



Community Preservation Committee Meeting

Thursday, November 20, 2025 at 7:00 PM
149 Main Street, 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, November 20, 2025, at 7PM. Location: City Hall, Lower Hearing Room.
- B. The meeting will be recorded by WCATV for later viewing (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
- C. The Public may join the 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. Committee Discussion
 - A. Willow Park Redevelopment - Additional Request Presentation
 - B. Commander's Mansion Application Presentation
 - C. Future CPC Chairperson
 3. Coordinator Update
 - A. CPA Funds as of 9/30/25
 - B. Project Financial Tracking
 4. Acceptance of Minutes
 - A. 2025-10-16-Draft CPC Minutes
 5. Adjourn

Allen Gallagher, Interim Chair
Bob DiRico
Dennis J. Duff

Allison Eck
Abigail Hammett
Marissa Mayo

Jamie O'Connell
Amy Plovnick
Matthew Walter

Willow Park Redevelopment

138 Affordable Apartment Homes
Watertown, MA

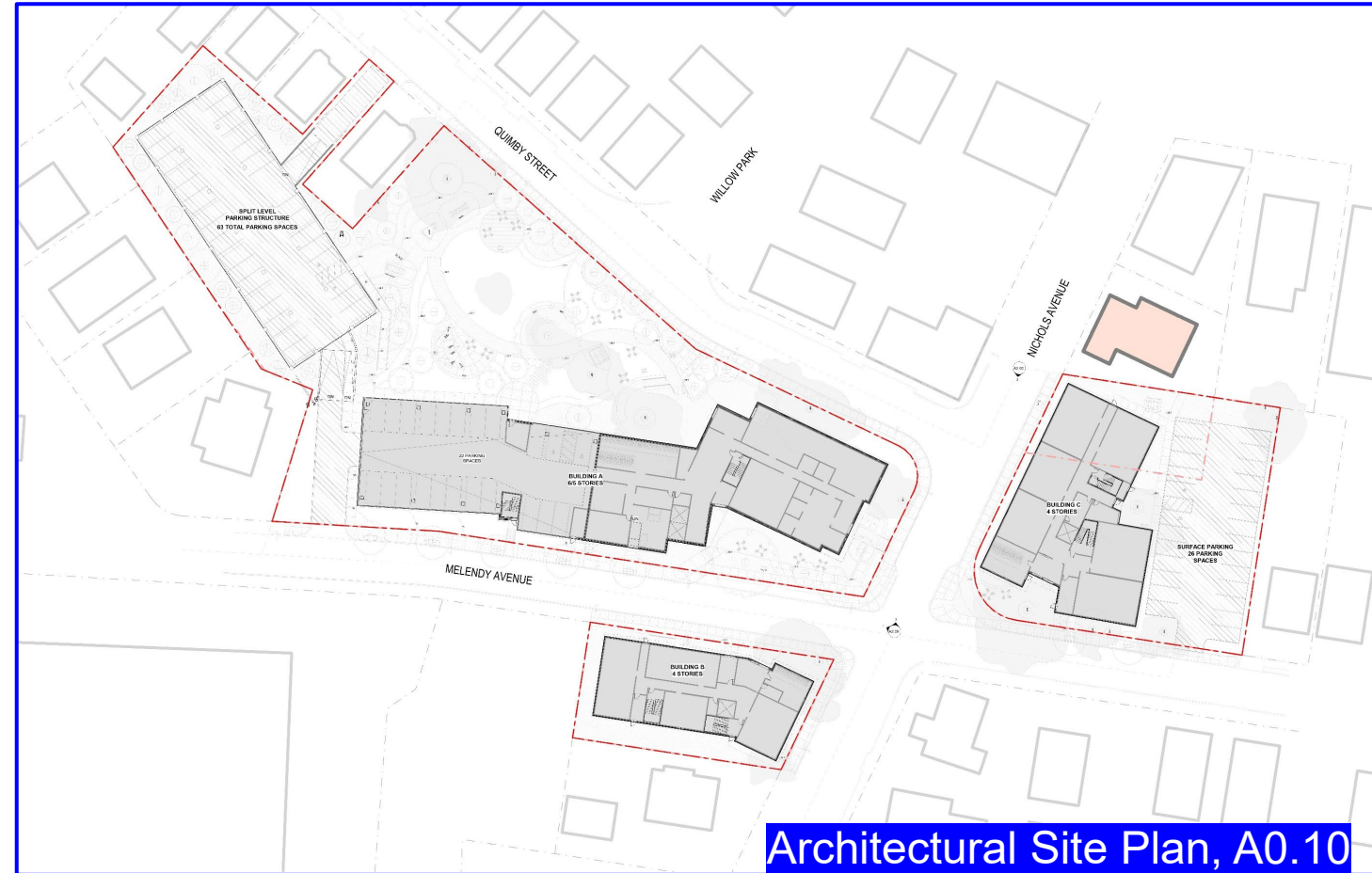
CPC Presentation
November 20, 2025



Willow Park Redevelopment

Project Overview

- **Total Affordable Units:** 138 (78 new)
- **Unit Mix:** Studios to three-bedrooms
- **Key Features:**
 - Passive House design
 - On-site Management team
 - Community room and learning center
 - Ample open spaces and outdoor amenities
 - 111 parking spaces (0.80 parking ratio)
 - 167 bike parking spaces, including three indoor bike rooms
- **Three Buildings:**
 - **Building A:** 6/5 stories, 84 units, parking podium
 - **Building B:** 4 stories, 21 units
 - **Building C:** 4 stories, 33 units



