rehabilitation, revitalization and activation of the Church of the Open Word property would enhance Newtonville significantly, by preserving an iconic local landmark, reducing vandalism and loitering on the property and creating a cultural destination that would benefit local businesses as well as residents. I'm excited to imagine the New Art Center as part of Newtonville to add to our new housing, new streetscape and a new senior center (lord willi'n and the creek don't rise!). What a wonderful and walkable village it would be.

Thank you for your consideration of this important and exciting opportunity.

Sincerely,

A handwritten signature in cursive script that reads "Susan Albright". The signature is written in black ink and is positioned below the typed name "Susan Albright".

Gloria M. Gavis
21 Monadnock Road
Chestnut Hill, MA 02467

December 17, 2021

Lara Kritzer
Community Preservation Program Manager
City of Newton Planning & Development Department
1000 Commonwealth Ave., Newton, MA 02459

Dear Ms. Kritzer,

I am writing in support of the New Art Center's CPA proposal request for funding to conduct a feasibility study on the Church of the Open Word at 19 Highland Ave, Newtonville.

I am currently a Parks, Recreation & Culture Commissioner, Chair of the Board of Newton Community Pride (*a 501c3 nonprofit in the City of Newton building community through arts and culture programming*) as well as the former Chair of the committee selected by the Fuller Administration to publish the CREATE Newton Arts & Culture Strategic Plan for the City of Newton. In all these capacities, I hear repeatedly from the arts community and have become acutely aware of the need in our city to have accessible community space for visual arts, performance arts and art classes. As such I wholeheartedly endorse the proposal before you by the New Art Center.

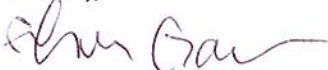
The New Art Center offers everyone, at all levels of ability, exceptional opportunities to make, exhibit, view, think about and talk about art. Founded in 1977, the New Art Center is the cultural cornerstone for visual art in Newton and the local region. Having enrolled tens of thousands of adults, teens and children in art making and art education programs, the New Art Center is also an important local employer, with staff of 10 and faculty of 50+.

CPA funds would allow the New Art Center to conduct an important and vital first step of conducting a feasibility study to determine if the Church of the Open Word will allow the much needed organizational growth for them to serve more residents, students and community partners.

Moreover, rehabilitation, revitalization and activation of the Church of the Open Word property would enhance Newtonville significantly, by preserving an iconic local landmark, reducing vandalism and loitering on the property and creating a cultural destination that would benefit local businesses as well as residents.

I respectfully ask for your support for this request and thank you for your consideration of this important and exciting opportunity.

Sincerely,



Gloria M. Gavis

MARK
DEVELOPMENT

275 Grove Street, Suite 2-150
Newton, MA 02466

December 17, 2021

Lara Kritzer
Community Preservation Program Manager
City of Newton Planning & Development Department
1000 Commonwealth Ave., Newton, MA 02459

Dear Ms. Kritzer,

I am writing in support of the New Art Center's CPA proposal request for funding to conduct a feasibility study on the Church of the Open Word at 19 Highland Ave, Newtonville.

The New Art Center offers everyone, at all levels of ability, exceptional opportunities to make, exhibit, view, think about and talk about art. Founded in 1977, the New Art Center is the cultural cornerstone for visual art in Newton and the local region. Having enrolled tens of thousands of adults, teens and children in art making and art education programs, the New Art Center is also an important local employer, with staff of 10 and faculty of 50+.

CPA funds would allow the New Art Center to conduct a feasibility study to determine if the Church of the Open Word facility allows for much needed organizational growth in order to serve more residents, students and community partners.

Moreover, rehabilitation, revitalization and activation of the Church of the Open Word property would enhance Newtonville significantly, by preserving an iconic local landmark, reducing vandalism and loitering on the property and creating a cultural destination that would benefit local businesses as well as residents.

Thank you for your consideration of this important and exciting opportunity.

Sincerely,



Damien Chaviano, Principal

December 17, 2021

Lara Kritzer
Community Preservation Program Manager
City of Newton Planning & Development Department
1000 Commonwealth Ave., Newton, MA 02459

Dear Ms. Kritzer,

I am writing in support of the New Art Center's CPA proposal request for funding to conduct a feasibility study on the Church of the Open Word at 19 Highland Ave, Newtonville.

The New Art Center offers everyone, at all levels of ability, exceptional opportunities to make, exhibit, view, think about and talk about art. Founded in 1977, the New Art Center is the cultural cornerstone for visual art in Newton and the local region. Having enrolled tens of thousands of adults, teens and children in art making and art education programs, the New Art Center is also an important local employer, with staff of 10 and faculty of 50+.

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Moreover, rehabilitation, revitalization and activation of the Church of the Open Word property would enhance Newtonville significantly, by preserving an iconic local landmark, reducing vandalism and loitering on the property and creating a cultural destination that would benefit local businesses as well as residents.

Thank you for your consideration of this important and exciting opportunity.

