



Community Preservation Committee Meeting

Thursday, January 15, 2026 at 7:00 PM
149 Main Street, 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 January 15, 2026 at 7PM. Location: Hybrid format in City Hall, Lower Hearing Room
- B. The meeting will be recorded by WCATV (Watertown Cable Access Television) for later viewing: <http://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 prior to the meeting by email: lhandy@watertown-ma.gov
- F. Please Visit the Community Preservation Committee Website here: <https://www.watertown-ma.gov/352/Community-Preservation-Committee>

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1. Call to Order
 2. Acceptance of Minutes
 - A. Draft 2025-11-20-Minutes
 3. Coordinator Update
 - A. CPA Projects Status Report
 - B. Proposed 2026 CPA Calendar and Application Schedule
 - C. CPA Quarterly Financial Report
 4. Committee Discussion
 - A. New CPA Plan
 - B. Housing Reserve Allocation Policy
 - C. CPA Coordinator Supervision
 5. Adjourn

Bob DiRico, Interim Chair
Dennis J. Duff
Allison Eck

Allen Gallagher
Abigail Hammett
Marissa Mayo

Jamie O'Connell
Amy Plovnick
Matthew Walter



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, November 20, 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; Allison Eck; Abigail Hammett; Jamie O'Connell; Amy Plovnick and Matt Walter.

Joining Remotely: Bob DiRico

Absent: Marissa Mayo

Others Joining: Lanae Handy, Community Preservation Coordinator; Jackie Weir, Watertown Housing Authority; Cory Mian, and Grace Dowling, Preservation of Affordable Housing; Chris Nixon; Public Buildings Department; Nicole Gardner, City Council; Cliff Cook, Watertown Affordable Housing Trust; James Mello, Watertown Housing Authority; Jacky van Leeuwen; and Alex York.

Others Joining Remotely: Christine Rogers, CPC Housing Consultant

1. Call to Order

Allen Gallagher 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 Law.

2. Committee Discussion

A. Willow Park Redevelopment - Additional Request Presentation

Allen read a support letter for the project from Jacky van Leeuwen that is attached to these minutes.

Jackie Weir of the Watertown Housing Authority (WHA), joined by Cory Mian and Grace Dowling of Preservation of Affordable Housing (POAH), presented the project with a recap of the design team and program details. The presenters

also provided updates on the status of project permitting and financing. Their presentation is attached to these minutes. Cory explained the need for more funds because of changes to Housing and Urban Development rental subsidies and the Low-Income Housing Tax Credits available to the project. She anticipated the state would see a path to financial closing on the project by the end of 2026.

Cory described the reduction in uses of funds and expected 50% complete construction drawings as well as updated cost estimates to be ready soon. POAH's memo requesting additional funds is attached to these minutes. That memo details the reasons why more funds are needed and includes a revised budget.

Dennis J. Duff commented that the reason the state declined the project last year had nothing to do with the quality of the project, rather it was because the project didn't have all the required elements such as zoning approval.

Cory answered Dennis' question about the house being acquired on Nichols Avenue. She assured the CPC that their Purchase and Sale agreement provided much flexibility and time, so the project wasn't carrying the acquisition cost.

Dennis asked if cutting units would fill a funding gap. Cory said that would make the project less attractive to the state.

Abigail Hammett inquired if the reduced rent would get passed on to the tenant. Cory answered the reduction would not affect the rent charged for the units.

Abigail was concerned about lower soft costs and contingency making the project riskier. She wondered if more funding from the CPC would be helpful.

Christine Rogers added there is uncertainty in the process and that a competitive RFP process would get the best interest rates from lenders and investors and the most competitive prices from a General Contractor.

Amy Plovnick asked about the portion of predevelopment funds needed and what the funds would be used for. Cory emphasized the corporation was carrying predevelopment costs and as much as possible of the request was needed for predevelopment.

Jamie O'Connell asked if the project would save money on interest if the CPC granted predevelopment funds.

Cory said the CPC wouldn't lose money invested in predevelopment because POAH intended to get the project done.

Allison Eck asked if it was possible for the Housing and Urban Development rental subsidies to get smaller and Jackie Weir was confident the Housing Authority would obtain the rental subsidies needed to maintain the project's feasibility.

Matt Walter asked if there was a possibility the team would come back to the CPC for more funding.

