



Community Preservation Committee Meeting

Thursday, May 16, 2024 at 7:00 PM
Remote Participation Only

Agenda

Pursuant to Chapter 2 of the Acts of 2023, the meeting and public hearing will be conducted with remote opportunities for participation. Remote participation and access methods include:

ACCESS INFORMATION:

- A. This meeting will be held on May 16, 2024, at 7PM. Location: Remote Participation Only
- B. The meeting will be recorded by WCATV (Watertown Cable Access Television) for later viewing on demand: <https://wcatv.org>
- C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/91525442843>
- D. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 915 2544 2843
- E. Public may comment prior to meeting via email: lhandy@watertown-ma.gov
- F. Please Visit the Community Preservation Committee Website here: <https://www.watertown-ma.gov/352/Community-Preservation-Committee>

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- 1. Call to Order
 - 2. Watertown Housing Authority Presentation
 - A. 103 Nichols Ave. Project Update
 - 3. Acceptance of Minutes
 - A. 2024-4-18-Draft-CPC-Minutes
 - 4. FY 2025 CPA Budget Allocation
 - 5. Chair Update
 - 6. Coordinator Update
 - A. CPC Administrative and Project Expenses
 - 7. Committee Discussion
 - A. Annual Public Hearing Planning
 - B. Continued Discussion - Hybrid or Remote Only Meetings
 - 8. Adjourn