Sincerely,



Christopher B. Pitts

1756 Beacon Street, Waban MA 02468

Austin Street Partners LLC
c/o Dinosaur Capital Partners LLC
28 Austin Street, Suite 101
Newton, MA 02460

December 17, 2021

Lara Kritzer
Community Preservation Program Manager
City of Newton Planning & Development Department
1000 Commonwealth Ave., Newton, MA 02459

Dear Ms. Kritzer,

I am writing in support of the New Art Center's CPA proposal request for funding to conduct a feasibility study on the Church of the Open Word at 19 Highland Ave, Newtonville.

I write as a direct abuttor, as an owner of 28 Austin, the energy-efficient and fully-accessible 68-apartment building that includes 23 affordable homes, Caffe Nero, the popular coffee shop, Henry Bear's Park, the toy store, and our beautiful and heavily used 28 Austin Plaza as well as a 26-year Newton resident whose family has enjoyed the extensive offerings of the New Art Center.

The New Art Center offers everyone, at all levels of ability, exceptional opportunities to make, exhibit, view, think about and talk about art. Founded in 1977, the New Art Center is the cultural cornerstone for visual art in Newton and the local region. Having enrolled tens of thousands of adults, teens and children in art making and art education programs, the New Art Center is also an important local employer, with staff of 10 and faculty of 50+.

CPA funds would allow the New Art Center to conduct a feasibility study to determine if the Church of the Open Word facility allows for much needed organizational growth in order to serve more residents, students and community partners.

Moreover, rehabilitation, revitalization and activation of the Church of the Open Word property would enhance Newtonville significantly, by preserving an iconic local landmark, reducing vandalism and loitering on the property and creating a cultural destination that would benefit local businesses as well as residents.

Thank you for your consideration of this important and exciting opportunity.

Sincerely,



Scott Oran



December 10, 2021

Lara Kritzer
Community Preservation Program Manager
City of Newton
1000 Commonwealth Ave.
Newton, MA 02459

Dear Ms. Kritzer,

I am writing in support of the New Art Center's CPA proposal request for funding to conduct a feasibility study on the Church of the Open Word at 19 Highland Ave. in Newtonville.

The New Art Center offers everyone, at all levels of ability, exceptional opportunities to make, exhibit, view, think about and talk about art. Founded in 1977, the New Art Center is the cultural cornerstone for visual art in Newton and the local region. Having enrolled tens of thousands of adults, teens and children in art making and art education programs, the New Art Center is also an important local employer, with staff of 10 and faculty of 50+.

CPA funds would allow the New Art Center to conduct a feasibility study to determine if the Church of the Open Word facility allows for much-needed organizational growth in order to serve more residents, students and community partners.

Moreover, rehabilitation, revitalization and activation of the Church of the Open Word property would enhance Newtonville significantly, by preserving an iconic local landmark, reducing vandalism and loitering on the property, and creating a cultural destination that would benefit local businesses as well as residents.

Thank you for your consideration of this important and exciting opportunity.

Sincerely,

Emily Norton
Ward 2 Councilor



Newton Cultural Alliance

Uniting Culture & Community

December 17, 2021

Lara Kritzer
Community Preservation Program Manager
City of Newton Planning & Development Department
1000 Commonwealth Ave., Newton, MA 02459

Dear Ms. Kritzer,

I am writing today in support of the New Art Center's CPA proposal request for funding to conduct a feasibility study on the Church of the Open Word at 19 Highland Ave, Newtonville.

In my role as Managing Director of the Newton Cultural Alliance, of which the New Art Center is an active member, I have come to know the excellent work this organization does, the lives it touches and the community enrichment it provides. The New Art Center offers everyone, at all levels of ability, exceptional opportunities to make, exhibit, view, think about and talk about art. Founded in 1977, the New Art Center is the cultural cornerstone for visual art in Newton and the local region. Having enrolled tens of thousands of adults, teens and children in art making and art education programs, the New Art Center is also an important local employer, with staff of 10 and faculty of 50+.

CPA funds would allow the New Art Center to conduct a feasibility study to determine if the Church of the Open Word facility allows for much needed organizational growth in order to serve more residents, students and community partners.

Moreover, rehabilitation, revitalization and activation of the Church of the Open Word property would enhance Newtonville significantly, by preserving and restoring an iconic local landmark, reducing vandalism and loitering on the property and creating a cultural destination that would benefit and enrich the vitality of local businesses and the lives of Newton residents.

Thank you for your consideration of this important and exciting opportunity.

Sincerely,

Adrienne Hartzell Knudsen
Managing Director

December 17, 2021

Lara Kritzer
Community Preservation Program Manager
City of Newton Planning & Development Department
1000 Commonwealth Ave., Newton, MA 02459

Dear Ms. Kritzer,

I am writing in support of the New Art Center's CPA proposal request for funding to conduct a feasibility study on the Church of the Open Word at 19 Highland Ave, Newtonville.

The New Art Center offers everyone, at all levels of ability, exceptional opportunities to make, exhibit, view, think about and talk about art. Founded in 1977, the New Art Center is the cultural cornerstone for visual art in Newton and the local region. Having enrolled tens of thousands of adults, teens and children in art making and art education programs, the New Art Center is also an important local employer, with staff of 10 and faculty of 50+. Speaking from a personal point of view, my own daughter, when in elementary school, greatly enjoyed summer and vacation programs at New Art, exposing her to new and different forms of art and perspectives than any other location in our City.

