



Community Preservation Committee Meeting

Thursday, April 17, 2025 at 7:00 PM
City Hall, Lower Hearing Room

Agenda

Pursuant to Chapter 2 of the Acts of 2025, 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 April 17, 2025 at 7PM. Location: City Hall, Lower Hearing Room
- B. The meeting will be recorded by WCA-TV (Watertown Cable Access Television) for later viewing: <https://wcatv.org>
- C. The Public may join the meeting online: <https://watertown-ma.zoom.us/j/91525442843>
- D. The public may join the meeting audio-only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 915 2544 2843
- E. The public may comment via email prior to the meeting: [handy@watertown-ma.gov](mailto: handy@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. 2025-3-20-Draft-CPC-Minutes
 - 3. Committee Discussion
 - A. 103 Nichols Ave. Group Home Application-Phase II
 - B. Mark Krackiewicz and Jon Bockian's Resignation
 - C. Old Business Agenda Item Parameters
 - 4. Coordinator Update
 - A. Draft 2025 Community Survey
 - B. Public Service Announcement
 - 5. Adjourn

Mark Krackiewicz, Chair
Jonathan Bockian, Vice Chair
Bob DiRico

Dennis J. Duff
Allen Gallagher
Abigail Hammett

Jamie O'Connell
Elodia Thomas
Matthew Walter



CITY OF WATERTOWN

Community Preservation Committee

Mark Krackiewicz, Chair
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Abigail Hammett
Jamie O'Connell
Elodia Thomas
Matthew Walter

Minutes of CPC Meeting Thursday, March 20, 2025, at 7:00PM held in hybrid format in the Lower Hearing Room of City Hall.

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

Absent: Jamie O'Connell

Others Joining Remotely: Lanae Handy, Community Preservation Coordinator; Dawn Stone; Joyce Kelly; and Jacky van Leeuwen.

1. Call to Order

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

2. Acceptance of Minutes

A. 2025-2-20-Draft-CPC-Minutes

Motion: Allen Gallagher moved to accept the 2025-2-20 CPC Minutes as written and Dennis J. Duff seconded the motion.

Vote: Abigail Hammett; Mark Krackiewicz, Matt Walter, Elodia Thomas, Bob DiRico, Jon Bockian, Allen Gallagher and Dennis Duff voted in favor.

3. Coordinator Update

Financials

Lanae has worked with Elodia and Megan to revise the CPA financial statement for clarity and brevity. Lanae is refining that presentation.

Project Updates

Old Burying Ground and Common Street Cemetery

Lanae met with Tom Brady, Michelle Moon, and Bob DiRico to devise a plan for moving forward with the next phase of the project. Tom agreed to have DPW perform the recommended tree work at the cemeteries if, by taking a conservative approach, the price could be reduced to less than \$50,000. The preservation plan estimate is about \$100,000.

Michelle agreed to submit an application for Ray's architectural fees. He would coordinate a group of stakeholders to review the plan and prioritize work. Ray would develop a base plan, schematics, and construction documents, update the cost estimates, prepare bid documents and perform the construction administration. The project could be phased further with a design development phase followed by a construction phase. With a second phase of design development, the third phase could encompass the headstones restoration, and all the other restoration elements outlined in the preservation plan.

City Hall Mural Panels

The revisions to the panels were stalled but will resume next week.

103 Nichols Ave

Lanae met with the Nichols Ave Team, and they plan to submit their application soon, aiming to present their project the May CPC meeting. Lanae informed Christine Rogers of the updated timeline and key dates in order to have her analysis by the April meeting.

Browne House

Lanae, Allen, Elodia, and Abigail visited the site and viewed the cracked beam. The team presented options offered by the structural engineering consultant. They should be wrapping up soon with the finalized specifications based a steel reinforcement and the last detail of how to secure the reinforcement to the beam.

Historic New England is increasing engagement with the Watertown community Porchfest, and involvement in other activities with Watertown Free Public Library and Watertown Arts and Culture.

Walker Pond

The team formally requested an extension to starting their community engagement process in July after substantially completing the ecological studies and the final water sample to be collected in July.