- Future Group Home (not included in project scope)
- Residential Apartment Buildings
- Property Lines for full development

Willow Park Redevelopment

Project Team

Development

- **Owner:** LIHTC ownership entity controlled by a JV shared by POAH& Watertown Housing Development Corporation (WHDC)
- **Developer:** POAH LLC, with sub-development agreement to WHDC
- **Manager:** POAH Communities

Design

- **Architect:** MASS Design
- **Landscape Architect:** Copley Wolff
- **Civil Engineer:** Nitsch Engineering
- **Traffic Engineer:** Howard Stein Hudson
- **Mechanical Engineer:** R.W. Sullivan Engineering
- **Preconstruction Cost Estimating:** Dellbrook JKS



Summary: Financing Updates

Key Changes Since November 2024

- **Loss of rental revenue** due to shifts in public housing funding at the Federal level
- **Yield reduction** for the Low-Income Housing Tax Credit
- **Increased interest rates** for loans

All told, we have lost roughly \$10M in resources available to the transaction. We are working to close this gap by reducing costs and identifying additional resources, the CPC being a significant component of this strategy.

To ensure the success of the project, we are requesting **an additional award allocation of \$2 million** from the Community Preservation Committee.

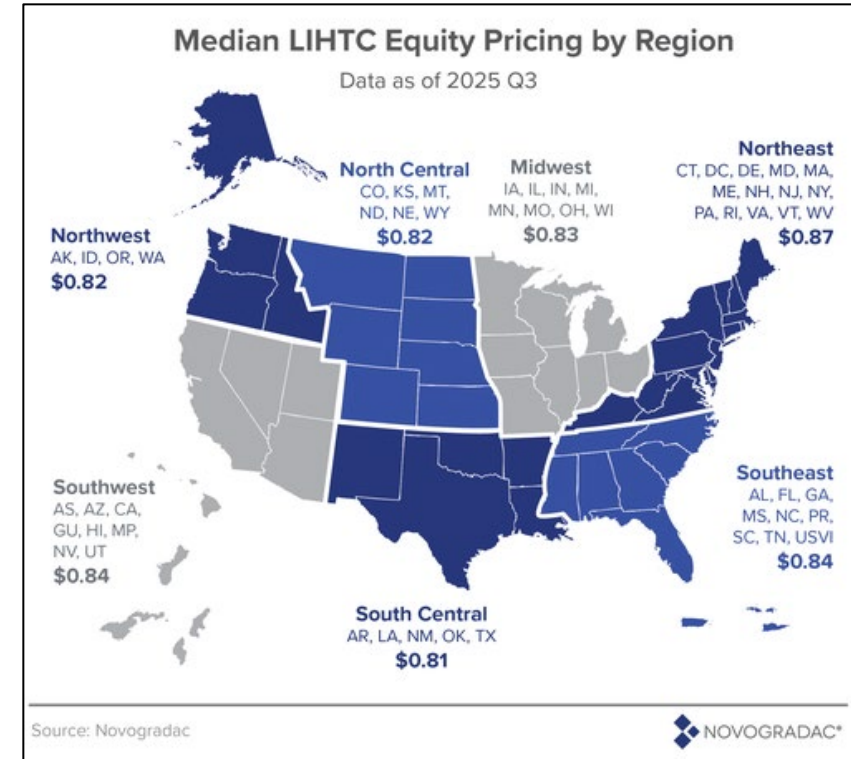
Rental Revenue Changes

- Loss of rental revenue due to changes in HUD rules
- Total Loss in Gross Potential Revenue: ~\$470,000 annually
- Loss of Permanent Mortgage: ~\$6,700,000

Unit Size	Unit Type	Unit Amount	Previous Estimated Rent 10/24	Changes	Current Estimated Rent 10/25
1 BR	60% AMI	20	\$1,561	\$120	\$1,681
2 BR	60% AMI	14	\$1,860	\$145	\$2,005
3 BR	60% AMI	3	\$2,139	\$169	\$2,308
Studio	80% AMI	14	\$1,985	\$35	\$2,020
1 BR	80% AMI	13	\$2,100	\$0	\$2,100
2 BR	80% AMI	8	\$2,500	\$0	\$2,500
3 BR	80% AMI	6	\$2,650	\$0	\$2,650
2 BR	Replacement Public Housing Unit	34	\$2,973	(\$729)	\$2,244
3 BR	Replacement Public Housing Unit	26	\$3,591	(\$773)	\$2,818
			\$4,189,380		\$3,715,896
					(\$473,484)

Reduction in LIHTC Equity Source

- **Yield reduction** for the Low-Income Housing Tax Credit is down. On Average, \$.03 reduction nationally since this time a year ago.
- **Less Basis:** As we have worked to mitigate soft costs, we have less basis, therefore, we generate less equity.
- **Loss of LIHTC Equity:** ~\$3,400,000



