



Community Preservation Committee Meeting

Thursday, October 16, 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 Thursday, October 18th at 7PM. Location: City Hall, Lower Hearing Room
- B. The meeting will be recorded by WCATV (Watertown Cable Access Television): for later viewing vodwcatv.org/internetchannel?site=1
- C. The Public may join the hybrid 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
 - A. This meeting is being held in hybrid format as allowed by the Governor's order suspending certain provisions of Open Meeting Law. The agenda is on the city website with remote access information and the meeting is being recorded by Watertown Cable for later viewing.
 2. CPA Project Presentation
 - A. 103 Nichols Avenue Group Home Presentation
 3. Committee Discussion
 - A. [103 Nichols Avenue Application](#)
 - B. [Commander's Mansion Rehabilitation Application](#)
 4. Acceptance of Minutes
 - A. 2025-7-17-Draft CPC Minutes
 - B. 2025-9-18-Draft-CPC-Minutes
 5. Adjourn

Allen Gallagher, Interim Chair
Bob DiRico
Dennis J. Duff

Abigail Hammett
Marissa Mayo
Jamie O'Connell

Amy Plovnick
Matthew Walter

An architectural rendering of a two-story house with light green horizontal siding and a white porch. To the left is a white two-story building. In the foreground, a person is riding a blue bicycle on a sidewalk. A white van is parked on the left, and a silver car is parked on the right. A person in a wheelchair is visible near the porch. The scene is set against a clear blue sky with some trees in the background.

103 Nichols Avenue Group Home Project

Watertown CPC
October 2025

Agenda

1. Project Goal
2. Project Background
3. Project Design
4. Project Budget
5. Project Construction
6. Operations Plan
7. Next Steps

Project Goal

Nichols LLC, in partnership with the Watertown Housing Authority, aims to transform a long-underutilized vacant lot into affordable supportive housing for five adults with disabilities. To support this effort, a DDS-affiliated Service Provider will be responsible for delivering 24-hour care to the residents at 103 Nichols.

Project Background: Development Team



Incorporated in 1945

- State Public Housing:
 - 240 units of family housing
 - 276 units of elderly housing
 - 23 units of special needs housing
- Voucher Program:
 - 217 vouchers to support residents in the private market
- WHDC Holdings LLC:
 - 50 Section 8 project-based units

Incorporated in 2023

- Closely held non-profit affiliate of Watertown Housing Authority
- Sole Member of 103 Nichols LLC
(Owner of 103 Nichols Property)
- Sole member of WHDC Holdings LLC
 - 50 Units
 - Section 8 project-based units that were originally Federal Public Housing
 - Day-to-day property management by the Watertown Housing Authority

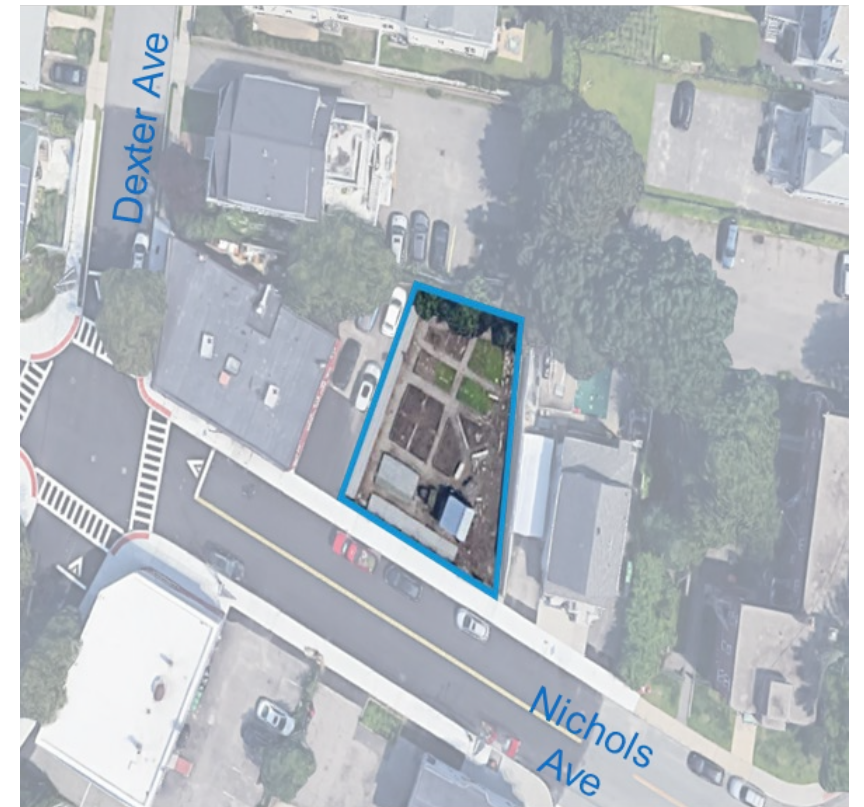
Project Background: Development Team



- The planning professionals at the Cambridge Housing Authority offer unique expertise in the development, financing, and preservation of affordable housing for Public Housing Authorities.
- **Serves as project manager**, coordinating all aspects of the development on behalf of WHA, between the A&E team, City, EOHLC, CEDAC, and other stakeholders.
- **Provides technical expertise**, including design coordination and best practices, financing, zoning and permitting, and project budgeting.
- Women Business Enterprise-Certified, Boston-based architecture and energy consulting firm.
- Responsible for A&E services during design, bidding, preconstruction, construction administration, closeout, and warranty phases.
- Manages team of subconsultants (electrical, plumbing, civil, structural, fire protection, and mechanical engineers, landscape, and independent cost estimator), and coordinates with third-party consultants (geotechnical, environmental, and construction testing).

Project Background: 103 Nichols Property History

- Formerly operated as an auto shop, car sales lot, and gas station through the 1970s
- Purchased by WHA in 1982 for development of special needs state-aided housing (Ch. 689)
- After remediation in 1990, MassDEP determined the site was no longer actively contaminated
- Vacant lot later used as a community garden
- To simplify design and bidding, the property was transferred from the state's 689 program to 103 Nichols LLC



Project Background: Local Need for Supportive Housing

- Supportive services are essential for adults with intellectual and developmental disabilities
- Affordable, supportive housing options are extremely limited
- In Watertown, individuals may be placed as far away as Amherst or Wrentham for permanent housing through DMH or DDS
- DDS lacks sufficient capital funding to acquire or modernize housing to meet accessibility standards
- Very few suitable sites exist in Boston's inner-ring suburbs to create new supportive housing



Project Background: Planning Board

- Design Team worked with the Planning Department Staff throughout the design process.
- Design Team created a home that worked for the WHDC, meeting the goals of DDS while respecting the zoning regulations as best as possible.
- Minimal zoning relief was requested and granted.
- The project meets all the Site Plan Criteria outlined in Section 9.03 of the Zoning ordinance.
- Planning Board unanimously approved site plan review in January 2025

Project Design: Environmental Timeline



1982

1980s

1990s

2022

2024

Site acquired by
WHA.

Excavation of underground
storage tanks (USTs) and soil
removal in the southwest corner
of the site

MassDEP grants No Further
Action status, allowing for
unrestricted residential
use.

- Hired F&O
- A soil sample above the former UST boring indicated heightened levels of C9-C12 Aliphatic Hydrocarbons.

The second round
of soil and
groundwater testing
revealed no
environmental
concerns.

