



# Community Preservation Committee Meeting

Thursday, July 18, 2024 at 7:00 PM  
City Council Chamber

## 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 continued public hearing and meeting will be held on Thursday, July 18, 2024, at 7PM. Location: City Council Chamber
- B. The hearing and meeting will be recorded by WCATV (Watertown Cable Access Television) for later viewing: <http://wcatv.org>
- C. The Public may join the hearing and meeting online: <https://watertown-ma.zoom.us/j/91525442843>
- D. The public may join the hearing and 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](mailto: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. Introductions
  - 2. Hearing Presentation
    - A. Draft FY 2024 Annual CPA Report
    - B. FY2024 Annual Public Hearing Presentation
    - C. Commander's Mansion Cultural Landscape Report Update
  - 3. Public Comment
  - 4. Close Public Hearing
  - 5. Call to Order
  - 6. Acceptance of CPC Minutes
    - A. 2024-5-16-Draft-CPC-Minutes
    - B. 2024-6-18-Draft-CPC-AHT-Minutes
  - 7. Committee Discussion
    - A. Housing Consultant Contract
    - B. Election of Committee Chairs

- C. Housing Authority/Preservation of Affordable Housing Off-Cycle Application
  - D. In-Person/Hybrid or Remote Meetings
8. Adjourn

Mark Krackiewicz, Chair  
Jonathan Bockian, Vice Chair  
Bob DiRico

Dennis J. Duff  
Allen Gallagher  
Abigail Hammett

Jamie O'Connell  
Elodia Thomas  
Matthew Walter



# Community Preservation Act Annual Report FY2024

[Watertown-ma.gov/cpc](https://Watertown-ma.gov/cpc)

## Introduction

The Watertown Community Preservation Committee (CPC) is pleased to report community preservation program activities during its third application cycle in 2023/2024. This report identifies new needs, priorities, and opportunities as part of the Annual Needs Study required by law (MGL Chapter 44B (§) 5(b)(1)). Additionally, it provides a financial statement of CPA funds, describes projects approved for funding by the City Council in FY2024, and presents the FY 2025 application schedule. Each year, the CPC hopes to report such changes and updates to its program to inform the public.

## Community Preservation Committee 2023/2024

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

Lanae Handy, Community Preservation Coordinator – [lhandy@watertown-ma.gov](mailto:lhandy@watertown-ma.gov)

## Summary of CPA Activity

Since inception, the City Council appropriated CPA funds for nine projects and two were successfully completed. The rehabilitation of Irving Park and the replacement of the Edmund Fowle House gutters were finished in 2023. According to an Irving Park neighbor, the park is being widely appreciated by “families playing ball, dogs having meets and greets, friends picnicking, and neighbors chatting on the benches. Just as intended!”



Irving Park

Out of the nine projects funded, several CPA are in progress. The Historical Society of Watertown is managing projects to restore City Hall Geographic Paintings and produce master plans for the restoration of the Old Burying Ground and Common Street municipal cemeteries. The Department of Community

Development and Planning is overseeing an assessment that will result in restoration recommendations for the Commander's Mansion landscape. Additionally, predevelopment activities for the 103 Nichols Avenue Group Home are underway. Three projects funded in FY2024 are described later in this report.



Edmund Fowle House Museum

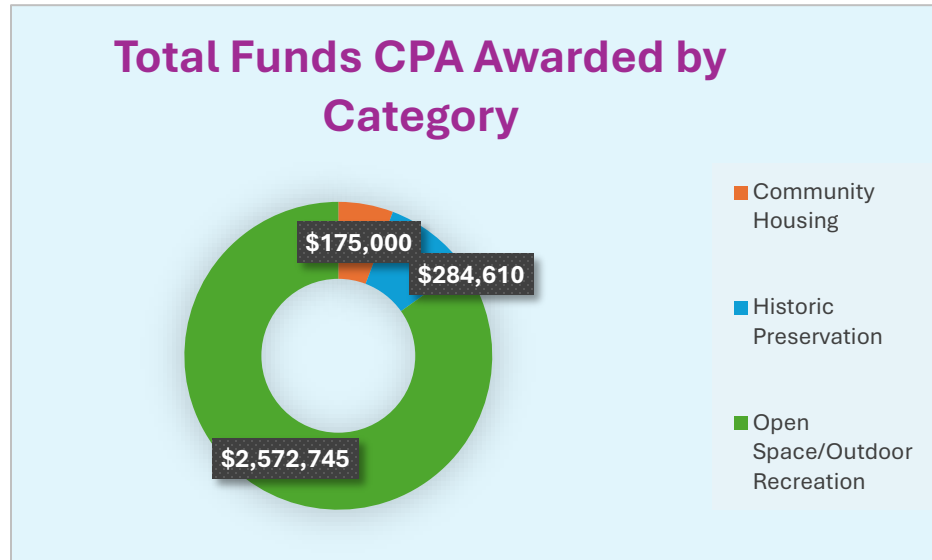
Nearly \$21 million has been raised in CPA surcharges, interest income, and state match revenue over the last seven years. Almost \$17 million of that sum was Watertown CPA surcharge revenue. The state match over that same time amounted to just over \$4 million.

Each year a minimum of 10% of the CPA funds generated must be allocated to each of the CPA category reserves. The Watertown CPC, as allowed, elects to allocate 5% to an administrative budget and 65% to the undesignated reserve. At the end of fiscal year 2024, accounting

for the appropriation for FY2024 project, the specific category reserve for community housing will have a \$1,917,462 balance, the reserve for historic preservation a \$1,809,741 balance, and the reserve for open

space/outdoor recreation will be exhausted. \$13,193,089 remains in the undesignated reserve. In FY2025, the City Auditor projects \$3,107,000 in surcharge revenue with another \$543,000 expected in state matching funds. Based on that projection, \$365,000 would be added to each of the specific category reserves and \$2,372,500 would be added to the undesignated reserve.

Over the last three years, the City Council appropriated a total of \$3,0232,255 to CPA projects. The chart below shows the breakdown by CPA category.



| CPA Projects at a Glance                                                       | Award Fiscal Year | Amount Awarded | Status               |
|--------------------------------------------------------------------------------|-------------------|----------------|----------------------|
| City Hall Geographical Paintings                                               | 2022              | \$33,000       | In Progress          |
| Irving Park Rehabilitation                                                     | 2022              | \$414,000*     | Completed            |
| Edmund Fowle House Gutters                                                     | 2023              | \$47,300**     | Completed            |
| Commander's Mansion Cultural Landscape Report and Building Exterior Assessment | 2023              | \$102,470      | In Progress          |
| Old Burying Ground and Common Street Cemeteries Master Plans                   | 2023              | \$94,590       | In Progress          |
| 103 Nichols Avenue Group Home                                                  | 2023              | \$175,000      | In Progress          |
| Saltonstall Park Rehabilitation and Performance Pavilion                       | 2024              | \$2,013,745    | To Begin 10/2024     |
| Walker Pond Conceptual Design and Ecological Studies                           | 2024              | \$145,000      | To Begin summer 2024 |
| Browne House Structural Engineering                                            | 2024              | \$7,250        | To Begin 7/2024      |

\*\$59,121 of award was returned to the open space reserve.

\*\*\$123 of award was returned to the historic preservation reserve.

## Descriptions of FY 2024 CPA Projects

This year, the CPC completed its third application cycle and recommended four projects to the City Council; three were approved by the Council for CPA funding. Two of the three projects are in the open space/outdoor recreation category, and one is in the historic preservation category.