4% LIHTC Equity	Previous Proposal 10/24	Changes	Current Proposal 10/25
Total Basis	105,183,060		101,064,565
Pricing	0.93		0.90
Total Equity Raised	\$ 50,651,419	\$ (3,402,556)	\$ 47,248,864

Updates to Uses of Funds

Cost Categories	Previous Total 10/24	Budget Changes	Current Total 10/25
Acquisition	\$ 2,485,151	\$ (18,657)	\$ 2,466,494
Construction	\$ 77,735,298	\$ 518,958	\$ 78,254,256
Soft Costs	\$ 19,214,754	\$ (3,959,195)	\$ 15,255,559
Reserves	\$ 1,791,572	\$ 171,311	\$ 1,962,883
Paid Developer Fee	\$ 6,291,018	\$ (173,878)	\$ 6,117,140
Anticipated Total Uses	\$ 107,517,793	\$ (3,461,461)	\$ 104,056,332

Updates to Soft Costs

Soft Cost Breakdown	Previous Total 10/24	Budget Changes	Current Total 10/25
A&E	\$ 4,071,849	\$ 113,375	\$ 4,185,224
Permits	\$ 740,336	\$ 4,943	\$ 745,279
FF&E	\$ 207,000		\$ 207,000
Clerk of the Works/Owner's Rep	\$ 248,400		\$ 248,400
Environmental	\$ 250,000		\$ 250,000
Survey, Appraisal, and Title	\$ 135,200	\$ 17,050	\$ 152,250
Relocation	\$ 3,009,142		\$ 3,009,142
Misc. Due Diligence	\$ 295,688	\$ (102,259)	\$ 193,429
Insurance & Real Estate Taxes	\$ 1,140,536	\$ (181,377)	\$ 959,159
Legal	\$ 400,000		\$ 400,000
Financing Fees & Interest	\$ 6,969,807	\$ (2,790,586)	\$ 4,179,221
Soft Cost Contingency	\$ 1,746,796	\$ (1,020,341)	\$ 726,455
Total Soft Costs	\$ 19,214,754	\$ (3,959,195)	\$ 15,255,559

Willow Park Redevelopment

Updates to Sources of Funds

Sources of Funds	Previous Proposal 10/24	Changes	Current Proposal 10/25
TE Bonds - MassHousing	\$ 30,003,690	\$ (6,786,222)	\$ 23,217,468
WHA - PHIDP - EOHLC	\$ 17,917,081	\$ 582,919	\$ 18,500,000
EOHLC - Soft -		\$ 3,000,000	\$ 3,000,000
Workforce - MassHousing	\$ 3,000,000		\$ 3,000,000
WHA - Earmark - EOHLC		\$ 1,500,000	\$ 1,500,000
City of Watertown - CPA	\$ 4,000,000	\$ 2,000,000	\$ 6,000,000
City of Watertown - AHT	\$ 400,000		\$ 400,000
POAH Sponsor Loan [Energy Incentives] - DOE/MCEC/USDA	\$ 1,190,000		\$ 1,190,000
Equity - Federal 4% LIHTC: \$0.90 per credit	\$ 50,651,419	\$ (3,402,555)	\$ 47,248,864
Equity - State LIHTC: \$0.77 per credit			
Equity - Solar: \$0.90 per credit	\$ 355,602	\$ (355,602)	
Accumulated Soft Debt Interest			
Construction Period Income			
Total Sources of Funds	\$ 107,517,792	\$ (3,461,460)	\$ 104,056,332

Local Leverage:
Watertown CPA:
 \$6,000,000
 6% of total anticipated costs

This commitment will help leverage **63%** of the other sources –
 ~ \$47M LIHTC
 ~ \$18M PHIDP

Timeline, November 2024 - Present

- **Comprehensive Permit Application:** late November 2024
- **State Funding Pre-Applications:** November 25 & December 11, 2024
- **ZBA Hearing:** December 18, 2024
- **PEL Application Approved:** March 2025
- **ZBA Comprehensive Permit Recorded:** June 2025
- **Design Development Progress:** September – November 2025

Timeline, Looking Forward

- **State Funding Pre-Applications: December 2025**
- **Continued Advancement of Design Development: December 2025 – February 2026**
- **State Funding Applications: March 2026**
- **Funding Award: Q2 2026**
- **Relocate Families, Apply for Construction Permits, Close on Project Financing: Q3-Q4 2026**
- **Closing Date: December 2027**
- **Construction Start: Early 2027**

Willow Park Redevelopment

CPA Funding Request

- Additional \$2,000,000 request (\$6,000,000 total)
- Request for Predevelopment use of a portion of the funding
- Demonstrates local support to EOHLC



Thank you!

Questions?