CPA funds would allow the New Art Center to conduct a feasibility study to determine if the Church of the Open Word facility allows for much needed organizational growth in order to serve more residents, students and community partners.

From my years on the Council On Aging, and as a founding board member of the Senior Center, I know that the village often suffers from vandalism and loitering. However, rehabilitation, revitalization and activation of the Church of the Open Word property would enhance Newtonville significantly, by preserving an iconic local landmark, reducing vandalism and loitering on the property and creating a cultural destination that would benefit local businesses as well as residents.

Thank you for your consideration of this important and exciting opportunity.

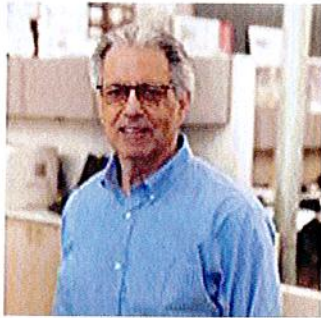
Sincerely,


1525 Commonwealth Avenue
Newton, MA 02465



New Art Center's CPA Proposal, 12 17 21

Attachment 15: Resumes



Years Experience
40+ years as Project
Manager and Architect

Background

1991-2014, 2021-present
Principal
Kaufman & Arnold LLC

2014-2021
Associate/Senior Project
Manager
DHK Architects

1988-1991
Director of Development
The John Drew Company

1985-1988
Director of Design
The Green Company

1978-1985
Associate
Sasaki Associates

Education

Master of Architecture
Washington University, St. Louis, MO

BA in Architecture, *cum laude*
Washington University, St. Louis, MO

Harvard University Graduate School of
Design, Certificate, Fundamentals of
Real Estate Investment Analysis
Cambridge, MA

Registrations

Architect, MA #4658

MCPPO - Massachusetts Certification
for School Designers and Owner
Project Managers
Certified Owner's Project Manager
and for CM-at-Risk

Community

Urban Design Commission, Chair
City of Newton, MA

New Art Center Board of Governors
Chair, Building Committee
Newton, MA

Michael K. Kaufman, AIA, MCPPO

Principal, Kaufman & Arnold

Michael Kaufman is an architect with over forty years of professional experience in the planning, design, and project management of projects in new construction, renovation, and adaptive re-use. Clients rely on Mr. Kaufman for his team leadership and management skills, cross-disciplinary knowledge, and the ability to bring out the best in his professional colleagues. As an architect and an owner's representative he has had a variety of responsibilities for a wide range of residential, institutional, commercial, educational, and medical projects.

At DHK Architects, he was an Associate and Senior Project Manager where he managed the project management discipline in the Boston office. Prior to DHK, Mr. Kaufman founded and ran a project management and design practice for over twenty years, and worked for several real estate development companies and architecture firms in the Boston area working on a wide range of projects. His project experience includes:

2101 Washington Street - Roxbury, MA

Project Manager for adaptive re-use of 44,000 SF historic building in Dudley (Nubian) Square in Roxbury, MA for mixed-income residential and commercial uses. The construction required substantial structural repair and reconfiguration of a challenging building structure what were originally three separate but attached buildings. Worked with the National Park Service in determining historical window and facade features for preservation. The project received a preservation award from the Boston Preservation Alliance. (DHK)

Brighton Marine Veterans' Housing - Brighton, MA

Project Manager for the adaptive reuse of the mid-1930's historic, military brick masonry Building #9 at the Brighton Marine health campus to affordable supportive housing for veterans. This gut rehab project, which includes 13,000 SF on four floors, comprises a new layout of 26 efficiency units with all new systems, and additional ancillary spaces to support the program. The historic nature of the Brighton Marine campus required that the exterior features of the building remained as they were historically. The exterior work consisted of new windows throughout, new entrances, and structural support of two existing brick chimneys. (DHK)

West Newton Armory Study - Newton, MA

Project Manager for a study for the City of Newton to determine the feasibility of, and options for, using the existing 1912 West Newton Armory building and site for 100% affordable housing. DHK produced several conceptual design alternatives and development scenarios as part of a comprehensive report to the Mayor and City Planning & Development Department, which became the basis for an RFP for housing developers. (DHK)

New Art Center Feasibility Study- Newton, MA

Owner's Project Manager for the New Art Center, an art school and exhibition space in Newtonville, for potential renovations to the Center's existing home. Housed in a 19th century former church, the building was great need of general repair, accessibility upgrades, and increased energy efficiencies. Mr. Kaufman led the schematic design process, which included facilitating user meetings, conducting an architect RFQ, interview and selection process, obtaining construction cost estimates, and preparing a project budget and schedule, to be utilized in the development of a capital campaign. (DHK)

Boston Water and Sewer Commission Headquarters - Boston, MA

Project Manager for a variety of design projects requested by the Commission, which were derived from the results of a space planning assessment of the BWSC Headquarters conducted in 2015 by DHK. The objective of the study was to evaluate the space usage of the office areas in the building and identify alternatives to utilize the space more efficiently, maximize the flexibility of interior spaces to accommodate the organizational structure and workflows, as well as future needs for new work processes and/or employees. On the basis of this study, the firm produced the design, and oversaw the construction of these modifications, inclusive of all FF&E. DHK later performed a comprehensive facility programming study in 2018. (DHK)

