



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. She then read Jon's motion. "Jon moved to recommend to the city council funding of the proposal by the Friends of Mount Auburn Cemetery for the Restoration of the Scots Fence in the amount of \$200,000 subject to the standard CPC conditions for that kind of such project. And the further condition that the CPA funds will not be released unless funding of the entire construction cost has been secured in cash or firm pledges within one year of council approval." 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. Although Lanae indicated the second-floor office and storage space could be applied to the 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 eligibility 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 for 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](#)