Saltonstall

The contractor is pouring concrete walls. Bob reported, specifically, that the stairway on Main Street and the foundation of the pavilion are being poured. He also noted the irrigation pipe entering from Whites Avenue is in good condition and can be preserved.

Commander's Mansion

Lanae reached out to the historic preservation circuit rider about an owner's project manager for the project. Next week she will reach out to architectural firms specializing in historic preservation that she learned about through the CPA Cities Peer Network.

4. Committee Discussion

A. Annual Public Hearing - Planning/Community Engagement Ideas

Mark mentioned that in addition to the public hearing, upcoming potential events included the dedication of the murals and Saltonstall Park. Elodia suggested tying the dedication of the park into Faire on the Square and hanging the CPC banner on the stage.

Mark spoke about having a presentation of the Walker Pond Ecological Study results at the Annual Public Hearing and distributing a community survey again

prior to the hearing.

When Abigail raised concern about a small number of respondents to the survey skewing priorities, Lanae emphasized the survey was an opportunity to publicize the CPA's work and gather feedback through open-ended questions rather than obtaining quantitative information to guide priorities.

Lanae said she could draft something, based on the previous survey, for the next meeting.

Committee members suggested distributing the survey through the CPC email, Councilors' newsletters, City Manager's newsletter, and possibly through the Watertown High School newspaper. Mark will follow up with the High School. Lanae will also distribute the survey in the Senior Center and library newsletters as well as to inclusionary zoning apartment buildings contacts and the Watertown News.

Mark listed the annual meeting agenda items as:

- Updates on past and current projects as well as what capital improvement projects are anticipated
- Community survey results
- Walker Pond Ecological Studies Results

5. Chair Update

Mark met with Erika Jerram to learn what role the Planning Department would play in managing the Commander's Mansion project implementation. She informed Mark that Michelle Moon, the Open Space Planner, had a lot on her plate that included the Walker Pond project and several park renovations that are underway. The design group was also involved with the Watertown Square project. Committee members raised many issues such as:

- Division of responsibilities for the upkeep and management of the mansion between the Department of Public Works, Public Buildings, Department of Planning and Community Development
- Who could oversee the restoration?
- Interruption of wedding events to perform restoration work
- Transfer of the Arsenal to the city occurred on the condition that the fencing would be preserved

Mark proposed that the site visit to Mt Auburn Cemetery being centered on the new Grove Street pedestrian entrance and that it be posted as a CPC meeting.

Bob DiRico suggested adding an old business line item to the agenda as a reminder so that items are not lost, such as the plaque for Irving Park.

Jon reminded members that the items under old business must be specified on the agenda.

6. Adjourn

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

Vote: Jon Bockian, Bob DiRico, Dennis J. Duff, Matt Walter, Mark Krackiewicz, Elodia

Thomas, Abigail Hammett, and Allen Gallagher voted in favor.

Adjournment: 8:04 PM

To: City of Watertown, CPA Committee
From: Christine Rogers, Development Consultant
Re: 103 Nichols, CPA Application Preliminary Review
Date: April 14, 2025

Project Summary:

Watertown Housing Authority is requesting \$1,500,000 of CPA funds for construction of a 5-unit FCF/DDS group home on the site of a vacant, WHA owned property. Development consulting support to be provided by Cambridge Housing Authority, property will be developed and operated in conjunction with Beaverbrook STEP. \$175,000 in CPA predevelopment funds was awarded in 2023. The project is applying for construction and permanent financing with an August 2025 construction start and completion 12 months later, in August 2026. (Note the detailed schedule provided shows September financial closing and November 2025 construction start.)

Overall Financing Plan:

Application Indicates:

- Detailed project sources and uses reflecting \$3.5 million development budget (assuming this is exclusive of predevelopment sources and uses)
- There is no detailed construction estimate, although a cost estimator is listed in the project team and the development schedule indicates a cost estimate at 75% design.
- Construction cash flow provided, showing CPA funds will be expended from Closing through February 2026 (6 months) and that the CPA funds will pay for all expenses (hard and soft) during this time period.
- The financing plan includes a construction loan of \$1.8m at a 6.9% interest rate and a permanent loan with 35-year term and 35-year amortization at 5.9%. The construction and permanent budget have a \$4,000 variance.
- Detailed year one operating budget and 21-year cash flow provided reflected Debt Service Coverage ratio at 1.11 in year 1 and increasing to 1.29 in year 20. Cash flow per unit begins at \$928 per bed and increases to \$2,457 in year 20. Trending at 2 and 3% for income and expenses, respectively is within industry standards. Replacement reserve deposits of \$450/ per unit per year have been reduced since the predevelopment application and are now within industry standards.