Michael K. Kaufman, AIA, MCPPO

Page 2

Mount Greylock Summit Improvements - Adams, MA

Project Manager for design improvements to address critical structural and envelope issues, evaluate alternatives, and recommend solutions to preserve the granite block Massachusetts War Memorial Tower as well as the Bascom Lodge at the top of Mount Greylock, both on the National Registry of Historic Places. Improvements included new accessible paths of travel, interior finish repairs, new lighting and dehumidification, hazardous materials mitigation, and planning and phasing the work for two short construction seasons. Historic window replacement plans for the Bascom Lodge were also prepared. The monument work was procured under Ch.149, the state public facility construction law. The project received a preservation award from Preservation Massachusetts. (DHK Architects)

Newton South High School Addition and Renovations - Newton, MA

Owner's project management for a new 20-classroom addition, new 5,000 square foot field house, and major renovations to the cafeteria of the 1,800 student high school. (Kaufman & Arnold)

Whittier Street Health Center - Roxbury, MA

Owner's Project Manager for relocation project involving the 30,000 square foot fit-out of a university-owned office building into a new state-of-the-art primary care facility in an urban Boston neighborhood. Responsibilities included project feasibility and program development, managing preparation of proposals for federal grants and project submissions, preparing and maintaining project budgets and schedules, interfacing with stakeholder groups, leading prequalification and selection of architectural teams and general contractors, and serving as Owner's Representative during design, construction, and occupancy. (Kaufman & Arnold)

Beth El Congregation Renovations - Newton, MA

Owner's Project Manager for extensive interior renovations to a 1960's-era synagogue in Newton, MA. Reconfigured the sanctuary, social hall, and building entries with all new finishes, new accessibility upgrades, including a new multi-level elevator and new exterior ramps, and new HVAC and fire protection systems. Sanctuary upgrades included new seating, new lighting, new energy-efficient windows, and a new accessible *Bimah* stage with new millwork for the Holy Ark. (Kaufman & Arnold)

Kings Way - Yarmouth Port, MA

Development manager for the master planning and design of a 450-unit townhouse community on Cape Cod, including an 18-hole executive golf course, clubhouse, and self-contained sewage treatment plant. (The Green Company)

Nickerson Mansion Ocean Edge Resort - Brewster, MA

Restoration of former estate mansion overlooking Cape Cod Bay for new use as a resort hotel, retaining many interior features including the main entrance hall with an intricately carved oak staircase. A new dining room wing was added and carefully sited so that it could not be seen from the historic scenic byway. The exterior design renovations, including the porte-cochere entrance, received approval from the Town of Brewster Old King's Highway Historic Commission. (Sasaki)

Dewey A. Nichols, AIA

23 Millmont Street
Boston, MA 02119

[DANichols@NicholsArchitectsLLC.com](mailto: DANichols@NicholsArchitectsLLC.com)

H: (617) 541-4610
M: (617) 816-4765

SUMMARY

Accomplished **architect and designer, registered in MA and PA**, with over thirty years of commercial, retail, and residential practice in sole-proprietorship, major urban architectural firms and corporations. Expertise in new and renovation construction types with extensive commercial corporate and interior design focus.

Core strengths include: Excellent organizational and client relationship skills, hand sketching, Revit, Bentley MicroStation, Adobe Photoshop, Sketch-up, Publisher and Microsoft Office. Trained in AutoCAD.

EXPERIENCE**NICHOLS DESIGN GROUP****Owner**

Boston, Massachusetts

2012 – Present

Responsible for business development, marketing initiatives, client relations, corporate and project contractual agreements, internal budgets and fee, conceptual and design development, construction documents, and construction administration throughout all phases of projects.

Partial list of projects includes:

- **Commercial:**
 - TEK Microsystems, Chelmsford, MA - test lab renovation
 - Beacon Health Strategies, Woburn, MA - office expansion programming and space plan
 - Navidea, Andover, MA - office relocation programming and test fit plans.
 - Rockland Federal Credit Union – interior branch renovation and drive up teller
 - Mutual Bank
 - Wildflower – Montessori School
- **Residential:**
 - 2 Lady Slipper Lane, Acton, MA – gut renovation
 - 135 Appleton Street, Boston, MA – gut renovation to South End condominium
 - 598 Keniston Hill Road – Sheffield, VT – new home construction
 - 34 Edgemere Road, W. Roxbury, MA – gut renovation and additions
 - 9 Abbott Street, Wellesley, MA – renovation of bathrooms in home.
 - 2 Lantern Lane, Winchester, MA – renovations, addition and new garage
 - 120 W. Newton Street, Boston, MA – gut renovation of South End townhouse
 - 8 Museum Way, Cambridge, MA – renovation of kitchen and master bedroom suite
 - 12 Delbrook Road, Weston, MA – Design of new modern home
 - 400 Stevens Glen Road, Richmond, MA – renovation and addition to home
 - 131 Davis Street, Brookline, MA – Kitchen and Bath renovations
 - 34 Brook Street, Brookline, MA – Home renovations
 - 316 Madelin Avenue, Fishers Island, NY – renovations and addition
 - 52 Robin Road, Weston, MA – Gut renovation and additions
 - 54 Salt Island Road, Gloucester, MA - additions
 - 4 Daniel Shays Road, Hopkinton, MA - interior renovation and addition
 - 26 Dexter Road, Lexington, MA - interior renovation and addition
 - Moss Hill Road, Jamaica Plain, MA - interior renovations

THE TALBOTS INC.**Manager - Store Design**

Hingham, Massachusetts

2007 – 2012

Responsible for design interface with C-suite executives, store design conceptual and design development, design interface with production and construction management teams throughout all phases of projects as well as external consultants, manufacturers etc.