Cory said if there were a funding gap the state would find a way to fill it, but the project would take longer to complete. If the operating subsidy is lost Cory could envision coming back to the CPC for another \$1M. She further explained

the project was entitled to an equity boost if it closed by the end of 2026 and that there are also caps on what can be charged for rents.

Bob DiRico asked if predevelopment funds are used before the state application is submitted and state funds are not awarded would those funds be lost.

Christine Rogers pointed out the developer is taking a risk and CPC funds for predevelopment would be put at risk.

Dennis asked what would happen to the house on Nichols Ave. Cory answered they would have to purchase it.

Lanae Handy proposed releasing the predevelopment funds incrementally based on project milestones. Christine Rogers suggested releasing \$500,000 once POAH is invited to submit a full application to the state and the other \$500,000 after notification that the project received state financing.

Motion: Dennis moved to recommend Preservation of Affordable Housing and the Watertown Housing Authority be awarded \$2M for the Willow Park Redevelopment project conditioned on \$500,000 becoming available for reimbursement if there is an invitation to submit a full application and the remaining \$500,000 be available if there is notification of state funding award for the project. Amy Plovnick seconded the motion.

Vote: Bob DiRico, Jamie O’Connell, Matt Walter, Amy Plovnick, Abigail Hammett, Dennis J. Duff, Allison Eck, and Allen Gallagher.

B. Commander’s Mansion Presentation

Allen introduced Chris Nixon of the Department of Public Buildings, whose presentation is attached to these minutes. Chris summarized the request, which focused on the following four areas:

- Architectural and engineering evaluation and design of the building envelope restoration;
- Window Restoration;
- Architectural and engineering evaluation and design accessible routes and entries to address Americans with Disabilities Act audit; and
- Elevator modernization.

He explained he had identified the windows in the worse shape and would save what was salvageable on the elevator. Matt Walter asked if the window frames were in good shape. Matt also asked about the jambs, if the slate roof repair would be a strip and repair, and if the Cultural Landscape Report (CLR) was useful.

Chris and Chris responded that: the frames were not rotted; most jambs would not need to be restored; the roof would not need to be stripped; and the CLR provided useful information about what was damaged and much interesting historical information and photographs.

Matt asked if the city could pay for the elevator without CPA funds. Chris said there was no funding available at that level so he would have to go through the

Capital Improvement Plan process. At this time there was only \$30,000 available annually for the Commander's Mansion improvements from Community Development and Planning in addition to the annual allocation by the Public Buildings Department.

Amy Plovnick asked what the public would have access to on the second floor. Chris replied, "The building would be more functional for public use with elevator access to second-floor rooms for private and public events."

Jamie O'Connell asked whether the elevator repair was maintenance because CPA funds are not to be used for maintenance. Chris answered the elevator work was an upgrade and not routine maintenance.

Abigail Hammett asked about the procurement of the design and whether there would be a Request for Proposals process. Chris responded that there would be a Request for Qualifications process to ensure firms with experience in historic envelope restoration were evaluated. Abigail worried that there wouldn't be enough competitive pressure on firms and that the contract should be structured with a fixed or not to exceed fee and remained concerned about the high architectural fees. Chris noted the contract would require the architect to bill hourly with a not to exceed clause. According to Chris, the goal is to obtain 100% schematics that provide enough information for a well-informed cost estimate.

Dennis asked if Chris had considered using the GBH public TV program, *This Old House*. Chris replied that the scale may be too large and they would not entertain a public procurement process.

Lanae asked if the construction documents and construction would be two separate phases and Chris assured the CPC that the work could be done in one phase with a good cost estimate.

Bob asked about window work being done and whether there could be water damage when windows are restored off site. Chris said window sash work could be done because the interior would be well protected by the storm windows remaining in place during the restoration.

Matt inquired about the city's maintenance plan for the elevator and Abigail clarified that Chris is seeking a cost set rather than a bid set as described in his memo.

Motion: Matt Walter moved to recommend \$610,000 for the Commander's Mansion building envelope renovation and elevator modernization, known as Phase I. Dennis J. Duff seconded the motion.

Abigail asked if a condition could be placed to hold a public tour. Chris was amenable to the request and also suggested holding a CPC meeting at the mansion.