**Saltonstall Park** is a city park adjacent to City Hall where several events take place annually or seasonally, including Faire on the Square, the Summer Concert Series, and the Farmer’s Market. The Department of Public Works was awarded \$2,013,745 in CPA funds for this estimated \$3,073,256 project. This project will involve planting the understory area of the established tree canopy, installing realigned pedestrian accessible walkways, adding a permanent covered performance structure, and improving the streetscape with new benches and lighting. Michael D’Angelo Landscape Architecture, the firm that designed and oversaw the CPA funded restoration of Irving Park, will oversee construction of Saltonstall Park.

**Walker Pond** and the adjacent property, roughly seven acres in size, is in west Watertown. It includes the largest pond in the city, associated uplands, and a large, paved area used by a former owner, Raytheon. The purchase of Walker Pond fulfilled goals specified in the Open Space Plan and CPA 5-Year Plan 2021-2025 for acquisition of open space.

The Department of Community Development and Planning will oversee the development of a final conceptual design plan for the Walker Pond property as well as feasibility and ecological studies at a cost of \$145,000 in CPA funds. Warner Larson Landscape Architects will be the lead for organizing public input and developing conceptual designs; Normandeau Associates will be responsible for the ecological studies, while other firms will assist in regulatory and site conditions investigations, surveys, and cost estimating.

The **Browne House**, which was built circa 1698, is listed on both the National and State Register of Historic Places. This house museum is owned and operated by Historic New England and features a rare seventeenth-century framing style in which beams are framed in a “transverse” or “crosswise” direction and not tied into posts or a chimney wall. Currently an attic-supporting beam on the second floor is cracked jeopardizing the building’s structural integrity. Simpson Gumpertz & Heger, a nationally known firm specializing in structural engineering, will assess three alternative repair solutions and develop construction drawings and specifications for repairs. Historic New England was awarded \$7,250 in CPA funds for this \$15,000 project.

## CPA Fund Activity (per City Auditor as of June 24, 2024)

|                               | FY 2018-2021        | FY 2022             | FY 2023             | FY 2024<br>(as of 6/24/24) | Projected<br>FY 2025 |
|-------------------------------|---------------------|---------------------|---------------------|----------------------------|----------------------|
| <b>BEGINNING CASH BALANCE</b> | \$7,000,177         | \$10,114,857        | \$13,497,899        | \$16,962,022               | -                    |
| <b>ACTUAL REVENUE</b>         |                     |                     |                     |                            |                      |
| CPA SURCHARGE                 | \$8,655,171         | \$2,386,310         | \$2,744,433         | \$2,995,132                | \$3,107,000          |
| STATE MATCH                   | \$1,491,203         | \$1,041,504         | \$956,905           | \$578,194                  | \$543,000            |
| INTEREST INCOME               | \$72,793            | \$6,014             | \$7,751             | \$6,875                    | -                    |
| <b>ANNUAL FUND REVENUE</b>    | -                   | <b>\$3,433,828</b>  | <b>\$3,709,089</b>  | <b>\$3,580,201</b>         | <b>\$3,650,000</b>   |
| <b>ACTUAL EXPENDITURES</b>    |                     |                     |                     |                            |                      |
| ADMINISTRATIVE                | \$104,311           | \$50,786            | \$62,433            | \$54,096                   | -                    |
| PROJECT                       | -                   | -                   | \$182,534           | \$356,112                  | -                    |
| <b>ENDING CASH BALANCE</b>    | <b>\$10,114,857</b> | <b>\$13,497,899</b> | <b>\$16,962,022</b> | <b>\$17,966,021</b>        | -                    |

## CPA Project Allocations (as of 5/9/2024)

FY2023

FY2024

|                                                       |                     |                     |
|-------------------------------------------------------|---------------------|---------------------|
| <b>Open Space/Outdoor Recreation Allocation (10%)</b> | \$370,588           | \$358,200           |
| Beginning Balance                                     | \$951,440           | \$1,680,228         |
| Appropriations Not Used                               |                     | \$59,121            |
| Less Appropriation for:                               |                     |                     |
| Walker Pond Conceptual Design/Ecological Studies      |                     | \$(145,000)         |
| Saltonstall Park                                      |                     | \$(1,594,349)       |
| End of Fiscal Year Balance                            | \$1,322,028         | \$0                 |
| <b>Historic Preservation Allocation (10%)</b>         | \$370,588           | \$358,200           |
| Beginning Balance                                     | \$1,332,440         | \$1,816,868         |
| Appropriations Not Used                               |                     | \$123               |
| Less Appropriation for:                               |                     |                     |
| Browne House Structural Engineering                   |                     | \$(7,250)           |
| Old Burying Ground & Common St. Cemeteries            | \$(94,590)          |                     |
| Commander's Mansion Cultural Landscape Report         | \$(102,470)         |                     |
| Edmund Fowle House Gutters                            | \$(47,300)          |                     |
| End of Fiscal Year Balance                            | \$1,458,668         | \$1,809,741         |
| <b>Community Housing Allocation (10%)</b>             | \$370,588           | \$356,434           |
| Beginning Balance                                     | 1,365,440           | \$1,917,462         |
| Appropriations Not Used                               |                     |                     |
| Less Appropriation for:                               |                     |                     |
| 103 Nichols Avenue Group Home                         | \$(175,000)         |                     |
| End of Fiscal Year Balance                            | \$1,561,028         | \$1,917,462         |
|                                                       | <b>FY2018-2023</b>  | <b>FY2024</b>       |
| <b>Actual Undesignated Reserve (65%)</b>              | <b>\$11,287,311</b> | <b>\$13,612,485</b> |
| Saltonstall Park                                      |                     | \$(419,396)         |
|                                                       |                     | <b>\$13,193,089</b> |

## Annual Needs Study

The CPC invited members of City Boards, Commissions and Committees, as well as the public, to the CPA Annual Public Hearing and is requesting them to identify changes in Watertown's needs, resources, opportunities, and priorities since the Community Preservation Act 5-year Plan 2021-2025 was adopted on June 3, 2021. The sections below briefly describe, by CPA funding category, developments that have taken place in the past year or so that impact current needs.

### Open Space/Outdoor Recreation

As described above, CPA-funded ecological studies of the recently acquired 6.7-acre pond and associated upland of Walker Pond and conceptual plans for the preservation and development of the property are expected to be completed in the coming eighteen months or so. Following that, a CPA funded public engagement process will lead to a final plan for park development. According to the FY 2026 city capital budget, the Department of Community Development and Planning will seek \$2.6 million in CPA funds for construction at Walker Pond. It should be noted that open space restoration activities cannot be funded using CPA funds, unless the site in question was purchased using CPA financing, which Walker Pond was not. Open space acquired with non-CPA funds may be preserved from harm or destruction or rehabilitated for passive and/or active outdoor recreation.

In 2022 and 2023, the Department of Community Development and Planning oversaw the preparation of an updated Open Space Plan. It cites CPA funds as a possible source for financing a number of recommended actions, including:

- Acquisition of locations for pocket parks, small parks with seating, tot lots, community gardens with priorities for neighborhoods identified in the City's Equity Based Community Greening Program;
- Public/private partnerships to increase publicly accessible open spaces and recreational amenities;
- Development of a conservation restriction easements, which could build public access and connections between open space and recreational resources;
- Increase public access and expand protected open space around Walker Pond, including through further working with abutters and acquisition;
- Targeting properties that increase public access to Sawins and Williams Ponds after environmental remediation, either through property acquisition, easements, or other mechanisms; and
- Improvements and upgrades to City recreation areas and playgrounds, including ADA accessibility.

The city recently hired an open space planner, Michelle Moon, to complement the skill sets within the Department of Community Development and Planning. She will enhance the Department's ability to implement the Open Space Plan and will likely generate requests for open space/outdoor recreation projects and seek CPA funds.