- Envisioned and developed conceptual prototype retail designs for new and renovation projects, producing four distinct designs over four years. 2010 "Refresh" designs contributed seven (7) percent gain over sales of comparable non-renovated stores. 2011 store design produced over 40 new and refreshed stores while simultaneous value-engineering efforts contributed a reduction in new store construction costs from \$500.00/s.f. to \$180.00/s.f.
- Directed in-house production teams, project and construction managers, consultant architects and engineers as well as product manufacturers, through store design conception and documentation including shop drawing approvals and finish submissions.
- Partnered with manufacturers and product vendors to develop two innovative custom high-end merchandise display fixture packages, in four years. Value-engineering efforts on store merchandise display fixtures saved \$100,000 per store.
- Generated conceptual design for 40,000 s.f. of commercial office space for The Talbots', "Creative Studios" design headquarters in NYC, leading design development through construction document production.

NICHOLS ARCHITECTS, LLC

Owner Boston, Massachusetts **2001 – 2007**
 Responsible for marketing, corporate branding, business development, client relations, corporate and project contractual agreements, internal budgets and fee, conceptual and design development, construction documents, and construction administration throughout all phases of projects.

- Developed marketing network and strategy for sole proprietorship yielding over \$600,000.00 in fees.

Partial list of projects include:

- **Commercial:**
 - Mutual Bank of Plymouth County – 20,000 s.f. corporate HQ interior design and construction
 - Columbus Athletic Center – 15,000 s.f. health club, interior conceptual design
 - Pan Communications – 30,000 s.f. public relations offices interior design
- **Retail:**
 - Mutual Bank – interior design and development for 5 branch banks in South Eastern Massachusetts
 - Boston Check Cashers – banking services prototype design
 - Tamarind Bay Coastal Indian Kitchen – Interior design of Brookline Indian restaurant
- **Residential:**
 - Renovations: Hopkinton, MA Residence; South End Residence – Complete demolition of existing townhouse and new construction in Historical Landmark District; Chestnut Hill Residence – façade renovation to 20,000 s.f. home; Ogunquit Residence – conversion of first Ogunquit Theatre into two condominiums; Portsmouth Residence

ADD INC.

Project Manager Boston, Massachusetts **2000 – 2001**
 Responsible for client relations, internal budgets and fee, conceptual and design development, construction documents, and construction administration throughout all phases of projects.

Partial list of projects include:

- **Commercial:**
 - PAN Communications – Interior design for 20,000 s.f. PR offices in Andover, MA
 - Sun Microsystems – Interior design for High Tech office campus in Burlington, MA

BURT HILL KOSAR RITTELMANN

Project Manager Andover, Massachusetts **1999 – 2000**
 Responsible for client relations, schematic design, design development, construction documents, and construction administration throughout all phases of projects. Innovative designs established reputation as the design architect for over 1 million square feet of office space.

Partial list of projects include:

- **Commercial:**
 - Brickstone Square Office Park – Architectural design services for Brickstone Properties
 - 400 Minuteman Park – Interior design of high Tech office lobby in Andover, MA
 - New River Corporation – 15,000 s.f. financial/software offices, Andover, MA
 - Bright Horizons – Design of new day care facility in Andover, MA

Project Architect – Associate Pittsburgh, Pennsylvania **1986 – 1996**

Responsible for design and production through all phases of architectural services.

Partial list of projects include:

- **Commercial:**
 - KDKA television studios, Ohio Valley General Hospital, Pittsburgh Office Research Park, CMU/NASA Robotics Consortium, British Airways Air Mail Managers, PNC Bank, Corporate offices, Mellon Bank, Corporate offices, First National Bank, Corporate office design, Bayer USA, Corp. HQ office design, CNG Corporation office design.

EDUCATION

Bachelor of Architecture **1986**
Carnegie Mellon University, College of Fine Arts, Department of Architecture
 Minor: Business and Architectural History

Bachelor of Science **2000**
University of Pittsburgh, College of Fine Arts, Department of Architecture
 Major: Neuroscience

ACCREDITATIONS

- **NCARB**
- **Pennsylvania State Architectural Registration**

- *Massachusetts State Architectural Registration*
 - *Maine State Architectural Registration*
 - *New York State Architectural Registration*
 - *American Institute of Architects*
-

COMMUNITY SERVICE

- Building Committee – Trinity Church of Boston.
 - President of the South End Business Alliance in Boston.
 - Board of Governors – New Art Center
 - Ambassador – Newton-Needham Chamber of Commerce
-

PUBLICATIONS and FEATURES

- NECN's "New England Dream House" for 37 Hoyt's Lane in Ogunquit, ME.
- Southern New England Home for Cambridge Murphy bed.
- Portland Magazine for 37 Hoyt's Lane in Ogunquit, ME.
- South End Historical House Tour for 194 W. Canton Street.