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mmiller@poah.org
gdowning@poah.org

WHA: jweir@watertownha.org
kmonti@watertownha.org





City of Watertown, Massachusetts

Department of Public Buildings - Construction & Capital Projects

To: Community Preservation Committee
From: Chris Nixon, Assistant Director
Date: 10 September 2025
Cc: Lanae Handy, CPA Administrator; Denise Moroney, DPB Director
Steve Magoon, Assistant City Manager for Community Development & Planning
Re: Commander's Mansion Envelope Repair/Restoration & Elevator Replacement - CPA Request

This Phase I CPA funding request includes construction/execution for some work (windows, elevator) and design/engineering for other scope (roof, masonry). If the CPC should support this initial request, a follow-up Phase II request will include funding for actual repair/remediation of roof and masonry. It is presumed that any funding remaining from Phase I could be applied toward such work, reducing the net follow-up request. Photographs of envelope deterioration (below) were taken July 10-12, 2025.

Roof (A/E professional services) - damaged/missing slate shingles and worn flashings

The main roof has some damaged slate shingles and in some areas near the eaves, slate has fallen into gutters or to the ground. This condition is not limited to one specific area, but is seen across the entirety of the roof, therefore a comprehensive evaluation is needed to determine cause and identify repair/replacement options. There is deterioration seen in drone images of some flashings and step flashings (example below, left)

There is a non-original roof dormer above the staff office built in the 1960s which is in extremely poor condition (below, middle). Beyond not being architecturally consistent with the original 1865 design, the wood clapboards are in poor condition with paint flaked off long ago and in some instances the clapboards themselves have rotted away and fallen from the wall, making a path for rainwater directly into the attic spaces and second floor ceilings. This has led to water damage of interior window and header trim (below, right).



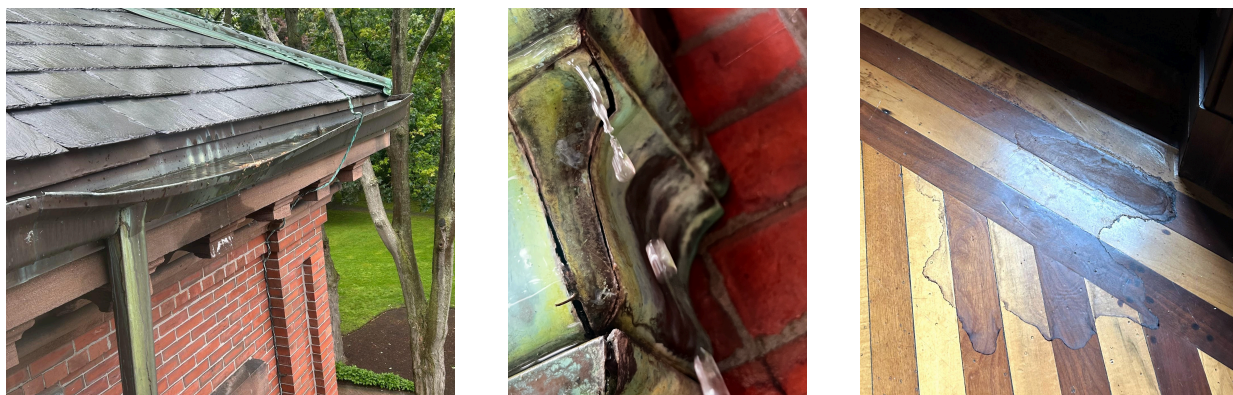
The lower porch roof is a low-pitch design with flat copper sheets with joints that have failed in multiple locations, allowing water into the framing and ceiling (image below, right). This water has damaged the porch roof, soffits and fascia. During heavy rain, water also enters the exterior wall. As water vapor makes its way out of the masonry, it drives salts through the face of brick, which leaves the tell-tale white efflorescence seen in some areas (see images below, left and center).



Scope of work: evaluate the roof condition/damage as well as need for late-built dormer. Scope out architectural repair/replacement in a bid set for cost estimate. **Preliminary estimate of construction cost is difficult to predict without more information, but is easily in the range of \$200,000 to \$400,000.**

Gutters/Downspouts/Collectors - damaged, poor installation and replacement needs

Now that DPB oversees the Mansion for maintenance and repairs, we have scheduled professional gutter and downspout cleanings twice yearly, in the fall and late spring with our first visit on June 10th of this year. On this visit, some upper downspouts had to be physically removed from the building to clear blockages at ground level. It is estimated that the upper downspouts had 3-4 years of organic material in them and have been blocked for considerable time. This has caused the soldered copper collectors to split (image below, center) and stormwater running down the face of wall, eroding mortar joints in some areas. In heavy rain events, water is penetrating the exterior wall and pooling on the hardwood floors in the first floor Dining Room and second floor Yellow Room (see images, below).



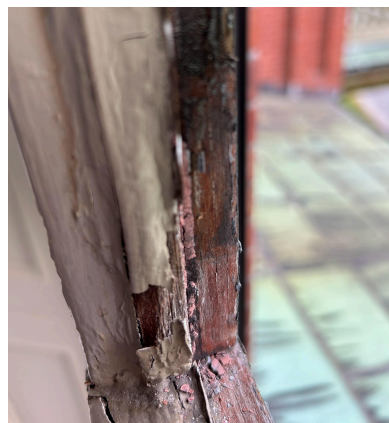
Beyond the repair of damaged gutters, collectors and downspouts, the 1999 installation and pitch of gutters runs counter to best practice design and is also contributing to backups and blockages. Gutters along the front (west) elevation of the Mansion should be removed/replaced and pitched away from the building, rather than towards it.