103 Nichols Avenue Group Home



Feasibility Design

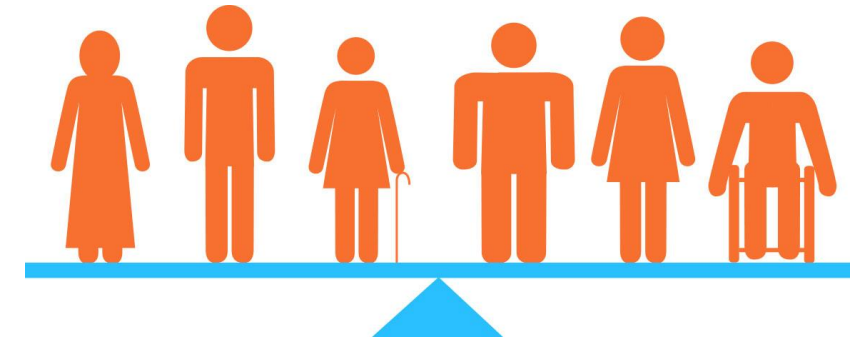
2021-2022 Feasibility Study Timeline

Iteration 1: 7 BR, 2 unit building

Iteration 2: 5 BR, 2 unit building

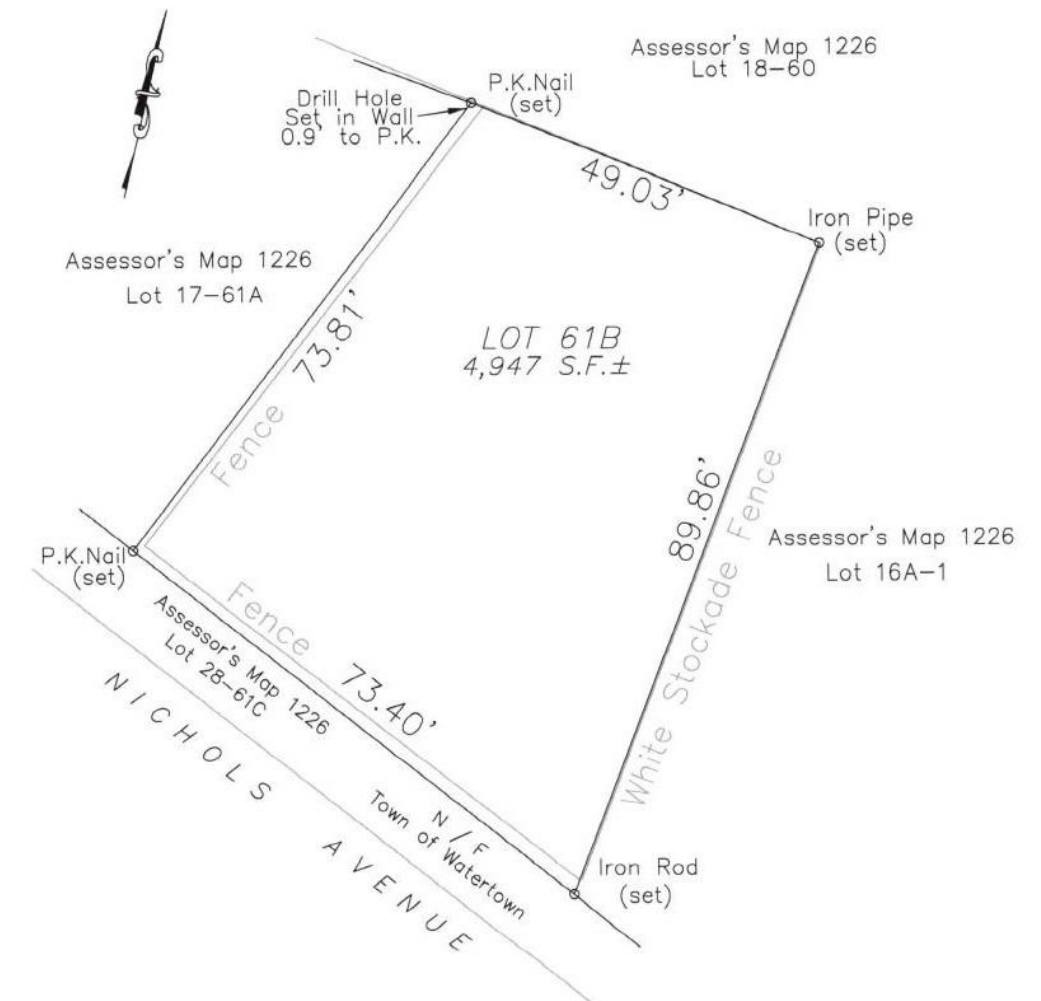
CPC Presentation in May 2022

Zoning Determination to allow Group Home



Site Considerations

Lot Size less than 5000 square feet
Setbacks reduce developable area
Environmental Compliance
Planning Board Review



Current Design

5 Bedroom, single unit building
Contextual neighborhood vernacular
First floor: fully accessible

3BR, K/D/LR, 1.5 BA, Meeting Room, Laundry

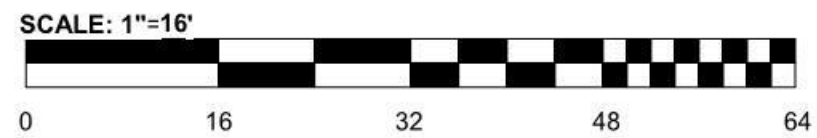
Second Floor:

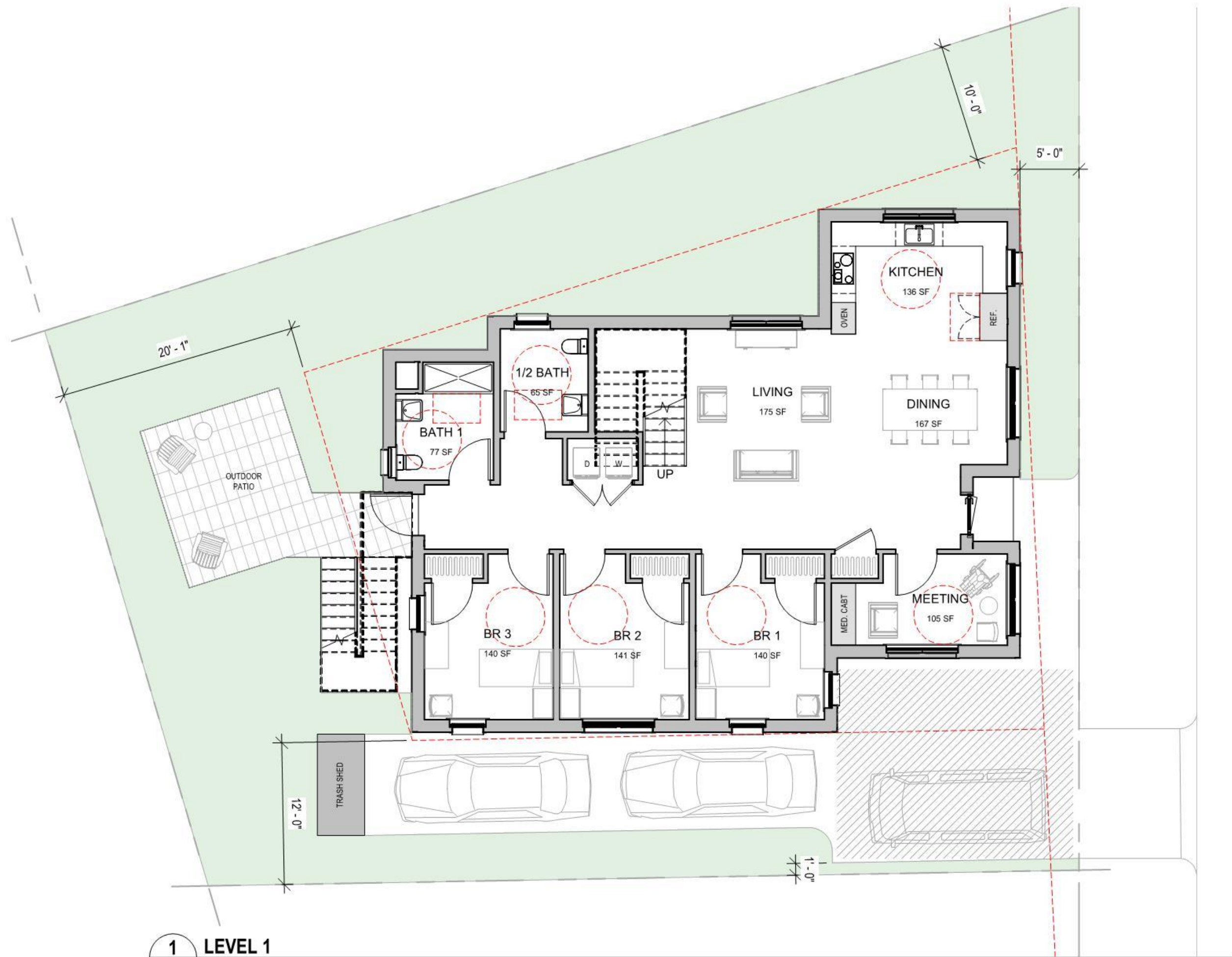
2BR, 1 BA, Office, Storage, Mechanical Room