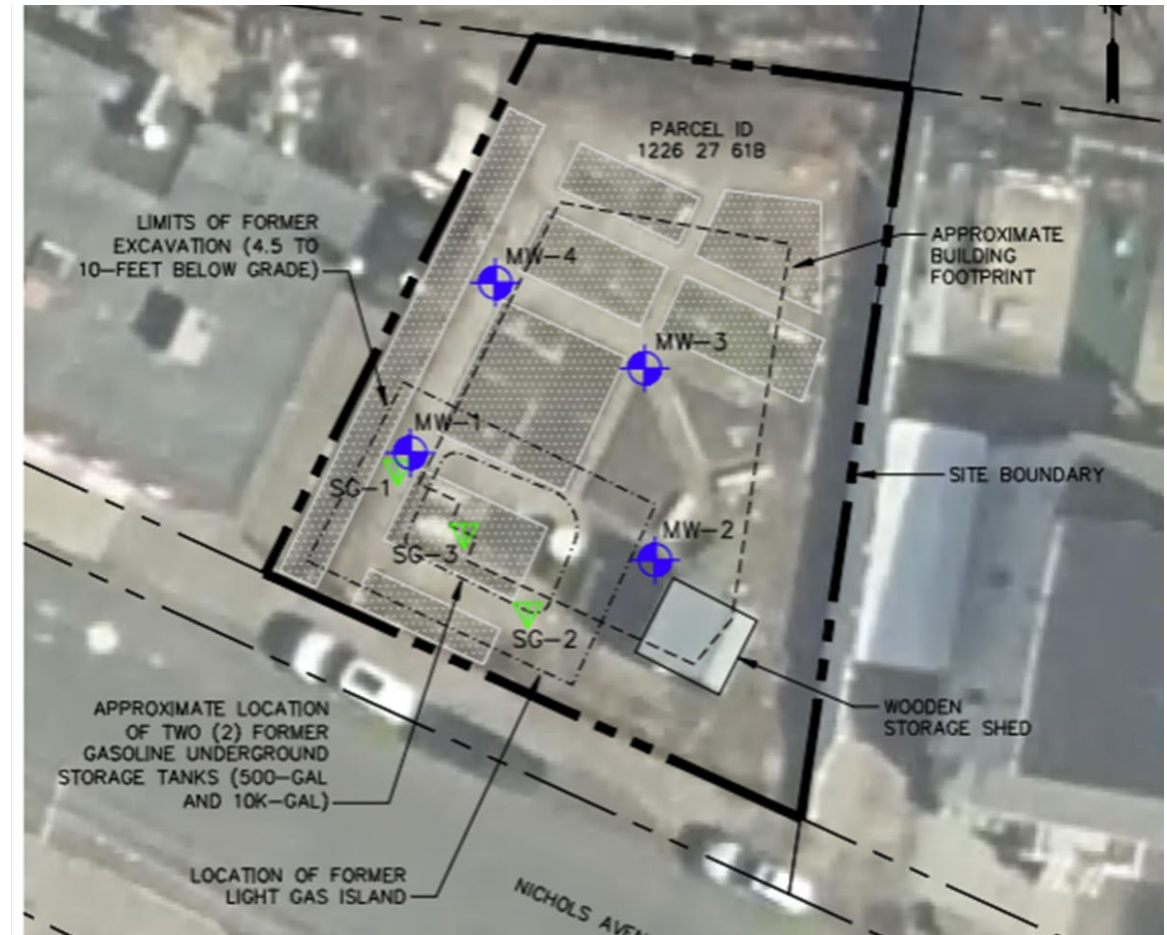
Project Design: Environmental Timeline Continued

2024

2025

Follow-up testing did not confirm elevated compound levels found in one 2022 sample

- Fuss & O'Neill concluded: *"Vapor intrusion from petroleum constituent compounds at the site is deemed unlikely."*
- Out of an abundance of caution, the building design has been adapted to prevent any potential vapor intrusion

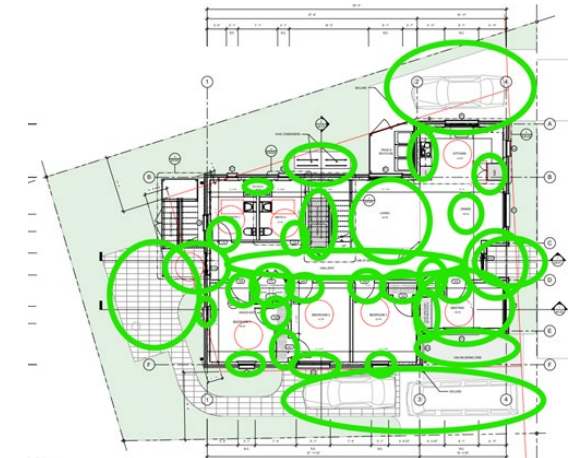
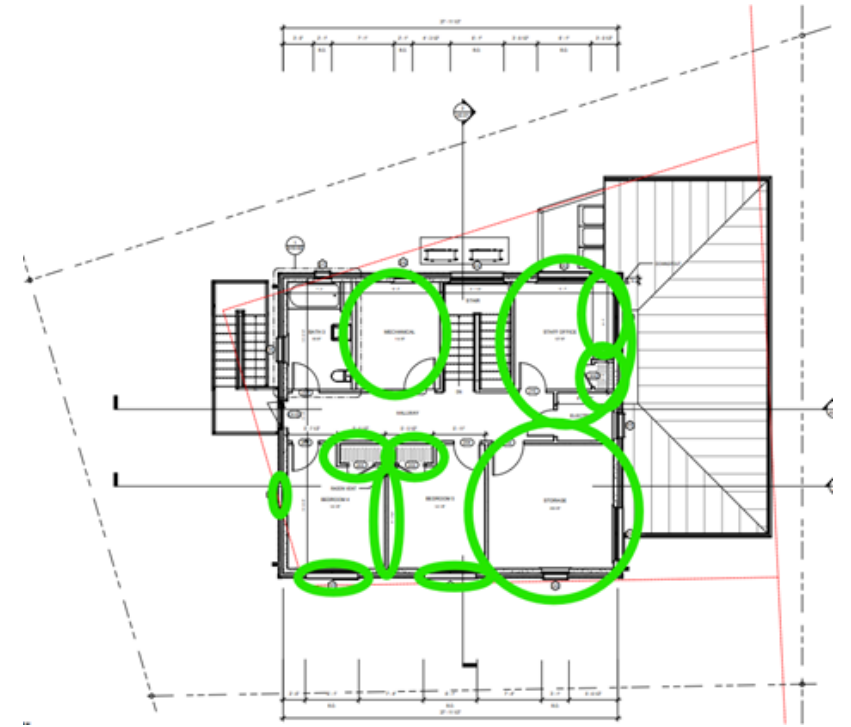


LEGEND:

- SG-1 SOIL VAPOR SAMPLE BY FUSS & O'NEILL, MARCH 2022
- MW-1 MONITORING WELL LOCATION INSTALLED BY FUSS & O'NEILL, APRIL 2024

Designed to meet the specific design and programming requirements to serve DDS Clients and qualify for State FCF funding