Reviewer Comments:

- A detailed construction schedule of values would be helpful in determining feasibility. Hard construction costs (including construction contingency) are \$556,400 per bed. Noted this is a \$1.1m hard construction cost increase from \$1,622,880 projected at the time of the predevelopment application. Hard construction costs per square foot at the time of the predevelopment application was \$460 psf (assuming 3,360 gross square feet building) and is now \$828psf. As there is now only one shared kitchen and three bathrooms, additional details on construction costs would be helpful.
- Permanent uses- What is \$128,809 in bidding contingency?
- Development budget- What source is funding the capitalized reserves?

- Development budget- Please confirm who the clerk expenses (\$30,000) in the budget will be paid to.
- Development budget- Please confirm the predevelopment sources and uses are not included in this budget.
- Construction cash flow- Is there a programmatic reason the FCF funds are coming in at construction completion? If the funds were drawn earlier in construction, the construction loan could be decreased.
- Operating budget- What is \$8,359 in Misc administration? Why is there no management fee? Is this Beaverbrook's expenses or WHA's expenses? How will project cash flow be governed?
- Has a bank or financial institution been identified for the construction and permanent loan?

Development Timeline:

- Application Indicates an August 2025 construction start but the detailed construction budget indicates a November 2025 construction start. Please clarify.

Development Team:

- Application Indicates: While there have been some changes to individuals representing the various parties in the development team, the team appears to be well qualified and fully formed. ZeroEnergy Design (ZED) continues to lead the design team. Cambridge Housing Authority (CHA) will serve as development consultant through financial closing. WHA will oversee construction and serve as clerk. After construction Watertown Housing Authority (WHA) will manage property, but Beaverbrook Step will operate and provide service.
- Reviewer Comments: Please provide copies of the Memorandum of Understanding (MOU) between WHA, CHA and Beaverbrook Step, as appropriate. The Intergovernmental Agreement between CHA and WHA dated March 17, 2020 provided at the time of predevelopment had a 5-term, which has now passed.
- Please provide details on the \$30,000 clerk of the works line item in the development budget.

Project Feasibility:

Site Control

- The application indicates the property has been transferred to 103 Nichols LLC, however the deed provided is to the Watertown Housing Authority, September 1982.
- Reviewer notes: Please provide a copy of the deed to 103 Nichols LLC, clarify the ownership structure of the LLC and confirm who the intended CPA grant recipient is

Zoning

- The application indicates zoning is complete, January 8, 2025 planning board site plan approval provided.
- The site plan approval indicates that the Department of Public Works review for storm water management is ongoing.
- Reviewer Notes: Please provide DPW approval when available.

Environmental

- The application includes the environmental memo from Fuss & O'Neil, March 12, 2025, summarizing status of the environmental work. Fuss & O'Neil installed 4 ground water monitoring wells in April 2024, which indicated no groundwater contaminants and no vapor

intrusion. The project design includes the installation of a vapor barrier and passive radon system as additional mitigation measures. The monitoring well was decommissioned November 2024.

- The full Fuss & O'Neil report, a Geotechnical Report and Limited Groundwater and Soil Characterization Report.
- Reviewer Notes: There do not appear to be any outstanding environmental issues currently, a reliance letter will be required at financial closing, the CPC should consider if it would like to be included as a party to this letter.

Design

The application indicates:

- The project design has advanced with drawings provided December 13, 2024 indicated as 90% construction documents.
- The project manual is dated October 18, 2024, concurrent with 50% Construction Documents.
- The current design includes 3 bedrooms, two baths and shared kitchen on the first floor. The second floor includes two more bedrooms, shared bathroom, staff office, and large storage space. (What is the plan for the storage space?) The exterior includes a spot for unloading van, a small patio in the back and trash and recycling area.
- This is planned to be an all-electric building and highly efficient.
- The project specifications include Enterprise Green Communities Checklist, Geotechnical Report and Limited Groundwater and Soil Characterization Report. The specifications appear sufficiently detailed.