EMILY O'NEIL

303 Highland Ave, West Newton, MA 02465 | 617-359-6451 | emilyoneil@me.com | linked.com/in/emilygoneil

EXECUTIVE DIRECTOR | BOARD MEMBER | COMMUNITY LEADER

Nonprofit Management

CORE COMPETENCIES

- Executive Leadership
- Strategic Planning & Program Development
- Member Engagement & Volunteer Management
- Grant-Making
- Marketing & Digital Communications
- Development & Fundraising

PROFESSIONAL EXPERIENCE

NEW ART CENTER EXECUTIVE DIRECTOR

NEWTON, MA
April 2019 – Present

- ✓ Oversee the operations of the center through thoughtful leadership, management and strategic planning
- ✓ Reports to the Board of the New Art Center and provides executive leadership to all program and development staff
- ✓ Oversees the personnel and planning for all NAC business departments, programs, and activities
- ✓ Plans and identifies the priorities for fundraising in order to maintain and enhance the earned and philanthropic revenue for the organization
- ✓ In consultation with the Deputy Director, President, the Board, staff and other stakeholders, develops a long-range vision and plan
- ✓ Key Accomplishments:
 - Led New Art through COVID- 19; crafted key strategic, budgetary and programmatic strategies to secure and grow the organization, including board development, facility renovations, programs development and BIPOC exhibition opportunities

FORT POINT ARTS COMMUNITY

Boston, MA

INTERIM EXECUTIVE DIRECTOR

August 2018 – February 2019

EXECUTIVE DIRECTOR

January 2014 – July 2018

- ✓ Defined vision and drove programmatic and fiscal priorities for a vibrant community arts nonprofit with an annual budget of approximately \$400,000
 - ✓ Reported to President and Executive Committee of the Board of Directors and actively collaborated with Board Members
 - ✓ Managed **Public Art Programs** including calls for permanent and temporary public art, managed juries and notifications to artists. Oversaw installation and permitting of public art with property owners and the City of Boston
 - ✓ Directed annual **Open Studios** including communications, public art, volunteer management and permitting
- Key Accomplishments:**
- Increased art-lending program revenue by 88% from \$15K to \$125K between FY13-FY18 through
 - 16+ art lending permanent commissions (such as State Street: \$45K; LogMeln: \$50K, and 10 Farnsworth Street, \$20K)

- 17+ art lending clients (Aloft, Blade, Boston Consulting Group, Crosspoint, Equinox, EverTrue, Exa, Flansburgh Architects, Kayak, KoMarketing, Lola, MassChallenge, Motus, Radian, State Street, WBUR, WeWork)
- Grew individual donor revenue by more than 5000% between FY13 and FY18 \$500 to \$32K through smart cultivation and stewardship; cultivated new corporate sponsors
- Added public art opportunities and grew interest in public art including most successful project to date: [2016 Floating Art Project SOS \(Safety Orange Swimmers\)](#)
 - Recognized in the Top 25 public art projects nationally in 2017 by the Public Art Network
 - Named to the Top 15 public art projects in Boston of 2016 by The Artery/WBUR
 - Featured on the front page of The Boston Globe, above the fold on October 13, 2016
- Added new programming opportunities by opening the FPAC Space at the Envoy Hotel
- Increased membership from 180 to 300+ and grew mailing list from 1,500 names to more than 4,400
- Supported launch of a redesigned website and managed ongoing content updates
- Increased social media engagement (Twitter, Instagram, Facebook) from 2K followers to 8.2K+ and website traffic from 46K unique visitors in 2014 to 86K+ in 2017.
- Expanded Board of Directors and put board charter in place
 - Instituted a minimum donation requirement of \$1K per board member in FY18, expected to increase to \$3K per member by FY20
- Initiated new fiscal management practices and enhanced internal oversight of financial accounts
- Growth of staff including Director of Programs & Exhibitions and Membership & Communications Coordinator

AMERICAN REPERTORY THEATER (A.R.T.)

Cambridge, MA

SPECIAL EVENTS & CORPORATE PARTNERSHIPS OFFICER

March 2012 - October 2013

- ✓ Responsible for staff and volunteer management, event budgets of \$150K, vendor negotiation, event production
- ✓ Planned and implemented corporate partnership program
- ✓ Strategically built relationships and secured donations
- ✓ Gala Event Consultant, Donor Information Coordinator, 2010-2012

Key Accomplishment:

- Planned and implemented more than 40 A.R.T. Development Department events per season, including fundraising, donor cultivation and stewardship, and Board development

INQUILINOS BORICUAS EN ACCION (I.B.A.)