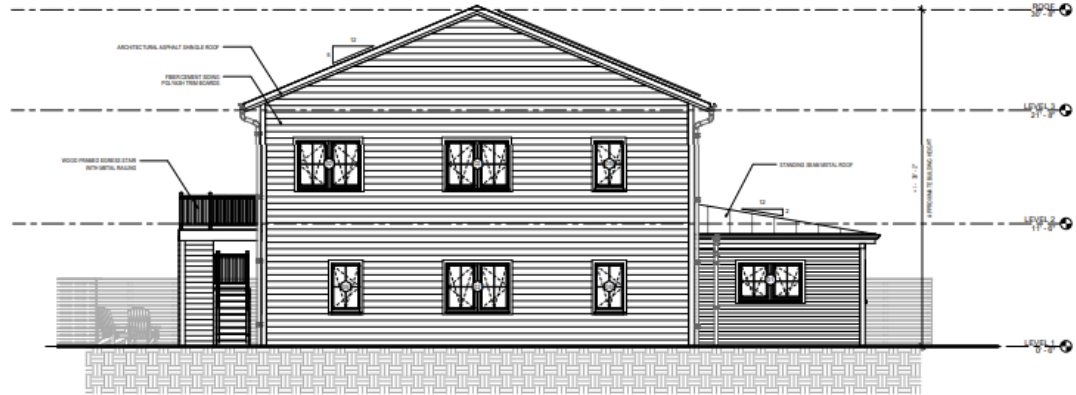
- Completely accessible and maneuverable ground floor and site grounds
- ≥300 sq. ft. of storage space, including 2nd floor storage room
- Separate staff office with storage
- Reinforced ceilings for overhead tracks
- Emergency generator system
- Fully sprinklered with hardwired smoke & CO detection
- Van and staff parking
- Separate private meeting/medication room



Project Design: Elevations



2 SOUTH ELEVATION

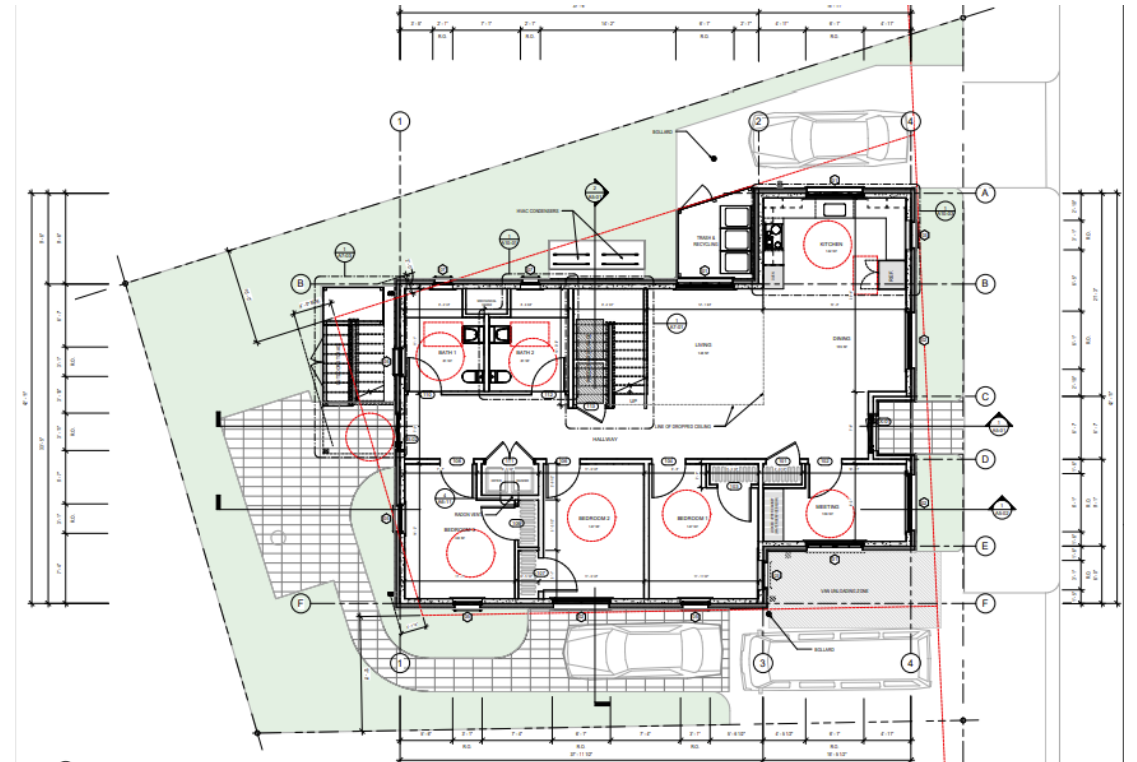
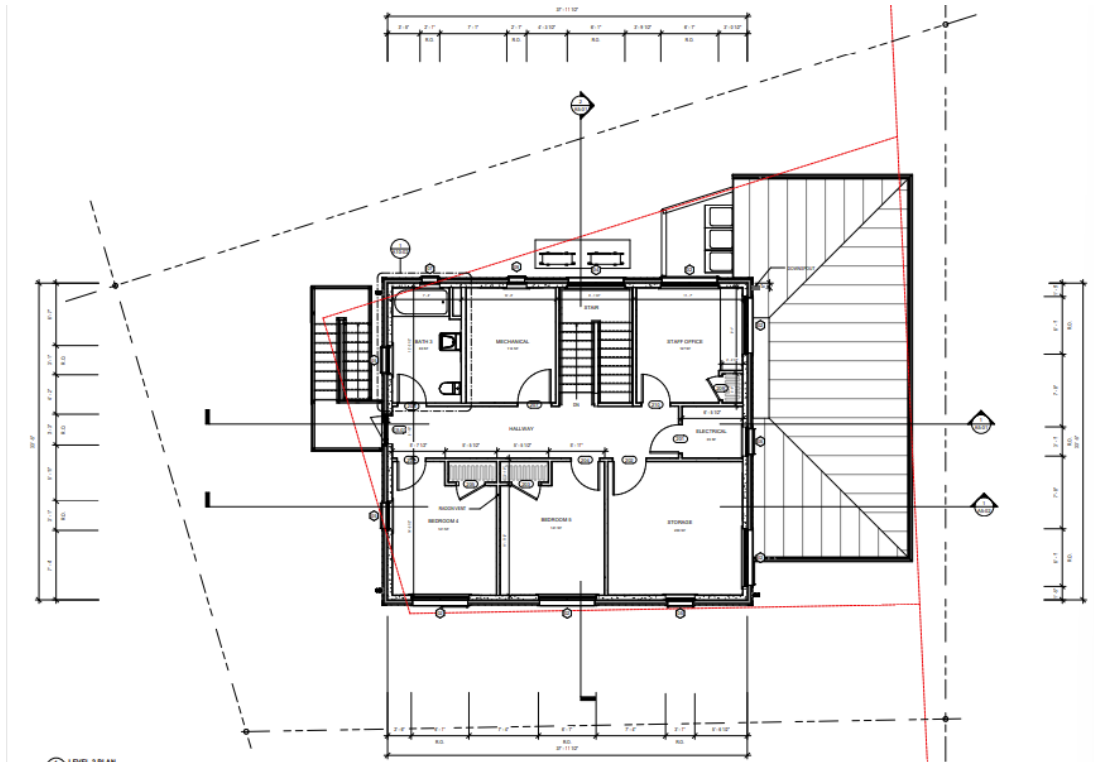


