



# CITY OF WATERTOWN Joint Community Preservation Committee/Affordable Housing Trust

Mark Kraczkiewicz, 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 Kraczkiewicz 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 1. How the distribution of units by bedroom was determined. 2. Is there less of a market for 3-bedroom units?	1. The unit mix was a response to the RFP to maximize the total number of units. 2. Every unit type has high demand. They will likely include more 3-bedroom units.

<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 CPA funding.</li> </ol>	<p>1.Yes.</p> <p>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.</p> <p>It is fairly common not to get funding from the state for a first application.</p> <p>3.Expect to apply for funding in the current CPA round.</p>
<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>	<p>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.</p> <p>2.That is on the team's radar.</p> <p>3.Must pay prevailing wage, public bidding and certified payroll which all drive up hard costs. The costs are high and they are what developers are seeing.</p> <p>4.Yes.</p>
<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>	
<p>Cliff asked if the local preference level makes a difference in a project obtaining state funding.</p>	<p>At this point yes. The state would view 70% less favorably and would prefer 50% or less local preference.</p>
<p>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>	

<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> <li>2. Any further stratification of the affordable levels beyond below 80% Area Median Income considered?</li> </ol>	<ol style="list-style-type: none"> <li>1. 99 years</li> <li>2. Haven't done that yet and may do so later.</li> </ol>
<p>Councilor Palomba asked about the amount in the CPA community housing reserve.</p>	<p>\$1,919,228</p>

### 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](#)



# CITY OF WATERTOWN

## AFFORDABLE HOUSING TRUST

Administration Building  
 149 Main Street  
 Watertown, MA 02472  
 Phone: 617 972 6417  
 Fax: 617 972 6484  
[www.watertown-ma.gov](http://www.watertown-ma.gov)

### Minutes of Watertown Affordable Housing Trust Meeting held with Community Preservation Committee June 18, 2024 6:00PM, Hybrid Participation

**Attendance**

**Trust Members present:** Cliff Cook, Zoe Weinrobe, Jill Hyde, David Leon, Helen Oliver and Leo Patterson. George Proakis was not present.

**CPC Members Present:** Jon Bockian, Vice Chair; Bob DiRico; Dennis J. Duff; Allen Gallagher; Jamie O’Connell Elodia Thomas; and Matt Walter. Mark Krackiewicz and Abigail Hammett were not present.

**Non-members present in person or remotely include:** Larry Field (DCDP staff), Lanae Handy (Community Preservation Coordinator), Steve Magoon (DCDP staff), Gideon Schreiber(DCDP staff), Michael Lara/Watertown Housing Authority (WHA), Jackie Sullivan, WHA, Cory Mian, Preservation of Affordable Housing (POAH), Mel Miller/POAH, Carolyn Bays, Nicole Gardner, Anthony Palomba, Susan LaDue, Cynthia Galligan, Tom Beggan; Adam Schultz, James Mello Katherine Tolley, Jamie Gordon, Kevin Ryan, and Carole Biewener.

**1. Willow Park Project Presentation by Preservation of Affordable Housing and Watertown Housing Authority**

The presentation by Cory Mian, Mel Miller and Michael Lara is attached to these minutes. The chart below was prepared by Lanae Handy.

Question/Comment	Answer
Jon Bockian asked 1. How the distribution of units by bedroom was determined. 2. Is there less of a market for 3-bedroom units?	1. The unit mix was a response to the RFP to maximize the total number of units. 2. Every unit type has high demand. They will likely include more 3-bedroom units.
Zoey Weinrobe asked about the feasibility of phasing permitting first and project construction second.	Open to phasing but, due to the costs associated with Low Income Housing Tax Credits they want to do the project in one phase.
Bob DiRico asked about the relocation costs per unit.	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>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. about 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 a 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 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 CPA funding.</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 also to obtain community buy-in. It’s also aggressive regarding funding application submittals.</li> </ol> <p>It is fairly common not to get funding from the state for a first application.</p> <ol style="list-style-type: none"> <li>3.Expect to apply for funding in the current CPA round.</li> </ol>

<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 drive up hard costs. The costs are high and what they're 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>	
<p>Cliff asked if the local preference level makes a difference in a project obtaining state funding.</p>	<p>At this point yes. The state would view 70% less favorably and would prefer 50% or less.</p>
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affordable levels beyond below 80% Area Median Income considered?	
Councilor Palomba asked about the amount in the CPA community housing reserve.	\$1,919,228

The meeting was adjourned at approximately 6:57 PM.