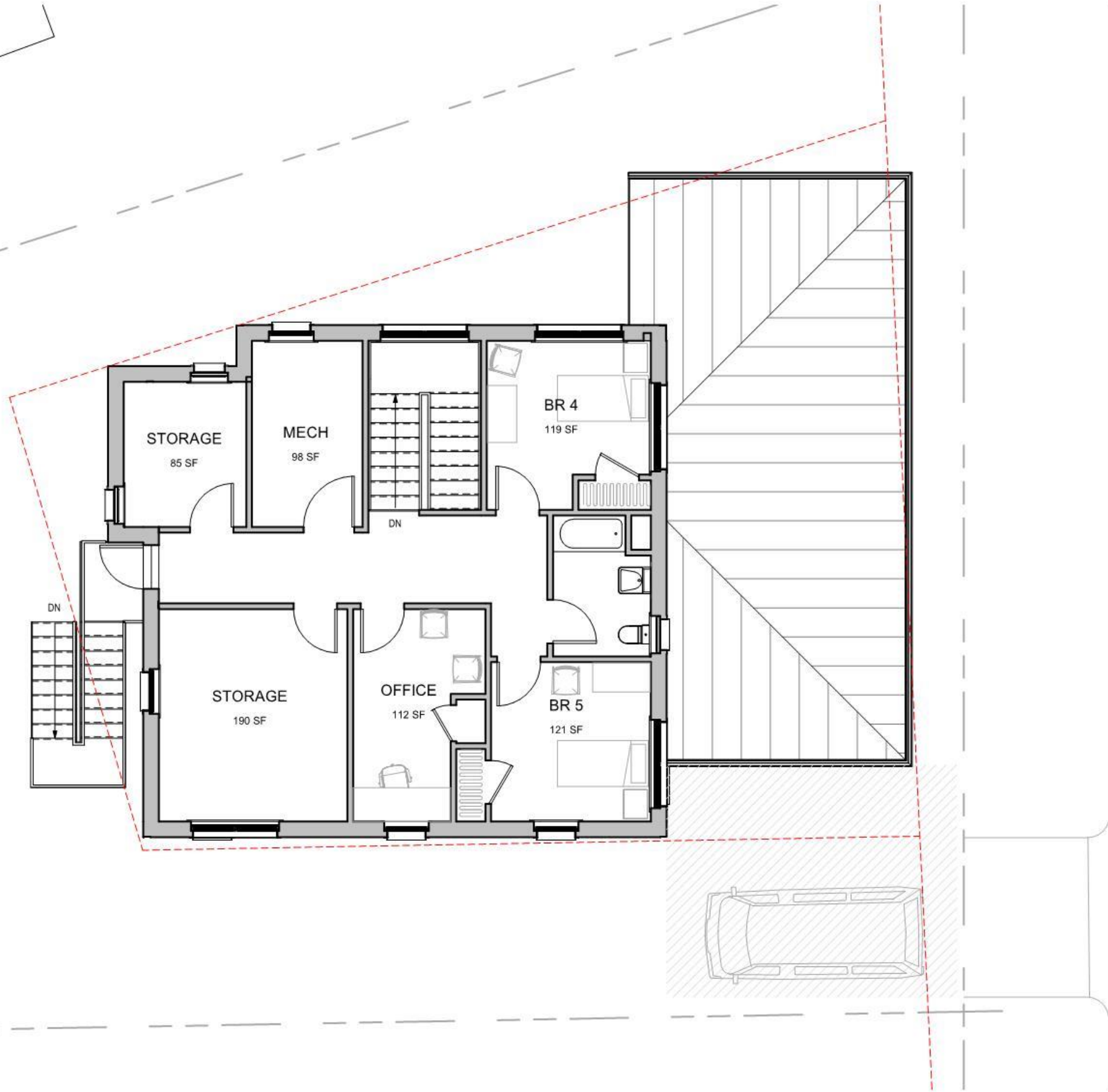




KEY	
PROPERTY LINE	---
SETBACK LINE	- - - -
PREVIOUS FOOTPRINT	---
BUILDING	
OPEN SPACE	
PAVED AREA	







Proforma

New Design Option

Maximize FCF Funding with new layout
3x the previous iteration

Typical funding sources like LIHTC not
available for 689 developments



Watertown 103 Nichols Ave

5/6/2024

Unit Mix		
1 BR SRO		2
1 BR SRO ADA		3
		5
Rent Levels	DMH/DDS Rents	
1BR SRO	\$	450 (@\$450 per
1BR ADA	\$	450
PUM		

Proforma Sources and Uses Per Unit

Sources			
New First Mortgage	\$	-	\$ -
LIHTC - 4%	\$	-	\$ -
DHCD Soft Loan- FCF	\$	938,967	\$ 187,793
Beaverbrook	\$	50,000	
Local- Watertown CPA funds (design)	\$	175,000	\$ 35,000
Local- Watertown CPA funds (Construction)	\$	1,019,378	\$ 203,876
Total	\$	2,183,345	\$ 436,669
Uses			
Acquisition	\$	-	\$ -
Construction (\$500 per sq ft)	\$	1,550,000	\$ 310,000
Construction Contingency (7%)	\$	108,500	\$ 21,700
Architectural/Engineering	\$	300,000	\$ 60,000
Construction Loan Interest			
Financing Fees/Due Diligence			\$ -
Environmental	\$	16,975	\$ 3,395
Insurance	\$	42,160	
Consultant Fees	\$	68,000	
Geotech	\$	17,710	\$ 3,542
Reserves			\$ -
Soft Cost contingency	\$	20,000	
Developer Fee	\$	60,000	\$ 12,000
Total	\$	2,183,345	\$ 436,669
Shortfall	\$	0	\$ 0