1 WEST ELEVATION



2 NORTH ELEVATION

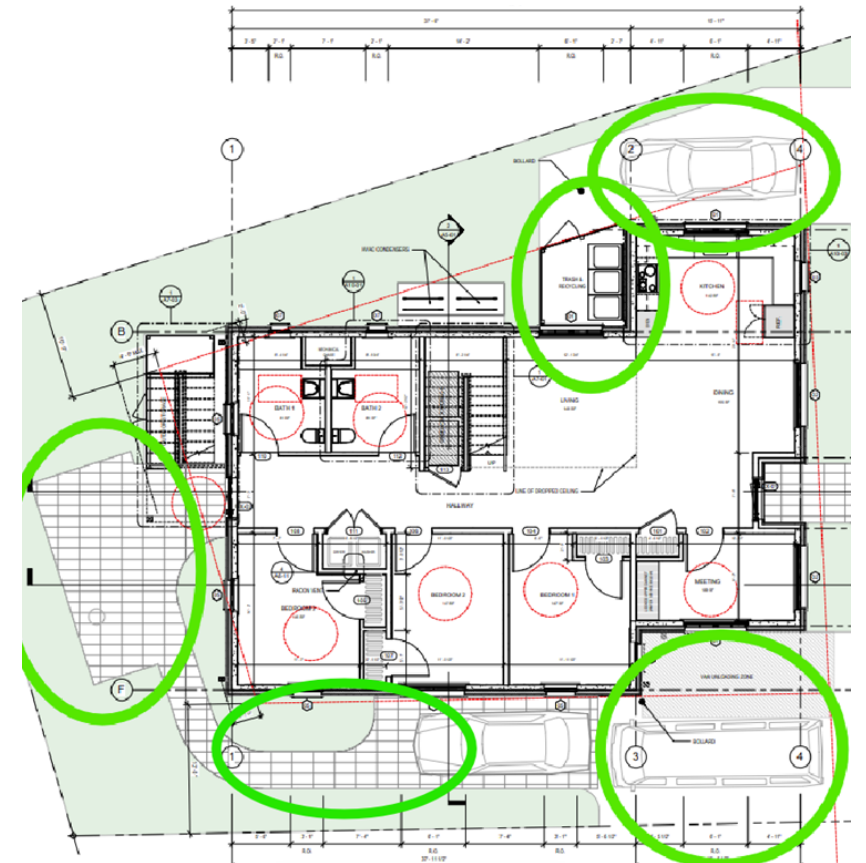
Project Design: Floor Plans



Project Design: Collaborative, Responsive Design

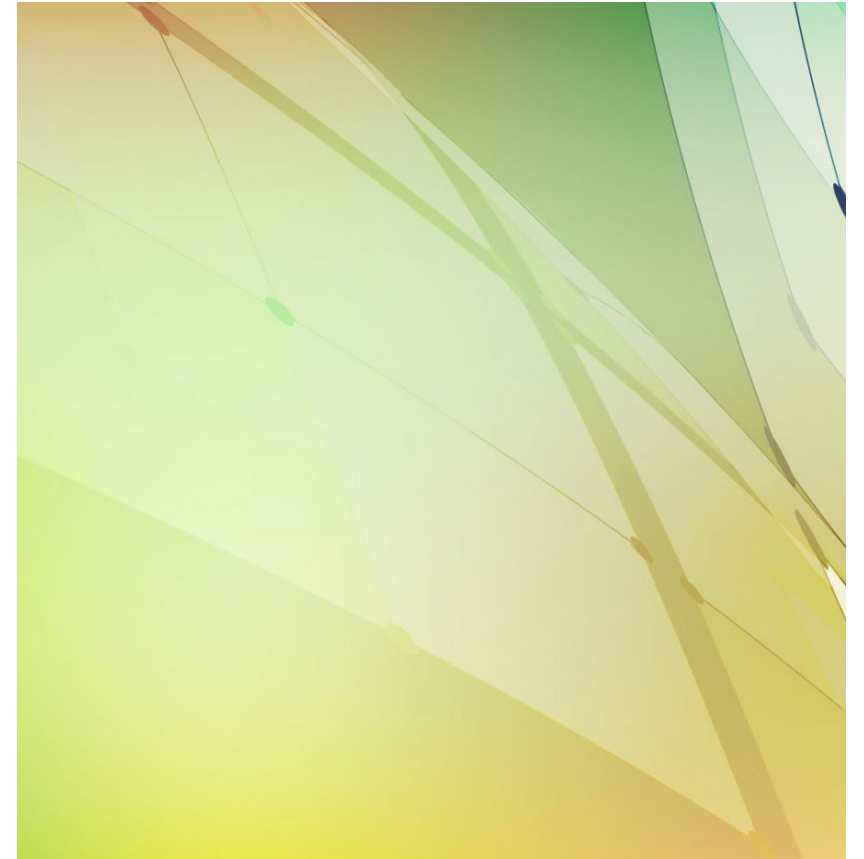
In response to the May 2024 CPC meeting and City and DPW recommendations, the current design:

- Added parking on both sides of the building to limit the need for tandem parking
- Bifurcated parking into distinct areas to prevent vehicle shuffling and reduce parking near bedrooms
- Doubled the patio area to enhance the outdoor living space
- Concealed site waste disposal
- Designed to meet updated stormwater requirements
- Maximized residents' outdoor living space
- Preserved resident privacy
- Maintained usable parking areas



Project Design: Sustainability

- The design meets or exceeds Watertown's Opt-In Specialized Stretch Energy Code and Enterprise Green Communities standards.
- The building will be solar-ready. WHA will explore both direct ownership and power purchase agreements (PPA) to achieve on-site solar.
- Other features include:
 - All-electric design, including appliances
 - Two highly capable cold-climate air-source heat pumps sized by a mechanical engineer for the building
 - Insulation values and air sealing that exceed the prescriptive requirements of the Energy Code
 - Stormwater/flood mitigation design per DPW standards.



Project Budget: Anticipated Funding Sources

- The project leverages approximately \$1.60 of state and private funds for every local dollar.
- \$500k State earmark no longer seen as a viable funding source for this project's schedule. Additional FCF funding has offset the removal of this funding source

Source	Amount
FCF Funding	\$1,290,000
CPC Funding (our ask today)	\$1,258,127
Permanent Loan (mortgage)	\$725,510
Construction Loan	\$1,910,337

Project Budget: Facilities Consolidation Fund (FCF)

FCF funding request is currently \$1,290,000

In conversation with CEDAC, WHA secured preliminary FCF approval to increase the application amount to the current request of \$1,290,000

The FCF contribution is notably above EOHLC's recommended maximum amount (\$750,000), reflecting the state's desire to invest in the project.

Responses to WHA's pre-application have been positive, with CEDAC engaging an architect to review the proposal.

A conditional commitment is expected by the end of 2025.

Project Budget: Permanent and Construction Loan

- The estimated permanent loan amount is \$725,510, based on a 5.73% interest rate and a 35-year amortization period and term.
- This is an estimate based on the current Federal Home Loan Bank's 20-year rate and includes a buffer.
- The estimated construction loan amount is \$1,910,337 based on a 4.8% interest rate and a 10-month term.
- This is an estimate based on the current 30-day Secured Overnight Financing Rate from the Federal Reserve.
- WHA will identify a lender prior to closing. CHA will advise WHA in soliciting lenders and selection. Interest rates will not be locked until financial closing in early 2026.

Construction: Bids September 2025

- Invitation for sealed bids was posted on August 27, 2025, at 10:00 AM
- Deadline for General Bidder questions was Friday, September 12, 2025
- General bids were received until Thursday, September 25, 2025, at 10:00 AM and publicly opened online immediately thereafter
- Bids remained in effect for 190 days after opening, excluding Saturdays, Sundays, and legal holidays (July 1, 2026)
- Bids are secured with a 5% bid bond
- Seaver Construction, Inc. of Woburn is the Low Bidder, with a bid of \$2,186,474.
- The project budget maintains a 7% construction contingency of \$153,053.