Scope of work: evaluate the gutters/collectors for damage and replacement as needed as well as water damage to masonry walls. Scope out architectural repair/replacement in a bid set for cost estimate.

Preliminary estimate of construction cost is difficult to predict without more information, but is easily in the range of \$300,000 to \$400,000. It is the brick and brownstone damage that contributes substantially to the cost of this work as it is highly specialized and time-consuming.

Exterior Windows - reglazing, sash weights, hardware, rot repair and reglazing

Many of the Mansion’s original wood double-hung divided lite windows are in urgent need of repair. All windows need reglazing. During scheduled window cleaning in May, one original glass pane fell out of a lower sash (thankfully, was caught and saved). Glass should be removed, wood sashes restored and reglazed. Some windows have broken/snapped sash weight ropes. We recommend replacing with bronze chain. All window openings have modern (ca. 1999) aluminum triple track storm windows, so it is possible to remove/restore the original double-hung wood sash windows with the envelope tight by leaving the storms in place.



Scope of work: Remove glass panes in windows, restore wood frames and reglaze. Repair/replace sash ropes for operability. The total number of windows for repair is being developed but an estimate for the work is in the range of \$1500 to \$2500 per opening (includes both upper and lower sashes) for complete restoration. Not all windows require this level of work and some are smaller fixed sash types. Masonry openings for windows total approximately 76 (excluding skylights/roof openings):

- Basement: 15 openings
- First Floor: 26 openings
- Second Floor 27 openings
- Third Floor 8 openings

For the purposes of budget planning, if half the windows require full restoration and reglazing, assume a cost of between \$60,000 to \$100,000.

Accessible Routes, ADA citations and landscaping

The City's recent ADA audit by consultant KMA found numerous ADA violations in the landscape/hardscape from the parking areas to the accessible-designated entrances at Commander's. In some areas, walkways/pathways are sloped beyond the ADA/MAAB limit due to settling and in other instances plantings have grown into paths of travel.

We are including in this request a lump sum of \$25,000 for landscape architecture evaluation and design for the remediation of flatwork/hardscape path violations identified in the KMA audit.

Only with a set of documents will we be able to estimate the scope and cost of the actual work. DPB will separately work with DPW to trim back any landscaping encroaching into accessible routes.

Elevator Replacement, existing at end of service life

The Commander's Mansion elevator (serving three floor levels) dates to the 1999 renovation and expansion and is well beyond its expected 20-year service life. The elevator has experienced increasingly inconsistent operation, occasional difficulty meeting floor levels and the cab is no longer in compliance with the Massachusetts Architectural Access Board's accessibility requirements (CMR 521). The City has been unable to provide reliable accessible access to the second floor for both public and private events, which diminishes bookings and use of the space.

In July 2025 DPB commissioned a comprehensive evaluation and deficiency report for the elevator by VDA, Inc. a leading vertical transportation consulting firm. In VDA's opinion, the elevator requires a comprehensive modernization/upgrade (equipment replacement and cab renovation) in the next one to two years at a construction cost of between \$350,000 to \$365,000. The design and engineering cost associated with this work is quoted at \$25,000.

Scope of work: Complete modernization, equipment replacement and elevator cab renovation to meet MAAB and ADA accessibility requirements. **Estimate of \$390,000 is for full project cost, including design, engineering, construction and state inspection/commissioning.**

CPA Total Funding Request

We are making an initial Phase I request of **\$610,000 in CPA funds** to permit progress as follows:

- Architectural evaluation and design for envelope repair/replacement, including slate and copper roofing, exterior masonry wall and gutters/collectors (\$95,000)
- Window repair/restoration - initial phase of work (not design, but actual repair/restoration to be scoped out by DPB. \$100,000)
- Evaluation and design by landscape architect to address ADA/MAAB barriers to accessible routes from parking lot boundary to accessible entry points (\$25,000).
- Elevator modernization restoring functionality, level of service, accessibility (\$390,000).

The actual cost of work associated with the first and third items above (Phase II) will be better known following the evaluation, design and estimating phase but could easily be in the range of \$500,000 to near \$1M.

Summary of Watertown CPA Fund Activity (as of 09/30/2025)