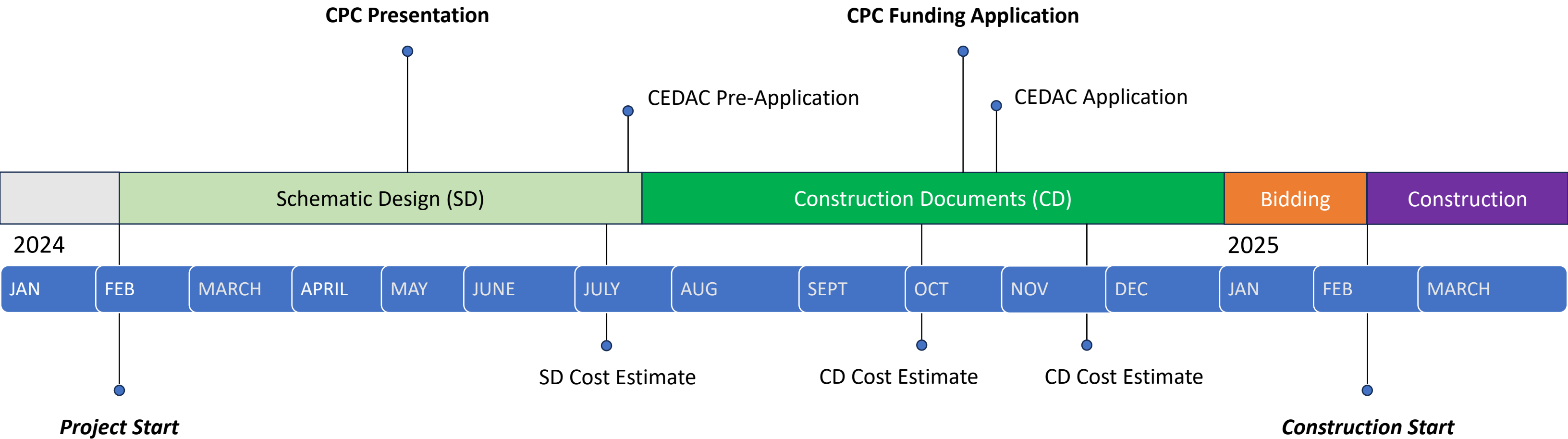
Energy Efficiency

Specialized Stretch Code / Passive House Aligned

- reduced operating expenses
- increased thermal comfort
- optimal indoor air quality
- fossil fuel free
- potential for net zero with solar PV
- model for future city development



Timeline







CITY OF WATERTOWN

Community Preservation Committee

Mark Krackiewicz, Chair
Jon Bockian, Vice Chair
Bob DiRico
Dennis J. Duff
Allen Gallagher
Abigail Hammett
Jamie O'Connell
Elodia Thomas
Matthew Walter

Minutes of CPC Meeting Thursday, April 18, 2024, at 7 PM, held remotely via Zoom.

Committee Members Present: Mark Krackiewicz, Chair; Jon Bockian, Vice; Allen Gallagher; Dennis J. Duff; Elodia Thomas; Jamie O'Connell; and Matt Walter.

Absent: Abigail Hammett and Bob DiRico

Others Present: Lanae Handy, Community Preservation Coordinator; Joyce Kelly; Jacky van Leeuwen; and Jamie Gordon.

1. Call to Order

Mark Krackiewicz called the meeting to order at 7:02 PM noting the Governor's executive order to extend the suspension of certain open meeting law provisions.

2. Acceptance of Minutes

A. 2024-3-21-Draft-CPC-Minutes

Discussion: Mark noted Jon submitted revisions to the minutes. Elodia Thomas commented that Jon's motion to fund the Mt. Auburn Cemetery project was not accurately reflected in the draft minutes or other documents. Jon Bockian added that when amendments are made to original motions it should be noted that the friendly amendment was accepted.