Soft Cost Summary

Architecture and Engineering	\$182,000
Financing Fees	\$73,768
Survey	\$15,000
Clerk of the Works (WHA to select)	\$30,000
Environmental	\$5,500
Legal	\$15,000
Title & Recording	\$18,880
Real Estate Taxes (PILOT)	\$6,693
Builder's Risk/Liability Insurance	\$68,864
Construction Monitoring	\$10,000
Owner's Representative	\$100,000
Geotechnical	\$5,000
Soft Cost Contingency 3%	\$84,610
Operating Reserves	\$21,298
Developer Fee (to WHDC)	\$295,495
Total Soft Costs	\$860,340

Construction Management:

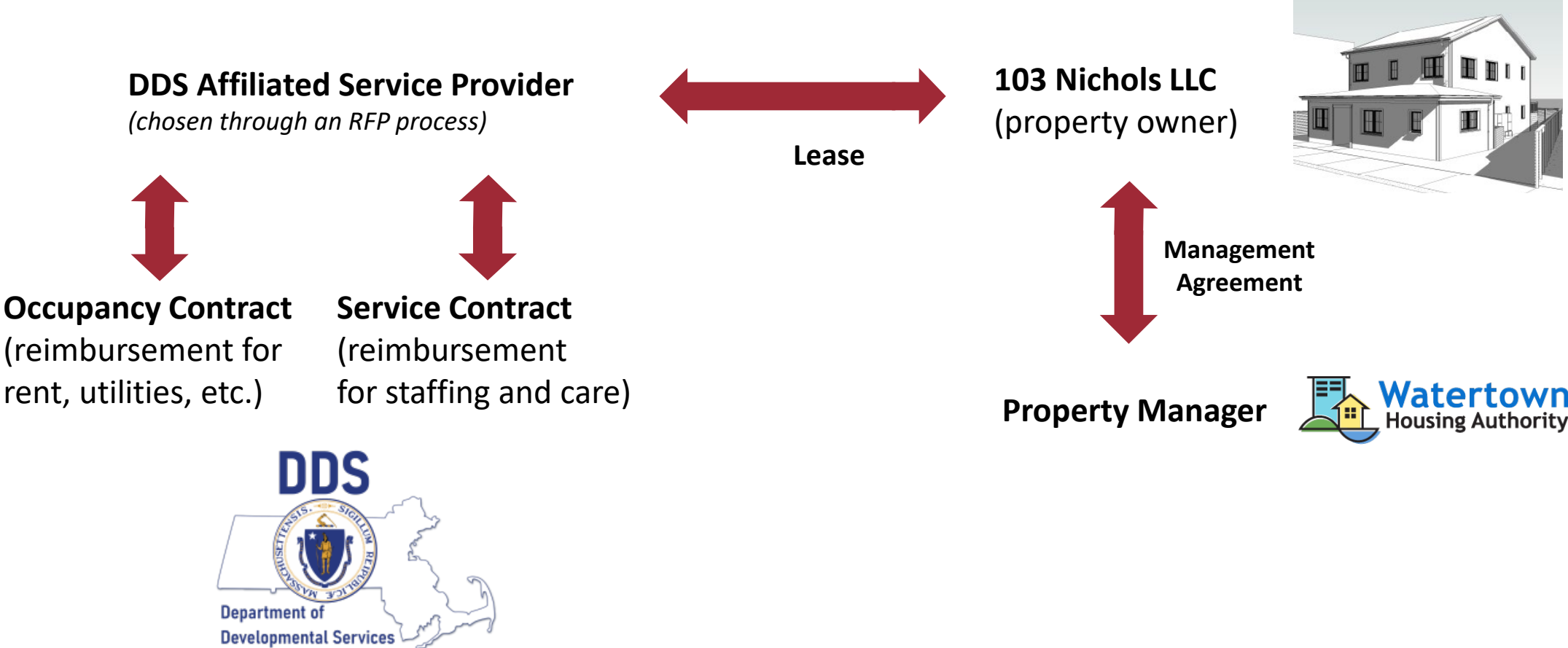
- Owner's Project Manager:

Nichols LLC will enter into a fee-based agreement with the Cambridge Housing Authority's Construction Team to serve as the Owner's Project Manager (OPM). The OPM will provide oversight, coordination, and project management services to ensure compliance with contract requirements, schedules, and budget throughout the construction process.
- Clerk of the Works:

Nichols LLC will hire a clerk of the works for onsite construction monitoring
- ZeroEnergy Design:

ZED and its team of consultants will provide construction administration as part of its contract.
- CHA planning team will provide technical assistance as needed.

Organization and Operation Chart



DDS Placement Process Aligns With Watertown CPC Goals For Local Preference

- Per firm policy, placement of residents at 103 Nichols will be done solely by DDS through their Charles River West Area Office, which serves individuals with Developmental Disabilities who reside in Belmont, Watertown, Waltham, Cambridge, and Somerville.
- DDS prioritizes identifying local referrals with appropriate needs. This core value is highlighted in their mission statement:
 - *The Department's mission is to create, in partnership with others, innovative and genuine opportunities for individuals with intellectual and developmental disabilities to participate fully **in their communities** and meaningfully engage as valued members.*
- Deciding where to place individuals is a complex process that involves DDS clinical and administrative staff, clinicians, families, caregivers, and service providers. It considers location as one of the priorities, in addition to safety, goal development, structure, and other factors that may be unique to an individual or group home setting.

Operating Budget: Nichols LLC

Variable operating costs per unit were taken from WHA's supportive housing properties and most comparable CHA properties, prorated to be adequate estimates for 2026 operating costs

Operating Expenses

	Total	units Per Unit Per Year	Per Unit Per Month
Administrative			
Staff and Benefits	3,298	3,298	275
Accounting Fee	4,052	4,052	338
Legal	1,126	1,126	94
Audit	100	100	8
Misc	1,000	1,000	83
Total Admin	9,576	9,576	798
	-	-	-
Maintenance			
Maintenance Payroll	2,000	2,000	167
Taxes/Fringe	-	-	-
Repairs and Supplies	2,026	2,026	169
Contracts	6,190	6,190	516
Total Maintenance	10,216	10,216	851
Utilities			
Electricity	-	-	-
Gas	-	-	-
Water and Sewer	-	-	-
Total Utilities	-	-	-
PILOT	6,693	6,693	558
Insurance	9,335	9,335	778
Replacement Reserves	2,250	2,250	188
Other: MIP	-	-	0
Other: General Expenses	-	-	0
Total Other	18,279	18,279	1,523
Total Operating Expense	38,071	38,071	3,173

Next Steps

- **RFP & Lender Review:** October 2025
- **RFP for DDS Service Provider:** October 2025
- **CEDAC Commitment Letter:** Expected by the end of 2025
- **Closing:** March 2026
- **Construction Begins:** March 2026
- **Construction Ends:** April 2027
- **Conversion to Permanent Mortgage:** July 2027(3 months after construction completion)

Our ask today:

- The CPA request of \$1,256,500.00 reflects the potential to deliver affordable, accessible housing for people with intellectual and developmental disabilities in Watertown.
- WHA has collaborated with the CPC to guide the project's design and execution.
- It advances four of Watertown's Community Housing Goals in its 2021- 2025 Community Preservation Plan.



Thank you!