It should be further noted that CPA funds cannot be used to supplant what would ordinarily be budgeted and funded as part of capital replacement and maintenance by municipal governments. While replacement of ordinary playground equipment at the end of its useful life as a supplement to city funding would be an eligible CPA expense, the Community Preservation Committee has indicated it would prioritize applications for innovative, destination type playground projects and associated creative landscape improvements. CPA funds may not be used for the maintenance of CPA-funded projects.

## Community Housing

Once construction plans have been completed for the affordable group home for developmentally disabled individuals at 103 Nichols Avenue, the Watertown Housing Authority will be finalizing applications for state funding and will likely concurrently apply for CPA funds to demonstrate local commitment to the project. In addition to the 103 Nichols Avenue project, the Watertown Housing Authority is actively planning the redevelopment of the Willow Park complex. Preliminary planning calls for replacing the existing structures, with a new complex of sixty public housing and sixty-five affordable housing units, with current residents guaranteed a right to return. State and Federal funding for such projects is highly competitive and, for the redevelopment of Willow Park to materialize, a sizeable and early allocation of local funds, including CPA, will be required to demonstrate local support for the project.

The Watertown Affordable Housing Trust (WAHT) has been updating the Community Preservation Committee on its efforts to identify suitable lots for the construction of new affordable housing. It initiated an inventory of possible sites based on lot size, zoning suitability, presumed interest of owners to sell, and other factors. From this inventory, the WAHT identified several possibilities and contacted owners directly regarding their interest in selling. It has also engaged architectural and environmental consultants to further understand the feasibility of some sites. To be eligible for state and Federal funding and to achieve economies of scale, projects would need to attain a minimum size of 35-40 units. Should the work with owners result in a firm interest, the WAHT may work with affordable housing developers to put together a project. While WAHT has some allocation of funds from the City budget as well as potential for substantial linkage fees, WAHT projects may also apply for CPA funds to obtain sufficient local funding and commitment to the project.

The Belmont Watertown United Methodist Church is consolidating its mission to its Belmont church and selling its Mount Auburn Street site and buildings. It has expressed a desire that the property be used for affordable housing, and the WAHT is undertaking a very preliminary architectural investigation to assess the feasibility of converting the site to affordable housing."

### 2024 CPA Income Limits

| Household Size | Moderate-Income (<100%) | Low-Income (<80%) |
|----------------|-------------------------|-------------------|
| One Person     | \$104,230               | \$83,384          |
| Two Person     | \$119,120               | \$95,296          |
| Three Person   | \$134,010               | \$107,208         |
| Four Person    | \$148,900               | \$119,120         |

## Historic Preservation

The soon to be completed, CPA-funded assessment of the rehabilitation needs of the Old Burying Ground and of the Common Street Cemetery will likely result in requests for CPA funds. The master plans will include recommendations for restoration and rehabilitation work to headstones, memorials, pathways, and landscaping. The cultural landscape study of the Commander's Mansion grounds, and assessment of the restoration needs of the exterior of the mansion are also likely to lead to an eventual request for CPA funds to conduct recommended work.

This year's approved project funding of an engineering assessment of a cracked transverse beam and construction drawings for the historic Browne House may also result in an application for CPA funding for implementing the recommended solution. Historic New England, owner of the Browne House, has been

candid that the Browne House has further restoration needs, estimated to total some \$500,000. While endowment funds and other fundraising could finance some of the requirements, Historic New England may approach the CPC for additional support.

**Application Process Schedule** (Read Application Manual and tips: [watertown-ma.gov/cpc](http://watertown-ma.gov/cpc))

|   |                  |                              |   |                      |                                                     |
|---|------------------|------------------------------|---|----------------------|-----------------------------------------------------|
| 1 | June/July        | CPA Application Clinic Hours | 5 | October thru January | CPC Application Review and Project Presentations    |
| 2 | July 29, 2024    | Project Eligibility Form Due | 6 | February/ March      | CPC Deliberates and Votes on Funding Recommendation |
| 3 | August 19, 2024  | Eligibility Notification     | 7 | March/ April         | City Council Votes on CPC Funding Recommendation    |
| 4 | October 18, 2024 | CPA Funding Application Due  | 8 | May/June             | Grant Agreements Executed                           |

## Community Preservation Program - Allowable Spending Purposes

| Project Eligibility & Terms <sup>1</sup>                                                                                                                                                                                                                                                                                                                              | Open Space                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Recreation                                                                                                                                                                                                                                                                                                                                                                             | Community Housing                                                                                                                                                                                                                                                                            | Historic Preservation                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| For further information go to:<br><a href="http://watertown-ma.gov/CPC">watertown-ma.gov/CPC</a>                                                                                                                                                                                                                                                                      | <b>Land to protect:</b> <ul style="list-style-type: none"> <li>existing and future well fields • aquifers and recharge areas • watershed land • agricultural land • grasslands</li> <li>fields • forest land • fresh and salt marshes and other wetlands • ocean, river, stream, lake and pond frontage • beaches, dunes, and other coastal lands • lands to protect scenic vistas • land for wildlife or nature preserve • land for recreational use</li> </ul> | <b>Land for active or passive recreational use including but not limited to:</b> <ul style="list-style-type: none"> <li>community gardens • trails • noncommercial youth and adult sports • use as a park, playground, or athletic field.</li> </ul> <i>Shall not include horse or dog racing, artificial turf, or the use of land for a stadium, gymnasium, or similar structure.</i> | <b>Housing for low- and moderate-income individuals and families, including low- or moderate-income seniors age 60+:</b> <ul style="list-style-type: none"> <li>Moderate Income is less than 100%, of US HUD Area Wide Median (AMI).</li> <li>Low Income is less than 80% of AMI.</li> </ul> | <b>Buildings, structures, vessels, real property, documents, or artifacts</b> listed on the State Register of Historic Places or determined by the Historic Commission to be significant in the history, archeology, architecture, or culture of Watertown. |
| <b>ACQUIRE</b><br><i>Obtain by gift, purchase, devise, grant, rental, purchase, lease or otherwise.</i> <sup>2</sup>                                                                                                                                                                                                                                                  | YES                                                                                                                                                                                                                                                                                                                                                                                                                                                              | YES                                                                                                                                                                                                                                                                                                                                                                                    | YES                                                                                                                                                                                                                                                                                          | YES                                                                                                                                                                                                                                                         |
| <b>CREATE</b><br><i>To bring into being or cause to exist.</i> <sup>3</sup>                                                                                                                                                                                                                                                                                           | YES                                                                                                                                                                                                                                                                                                                                                                                                                                                              | YES                                                                                                                                                                                                                                                                                                                                                                                    | YES                                                                                                                                                                                                                                                                                          | NO                                                                                                                                                                                                                                                          |
| <b>PRESERVE</b><br><i>Protection of personal or real property from injury, harm, or destruction.</i>                                                                                                                                                                                                                                                                  | YES                                                                                                                                                                                                                                                                                                                                                                                                                                                              | YES                                                                                                                                                                                                                                                                                                                                                                                    | YES                                                                                                                                                                                                                                                                                          | YES                                                                                                                                                                                                                                                         |
| <b>REHABILITATE/ RESTORE</b><br><i>Capital improvements, or the making of extraordinary repairs for the purpose of making [a resource] functional for its intended use including but not limited to improvements to comply with ADA, MAAB<sup>4</sup>, and other federal, state, local regulations, or access codes or federal standards for historic properties.</i> | YES<br>If acquired or created using CPA funds                                                                                                                                                                                                                                                                                                                                                                                                                    | YES                                                                                                                                                                                                                                                                                                                                                                                    | YES<br>If acquired or created using CPA funds                                                                                                                                                                                                                                                | YES                                                                                                                                                                                                                                                         |
| <b>SUPPORT</b><br><i>Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to an entity that owns, operates, or manages such housing for the purpose of making housing affordable.</i>                                  | NO                                                                                                                                                                                                                                                                                                                                                                                                                                                               | NO                                                                                                                                                                                                                                                                                                                                                                                     | YES                                                                                                                                                                                                                                                                                          | NO                                                                                                                                                                                                                                                          |

