



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 Kraczkiewicz; 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](#)