To: City of Watertown, Community Preservation Committee (CPC) Committee
From: Christine Rogers, Development Consultant
Re: 103 Nichols, Community Preservation Act (CPA) Application and Update- Preliminary Review
Date: April 14, 2025 (updated 10/9/2025)

Project Summary:

Watertown Housing Authority (WHA) is requesting \$1,258,127 of CPA funds for construction of a 5-unit FCF/DDS group home on the site of a vacant, WHA owned property. (This is reduction from the earlier \$1.5m request). Development consulting support to be provided by Cambridge Housing Authority, property will be developed and operated in conjunction with a provider that will be selected through a Request for Proposals (RFP) process (previously was Beaverbrook Step). \$175,000 in CPA predevelopment funds was awarded in 2023. The Facilities Consolidation Fund (FCF) award is anticipated in December 2025, the sponsor indicates they have been working closely to respond to the FCF and Department of Developmental Disabilities (DDS) design guidelines. The sponsor is planning to apply for construction and permanent financing with a winter 2026 closing and 12-month construction schedule. Since the last review, the project design and financing plan has advanced, most notably with firm construction pricing and General Contractor selection. Final construction bid is lower than anticipated and interest rates are slightly lower than the last projections, resulting in lower total development cost (TDC) and a decreased CPA funding request.

Overall Financing Plan:

Application and Updates Indicates:

- Detailed project sources and uses reflect \$3.27million development budget (reduced from \$3.5m). This is exclusive of predevelopment sources and uses, as previously clarified
- A decrease in CPA request from \$1.5m to \$1.25m.
- Construction has been competitively bid, the final construction bid is lower than the cost estimates in April 2025 and pricing will be held through February 2025.
- Developer fee and overhead increased from the prior application to \$295,49 within standard guidelines at slightly under 10% of TDC net fee and overhead. Typically, developer overhead is paid during the course of construction, with developer fee paid at construction completion. Developer fee remains available during construction to cover any potential cost overruns, the model reflects final fee paid at conversion to permanent financing, as is typical.
- Construction cash flow reflects February 2026 closing and a 12-month construction schedule. CPA funds will be expended from Closing through the first six months of construction. CPA funds will pay for all expenses (hard and soft) during this time. This is consistent with the prior model, accommodating for the timing shift due to later construction start.
- FCF funds are used at permanent conversion to pay down the construction loan. The applicant has previously clarified that if FCF funds are available earlier, they will be drawn prior to the use of the construction loan, decreasing the interest expense for the construction loan. This is conservative and reasonable approach.
- The financing plan includes a construction loan of \$1.9m (was \$1.8m in April 2025) at a 4.8% (was 6.9%) interest rate and a perm loan with 35-year term and 35-year amortization at 5.73%

(was 5.9%). This is consistent with the prior update with some rate adjustments reflecting the lower interest rate environment. The applicant is carrying a .5% rate cushion; however, construction and perm lender has not yet been selected.

- The detailed year-one operating budget and 21-year cash flow provided reflects a 1.1 Debt Service Coverage (DSC) in year, which increases slightly overtime, with a 1.39 DSC in year 20. The projects reflect \$5,484 cash flow in year 1 which increases to \$18,620 in cash flow in year 20. The applicant has previously confirmed cash flow will be used to fund reserves. A preclosing item could be to confirm if the subordinate debt are in the form of cash flow loans and if the CPA funds should be cash flow loans.
- 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 and more information on the bid process would be helpful in evaluating costs. Hard construction costs (including construction contingency) is \$467,905 per bed (a decrease from \$556,400 per bed as of the April 2025 update). The applicant has previously provided through explanations on the reasons for high construction costs. This figure is now based on the GC bid numbers. It is unclear if there are any allowances or assumptions for material escalation, tariffs, or other potential supply chain or unknown items.
- Permanent uses- What is \$128,809 in bidding contingency? This has been removed in the latest update. **Item closed.**
- Development budget- What source is funding the capitalized reserves? The applicant previously noted this will be funded from the permanent loan. **Item closed.**
- Development budget- Please confirm who the clerk expenses (\$30,000) in the budget will be paid to. Cambridge Housing Authority will serve as owners' representative for a \$100,000 fee. The clerk of the works will provide additional project support. It is not clear if the clerk has yet been selected.
- Development budget- Please confirm the predevelopment sources and uses are not included in this budget. The applicant has previously confirmed the predevelopment expenses are not included. **Item closed.**
- 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. The applicant has previously clarified that if FCF funds are available earlier in construction, they will be drawn. **Item closed.**
- Operating budget- What is \$8,359 in Misc admin? Why is there no management fee? Is this Beaverbrook expenses or WHA expenses? How will project cash flow be governed? The applicant has previously clarified and adjusted the operating expenses based on similar properties in the portfolio. Item closed with the exception of project cash flow, which should be clarified and included in the loan documents.
- Has a bank or financial institution been identified for the construction and permanent loan? As of the October 2025 update, the applicant indicates an RFP will be issued this month.

Development Timeline:

The applicant is projecting an aggressive closing schedule, likely in part driven by the GC bid numbers being held through February 2026.

Reviewer Comments: What is the plan if closing is delayed? When will the GC begin procurement of long lead time items and sub buyout? Will a limited notice to proceed be issued.

Development Team:

- Application and Updates Indicates: After construction Watertown Housing Authority (WHA) will manage property; a DDS provider will be selected through an RFP process to operate and provide services.

Reviewer Comments: Noted a new RFP process for the owner and operator. As recently as May 2025, this had been previously identified as Beaverbrook Step. At the time of the May 2025 application, the third amendment to the MOU with Beaverbrook was being updated. Please explain why this will be competitive RFP, the selection process, and the number of providers anticipated to be interested.

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. A copy of the deed to the 103 Nichols LLC provided in May 2025. **Item Closed.**

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 letter of reliance will be required at financial closing, the CPC should consider if it would like to be included as a party to this letter.

Design

There was no new design updates provided since the May 2025 updates, the reviewer has not updated this section. It is recommended the CPC work with the CEDAC reviewing architect to share in their design review notes as well as lender advisor services once construction has begun.

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? The applicant previously clarified the building will be solar ready and will be installed if funding allows. **Item Closed**, although the future inclusion of PV should be monitored if the project is awarded funding.
- Please indicate what the programmatic use of the large 2nd floor storage space will be. The applicant has clarified this is an FCF design requirement. **Item Closed.**

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. The applicant clarified the PNF has been filed. **Item closed**, although a copy will need to be provided as part of the closing process.

Project Affordability and Unit Mix:

- The application indicates all 5 beds are to be leased to individuals that are Department of Developmental Services (DDS) eligible, through a service provider not yet selected. **Reviewer notes the CPC may wish to review the selection of the service provider, proposed MOU and any Service Agreement.**
- 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. The applicant previously clarified the rent structure with DDS. The subsidy is state sources and not subject to the same pressures as federal project-based section 8. **Item closed.**

Community Support:

- The application 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. There have been no updates to the plan for community engagement since the May 2025 clarifications.



Mark Kraczkiewicz, Chair
Jon Bockian, Vice Chair
Bob DiRico
Dennis J. Duff
Allen Gallagher
Abigail Hammett
Jamie O'Connell
Matthew Walter

CITY OF WATERTOWN Community Preservation Committee

Minutes of CPC Meeting Thursday, July 17, 2025, at 7 PM held in hybrid format in the Lower Hearing Room of City Hall.

Committee Members Present: Mark Kraczkiewicz, Chair; Jon Bockian, Vice Chair; Bob DiRico; Dennis J. Duff; Allen Gallagher; Abigail Hammett; and Jamie O'Connell.

