



Community Preservation Committee Meeting

Thursday, October 17, 2024 at 7:00 PM
Remote Participation Only

Agenda

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

ACCESS INFORMATION:

- A. This meeting will be held on October 17, 2024 at 7PM. Location: Remote Participation Only
- B. The meeting will be recorded by WCATV (Watertown Cable Access Television) for later viewing: [Home | Watertown Cable Access Corp. \(wcatv.org\)](http://www.wcatv.org)
- C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/91525442843>
- D. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 915 2544 2843
- E. Public may comment prior to the meeting via email: lhandy@watertown-ma.gov
- F. Please Visit the Community Preservation Committee Website here: <https://www.watertown-ma.gov/352/Community-Preservation-Committee>

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- 1. Call to Order
 - 2. Acceptance of Minutes
 - A. 2024-9-19-Draft-CPC-Minutes
 - 3. Committee Discussion
 - A. Draft Document: CPC Roles and Responsibilities
 - B. City Hall Paintings Reinstallation Event
 - C. Hybrid Meetings
 - 4. Statutory Member Reports
 - 5. Coordinator Update
 - 6. Adjourn

Mark Krackiewicz, Chair
Jason Cohen, Vice Chair
Jonathan Bockian

Bob DiRico
Dennis J. Duff
Allen Gallagher

Jamie O'Connell
Elodia Thomas
Matthew Walter



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, September 19, 2024, at 7:30PM held remotely via Zoom.

Committee Members Present: Mark Krackiewicz, Chair; Bob DiRico; Dennis J. Duff; Elodia Thomas; and Matt Walter.

Absent: Jon Bockian, Vice Chair; Allen Gallagher; Abigail Hammett; and Jamie O'Connell.

Others Present: Lanae Handy, Community Preservation Coordinator; Ray Dunetz, Ray Dunetz Landscape Architects; Joyce Kelly; Amy Tse; and Amelia Crawford.

1. Call to Order

Mark Krackiewicz called the meeting to order at 7:41 PM and noted it was being held remotely per the Governor's order suspending certain provisions of Open Meeting Laws.

2. Presentation by Ray Dunetz

Ray Dunetz presented the Historic Preservation Plan for the Old Burying Ground and Common Street Cemetery. After his presentation, which is attached to these minutes, Ray addressed comments and answered questions from the CPC.

Mark asked whether the project would have three sets of contractors—one for gravestone restoration, one for masonry, and one for fencing. Ray replied that the project could be bid separately, however, he recommended bidding it as one project. He added that Ivan and Ray Dunetz Landscape Architects could prepare specifications for the bid documents.

Bob DiRico asked if there were general contractors who would take on such a project. Ray said there were general contractors who could be given specifications for protecting headstones and trees. The contractor would be provided with a specifications package that includes a paint system for the fencing. He has done a lot of work with Cassidy Bros. who have a paint system that lasts 60-70 years.

Matt Walter asked if it were worth considering that some of project is maintenance because it would all be funded by CPA if lumped together. Dennis Duff asked if the city was the applicant and who would obtain the bids. Lanae explained that the Historical Society of Watertown was the applicant, and the city was the co-applicant as property owner. Further, she stated, Joyce Kelly was acting as project manager and the city would solicit the bids.

Matt asked if Ray considered creating a path from the north entrance to the Mount Auburn St. entrance. Ray pointed although the cemeteries were open to the public, they were not parks. Also, he said that there could be no digging, and the path would need to be

accessible, which would require regrading and excavation.

Elodia Thomas mentioned she had sent information about matching the fencing being used by the High School. Ray only had information about chain link fencing with black slats. Bob agreed that using the same fencing as the High School would be appropriate for the historic cemetery. Elodia also asked about doing both cemeteries at the same time. Ray responded he commonly worked with bid documents for multiple sites and that would be the least expensive and most efficient way to do the project.

Mark commented that it is current practice for family members to maintain gravestones. He presumed no surviving relatives would be available to maintain the stones to be preserved and that public funds would be used to preserve an important historic resource. Elodia asked if records could be used to track down descendants. Matt found it highly appropriate to use public funds to preserve significant historic resources. Ray emphasized it was a public benefit to preserve the cemetery and headstones as cultural heritage. Mark concluded the philosophy for investing public resources centered on preserving cultural heritage and funeral art.

Joyce asked if there were any laws requiring restorers to contact surviving family members. Ray said he would have to research that, but thought families would be obtaining a benefit from the stone restoration.

Elodia asked if stones must be restored within the cemetery. Ray thought as much of the work as possible would be done on site. Joyce pointed out that putting together stone fragments required a flat surface and clamping stones together while adhesive dried and that would be best done off site.

Lanae inquired whether there was a dividing line between preservation and maintenance. Ray noted that while fence work was specialized, he could see tree removal as maintenance. Ray explained the fencing must be taken off site to straighten pickets and recast missing decorative parts. He noted masons who specialize in historic structures would be needed to restore stone walls. Lanae emphasized turf aeration and fertilization seemed like maintenance. Ray said amending soil and reseeding could be seen as maintenance.