Boston, MA

DIRECTOR OF DEVELOPMENT

1998 - 1999

- ✓ Implemented and managed all fundraising programs and special events efforts required to meet the \$1.5 million annual budget

Key Accomplishment:

- Secured funding from government, foundation, and corporate sources as well as from special events, individual and in-kind donors

SMITH ANDERSEN EDITIONS

Palo Alto, CA

DIRECTOR

1996 - 1998

- ✓ Managed contemporary art gallery's print making studio

Key Accomplishments:

- Developed and managed Artists in Residence program
- Developed and implemented marketing techniques for sales of prints produced by gallery artists
- Increased revenue by 50% facilitating new artist relationships and creating a secondary market business

BARBARA KRAKOW GALLERY

Boston, MA

GALLERY DIRECTOR

1994 - 1996

- ✓ Managed the contemporary art gallery's daily operations and directed gallery's inclusion in five special event art fairs per year. Curated/co-curated exhibitions, designed installations, wrote press releases and lectured to public
- ✓ Registrar, 1992 – 1993

EXECUTIVE BOARD & COMMUNITY LEADERSHIP

NEWTON COMMUNITY PRIDE

Newton, MA

COUNCIL MEMBER

November 2020- Present

- Newton Community Pride is a 501c3 non-profit organization building community for all to enjoy through arts and culture programming, supporting beautification projects and promoting volunteerism.

NEWTON CULTURAL COUNCIL

Newton, MA

COUNCIL MEMBER

April 2018- Present

- Appointed by Mayor Ruth Fuller of Newton, MA to a three-year term to award Local Cultural Council Funds to selected grant applicants through a juried process

THE CHARLES & JOAN GROSS FAMILY FOUNDATION

Newton, MA

EXECUTIVE DIRECTOR, TREASURER OF THE BOARD OF DIRECTORS

2004 - Present

- Manage all aspects of small family foundation focused on advancing the creation of dance and music

Key Accomplishments:

- Developed protocol for the Gross Family Prize, a \$30K biennial prize awarded to a choreographer and composer for the best original dance with original music
- Oversee biannual grant giving of approx. \$35K: develop relationships with potential grantees, select grantees and manage evaluation process
- Advised board of directors on strategic planning
- Developed action plans for foundation's funding priorities
- Facilitated foundation's creation through meetings with potential grantees and board members

EDUCATION

TUFTS UNIVERSITY, Medford, MA

M.A. Urban Policy, 2003

- *Thesis: The State of Arts Education in Massachusetts & the Role of Arts-Based Non-Profits as Providers of Arts Education*

BOWDOIN COLLEGE, Brunswick, ME

A.B. Art History, 1992, Magna Cum Laude

RECOGNITION & ACCOMPLISHMENTS

MEDIA

- <https://www.bostonmagazine.com/arts-entertainment/2018/10/18/art-boat-fort-point-sunk/>
- <http://southbostontoday.com/local-art-st-peter-academy/>
- <http://www.wbur.org/npr/471471307/unraveled-the-mystery-of-the-secret-street-artist-in-boston>
- The Boston Globe, *Feathered Admirer*, Metro Section, November 3, 2016

- <http://www.bostonmagazine.com/news/blog/2016/07/19/fort-point-floating-art/>
- CNN, *Boston's newest art installation takes on world refugee crisis*, October 13, 2016, http://www.cnn.com/2016/10/13/us/refugee-art-installation-boston-irpt/?blm_aid=0
- The Boston Globe, *Plight of the Refugees*, front page photo, above the fold, October 13, 2016
- 10/11/2016 <http://boston.cbslocal.com/2016/10/11/refugee-crisis-immigration-fort-point-floating-art/>
- CBS Channel 4, *Artists Aim To Bring Attention To Refugee Crisis With Fort Point Floating Art*, October 11, 2016, <http://boston.cbslocal.com/2016/10/11/refugee-crisis-immigration-fort-point-floating-art/>
- NBC Channel 5, *Floating Art Turning Heads in Boston's Fort Point Section*, October 11, 2016, <http://www.nbcboston.com/news/local/Floating-Art-Turning-Heads-in-Bostons-Fort-Point-Section-396720671.html>
- Boston Magazine, *Floating Orange 'Swimmers' Are Coming to the Fort Point Channel*, September 9, 2016, http://www.bostonmagazine.com/arts-entertainment/blog/2016/09/09/floating-art-fort-point-orange-sos/?blm_aid=0
- <https://www.bostonglobe.com/metro/2015/10/06/floating-sheep-artwork-hits-fort-point-channel/q6Yq9RplVg1JMNOM1U49dL/story.html>
- <http://www.bostonmagazine.com/news/blog/2016/07/19/fort-point-floating-art/>
- <http://bulletinnewspapers.com/23512/204003/a/fort-point-channel-to-see-floating-art-sustainability-projects>
- <https://www.americaninno.com/boston/fort-point-arts-community-executive-director-emily-oneil/>
- http://archive.boston.com/yourtown/news/south_boston/2014/01/hold_fort_point_arts_community_nam_mes_new_executive_director.html

PANELS, COMMITTEES & JURIES

- Boston Talks, speaker at WGBH event, 11/16/17
- Volpe Public Art Panel, <https://volpe.mit.edu>
- Boston Creates, Fort Point Co-Chair, http://www.bostoncreates.org/who_s_involved
- WTS-Boston, <http://www.wtsbostonpublicart.com/#home>
- Boston Living With Water: Haley & Aldrich, <http://www.bostonlivingwithwater.org>
- Boston Idea Week Panel: <https://www.cityofboston.gov/news/Default.aspx?id=10660>
- Impact Advisory Group Member, GE Headquarters Project, BPDA

December 10th 2021

Lara Kritzer
Community Preservation Program Manager
City of Newton Planning & Development Department
1000 Commonwealth Ave., Newton, MA 02459