Joined Remotely: Matt Walter

Others Joining Remotely: Lanae Handy, Community Preservation Coordinator; Joyce Kelly; Jacky van Leeuwen; Amy Plovnick; Josh Rosmarin; Jacob Smith; and Jamie Gordon.

1. Call to Order

Mark Kraczkiewicz called the meeting to order at 7:01 PM 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. 2025-6-26-Draft-CPC-Minutes

Motion: Allen Gallagher moved to accept the 6-26-2025 minutes with the changes requested by Mark Kraczkiewicz. Jon Bockian seconded the motion.

Vote: Dennis J. Duff, Jamie O'Connell, Bob DiRico, Jon Bockian, Matthew Walter, Mark Kraczkiewicz, and Abigail Hammett voted in favor.

3. CPA Financials

A. CPA Funds as of 2025-6-30

2025-7-17-Draft-CPC-Minutes

1

Mark pointed out that the only changes to the financial statement since the last report, at the May 15, 2025, meeting, were an increase in surcharges collected. Lanae Handy added there was an increase in interest income and expenses for personnel and project costs too.

The financial statement is attached to these minutes.

B. Community Preservation Coalition Membership Renewal

Motion: Dennis J. Duff moved to renew the Community Preservation Coalition membership of \$7,900. Jon Bockian seconded the motion.

Vote: Matthew Walter, Bob DiRico, Jamie O’Connell, Allen Gallagher, Jon Bockian, Abigail Hammett, Mark Krackiewicz, and Dennis J. Duff voted in favor.

The membership renewal invoice is attached to these minutes.

4. Coordinator Update

A. CPA Projects Financial Reports

Lanae provided a financial update of active CPA project expenditures. To date, the projects were on budget and the Saltonstall project was on track to return a substantial amount of the contingency budget to the open space/outdoor recreation reserve. The CPA project financial reports are attached to these minutes.

5. Committee Discussion:

A. Onboarding New Members and Leadership Transition Planning

Mark told committee members that there would be three new members joining the CPC with his, Jon Bockian’s, and Elodia Thomas’ departures. He announced that three people had been nominated by the city manager. Lanae will assemble a package of materials for new members that will include the Community Preservation Plan, Application Manual, and Department of Revenue Guidelines and Regulations.

Committee members proposed adding the following:

Roles of Chairs and Committee Members

Community Preservation Coalition CPA Bootcamp Videos

Mark also told the committee that he, Jon, and Lanae would be meeting with new members before they are sworn in for a briefing.

Abigail Hammett mentioned the CPC didn’t have the opportunity to engage the public at the Annual Public Hearing due to the Zoom bombing. She suggested providing a CPA primer for the public and new members. Bob DiRico thought that was a good idea. Jamie O’Connell added it could be an opportunity to answer the questions submitted by the public at the Annual Public Hearing when new members join.

Allen Gallagher pointed out many comments focused on housing and he emphasized that the CPC did not initiate projects. Jamie stated there was confusion around

the word reserve and that it appeared the CPC was holding funds unnecessarily. Abigail brought up the question about equal allocation of 10% of revenue to each category reserve. She remarked that the public needed to know that if a housing project came to the CPC, funds from the budgeted reserve and fund balance could be accessed.

Matt Walter mentioned that Cambridge and Somerville allocated more to their housing reserves. Dennis J. Duff explained that those cities had to contribute more of other city resources to their historic and open space projects.

Committee members decided the CPC needed to choose an interim Chair to run the meetings and to designate that person tonight so the next meeting could be called to order.

Dennis J. Duff nominated Allen Gallagher as interim chair and Matt Walter seconded the nomination.

Vote: Matt Walter, Bob DiRico, Jamie O’Connell, Allen Gallagher, Jon Bockian, Mark Krackiewicz, Abigail Hammett and Dennis J. Duff voted in favor.

Motion: Dennis J. Duff moved to elect Allen Gallagher as interim chair and Abigail Hammett seconded the motion.

Vote: Dennis J. Duff, Abigail Hammett, Mark Krackiewicz, Jon Bockian, Jamie O’Connell, Bob DiRico, and Matt Walter voted in favor. Allen Gallagher abstained.

Lanae asked about creating the meeting agenda. Mark said it would be useful for members to suggest agenda items. Mark assumed the next meeting agenda items would be Project Eligibility Forms and the CPA Funding Application for the cemeteries project.

Lanae said she would confirm if the CPA Bootcamp video link was on the Community Preservation Coalition website and add the link to the new member packet.

B. Community Preservation Committee and Affordable Housing Trust Relationship

Mark said Cliff Cook of the Affordable Housing Trust (AHT) would like to see a common application process for housing so applicants would not need to apply to both bodies. Mark further pointed out there were many comments about providing the Affordable Housing Trust with funding annually. He noted it should be possible to estimate the amount required for an option on a property where 40 units could be built. The Trust could request CPA funds in that amount and the CPC could place conditions on those funds.

Mark added in the past the CPC and AHT held a joint meeting and that CPC members occasionally attended AHT meetings. Mark proposed institutionalizing those practices.

Jamie said it appeared difficult for the Trust to do projects and would not want bureaucracy to delay a project. Mark declared that only real estate transactions were time-sensitive.

Lanae noted the AHT had not identified any properties and had not initiated any projects because it was difficult to do a project in densely developed Watertown.

Abigail thought the softening of the lab market could create more opportunity for affordable housing projects. Bob pointed out the city acted quickly on the Walker Pond and the Sterritt Lumber properties.

Jon and Jamie were open to making an annual award to AHT. Matt liked Mark's idea of awarding enough funding for an option on a property. Abigail added that if there were an opportunity to put an Affordable Housing Trust member on the CPC, she would have liked that.

Committee members believed nothing should be decided before the new committee members joined. Mark said he put the item on the agenda to float ideas as opposed to voting on final decisions. Jamie detailed the following three good suggestions came out of the discussion:

1. Develop a common application
2. Consider a one-time award to AHT for putting an option on a property with some conditions
3. Hold joint meetings between the CPC and AHT

Mark will write to Cliff about those three items.

Public comments:

Jacky van Leeuwen said the CPC should consider awarding the AHT annual allocation to help get non-profit developers involved and provide them with incentives.

Josh Rosmarin said the CPC and AHT should sign a grant agreement to provide accountability, metrics, and a clear vision of what is to be accomplished together with CPA funding.

Abigail asked about updating the CPA Plan because the housing and other sections were out of date. Mark pointed out there was no statutory requirement to develop a plan and any development of a new plan should include new members. He said members should review the plan and determine what had been accomplished and what still needed to be accomplished regarding category goals.

6. Re-vote of 6/26/25 Motions

A. Acceptance of 2025-4-17-Draft-CPC-Minutes

Motion: Allen Gallagher moved to accept the 4-17-25 CPC minutes with the amendments and Jon seconded the motion.

Vote: Dennis J. Duff, Allen Gallagher, Jamie O'Connell, Bob DiRico, Jon Bockian, Matthew Walter, Mark Krackiewicz and Abigail Hammett voted in favor.

B. Acceptance of 2025-5-15-Draft-CPC-Minutes

Motion: Abigail Hammett moved to accept the 5-15-25 CPC with the amendments and Jon Bockian seconded the motion.

Vote: Abigail Hammett, Mark Kraczkiewicz, Matthew Walter, Jon Bockian, Bob DiRico, Jamie O'Connell, Allen Gallagher voted in favor. Dennis J. Duff voted present.

C. Election of Temporary Officers

Item handled under 5.A. Leadership Transition Planning.