Reviewer Notes:

- Please summarize the plan for the photovoltaic panels, which are noted in the application. Are these planned to be completed post construction? How will they be funded?
- Please indicate what the programmatic use of the large 2nd floor storage space will be.

Historic

- Reviewer Notes: Please confirm that a Project Notification Form (PNF) has been filed with the Mass Historic Commission (MHC). The predevelopment application indicated this would be filed October 2023.

Project Affordability and Unit Mix:

- The application indicates all 5 beds are to be leased to individuals that are Department of Development Services (DDS) eligible, through Beaverbrook Step.
- Reviewer Notes: The proforma lists rents as project-based section 8, please clarify the rent structure. At the time of the predevelopment application, rents were projected at \$450/unit/month. As of the current application, they are at \$1,500/unit/month. If rents are subsidized, please indicate the source of the subsidy and the status of the award.

Community Support:

- The applying included letters of support from 2022.
- Reviewer Notes: Please provide updated letters of support as available. Will there be ongoing outreach to abutters and the community? If so, please include the dates and milestones in the development schedule.

April 3, 2025

Dear Fellow CPC Members,

I am writing on behalf of myself and Jon Bockian to let you know that we have informed the city manager that we will step down as members of the committee. Each of us has his own reason. But, after six years of service, the time is opportune to appoint other residents so that they may bring fresh perspectives and energy to the work of the committee. I have told the city manager that I will remain on the committee for up to six months from now, if no replacement is appointed before then. Jon has said that he will stay up to May 31, 2026, if a replacement is not appointed sooner.

Both Jon and I would be honored to remain in our roles as chair and vice chair, respectively, if the committee chooses to reelect us at the June meeting.

As we are not stepping down for a while, we will hold off our goodbyes for now except to say that it has been and remains a privilege and a pleasure to serve with you and Lanae. We look forward to continuing to do the important work of the CPC with you until our resignations take effect.

Sincerely,

Mark Krackiewicz



Community Preservation Survey FY 2025



The Community Preservation Act (CPA) is a state law which allows communities to raise funds dedicated to community preservation projects in three categories: open space/outdoor recreation, historic preservation, and community housing. By law, a minimum of 10% of the annual CPA revenue must be allocated to each area. In November 2016, Watertown residents voted to adopt a 2% property tax surcharge which also qualifies the community for annual state matching funds. **There is over \$11 million available in CPA funding.**

The Community Preservation Committee (CPC) is charged with vetting project proposals through an application process with final project recommendations sent to the City Council for review and appropriation of funding to worthy projects. Each year, the CPC must review the community's needs and priorities for potential CPA project funding. To learn more about the CPA and the CPC, visit: watertown-ma.gov/cpc.

Your response to this survey will guide our plans for next year. The survey will be open until June 13, 2025.

* Required

This fiscal year, 2025, is the fourth application cycle for CPA funding. We are reaching out to you to understand (1) if and how you learned about the CPA, (2) if you know about the CPA projects that have been funded, (3) your ideas for future projects and (4) to gather general demographic information to hone our community outreach efforts.

1. Have you heard about the CPA and/or the CPC in Watertown? *

☐ Yes

☐ No

2. How have you heard about the CPA? (Select all that apply) *

- ☐ City/CPC Website
- ☐ Watertown News
- ☐ Public Event (Forum, Webinar, Faire on the Square)
- ☐ Email
- ☐ Social Media (Facebook, Nextdoor)
- ☐ CPC Meeting
- ☐ WCA-TV
- ☐ Word of Mouth
- ☐ This Survey (This is the first time I heard of the CPA)
- ☐ Other

CPA Funding (2022-2025)

Last year, the average CPA tax surcharge of 2% on residential property taxes amounted to \$140 annually. Since the inception of the CPA, the CPC has recommended and the City Council has approved \$2,572,745 in funding for open space and outdoor recreation, \$4,175,000 for community housing, and \$299,113 for historic preservation projects. For detailed information about the projects that were funded: <<https://www.watertown-ma.gov/731/CPA-Projects-Funded-FY-2022-2025>>