<sup>1</sup> This chart is adapted from versions created by the Department of Revenue and the Community Preservation Coalition: [communitypreservation.org/allowable-uses](http://communitypreservation.org/allowable-uses)

<sup>2</sup> Specifications for eminent domain can be found in MGL c. 44B §.5(e)

<sup>3</sup> Seideman vs. City of Newton, 452 Mass. 472 (2008)

<sup>4</sup> ADA – Americans with Disabilities Act; MAAB – Massachusetts Architectural Access Board

**Sidewalk repair, public art, maintenance, walking tour maps, historical signage, anti-litter campaigns, and food co-ops are not fundable.**

# **CPA Annual Public Hearing Thursday, July 18<sup>th</sup> 2024**

**[Watertown-ma.gov/cpc](https://Watertown-ma.gov/cpc)**

## CPA Projects to Date

| Project Name                                           | Category              | Budget             |
|--------------------------------------------------------|-----------------------|--------------------|
| <b>Completed Projects</b>                              |                       |                    |
| Irving Park                                            | Outdoor Recreation    | <b>\$414,000</b>   |
| Edmund Fowle House Museum Gutter Replacement           | Historic Preservation | <b>\$47,300</b>    |
| <b>In Progress</b>                                     |                       |                    |
| 1630 & 1930 City Hall Geographic Paintings             | Historic Preservation | <b>\$33,000</b>    |
| Commander's Mansion Cultural Landscape Report          | Outdoor Recreation    | <b>\$102,470</b>   |
| Old Burying Ground and Common St. Cemetery Plans       | Historic Preservation | <b>\$94,590</b>    |
| Nichols Avenue Group Home Predevelopment               | Community Housing     | <b>\$175,000</b>   |
| <b>Approved in 2024</b>                                |                       |                    |
| Browne House Structural Engineering                    | Historic Preservation | <b>\$7,250</b>     |
| Walker Pond Conceptual Design and Ecological Studies   | Outdoor Recreation    | <b>\$145,000</b>   |
| Saltonstall Park Rehabilitation & Performance Pavilion | Outdoor Recreation    | <b>\$2,013,745</b> |

## Completed Projects



Irving Park



Edmund Fowle House Museum

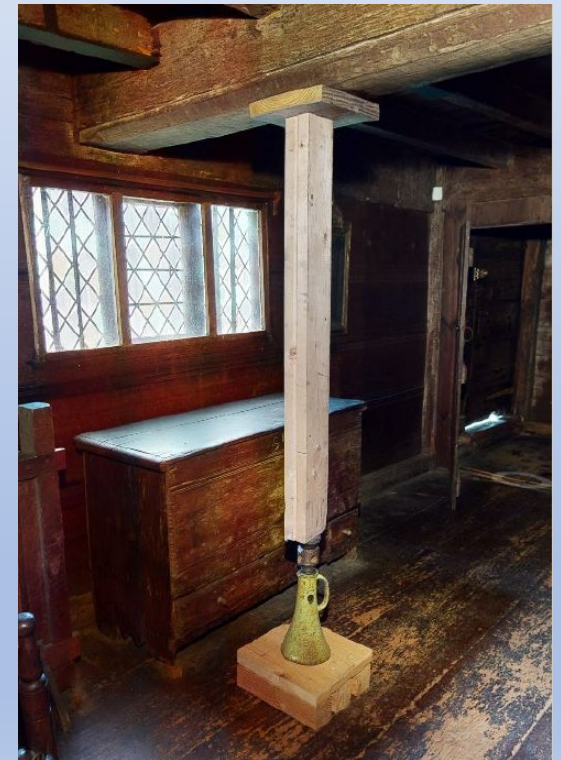
## Projects Approved in 2024



Saltonstall Park Rehabilitation  
and Performance Pavilion



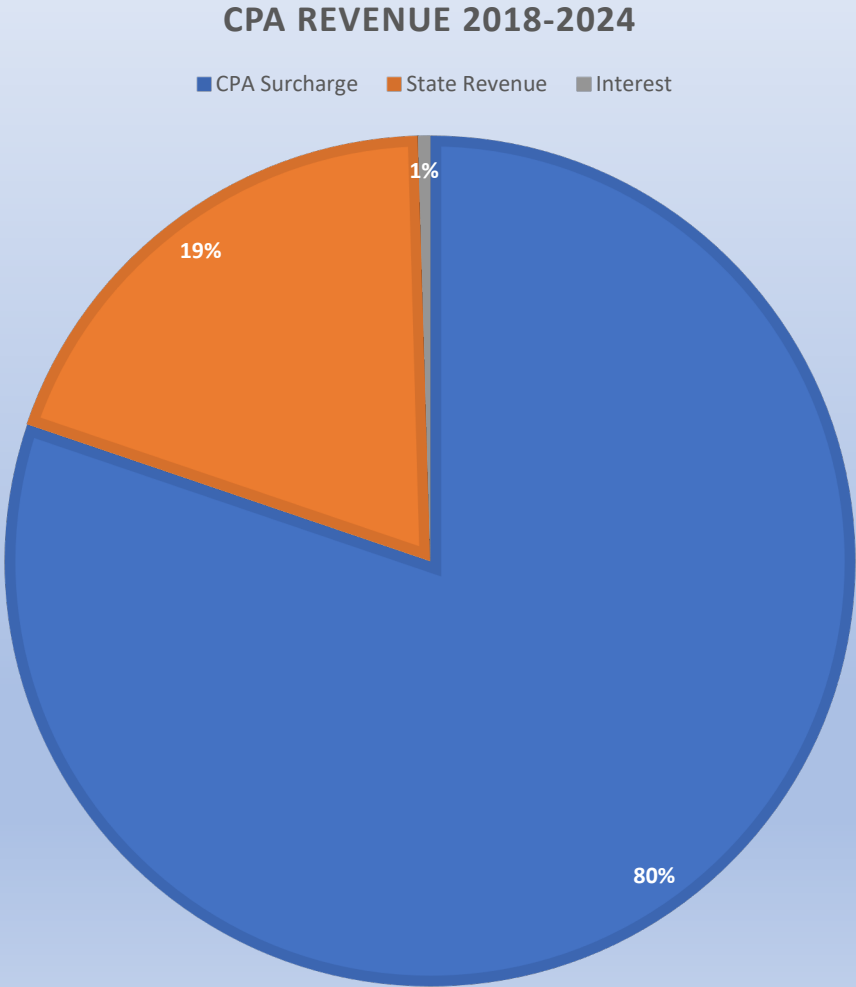
Walker Pond Conceptual Design  
and Ecological Studies