Motion: Allen Gallagher moved to approve the 2024-3-21 CPC Minutes with the amendments proposed by Jon Bockian. Elodia Thomas seconded the motion.

Vote: Matt Walter, Elodia Thomas, Jon Bockian, Jamie O'Connell, and Mark Krackiewicz voted in favor. Dennis J. Duff voted against the motion.

B. 2024-3-28-Draft-CPC-Minutes

Motion: Matt Walter moved to approve the 2024-3-28 CPC Minutes as written. Dennis J. Duff seconded the motion.

Vote: Allen Gallagher, Dennis J. Duff, Elodia Thomas, Mark Krackiewicz, Jamie O'Connell, and Jon Bockian voted in favor.

3. Coordinator's Update

Financial Statement

Lanae Handy stated the Auditor had not provided an updated financial statement of CPA funds. She plans to present the financial tracking of CPA projects and administrative expense details at next month's meeting. Lanae added that she had requested updated financials from Tom Tracy. The CPC must have the budget allocation figures to vote on the FY 2025 CPA budget, as well as the appropriation and transfer of funds to the category reserves. She remarked that the 103 Nichols Ave project would probably submit an application for construction at the end of the year and the CPC may want to consider hiring a housing consultant again to review the application. Lanae mentioned Elodia had pointed out that the Open Space and Outdoor Recreation reserve would be depleted if the Saltonstall Park project were approved by the City Council. Given the Walker Pond project in the pipeline, the CPC may want to transfer more than 10% to that reserve in the FY2025 budget.

Progress of Active CPA Projects

103 Nichols Ave.

Lanae stated she attended two 103 Nichols Ave Group Home team meetings. At the first meeting she asked the team to consider making the second floor accessible. At the second meeting, the team presented a five-bedroom plan that Beaverbrook and DDS approved of. This plan had 3 accessible bedrooms on the first floor and two bedrooms on the second floor. The team found it infeasible to add an elevator due to the need for a second means of egress. Though Lanae indicated the second-floor office and storage space could be applied to square footage that may be supported by FCF funding. Lanae also summarized the environmental and geotechnical work completed at the site.

Cemeteries Masterplan

Ray Dunetz had completed the complete draft of the cemeteries' masterplan and Lanae is reviewing it.

City Hall Paintings

The city hall paintings conservator anticipates completing the restoration at the end of the summer, while the barriers and frame fabrication will commence next month.

Commander's Mansion

Tom Elmore is conducting the onsite landscape assessment after his historic document research and categorization. The exterior building assessment will begin after May 1st.

Application Process

Lanae informed the CPC she would be using OpenGov for the online application forms beginning in the FY 2025 cycle. She said she would no longer need to export form contents to a PDF using this platform, and it will streamline committee and public access for viewing completed applications and attachments.

Outreach

Lanae applied to staff a booth at the Farmer's Market and hopes to perform outreach there at least once.

4. Committee Discussion

A. Proposed FY24 Application Schedule

Lanae presented two different application schedules and highlighted the differences

between the two. One had Lanae determine eligibility with no meeting in August, while the other had the committee determine eligibility in September, pushing the schedule out several weeks. Committee members discussed having a subcommittee determine eligible but ultimately preferred to have the full CPC determine eligibility at a brief August meeting. Applicants would be notified in mid-August, giving them 8 weeks to prepare their applications, 4 weeks of that period time would occur after CPC comments and feedback.

B. Committee Discussion: Meeting Options - Remote Only, In-Person Hybrid, Alternate (between the two)

Dennis would prefer hybrid meetings to return to normalcy. Abigail sent in a comment that she strongly favored in-person meetings and that remote meetings were difficult for her with children at home. Matt added that remote meetings made it easy for participants to Zoom in regardless of their technical capabilities. He didn't see much benefit to in-person meetings.

Jamie found remote meetings more convenient and a good option for applicants and the public—though she said she could do hybrid as well. Jon preferred remote meetings for convenience and public participation. He wondered about space availability and technical issues.