	2018	2019	2020	2021	2022	2023	2024	2025	YTD 2026
Beginning CPA Cash Balance									
Total Fund Balance		1,449,397	3,201,838	5,058,390	7,407,100	9,897,899	12,071,746	14,218,495	13,431,966
Total Category Reserves		450,000	1,160,217	1,904,637	2,684,637	3,272,805	3,843,640	3,480,390	4,560,887
Total Expenditures/Encumbrances				37,150	23,120	327,195	1,046,644	2,414,120	5,353,329
Total CPA Funds		1,899,397	4,362,055	7,000,177	10,114,857	13,497,899	16,962,030	20,113,005	23,346,183
Estimated Annual Revenue									
CPA Surcharge	1,500,000	2,000,000	2,250,000	2,350,000	2,500,000	2,700,000	2,915,000	3,107,000	3,250,000
State Match		367,395	231,400	250,000	551,210	1,000,000	1,085,000	543,000	487,500
Total Estimated Revenue	1,500,000	2,367,395	2,481,400	2,600,000	3,051,210	3,700,000	4,000,000	3,650,000	3,737,500
Actual Annual CPA Revenue									
CPA Surcharge	1,899,397	2,080,871	2,163,100	2,511,803	2,386,311	2,744,433	2,995,757	3,130,468	825,692
State Match		367,395	498,767	625,041	1,041,504	956,905	578,194	535,797	-
Interest Income		14,392	23,474	34,927	6,013	7,760	9,373	715,128	168,575
Total Actual Revenue	1,899,397	2,462,658	2,685,341	3,171,771	3,433,828	3,709,098	3,583,324	4,381,392	994,267
Actual Annual CPA Expenditures									
5% Administrative Expenditures									
Personnel			20,019	40,878	43,557	50,003	46,064	50,614	11,241
Purchased Services			27,200	16,213	6,965	12,260	9,702	11,665	119
Supplies					264	170	127	48	-
Administrative Expenditures Subtotal			47,219	57,091	50,786	62,433	55,892	62,327	11,360
CPA Projects						182,534	376,457	1,085,889	220,157
Total Expenditures			47,219	57,091	50,786	244,967	432,349	1,148,216	231,517
Ending Cash Balance*	1,899,397	4,362,055	7,000,177	10,114,857	13,497,899	16,962,030	20,113,005	23,346,182	24,108,932

*Ending Cash Balance = Total CPA Funds + Total Actual Revenue - Total Expenditures

Annual Category Reserve Allocation	2018	2019	2020	2021	2022	2023	2024	2025	2026
10% Open Space	150,000	236,739	248,140	260,000	305,121	370,000	400,000	365,000	373,750
10% Historic Preservation	150,000	236,739	248,140	260,000	305,121	370,000	400,000	365,000	373,750
10% Community Housing	150,000	236,739	248,140	260,000	305,121	370,000	400,000	365,000	373,750
65% Budgeted Reserve	1,050,000	1,657,178	1,612,910	1,690,000	1,983,287	2,405,000	2,600,000	2,372,500	2,429,375
5% Administrative Budget			124,070	130,000	152,560	185,000	200,000	182,500	186,875
Total Specific Reserve Allocations	1,500,000	2,367,395	2,481,400	2,600,000	3,051,210	3,700,000	4,000,000	3,650,000	3,737,500

City of Watertown
CPA Category Reserves Activity (as of 9/30/2025)

Category Reserves									YTD
CPA Project Expenditures	2018	2019	2020	2021	2022	2023	2024	2025	2026
Open Space/Outdoor Recreation									
Prior Balance	-	150,000	386,739	634,879	894,879	905,805	1,156,000	-	365,000
10% Allocation	150,000	236,739	248,140	260,000	305,121	370,000	400,000	365,000	373,750
Appropriation Not Used							59,121		
Total Appropriations					(294,195)	(119,805)	(1,615,121)		
Open Space/Recreation Reserve Total	150,000	386,739	634,879	894,879	905,805	1,156,000	-	365,000	738,750
Historic Preservation									
Prior Balance	-	150,000	386,739	634,879	894,879	1,167,000	1,292,640	1,685,390	2,035,887
10% Allocation	150,000	236,739	248,140	260,000	305,121	370,000	400,000	365,000	373,750
Total Appropriations					(33,000)	(244,360)	(7,250)	(14,503)	
Appropriation Not Used (Closed to Fund Balance)	-	-	-	-			123	-	-
Historic Preservation Reserve Total	150,000	386,739	634,879	894,879	1,167,000	1,292,640	1,685,390	2,035,887	2,409,637
Community Housing									
Prior Balance	-	150,000	386,739	634,879	894,879	1,200,000	1,395,000	1,795,000	2,160,000
10% Allocation	150,000	236,739	248,140	260,000	305,121	370,000	400,000	365,000	373,750
Transfer from Fund Balance								4,000,000	
Total Appropriations						(175,000)		(4,000,000)	
Community Housing Reserve Total	150,000	386,739	634,879	894,879	1,200,000	1,395,000	1,795,000	2,160,000	2,533,750
Budgeted Reserve (Closes to Fund Balance annually)									
65% Allocation	1,050,000	1,657,177	1,612,910	1,690,000	1,983,287	2,405,000	2,600,000	2,372,500	2,429,375
Total Appropriations							(543,624)		
Budgeted Reserve Total	1,050,000	1,657,177	1,612,910	1,690,000	1,983,287	2,405,000	2,600,000	2,372,500	2,429,375
FUND BALANCE									
FY Starting Balance	-	1,449,397	3,201,838	5,058,390	7,407,100	9,897,899	12,071,746	14,218,495	13,431,966
Total Encumbrances						180,284			
Ending Balance	1,449,397	1,758,441	1,856,552	2,348,710	2,490,799	2,173,847	2,146,749	(786,529)	3,862,739
TOTAL FUND BALANCE	1,449,397	3,207,838	5,058,390	7,407,100	9,897,899	12,252,030	14,218,495	13,431,966	17,294,706