Browne House  
Engineering Study

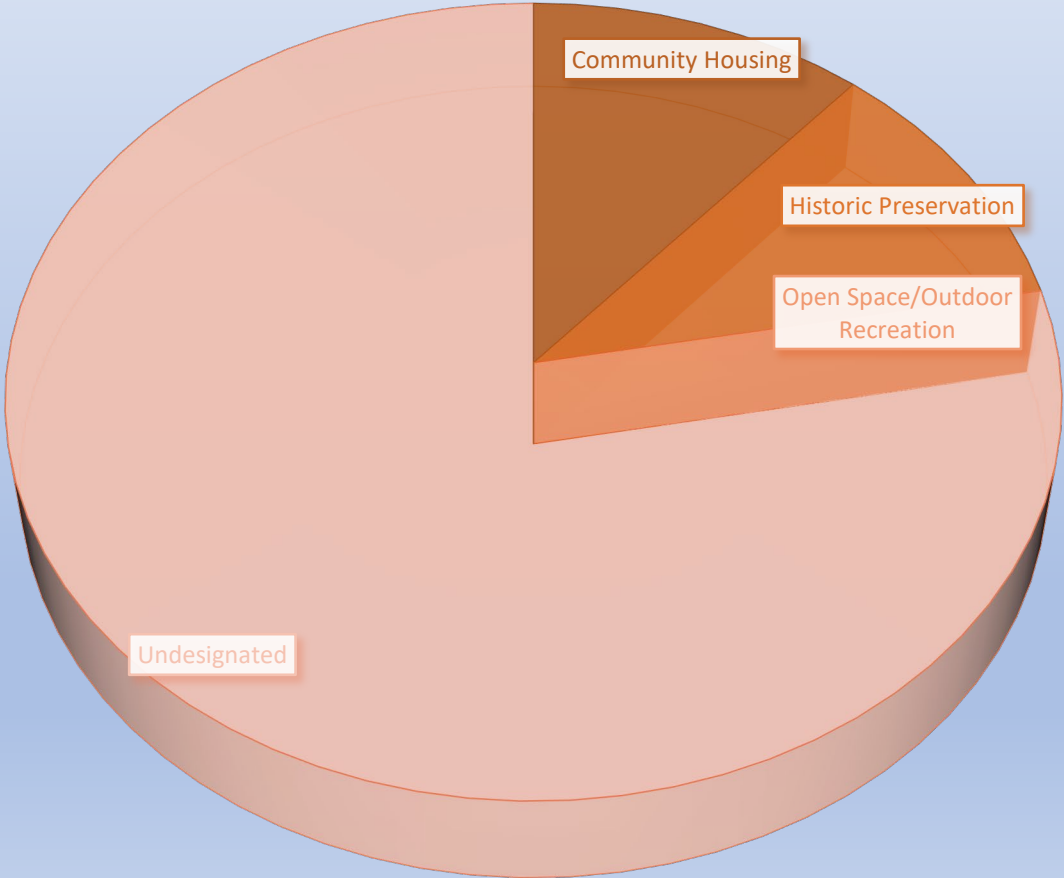
CPA Revenue 2018-2024

| Type of Revenue | Amount       |
|-----------------|--------------|
| CPA Surcharge   | \$16,874,479 |
| State Revenue   | \$4,067,806  |
| Interest        | \$93,430     |



CPA Category and Undesignated Reserves 2024

| Reserve                       | Amount       |
|-------------------------------|--------------|
| Community Housing             | \$1,917,462  |
| Historic Preservation         | \$1,809,741  |
| Open Space/Outdoor Recreation | \$0          |
| Undesignated                  | \$13,193,089 |



## Key Dates

| Activity                              | 2024                    |
|---------------------------------------|-------------------------|
| CPA Clinic Hours (remaining date)     | July 24                 |
| Project Eligibility Forms Due         | July 29                 |
| Applicant Notification of Eligibility | August 26               |
| CPA Funding Application               | October 18              |
| Project Presentations                 | January – February 2025 |



# 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, May 16, 2024, at 7:00PM, held remotely via Zoom.**

**Committee Members Present:** Mark Krackiewicz, Chair; Jon Bockian, Vice Chair; Bob DiRico; Allen Gallagher; Elodia Thomas; Matt Walter; and Abigail Hammett.

**Absent:** Dennis J. Duff and Jamie O'Connell

**Others Present:** Lanae Handy, Community Preservation Coordinator; Michael Lara, Watertown Housing Authority; Jackie Sullivan, Watertown Housing Authority; John Mucciarone, ZED; Stephanie Horowitz, ZED; Joe Bednar, Cambridge Housing Authority; Virginia Connolly, Beaverbrook STEP; Jessica Belcher, Department of Developmental Disabilities (DDS); Renee St. Germain, DDS; Larry Field, Community Development and Planning; Michael Albano, Department of Public Works; Nicole Gardner, City Council; Adam Schultz; Jimmy Mello; Sara Allen; Dawn Slaven; Katherine Salata; Jacky van Leeuwen; Josh Rosmarin; Cynthia Gallagher; and Bruce Coltin.

### 1. Call to Order

Mark Krackiewicz called the meeting to order at 7:03 PM.

### 2. Watertown Housing Authority Presentation

#### A. 103 Nichols Ave. Project Update

Michael Lara introduced his team who described the project's progress since their last presentation. The presentation is attached to these minutes.

John Mucciarone displayed the site plan and building floor plans. He reviewed the design revisions and rationale for changes. John also mentioned another round of environmental study was performed as part of project due diligence and there was a meeting planned with the Department of Planning Department. ZED collaborated with Beaverbrook STEP and DDS on the design revisions.

Joe Bednar explained that funding options were limited for the project because the site had been designated for the 689 program, which no longer had funds available. He noted one source, managed by Community Economic Development Assistance Corporation (CEDAC), was the Facilities Consolidation Fund (FCF). CEDAC acknowledged the site constraints and agreed to make the 2<sup>nd</sup> floor program and support space eligible for FCF funding. CEDAC has made no formal commitment yet.

Joe added due to the public bidding process, they won't have final construction costs until that process is complete. He further stated the property could not support a small mortgage. They are seeking just over \$900,000 from FCF and just over \$1million in CPA funding.

John Mucciarone summarized the timeline emphasizing they would apply for CPA funds in October and FCF funds in November.

| Question/Comment                                                                                                                                                                                                                                                                                                                                                                                      | Answer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mark Krackiewicz asked if there would be some relief from public bidding requirements to lower construction costs.                                                                                                                                                                                                                                                                                    | Michael Lara replied that the property was eligible for procurement relief by the contractor being allowed to hire their own subcontractors and no need for them to publicly bid, yielding a 20-30% cost savings                                                                                                                                                                                                                                                                                                                                                 |
| Matt Walter asked for a clarification about prevailing wage being required.                                                                                                                                                                                                                                                                                                                           | Joe Bednar said they had consulted with their attorneys and the project was subject to prevailing wage.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Jon Bockian was concerned that there would be 7 months between when the cost estimate is made and the project is bid, though there was only a 7% contingency.                                                                                                                                                                                                                                         | Michael Lara answered that he wanted to keep the request to CPC within the amount in the community housing reserve.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ol style="list-style-type: none"> <li>1. Elodia Thomas thought the house was attractive and asked if the plan could be flipped so that the bedrooms are not along the driveway.</li> <li>2. She asked about equity in bedroom size between 1<sup>st</sup> and 2<sup>nd</sup> floor as well as whether they had reviewed information she had supplied to Michael about the Stilz elevator.</li> </ol> | <ol style="list-style-type: none"> <li>1. John Mucciarone said he did explore moving the parking but found that infeasible and was directed by zoning to put it to the west. Due to the angle on the other side of the house the current layout is simplified and balances form.</li> <li>2. Virginia Connolly replied they investigated off-site parking. She added DDS requires 120-140sf for bedrooms and the first-floor bedrooms are laid out efficiently. An elevator on the second requires a second means of egress that can't be mechanical.</li> </ol> |
| Abigail Hammett agreed about the relationship between the bedrooms and the parking. She would like to see the patio space near the kitchen. Abigail asked about the 5-bedroom vs. 7-bedroom scheme.                                                                                                                                                                                                   | <p>Michael Lara replied DDS limits a new construction group home to a maximum of five bedrooms.</p> <p>Virginia added 5 bedrooms was a good number for operations.</p>                                                                                                                                                                                                                                                                                                                                                                                           |
| <ol style="list-style-type: none"> <li>1. Mark asked for more details about the environmental studies.</li> <li>2. He asked whether they were still building on a slab and would be venting.</li> </ol>                                                                                                                                                                                               | <ol style="list-style-type: none"> <li>1. Michael said they were completed and results from the reports were pending.</li> </ol> <p>John described the studies, that included ground water monitoring from 4 wells, sampling of existing soil to understand disposal requirements, and</p>                                                                                                                                                                                                                                                                       |