Elodia agreed that the third floor and City Council Chambers were problematic due to microphone issues and inability to see other CPC members during the meeting respectively. She indicated the Lower Hearing Room was the best room in advance of moving to the Parker School. Elodia suggested asking the Licensing Board to move to the 3rd floor since they only have 4 members.

Mark pointed out when technical issues arise during hybrid meetings, the meeting must cease until the connection resumes. He also thought it may be too complicated and confusing to alternate between remote and hybrid. Elodia suggested having key meetings in-person such as the public hearing.

Jon proposed deferring the decision making until the CPC knows more about the meeting rooms available. Dennis said he would investigate the Lower Hearing Room availability regular monthly CPC meetings.

C. Public Hearing Planning

Mark brought up the proposal to have the landscape architects or project managers involved with the cemeteries masterplan and Commander's Mansion cultural landscape report make presentations at the hearing to update the CPC and public. Elodia added updates on other projects in process could be provided too.

Mark proposed holding the public hearing on Thursday June 27th. After the public hearing portion closes, the CPC would hold its regular meeting.

5. Adjourn

Motion: Dennis J. Duff moved to adjourn, and Jon Bockian seconded the motion.

Vote: Elodia Thomas, Jamie O'Connell, Jon Bockian, Mark Krackiewicz, Matt Walter, Allen Gallagher, and Dennis J. Duff voted in favor.

Adjournment: 8:07 PM

Attachments

1. [2024 Proposed CPC Calendar](#)
2. [Proposed FY 2025 CPA Application Schedule](#)

FY2025 CPA Budget Allocation Vote

The Community Preservation Committee requests the City Council appropriate and transfer FY 2025 CPA funds which total \$3,650,000 to the following: 5% totaling \$182,500 for the administrative expenses of the Community Preservation Committee; 10% to the community housing reserve totaling \$365,000; 10% to the historical preservation reserve totaling, \$365,000; 10% to the open space/recreation reserve totaling, \$365,000; and 65% to the undesignated fund balance totaling, **\$2,372,500.**

5-16-24 CPC Meeting Agenda Item

OPERATING BUDGET FY2024

	Budgeted	Actual	Balance
Administrative Funds (5%)	\$ 200,000.00		
Personnel Expenses	\$ 60,000.00	\$ 38,965.12	\$ 21,034.88
Services/Membership Fees/Marketing	\$ 25,000.00	\$ 9,725.37	\$ 15,274.63
Supplies	\$ 1,500.00	\$ 65.08	\$ 1,434.92
Total Actual Expenditures		\$ 48,755.57	\$ 151,244.43

Purchased Services, Fees, & Supplies Detail	ACTUAL
Total Services, Fees, Mktg, & Supplies	
Office Supplies	65.08
Boston Globe Public Notice (6/30/23)	1,340.30
Community Preservation Coalition Dues	7,900.00
Faire on the Sq./Farmers' Mkt Printing	172.00
Irving Park Event	132.58
Canva (Design Software) Subscription	119.00
City Hall Paintings Exhibit Printing	61.49
(This total includes a pending payable) TOTAL	9,790.45

Project Name Old Burying Ground & Common St. Pres. Plan 40005-58060 Awardee DCDP						
Historical Society of Watertown Project Mgr.	Award Amount	Total Purchase Orders		Expended	Unspent	
	\$ 94,590.00	\$ 94,590.00		\$ 82,247.00	\$ 12,343.00	
PO Number	PO Amount	PO Vendor	Invoice	Date	Amount	Remaining PO
2400281-00	4,590.00	Topographix	2400282818	9/21/2023	2,610.00	1,980.00
2400348-00	90,000.00	Ray Dunetz LA, Inc.	2859	11/1/2023	14,940.00	75,060.00
			2884	12/6/2023	17,507.00	57,553.00
			2920	2/7/2024	18,000.00	39,553.00
			2941	4/6/2024	12,690.00	26,863.00
			2982	5/1/2024	16,500.00	10,363.00