CPA Projects: Summary as of 9-30-25

Project Name	Appropriation	Total Spent To Date	Project Balance (+/-)*	Project Status	Date Completed
FY 2025					
Willow Park Redevelopment	4,000,000**		-	Open	
FY 2024					
Saltonstall Park Redevelopment	2,013,745	946,053		Open	
Walker Pond Conceptual Design	145,000	95,175		Open	
Browne House Structural Engineering	7,250	7,250		Closed	
FY 2023					
Fowle House Gutters	47,300	47,177	(123)	Closed	11/15/2023
Commander's Mansion Cultural Landscape Rpt	102,470	102,470	-	Closed	9/30/2024
Old Burying Ground & Common St. Cemeteries Preservation Plan	94,590	92,610	(1,980)	Closed	10/31/2024
103 Nichols Ave Group Home Phase I - Predevelopment	175,000	175,000	-	Closed	4/2/2025
FY 2022					
Irving Park	414,000	354,879	(59,121)	Closed	8/31/2023
City Hall Murals	47,503	44,422		Open	

*funds still encumbered - need to be released

*Note: Figures in parentheses are unspent funds to be returned to the category reserve.

- Open Space/Outdoor Recreation
- Historic Preservation
- Community Housing

** These funds are encumbered while the development team pursues state and federal funding.

Project Saltonstall Park 40005-580503						
Awardee DPW						
	Award Amount	Total PO's		Expended	Unspent	
	\$2,013,745	\$2,013,745		\$1,261,233	\$752,512	
PO Number	PO Amount	PO Vendor	Invoice	Date	Amount	Remaining PO
2504127	\$1,486,000	UEL	001-8-31-24	12/19/2024	\$337,060	\$1,148,940
			002-9-30-24	1/13/2025	\$97,466	\$1,051,474
			003-1-31-25	2/4/2025	\$98,586	\$952,888
			004-30-25	5/1/2025	\$88,500	\$864,388
			9	5/31/2025	\$124,377	\$740,012
			006-30-25	7/7/2025	\$182,806	\$557,206
			007-30-25	9/10/2025	\$182,712	\$374,494
			008-30-25	10/2/2025	\$60,000	\$314,494
			009-28-25	11/10/2025	\$72,468	\$302,025
2506020	\$50,545	MDLA	3010	4/2/2025	\$1,757	\$48,788
			3034	4/2/2025	\$2,744	\$46,044
			3069	4/7/2025	\$3,005	\$43,039
			3101	6/3/2025	\$1,974	\$41,065
			3173	7/2/2025	\$3,005	\$38,060
			3213	8/3/2025	\$4,773	\$33,287
			3283	10/4/2025	\$3,229	\$30,057



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

CITY OF WATERTOWN Community Preservation Committee

Minutes of CPC Meeting Thursday, October 16, 2025, at 7 PM held in hybrid format in the Lower Hearing Room of City Hall.

Committee Members Present: Allen Gallagher, Interim Chair; Bob DiRico; Dennis J. Duff; Allison Eck; Abigail Hammett; Marissa Mayo; Jamie O'Connell; Amy Plovnick and Matt Walter.

Others Joining: Lanae Handy, Community Preservation Coordinator; Jackie Weir, Watertown Housing Authority; Kristin Monti, Watertown Housing Authority; Joe Bednar, Cambridge Housing Authority; John Mucciarone, ZeroEnergy Design; Stephanie Horowitz, ZeroEnergy Design; Chris Nixon; Public Buildings; Councilor Gardner; and James Mello.

Others Joining Remotely: Mark Krackiewicz, Cynthia Jafigan, Catherine Salata, and Jacky van Leeuwen.

1. Call to Order

Allen Gallagher called the meeting to order at 7:03 PM and noted it was being held in a hybrid format per the Governor's order suspending certain provisions of Open Meeting Law.

Allen introduced Allison Eck, the newest CPC member. Allison shared that she has lived in Watertown for 13 years and works for Harvard Medical School in communications. She is also involved with Watertown Community Conversations and Live Well Watertown.

2. 103 Nichols Ave. Project Presentation - Watertown

Jackie Weir of Watertown Housing Authority (WHA) shared the progress made and sought a funding recommendation from the CPC to move the project forward. She highlighted that the team expected to submit an application to Community Economic Development Assistance Corporation (CEDAC) for the Facilities Consolidation Fund (FCF) and receive notification by the end of 2025. The team

expects FCF funds to be available during construction. With a construction contingency of \$153,053, the soft cost contingency is 3%. The developer fee was increased to 10% as requested by CEDAC to provide WHA with a greater stake in the project and could provide a cushion to the project.

The presentation is attached to this report.

CPC members had the following comments and questions:

Marissa Mayo - Would there be a local response to maintenance requests. *The WHA will maintain the property and DDS has emergency maintenance response capacity.*

Abigail Hammett - What is the relationship of the timing of FCF financing to the construction loan?

CEDAC can't guarantee when their funding would be available. If possible, the team will get the construction loan as late as possible to save interest fees.

Amy Plovnick, asked about the home being designed as solar ready.

Required by the stretch code

Matt Walter - The request doesn't include the installation of the solar panels.

The WHA can bid the purchase and installation of the solar array, which should be no more than \$150,000.