Matt asked whether as much as possible should be done under the umbrella of the project to reduce the burden on the Department of Public Works (DPW). Bob agreed that whatever could be done as part of the project should be done because it was specialized, requiring extra care and smaller equipment. Elodia asked if the DPW could maintain the turf if all the work were included in the scope of the project. Bob said it would give DPW a better chance. Secondly, she asked about using groundcovers resistant to drought and requiring less mowing. Ray said he and Lanae had discussed that, but he didn't have data on ground cover use, hadn't used them, and it was not a prevalent practice. He added that there were drought tolerant turfs that require less mowing. Bob noted trying to introduce new material where there was grass that had been reseeding for hundreds of years would be difficult and the original turf was stronger than any replacement would be. Joyce added the tombs needed to be covered where there was no grass or soil as described in the recommendations.

Mark asked about the Historical Society of Watertown's interest in the project. Joyce said she is very interested in the stones. When Matt asked how much further Joyce was willing to move forward with the project. Joyce replied that she didn't want to exit the project entirely though her plan was to apply for funding to restore the headstones and leave remaining components for others. Bob pointed out there was a new open space planner who would presumably take on this project.

Elodia asked how long it would take to complete the entire project. Ray replied 8-9 months

for both cemeteries minus lead time for fence fabrication.

3. Acceptance of Minutes

Mark called for a motion to accept the 2024-8-15 CPC Minutes with the change he requested.

A. Motion: Elodia Thomas moved to accept the 2024-8-15-CPC minutes and Matt Walter seconded the motion.

Vote: Mark Krackiewicz, Bob DiRico, Elodia Thomas, Matt Walter and Dennis J. Duff voted in favor.

4. Chair Update

Mark reported that Jon Bockian and Allen Gallagher were not present to share their recommendations for the roles and responsibilities of the Chair, Vice Chair and CPC Members.

Elodia brought up the most important issues of reporting and the finances had not been addressed. Mark was waiting for a meeting date with Megan. Lanae said she was working to get that meeting after Megan closed out the previous fiscal year.

5. Coordinator's Update

Lanae reported on the status of CPA projects. A summary of her update is attached to these minutes.

6. Committee Discussion

A. In-person/Hybrid Meeting Update

Mark asked for an update from Dennis. He shared that the City Manager was still working out the details. Lanae asked if that involved changing the Licensing Board meeting location or the CPC meeting day. Dennis reported that it was relocation of the Licensing Board because it has fewer members.

7. Adjournment

Motion: Dennis J. Duff moved to adjourn, and Elodia Thomas seconded the motion.

Vote: Bob DiRico, Mark Krackiewicz, Matt Walter, Elodia Thomas, and Dennis J. Duff voted in favor.

Adjournment: 9:11 PM

Attachments:

1. [Ray Dunetz Presentation](#)
2. [Coordinator Update](#)

8/22/24

Roles of the Watertown Community Preservation Committee (CPC), its
Members, Officers and Staff

CPC Purpose: Perform the functions of a CPC as set out in the Community Preservation Act (CPA) and the Watertown Ordinance establishing a community preservation committee. The CPC's basic functions are: assess community needs in CPA categories, develop and annually update a community preservation plan, evaluate proposals for CPA-funded projects, recommend CPA-funded projects to the city council, oversee management of funded projects and the spending of CPA funds.

All CPC Members' Roles:

- Participate in the performance of the functions assigned by the CPA to CPCs
- Attend CPC meetings and hearings
- Review and approve the annual update to the Community Preservation Plan
- Conduct the application process for recommending grants of CPA funds
- Review and approve an annual CPA budget and all CPA-related financial matters
- Oversee staff management of CPA grants
- Review and approve reports to the city Council and the public on CPA projects and expenditures
- Review, approve and take part in CPC public participatory processes
- Assure CPC compliance with the CPA, city ordinances, and other applicable laws and regulations
- Advise the chair in evaluating staff and consultants
- Remain current on developments in CPA legislation, rules and practices

CPC Chair's Roles:

- Develop agendas for CPC meetings and hearings
- Convene, preside and preserve order at CPC meetings and hearings
- Facilitate cooperation among CPC members
- Liaison with city Council, city administration, relevant boards and commissions (e.g., , Housing Authority, Historical Commission, Conservation Commission, Planning Board, Affordable Housing Trust) and CP Coalition
- Appoint CPC subcommittees and workgroups
- Represent the CPC in the community and public media
- Oversee and manage administrative functions between CPC meetings
- Supervise and evaluate staff and consultants

Draft CPC Roles

CPC Vice Chair Roles

- Assume the chair's responsibilities in the absence of the chair
- Other duties of the chair as delegated by the chair

CPC Coordinator's Roles:

Perform duties as described in the coordinator's job description to support the functions of the CPC, which include work that is similar or related to the essential functions itemized in the job description, or a logical assignment to the position.*

* This statement does not modify or supersede the coordinator's job description.