What Projects Would You Like to See in Watertown? For more information review project eligibility guidelines: <<https://www.watertown-ma.gov/asset/9b0297f4-f7ac-4e3a-882f-d8b6d3f0e1b4>>

3. Are there specific open space projects that you would like to see supported by CPA funds?

Open Space: CPA funds may be used to acquire, create, and preserve land or natural areas for passive recreational opportunities, wildlife habitat protection, and preserve wetlands and native vegetation.

4. Are there specific outdoor recreation projects that you would like to see supported by CPA funds?

Outdoor Recreation: CPA funds may be used to create, acquire, preserve, or rehabilitate land for active or passive recreational use such as new parks, playgrounds, bike trails, walking paths, dog parks, community gardens, and other outdoor facilities.

5. Are there specific housing projects that you would like to see supported by CPA funds?

Community Housing: CPA funds may be used to acquire, create, preserve, or support community housing for low- and moderate-income individuals, families, and seniors whose income is less than 100% of areawide median income (AMI) to ensure that Watertown continues to be a diverse community. The 2024 moderate-income limit (<100% AMI) for a household of one is \$104,230 and the low-income limit (<80% AMI) is \$83,384. For a household of four, the moderate-income limit is \$148,900 and the low-income limit is \$119,120.

6. Are there specific historic preservation projects that would like to see supported by CPA funds?

Historic Preservation: CPA funds may be used to acquire, preserve, rehabilitate, or restore historic resources including buildings, structures, landscapes, documents, vessels or artifacts that are listed on the State Register of Historic Places or deemed historically significant by the Watertown Historical Commission.

Demographic Information

To gauge if we are reaching a cross-section of folks in our community, would you please answer the following questions?

7. How are you connected to Watertown?

- ☐ Live
- ☐ Work
- ☐ Live and Work
- ☐ Other

8. How long have you lived in Watertown?

- ☐ Less than 1 year
- ☐ 1-3 years
- ☐ 4-9 years
- ☐ 10-14 years
- ☐ 15-20 years
- ☐ Over 20 years

9. Which voting district do you live in?

- ☐ A - District Councilor Nicole Gardner
- ☐ B - District Councilor Lisa J. Feltner
- ☐ C - District Councilor Vincent J. Piccirilli, Jr.
- ☐ D - District Councilor Emily Izzo
- ☐ I'm not sure which district I live in.
- ☐ I don't live in Watertown.

10. Do you rent or own the home you live in?

- ☐ I'm a renter
- ☐ I'm a homeowner

11. How many people are in your household?

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5 or more

12. How would you describe your household? (Select all that apply)

- ☐ Household with no children
- ☐ Household with children under 18
- ☐ Household with young adult(s) 19 or older
- ☐ Household with senior(s) aged 65 or older
- ☐ Household with senior(s) with disabilities and/or mobility limitations
- ☐ Household with person(s) with disabilities and/or mobility limitations
- ☐ Other

13. What is your age?

- ☐ Under 18
- ☐ 19-24
- ☐ 25-34
- ☐ 35-49
- ☐ 50-64
- ☐ 65-75
- ☐ 75 or older

14. What is your approximate household income?

- ☐ Under \$50,000
- ☐ \$50,000 - \$74,999
- ☐ \$75,000 - \$99,999
- ☐ \$100,000 - \$150,000
- ☐ Over \$150,000

15. Are you Hispanic or Latina/o?

- ☐ Yes
- ☐ No

16. Which group do you most identify with?

- ☐ Asian
- ☐ Black or African American
- ☐ Native American
- ☐ White or Caucasian
- ☐ Other

Wrap Up

We are committed to expanding our outreach across the Watertown community. If you would like to receive email notifications about the community preservation program activities and events, please visit <https://notifications.civicplus.com/mawatertown/lists>

17. If there is a community organization that you think we should contact, please provide a name and contact information.

18. Please share any comments, questions, or concerns about Watertown's Community Preservation program. We'll get back to you.

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