Jamie O'Connell - How much coverage would the panels provide?

Designed to cover 100% of electricity, though that would be affected by the equipment installed to operate the home.

Bob DiRico - Status of sign-off from DPW on the stormwater plan.

The final sign-off will be provided as part of the building permit.

Abigail - Would it be helpful for the CPC and the City Council to write a letter in support of placing Watertown residents in the home?

The CPC and Council could do so.

Bob - How many bidders? Were they competitive or was there a wide range? How will tariffs and material cost escalation affect the costs?

There were four bidders. Three bids were close to the team's cost estimate and one was substantially lower. Material escalation and tariffs should be covered by the bid. Though due to unprecedented times and uncertainty the contractor will try to pass costs along, but there is also a 7% construction contingency.

Motion: Jamie O'Connell moved to recommend the 103 Nichols Ave project for the full amount requested subject to the following conditions:

1. Funds can't be disbursed until after closing of all relevant loans.
2. A commitment letter from CEDAC for FCF funding is received
3. Approval of recommending the difference between up to \$1,500,000 and the request amount of \$1,258,127 with the difference being set aside for solar panels that will be bid in the future.

Bob DiRico seconded the motion.

Vote: Matt Walter, Allison Eck, Jamie O'Connell, Abigail Hammett, Allen Gallagher,

Dennis Duff, Marissa Mayo, Amy Plovnick, and Bob DiRico voted in favor.

3. **Committee Discussion: Commander's Mansion Building Envelope Application**

Lanae introduced the project as the second phase of the Cultural Landscape Report and Building Exterior Assessment. The request for \$610,000 was for construction documents to restore and preserve the building envelope of the mansion, restore windows, and modernize the elevator. The applicant Chris Nixon, of Public Buildings was present.

Lanae explained that the CPC would raise questions and make comments that would be provided to the applicant to address in writing and/or in their application presentation.

Allen called for comments from the committee. Matt was in support of funding the project and asked if the elevator was historic and eligible.

Lanae instructed the Committee that the elevator was eligible to make the building accessible for its intended use. However, she pointed out that Stuart Saginor counseled the CPC to make sure this component had public benefit and was the best use of CPA funds.

Allen said it was important that the elevator be used for accessibility.

Chris assured the CPC the roof did not need to be completely restored and that the restoration could be phased. The request included actual work on windows and the elevator.

Matt would like to see as many of the recommendations, made in the building exterior assessment performed in the first phase, as possible implemented.

Chris noted a part of the application was to get the construction documents produced for the most serious exterior problems.

Marissa asked about approved materials as she did not see any listing of specific materials and whether he would send materials for analysis.

Chris answered that there are construction documents and a list of work done with materials from the previous restoration. Some elements were not historic. He will do some research first before doing material analysis.

Allen asked about the windows.

Chris thinks the sashes can be saved. All of the glass must come out for reglazing, priming and repainting of the double hung windows.

Jamie asked where the first phase of the project stands and whether specific funding conditions were met?

Lanae answered that there is a larger landscape piece that came out of the Cultural Landscape Report. This project was mostly restricted to the building exterior. Lanae asked about the landscape architecture fee and work to be done on the paths.

Chris noted his request was restricted to making routes to the building comply with the Americans with Disabilities Act.

Marissa asked about whether there was a climate action plan considered in replacement of the gutters.

Chris pointed out that the project includes a re-evaluation of the storm water management and that there may be non-historic features that are damaging to the building.

Matt asked if there are any applications for the use of non-wood materials.

Chris said he is a firm believer in using wood and natural materials.

Abigail asked about the high fees for architectural design, which Chris explained would include full cost design development and a cost estimator. Abigail asked about the inclusion of a waterproofing consultant and thinks having a designer's work reviewed by a waterproofing consultant beneficial.

A discussion about the elevator led to some discussion about whether that element could be included in the off-cycle request. Jamie pointed out that the CPC never explicitly prohibited including additional elements in a phase II request, so the Committee decided to include the elevator in this request.

4. Acceptance of Minutes

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

Motion: Dennis J. Duff moved to accept the 2025-7-17 minutes as written and Abigail Hammett seconded the motion.

Vote: Dennis J. Duff, Allen Gallagher, Jamie O'Connell, Bob DiRico, Matt Walter, and Abigail Hammett voted in favor. Allison Eck, Amy Plovnick, and Marissa voted present.

B. 2025-9-18-Draft-CPC-Minutes

Motion: Dennis J. Duff moved to accept the 2025-9-18 minutes as written and Matt Walter seconded the motion.

Vote: Matt Walter, Allen Gallagher, Amy Plovnick, Marissa Mayo, and Dennis Duff voted in favor. Bob DiRico, Jamie O'Connell, Abigail Hammett, and Allison Eck voted present.

5. Adjourn

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

Vote: Meeting adjourned by unanimous vote.

Adjournment: 9:16 PM

Attachments:

1. [103 Nichols Ave Group Home Project Presentation](#)
2. [Christine Nichols \(Housing Consultant\) Analysis of Project Updates](#)
3. [Liz Cremen's Letter of Support - 103 Nichols Ave](#)
4. [Commander's Mansion Building Envelope Application](#)