|                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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|                                                                                                                                                                                                                                                                                                                                                             | <p>geotechnical study of soils to understand construction needs. He pointed out nothing above Department of Environmental Protection minimums was flagged during drilling.</p> <p>2. John responded yes, and a vapor barrier and passive venting are the minimum standard required to prevent radon build-up.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ol style="list-style-type: none"> <li>1. Elodia asked Beaverbrook STEP about meeting the 70% local preference and whether families would need to be using Beaverbrook services to get placed.</li> <li>2. Elodia asked about accessibility on the 2<sup>nd</sup> floor and aging in place.</li> <li>3. Elodia raised carrying a small mortgage.</li> </ol> | <p>1. Virginia replied DDS is an integral part of the referral process. She stated that Beaverbrook supports 68 people from Watertown and there are 26 locations that are fully accessible. The intent has always been to maximize accessibility, which is difficult in Watertown with the many 2 and 3 story buildings.</p> <p>Virginia would check with John about moving bedrooms to the east.</p> <p>2. Virginia noted a ramp was infeasible as a second means of egress from the second floor because it would take up too much green and recreation space in the rear. The location gives many options for staff and residents to use the MBTA.</p> <p>Renee St. Germain responded the DDS regulates against battery-operated mechanicals as a 2<sup>nd</sup> means of egress and that single family homes have different regulations than assisted living facilities.</p> <p>3. Michael noted that decreasing from 7 to 5 bedrooms with only a \$450 reimbursement for rent made a mortgage infeasible</p> |
| Abigail thought there was an opportunity to use permeable pavers to extend the outdoor space through flex parking, having only two spaces, though permeable pavers are not ADA compliant.                                                                                                                                                                   | John said they are required to have 3 spaces. Virginia pointed out the overnight staffing was dependent on the skills of the residents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Dawn Slaven, (a neighbor around the corner) said she was glad something was happening on the lot and asked if solar panels would be considered and who would be responsible for groundskeeping.                                                                                                                                                             | <p>John replied the house is designed to be solar ready and hoped the high-performance home would offset the electric costs.</p> <p>The housing authority would be responsible.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

### 3. Acceptance of Minutes

#### A. 2023-4-18 CPC Minutes

Mark Krackiewicz requested changes to the minutes that were emailed to the CPC.

Elodia Thomas emailed Lanae with the following amendment:

She then read Jon's motion.

"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 the original motions it should be noted that the friendly amendment was accepted.

**Motion:** Elodia Thomas moved to accept the minutes with the proposed amendments, and Matt Walter seconded the motion.

**Vote:** Mark Krackiewicz, Matt Walter, Elodia Thomas, Allen Gallagher, and Jon Bockian voted in favor. Bob DiRico and Abigail Hammett were absent on 4/18/24.

### 4. FY 2025 CPA Budget Allocation

**Motion:** Jon Bockian moved that the Community Preservation Committee request the City Council to 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**. Elodia Thomas seconded the motion.

**Vote:** Elodia Thomas, Abigail Hammett, Mark Krackiewicz, Bob DiRico, Matt Walter and Allen Gallagher voted in favor.

### 5. Chair Update

Mark reported on a meeting with the Watertown Affordable Housing Trust (WAHT) Chair, Cliff Cook and Larry Field on May 23, 2024. Jon Bockian and Lanae Handy were also in attendance. He stated the WAHT had looked at properties which they divided into two tiers. They contacted property owners in tier one and there was no interest. Two properties from tier two seemed promising and they hired an architect to prepare schematics. Now only one site is being considered. That site would need to support 30-40 units to obtain state funding and needs a substantial local commitment from the CPC and/or the WAHT. WAHT prefers family housing as opposed to senior housing. Also, the Trust can put a presentation from the Willow Park team to both bodies on their 6/18/24 meeting agenda.

Abigail asked how the WAHT classified the two tiers. Mark responded the WAHT looked at zoning and lot size. Larry Field added they looked at suitability based on zoning and lot size for both tiers and the first tier was thought to have property owners most interested in selling their property.

Elodia asked if Christine would be available to consult with CPC. Lanae said she

mentioned that the committee might want to hire Christine again to review the Housing Authority application at the last meeting. She will check on her availability.

## **6. Coordinator Update**

Lanae gave her report divided into financial, project updates, and meeting space information sections.

**Financial** - She pointed out Tom had not been reporting the actual amounts in the category and undesignated reserved but rather carrying over projected figures. Lanae will work with Auditor to reconcile this and noted it was fortunate that more funds were available than requested so far. She also explained two notes to the financial statement. First, the most recently approved projects were not accounted for because they were not in the system yet. Second, Tom projected a 17.5% state match though Stuart Saginor forecasted about a 14.4% match, which could amount to as much as a \$100,000 difference.

Lanae also reported on the expenditures from the administrative budget. This statement is attached to these minutes.

When the reconciliation is complete, Lanae will post a simplified financial statement to the website and send a copy to the CPC.

**Projects** - Lanae reported on the financial tracking of the Old Burying Ground and Common Street cemeteries masterplan project, which is attached to these minutes. She noted 103 Nichols had not submitted any invoices yet and the Commander's Mansion project remained within the budget.

The landscape architects Ray Dunetz and Tom Elmore agreed to report on the cemeteries and Commander's Mansion projects at the CPA public hearing. Lanae is getting grant agreements executed and will send copies to the committee.

**Meeting Space** - Lanae said they would defer discussion of the hybrid vs. remote only meetings because Dennis was unavailable to report on his investigation into the Lower Hearing Room space. She inquired about the technical capacity of the space and found it could only support hybrid meetings with the assistance of WCA-TV. She emphasized the cable station is sometimes short-staffed and may be unavailable to support meetings.

Though the committee had voted on the budget allocation, Elodia asked if it made sense to transfer \$1 million into the open space/outdoor recreation to replenish it for anticipated Walker Pond expenditures. Mark didn't see the need because of the funds in the undesignated reserve.

## **7. Committee Discussion:**

### **A. Annual Public Hearing Planning**

Mark mentioned Lanae emailed a save the date message. He summarized the agenda for the public hearing presentation. Ray Dunetz and Tom Elmore would make brief presentations. Mark would report on the finances, projects completed, active projects and what is coming down the pipeline similar to last year's presentation.

Lanae listed the advertising planned for the hearing and Elodia suggested putting something on the electronic board in Watertown Square if it's available.

Lanae asked statutory members to ask their boards and commissions about the needs and their priorities for CPA funding.

### **B. Continued Discussion - Hybrid or Remote Only Meetings**

Dennis Duff was absent and asked, via email, for this item to be deferred until he could report back.