Dear Ms. Kritzer,

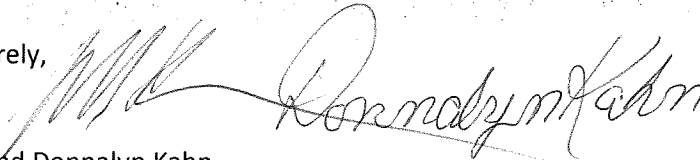
I am writing in support of the New Art Center's (NAC) CPA pre-proposal request for funding to conduct a feasibility study on the Church of the Open Word at 19 Highland Ave, Newtonville. CPA funds would allow the New Art Center to conduct a feasibility study to determine if the Church of the Open Word facility allows for much needed organizational growth to serve more residents, students and community partners.

NAC offers everyone, at all levels of ability, exceptional opportunities to make, exhibit, view, think about and talk about art. Founded in 1977, the NAC is the cultural cornerstone for visual art in Newton and the local region. Having enrolled tens of thousands of adults, teens and children in art making and art education programs, the NAC is also an important local employer, with staff of 10 and faculty of 50+.

Moving across the street from the new Senior Center would also offer new opportunities for seniors in Newton. Being right across the street would allow seniors to move easily between one facility and the other taking advantage of the best of both locations. Moreover, rehabilitation, revitalization and activation of the Church of the Open Word property would preserve an iconic local landmark, reducing vandalism and loitering on the property and creating a cultural destination that would benefit local businesses as well as residents. In full disclosure, we live just down the street from the Church and LOVE all the changes happening in Newtonville making it a vibrant area to live.

Thank you for your consideration of this important and exciting opportunity.

Sincerely,



Jeff and Donnalyn Kahn
66 Highland Avenue
Newton, MA 02460
jkahn@bu.edu donnalyn.kahn@gmail.com



Ruthanne Fuller
Mayor

City of Newton, Massachusetts

Newton Historical Commission

1000 Commonwealth Avenue Newton, Massachusetts 02459

Peter Dimond Chairman

#150-22

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(617) 796-1089
www.newtonma.gov

Barney Heath
Director

January 10, 2022

Dan Brody, Chairman
Newton Community Preservation Committee
Planning & Development Department
1000 Commonwealth Avenue
Newton Centre, MA 02459

Re: New Art Center/Church of the Open Word Proposal

Dear Chairman Brody,

At its January 4, 2022 meeting, the Newton Historical Commission voted to support the request of the New Art Center for CPA funding to explore the potential use of the historic buildings of the Church of the Open Word on Highland Avenue as the Art Center's new home.

The Commission views the property, historically known as the Swedenborgian Church, as an important part of the Newtonville National Register Historic District, and enthusiastically considers the New Art Center's project as an important step in restoring and renovating the historic church and parish house. Key to our support is that the stone buildings, constructed in 1888-1893, were designed by the well-known architecture firm of Cram and Wentworth, have significant architectural character-defining features, and are an important part of Newtonville's history.

The Newton Historical Commission is proud to endorse the potential restoration of this important historic property. Please contact us if you have questions.

With all best wishes,

Peter Dimond
Chairman, Newton Historical Commission

Newton Historical Commission
1000 Commonwealth Avenue, Newton, Massachusetts 02459
Email: vbirmingham@newtonma.gov

January 9, 2022

Ms. Lara Kritzer
Community Preservation Program Manager
City of Newton Planning and Development Department
1000 Commonwealth Avenue
Newton MA 02459

Dear Ms. Kritzer,

On behalf of the Massachusetts New Church Union (MNCU), I am writing in support of the New Art Center's CPA proposal request for funding to conduct a feasibility study for the Church of the Open Word property located at 19 Highland Avenue in Newtonville.

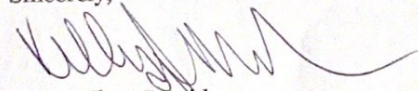
The New Art Center offers everyone, at all levels of ability, exceptional opportunities to make, exhibit, view, think about, and talk about art. Founded in 1977, the New Art Center is the cultural cornerstone for visual art in Newton and the local region. Having enrolled tens of thousands of adults, teens, and children in art making and art education programs, the New Art Center is also an important local employer, with staff of 10 and faculty of 50-plus.

CPA funds would allow the New Art Center to conduct a feasibility study to determine if the Church of the Open Word facility will support much needed organizational growth to serve more residents, students, and community partners. Moreover, rehabilitation, revitalization, and activation of the Church of the Open Word property would enhance Newtonville significantly by preserving an iconic local landmark, reducing vandalism and loitering on the property, and creating a cultural destination that would benefit local businesses as well as residents.

As the current owners of the Church of the Open Word, our hope is that the New Art Center's feasibility study will be successful and that they *will* ultimately decide to purchase the property from the MNCU. We believe this is the best path forward to preserve this prominent and historically significant building and for these facilities to continue serving the community while enhancing the physical environment of Newtonville Center. CPA funding will be an essential part of this process.

Thank you for your consideration of this important and exciting opportunity.

Sincerely,



Kelly Milne, President
Massachusetts New Church Union
50 Quincy Street, Cambridge MA 02138