7. Adjourn

Motion: Dennis J. Duff moved to adjourn, and Jamie O'Connell seconded the motion.

Vote: The motion passed unanimously.

Adjournment: 7:33 PM

Attachments:

1. [CPA Funds Activity as of June 30, 2025](#)
2. [Community Preservation Coalition Membership Renewal Invoice](#)
3. [Active CPA Project Financial Reports](#)



Allen Gallagher, Interim
Chair
Bob DiRico
Dennis J. Duff
Abigail Hammett
Marissa Mayo
Jamie O'Connell
Amy Plovnick
Matthew Walter

CITY OF WATERTOWN Community Preservation Committee

Minutes of CPC Meeting Thursday, September 18, 2025, at 7 PM held in hybrid format in the Lower Hearing Room of City Hall.

Committee Members Present: Allen Gallagher, Interim Chair; Dennis J. Duff; Marissa Mayo; Amy Plovnick.

Joined Remotely: Matt Walter

Others Joining: Lanae Handy, Community Preservation Coordinator; Chris Nixon; Public Buildings; Liz Cremens; and Allison Eck.

Others Joining Remotely: Mark Krackiewicz; Jamie Gordon; and Brittany Jancarik.

1. Call to Order

Allen Gallagher called the meeting to order at 7:05 PM and noted it was being held in a hybrid format per the Governor's order suspending certain provisions of Open Meeting Law.

2. Introductions

Allen welcomed the new CPC members, Amy Plovnick and Marissa Mayo. The new members introduced themselves. Amy described her background in planning and service on the BikePed Committee. Marissa described her background in historic preservation and work for Historic New England. ([See CPC Member Bios](#))

3. Acceptance of Minutes

A. 2025-7-17-Draft-CPC-Minutes

There was not a quorum of members who attended the 7/17/25 meeting present. Allen called for a motion to postpone the acceptance of the 7/17/25 minutes.

Motion: Matt Walter moved to defer acceptance of the 7/17/25 CPC minutes until the next meeting. Dennis J. Duff seconded the motion.

Vote: Dennis J. Duff, Allen Gallagher, Amy Plovnick, Marissa Mayo, and Matt Walter voted in favor.

4. Coordinator Update

A. CPA Projects

Saltonstall Park

Lanae reported that Michelle Moon expected Saltonstall Park to be finished by the end of the month and more areas to be open to the public by the end of October.

Old Burying Ground and Common Street Cemeteries

Lanae anticipated an application for the Old Burying Ground and Common Street Cemeteries rehabilitation/restoration after some procurement issues are resolved. The main issue is that Ray Dunetz, the project landscape architect's contract had expired, and the procurement department has suggested the need for soliciting new proposals.

103 Nichols Ave.

The Group Home project went to bid, with bids due on 9/25/25. Lanae asked Jackie Weir of Watertown Housing Authority to submit updated information two weeks in advance of the October CPC meeting to allow Christine Rogers, the CPC housing consultant, time to review the updated material.

Commander's Mansion Building Exterior Rehabilitation

Chris Nixon of the Public Building Department submitted an application for construction documents/specifications for the exterior work to the Commander's Mansion as well as replacement of the elevator. Lanae mentioned Chris has extensive experience with historic restoration and preservation. He is also on the CPC of his home community. Lanae is reviewing the application for completeness and clarity. She will send the link to the application for the CPC's review.

B. City Hall Paintings Signage

Lanae distributed the final copy for the City Hall panels after extensive revision by Elodia Thomas and review by Joyce Kelly and Marilynne Roach of the Historical Society of Watertown. As Lanae noted in an email to CPC members, only edits of typographical and grammatical error would be accepted.

C. Draft GIS Story Map of CPA Projects

Lanae distributed a draft of the CPA projects story map and asked if there were any requested changes. Amy Plovnick asked what the purpose of the story map was, and Lanae replied that it was created as an engaging way to educate the public about CPA projects. Lanae read Jamie O'Connell's suggested changes, which follow:

- In the introduction or on the web page where the story map is linked, define the CPA acronym and note the projects featured had been funded.
- Add a table or another format of standardized information, including: the application cycle; funding amount; and CPA category.

5. Report on Walker Pond Community Meeting by Interim Chair

Allen Gallagher reported on the first community meeting to develop Walker Pond's conceptual design. He spoke about the tour of the property and the site's contamination. Allen added the indoor meeting was held in the Jewish Community School and it began with a presentation of the feasibility and ecological study results. Attendees broke out into six groups. The main theme reported by all six groups was the desire for passive recreation and keeping the setting as natural as possible. Additionally, meeting attendees wanted walking paths around the entire pond, a small entertainment shelter (for a one-person band or a storyteller for children), greenery, spaces to bring a lawn chair, and bathroom facilities.

Lanae added there was also a desire for passive recreation for all ages, such as adult swings. She said there would be two more meetings. Dennis strongly supported passive recreation at the site and asked if the next meetings would be the same as the first. Lanae stated the team would likely present a conceptual design at the next meeting based on the comments from the first meeting and a community survey.

6. Committee Discussion:

A. Housing Consultant Contract Extension

Lanae pointed out Christine Rogers' contract expired at the end of October and there was more work to do on the 103 Nichols Ave project and perhaps the Willow Park project. She asked that the CPC extend the contract for a year at the same amount and informed the Committee there was \$3,760 remaining in the contract out of the \$8,000 contract limit.

Matt asked whether Lanae was satisfied with Christine's work. Lanae asked the committee about their satisfaction and confirmed that she was very satisfied with Christine's thorough analysis of applications and her insightful questions for the applicants.

Motion: Dennis J. Duff moved to extend the housing consultant contract for one year and Amy seconded the motion.

Vote: Dennis J. Duff, Allen Gallagher, Amy Plovnick, Marissa Mayo and Matt Walter voted in favor.

B. City Council Committee Meeting about CPC Leadership Support

Action on Offer of Support

Lanae informed CPC members of the City Council Economic Development Committee on September 3rd with CPC Leadership Support on the agenda. At

that meeting, Lisa Feltner proposed President Sideris temporarily chair the CPC since the chair, vice chair, and inaugural chair had all resigned from the Committee recently. President Sideris pushed back on that proposal suggesting it was inappropriate, and further the CPC had not requested help. He offered to coach and advise a new chair if the CPC wanted that support.

Allen advised moving forward with his interim chair term ending December 1, 2025. Dennis supported Allen continuing. Lanae proposed having another two interim chair terms to get through the fiscal year and once all the new members were on board, the CPC could hold an election for a permanent chair in June of 2026.

In hearing from the public before the meeting adjourned, former CPC chair Mark Krackiewicz thought the city hall paintings panels were great. He pointed out that Mark Sideris had generously offered some training for a new chair and thinks the CPC is doing well. Mark encouraged members to view the Economic Development Committee meeting. He said Allen was doing a great job and urged the CPC to carry on.

Chris Nixon offered to answer any questions the CPC may have about the Commander's Mansion application. Lanae informed Chris of the process whereby the CPC discussed CPA applications as a group and then proposed a list of questions for the applicant to answer in writing and/or during their presentation.

B. Adjourn

Motion: Dennis J. Duff moved to adjourn, and Marissa Mayo seconded the motion.

Vote: Matt Walter, Allen Gallagher, Dennis J. Duff, Marissa Mayo, and Amy Plovnick voted in favor.

Adjournment: 7:33 PM

Attachments:

1. [City Hall Paintings Signage](#)
2. [Draft GIS Story Map](#)
3. [Housing Consultant Contract Tracking](#)