## 8. Adjournment

**Motion:** Elodia Thomas moved to adjourn, and Jon Bockian seconded the motion.

**Vote:** Bob DiRico, Mark Krackiewicz, Abigail Hammett, Jon Bockian, Allen Gallagher and Matt Walter voted in favor.

**Adjournment: 8:28 PM**

### Attachments:

1. [Watertown Housing Authority Presentation](#)
2. [CPC Administrative Budget as of 5/9/24](#)
3. [Cemeteries Masterplans Financial Tracking](#)



# CITY OF WATERTOWN

## Joint Community Preservation Committee/Affordable Housing Trust

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/AHT Meeting Tuesday, June 18, 2024, at 6:00PM held in the City Council Chamber with remote access via Zoom.**

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

**Absent:** Mark Krackiewicz and Abigail Hammett

**Trust Members Present:** Cliff Cook, Chair; Zoe Weinrobe, Jill Hyde, David Leon, Helen Oliver and Leo Patterson.

**Others Present:** Lanae Handy, Community Preservation Coordinator; Larry Field, Community Development and Planning; Gideon Schreiber, Community Development and Planning; Michael Lara, Watertown Housing Authority; Cory Mian, Preservation of Affordable Housing; Mel Miller, Preservation of Affordable Housing; Steve Magoon, Community Development and Planning; Jackie Sullivan, Watertown Housing Authority; Carolyn Bays, City Council; Anthony Palomba, City Council; Nicole Gardner, City Council; Susan LaDue; Cynthia Galligan; Tom Beggan, Watertown Housing Authority Commission; James Mello, W Watertown Housing Authority Commission; Adam Schultz; Katherine Tolley; Jamie Gordon; Kevin Ryan; and Carole Biewener.

### 1. Call to Order

Cliff Cook called the meeting to order and introduced the team of presenters.

### 2. Preservation of Affordable Housing Willow Park Project Presentation

The presentation is attached to these minutes.

| Question/Comment                                                                                                                                                                        | Answer                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Jon Bockian asked <ol style="list-style-type: none"><li>1. How the distribution of units by bedroom was determined.</li><li>2. Is there less of a market for 3-bedroom units?</li></ol> | <ol style="list-style-type: none"><li>1. The unit mix was a response to the RFP to maximize the total number of units.</li><li>2. Every unit type has high demand. They will likely include more 3-bedroom units.</li></ol> |

|                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Zoey Weinrobe asked about the feasibility of phasing permitting first and project construction second.</p>                                                                                                                                                                   | <p>Open to phasing but due to the costs associated with Low Income Housing Tax Credits POAH wants to do the project in one phase.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>Bob DiRico asked about the relocation costs per unit.</p>                                                                                                                                                                                                                    | <p>The cost is based on estimates from a relocation consultant. The tenants would be relocated to a mix of public and market rate housing.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>Cliff Cook asked</p> <ol style="list-style-type: none"> <li>1. If the per unit relocation costs included any subsidies.</li> <li>2. Would children enrolled in Watertown be able to remain in Watertown school if moved to another community?</li> </ol>                     | <ol style="list-style-type: none"> <li>1.The relocation figures account for tenants paying their current rent, and the project would pay the difference.</li> <li>2.That is up to the municipality and is typically the case based on other projects.</li> </ol>                                                                                                                                                                                                                                                                                                                 |
| <p>Dennis asked</p> <ol style="list-style-type: none"> <li>1. How the CPC request is related to other sources of funding such as local, state, and federal.</li> <li>2. Reference was made to local preference and the WHA would be choosing people from their list.</li> </ol> | <ol style="list-style-type: none"> <li>1.The presentation includes rough estimates, and the figures are based primarily on 1<sup>st</sup> mortgage debt as related to rental income and next subsidies and tax credits. It assumes state funding from Mass Housing, energy incentives, and state tax credits and estimates \$4,000,000 awarded from the city.</li> <li>2.There's built in local preference for the 60 (right to return) and have not made a decision on the new units. WHA would be open to what the city funding sources wants for local preference.</li> </ol> |
| <p>Matt asked about</p> <ol style="list-style-type: none"> <li>1. Self-development and the development fee.</li> <li>2. Who will be the owner?</li> </ol>                                                                                                                       | <ol style="list-style-type: none"> <li>1.There is a high level of complexity and POAH brings lots of know-how and experience. Also, POAH is a non-profit developer and partner.</li> <li>2.WHA will own the land and POAH will partner as the majority owner and the WHA would be the minority owner of the vertical development.</li> </ol>                                                                                                                                                                                                                                     |
| <p>David Leon asked how the number of 125 units was determined.</p>                                                                                                                                                                                                             | <p>There were two proposals and 125 was the lower of the two proposals. WHA wanted to double the density, which is something the state wants to see.</p>                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>Jon asked</p> <ol style="list-style-type: none"> <li>1. If the project would be deed restricted.</li> <li>2. Discuss the timeline.</li> <li>3. When do you expect to apply for</li> </ol>                                                                                    | <ol style="list-style-type: none"> <li>1.Yes.</li> <li>2.It's an optimistic timeline seeking to move through zoning quickly and to obtain community buy-in. It's also aggressive regarding funding application submittals.</li> </ol>                                                                                                                                                                                                                                                                                                                                            |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CPA funding.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | It is fairly common not to get funding from the state for a first application.<br>3.Expect to apply for funding in the current CPA round.                                                                                                                                                                                                                                                                                                                            |
| <p>Elodia asked</p> <ol style="list-style-type: none"> <li>1. If a parking analysis was done to obtain the 0.55 number.</li> <li>2. Have you reached out to obtain community benefits parking from a corporation.</li> <li>3. Curious about the cost and there are no land acquisition costs, the \$750,000 per unit is high.</li> <li>4. Is school transportation in the relocation budget?</li> <li>5. Council President asked to investigate phased development.</li> </ol> | <ol style="list-style-type: none"> <li>1.Heard that they needed to build more parking and are considering it. Did a point in time count at night after work. Heard the feedback and the design team is working on increasing parking.</li> <li>2.That is on the team's radar.</li> <li>3.Must pay prevailing wage, public bidding and certified payroll which all drive up hard costs. The costs are high and what developers are seeing.</li> <li>4.Yes.</li> </ol> |
| <p>Zoe commented that while \$750,000 per unit sounds high it is not out of line with what other developers are experiencing where public bidding adds 20-25% to costs.</p> <p>Municipalities can ask for a maximum of 70% local preference.</p>                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Cliff asked if the local preference level makes a difference in a project obtaining state funding.                                                                                                                                                                                                                                                                                                                                                                             | At this point yes. The state would view 70% less favorably and would prefer 50% or less local preference.                                                                                                                                                                                                                                                                                                                                                            |
| Zoe commented that it depends on the diversity of the community and whether local preference reinforces less diversity. Local preference only applies to the initial occupancy and lottery.                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>Matt asked</p> <ol style="list-style-type: none"> <li>1. If the city supported the project where would funds come from— CPA, AHT, or from both?</li> <li>2. How would that ratio be decided? Would it be negotiated?</li> </ol>                                                                                                                                                                                                                                             | <p>Cliff</p> <p>The trust has \$750,000 (not as much as CPA) so the bulk would come from the CPC. Also, the city could waive the permit fees that would be substantial.</p> <p>2.Would have some discussion with Mark. AHT would not want to commit all funds available and are not in the position to make a substantial contribution until linkage fees flow.</p>                                                                                                  |
| <p>Leo Patterson asked</p> <ol style="list-style-type: none"> <li>1. About the term of the ground lease.</li> </ol>                                                                                                                                                                                                                                                                                                                                                            | <ol style="list-style-type: none"> <li>1. 99 years</li> <li>2. Haven't done that yet and may</li> </ol>                                                                                                                                                                                                                                                                                                                                                              |

|                                                                                                        |              |
|--------------------------------------------------------------------------------------------------------|--------------|
| 2. Any further stratification of the affordable levels beyond below 80% Area Median Income considered? | do so later. |
| Councilor Palomba asked about the amount in the CPA community housing reserve.                         | \$1,919,228  |

### 3. Adjournment

**Motion:** Dennis Duff moved to adjourn. As no CPC members joined the meeting remotely, Jon Bockian adjourned the CPC.

**Adjournment: 6:57 PM**

#### Attachments:

1. [Preservation of Affordable Housing Willow Park Project Presentation](#)

**(Attachment A)**

**Scope of Work A (Application Review)– Christine Gimbel Rogers Contract**

|                                                                                                                                                                                                                                                                                                                                                                                    |                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 1. Review community housing applications received by the Community Preservation Committee.                                                                                                                                                                                                                                                                                         | <b>\$1,600/<br/>per application</b> |
| 2. Identify questions for the applicants or further information the CPC should request from applicants.                                                                                                                                                                                                                                                                            | <b>\$320/ per<br/>application</b>   |
| 3. Provide concise written analyses of applications related to:<br>A. community housing development best practices <ul style="list-style-type: none"><li>• financial soundness and feasibility</li><li>• conformance to regulations</li><li>• affordable housing standards</li><li>• norms of financial institutions</li></ul> B. potential project barriers or issues of concern. | <b>\$480/ per application</b>       |
| 4. Present analyses to the committee at their CPC meeting (optional).                                                                                                                                                                                                                                                                                                              | <b>\$640</b>                        |
| 5. Attend project presentations of housing applicants to ask follow-up questions (optional).                                                                                                                                                                                                                                                                                       | <b>\$640/ per application</b>       |
| 6. Consultation on project implementation and, as necessary identify corrective actions (optional).                                                                                                                                                                                                                                                                                | <b>\$1,280</b>                      |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                       | <b>\$8,000</b>                      |

Optional items are optional at the request of the CPC and dependent on the consultant's availability. Scope A assumes two applications.

**(Attachment A)**

**Scope of Work B (Early Support) – Christine Gimbel Rogers Contract**

|                                                                                                                                                                                                          |                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 1. Provide ongoing support for funded applications- review quarterly progress reports, project milestones and timing. (Optional)                                                                         | <b>\$1,280/ per project</b> |
| 2. Assist the CPC throughout the construction closing process, attend closing calls, review plans and documents as needed. Assumes 12-15 weeks from business meeting to construction closing. (Optional) | <b>\$2,400/ per project</b> |
| 3. Provide concise summary memo of closing process, lessons learned, post-closing open items, key milestones, reporting requirements and other deal specific information as needed. (Optional)           | <b>\$480/ per project</b>   |
| <b>TOTAL</b>                                                                                                                                                                                             | <b>\$4,160</b>              |

Optional items are optional at the request of the CPC and dependent on the consultant's availability. Scope B assumes one project.

**(Attachment A)**

**Scope of Work C (Construction and Closeout) – Christine Gimbel Rogers Contract**

|                                                                                                                                                                                         |                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 1. Review monthly requisition packages and lender advisor report. Identify any potential questions, issues or clarifications needed. Assumes 18-month construction timeline. (Optional) | <b>\$2,880/<br/>per project</b> |
| 2. Assist with project closeout, compliance and deliverables. (Optional)                                                                                                                | <b>\$1,600/ per project</b>     |
| 3. Attend CPC and other meetings on project status. (Optional)                                                                                                                          | <b>\$640/ per project</b>       |
| 4. Provide concise closeout memo, including lessons learned, project milestones and any outstanding deliverables.                                                                       | <b>\$320/ per project</b>       |
| <b>TOTAL</b>                                                                                                                                                                            | <b>\$5,440</b>                  |

Optional items are optional at the request of the CPC and dependent on the consultant's availability. Scope C assumes one project.



## **Memorandum**

**To:** Watertown Affordable Housing Trust and Community Preservation Committee  
**From:** Cory Mian and Mel Miller, Preservation of Affordable Housing  
Michael Lara, Watertown Housing Authority  
**Date:** July 2, 2024  
**RE:** Willow Park Redevelopment follow-up

Dear Watertown Affordable Housing Trust and Community Preservation Committee colleagues,

Thank you for taking the time to meet with Preservation of Affordable Housing (POAH) and the Watertown Housing Authority (WHA) to discuss the Willow Park Redevelopment project at the joint Watertown AHT and CPC meeting on Tuesday, June 18<sup>th</sup>. While the project's exact design and financing structure are still being finalized, we appreciated the opportunity to discuss the redevelopment goals and anticipated funding sources, including funding from both the Watertown Affordable Housing Trust (AHT) and Community Preservation Committee (CPC).

This memo serves as an addendum to our presentation, expanding on discussions and questions related to the overall project design and financing.

### **Project Design**

As discussed on June 18<sup>th</sup>, POAH's response to WHA's RFP includes 125 rental apartments across three buildings with a total of 69 parking spaces. Since meeting with residents, community members, and other stakeholders, including the CPC and AHT, we are hoping to deliver even more apartments and increase the parking ratio from its current 0.55 value. We are currently exploring a number of design alternatives to improve the parking ratio without losing new apartments. Acquiring adjacent parcels is also being evaluated as part of this analysis. We hope to bring these additional designs back to the community in late July/early August.

In addition to these design modifications, we are also continuing to evaluate the possibility of phasing the project. As mentioned on June 18<sup>th</sup>, the current structuring of the Public Housing Innovation Demonstration Program (PHIDP) funding, one of the most critical funding components to this redevelopment, along with the site's layout, make a phased approach very challenging. However, we are exploring this possibility further, which includes discussing its potential with key funders and partners.

### **Project Financing**

On the financing side, our goal is to apply to the Massachusetts Executive Office of Housing and Livable Communities (EOHLC) for two vital funding sources: the Federal 4% Low Income Housing



Tax Credit (LIHTC) allocation<sup>1</sup> and the PHIDP, a funding program specifically targeted to the redevelopment of State Public Housing sites like this one. Based on our current financial model and project design, the Federal 4% LIHTC would provide over \$40 million in equity, or nearly half of the deal's sources, and the PHIDP program would provide over \$16 million. These resources are highly competitive, and we are working to demonstrate extreme readiness (zoning) and strong support (local funding) by November 2024 to be competitive in an anticipated late 2024 funding application cycle.

Our current underwriting for this effort has identified a \$4 million contribution from the City of Watertown in the form of soft loans from the Affordable Housing Trust and/or the CPC. This is a very preliminary estimate of what this project may require from the City in order to close the gap to get complete the project. As we refine our design and respond to community concerns, we will be able to reassess construction pricing and debt and equity terms to gain a better sense of a true request for the AHTF and CPC. There are many factors that could affect the size of the request and we will have the appropriate back-up when the time is right to put forward a full request.

### **Next Steps**

The redevelopment of Willow Park is in its early stages from a design and financing perspective, and there is a lot at play for this project and in the landscape of affordable housing and 4% LIHTC deals more broadly. We intend to work with the AHT for them to review a request in August and plan to submit a Project Eligibility Form later this month to the CPC. However, given the timeline for state funding and need for high readiness, we would like to discuss an out-of-round process with the CPC in order to secure a funding commitment before our applications to EOHLC. We welcome your guidance as to the best forum and timing for this discussion.

We look forward to working together and making this project a reality for the City, its residents, and the future families who will one day call Willow Park home.

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<sup>1</sup> Mass.gov offers a great overview of the LIHTC and the application process in Massachusetts here: <https://www.mass.gov/info-details/low-income-housing-tax-credit-lihtc-0>. Novogradac also has a brief yet comprehensive overview of 4% and 9% credits: <https://www.novoco.com/resource-centers/affordable-housing-tax-credits/about-lihtc>. The ability to realize the 4% equity also requires an allocation of tax-exempt bonds, and this resource is also highly competitive in today's funding environment. For additional information on the 50% test and the current challenges with tax-exempt bonds, please see: <https://www.novoco.com/periodicals/articles/competitive-bond-landscape-leads-new-challenges-50-test-private-activity-bond-and-4-lihtc>