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

C. Future CPC Chairperson

Allen announced he would serve as Chair through December to present the CPA Funding recommendation to the City Council and a new chair was needed beyond that. Lanae asked if anyone was willing to serve as permanent chair for a one-year term and no one was willing.

Motion: Dennis J. Duff nominated Bob DiRico as interim chair for a 3-month term. Matt Walter seconded the motion. A vote was taken to elect Bob DiRico as interim chair.

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

3. Coordinator Update

A. CPA Funds as of 9/30/25

Lanae summarized the CPA financials attached to these minutes. She reported the state match for 2025 was 16.9% of the \$3,164,200 surcharge revenue amounting to \$533,707. When Lanae provided the balances in the category reserve, she pointed out the motion to recommend CPA projects should include where the recommended funds would be drawn from.

Motion: Dennis J. Duff moved to transfer \$1million from the budgeted reserve to the community housing reserve, and Abigail Hammett seconded the motion.

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

Allen mentioned that he asked Lanae for the summary to show the CPA surcharge generated over 2 million annually. Matt brought up that last year was the first time the CPC recommended more in funding than was generated from the annual surcharge and state match. Lanae added the same thing would occur this year and eventually the CPC may no longer have so much in the fund balance due to the expected costs of upcoming projects, such as Walker Pond, the historic cemeteries, and the Commander's Mansion restoration, which would each cost millions of dollars.

B. Project Financial Tracking

Lanae informed the CPC that the Saltonstall project will likely return a sizeable amount back to the Open Space/Outdoor Recreation reserve. The financial tracking for the project is attached to these minutes.

4. Acceptance of Minutes

A. 2025-10-16-Draft-CPC Minutes

Motion: Matt Walter moved to accept the October 16, 2025, minutes as written and Allen Gallagher seconded the motion.

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

5. Adjourn

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

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

Adjournment: 9:39 PM

Attachments:

1. [Willow Park Redevelopment Additional Request Presentation](#)
2. [Commander’s Mansion Building Envelope Restoration Application Presentation](#)
3. [CPA Funds as of 9/30/25](#)
4. [CPA Project Financial Tracking](#)

Watertown in 1630

Early History

Archaeological evidence shows that the Pequosette and the Nonantum bands of Indigenous Massachusetts people had settlements on the rich fishing grounds of the river, later called the Charles.

These paintings were created for this space in Town Hall, which opened in 1932 soon after the celebration of the town's 300th birthday, and restored in 2024. The artist is unknown.

Founding and Colonial Era 1630–1700

Founded in 1630 by Puritans led by Sir Richard Saltonstall and Rev. George Phillips, Watertown was one of the four earliest Massachusetts Bay Colony settlements.

- As the colony's first inland farming town, its early economy relied on agriculture, fishing, and water-powered gristmills.
- Only "freemen" age 21 plus who were landowners, church members, and loyal to the crown could vote, reflecting the overlap of religious, social, and political power.



- In 1632, Watertown's freemen famously protested paying a tax for a Cambridge fort as an early stand against "taxation without representation."
- In 1634, Watertown elected its first selectmen. This marked the beginning of local self-governance by citizen assemblies.

ABOVE: Notice the footbridge built over the Charles River in 1643 in this painting detail. The bridge was expanded to accommodate horse carts in 1719 and was reconstructed in 1907 as the present-day **Galen Street Bridge**. It was a vital transportation link for travel and trade along the Old Boston Post Road.

Visit These Historical Gems



The Arlington Street **Burying Ground**, our oldest cemetery, is located at the corner of Arlington and Mt. Auburn Street. It is first mentioned in Town records in 1642.



Historic New England operates the **Browne House** (c. 1698), located at 562 Main Street. Acquired in 1919, this home is the first fully documented historic restoration in America. The house is open to visitors.

Revolutionary War and Political Significance 1700–1800

- At the beginning of the American Revolution, on April 19, 1775, 134 Watertown men responded to the Lexington alarm for the battle of Lexington and Concord.

ABOVE RIGHT: The 1772 **Edmund Fowle House** located at 28 Marshall Street is owned and operated by the Historical Society of Watertown and is open for tours.



- From 1775–1776, the Edmund Fowle House played a key role during the Revolutionary War, serving as the seat of the Executive Council at the same time the Massachusetts Provincial Congress met in the Meeting House in Watertown.

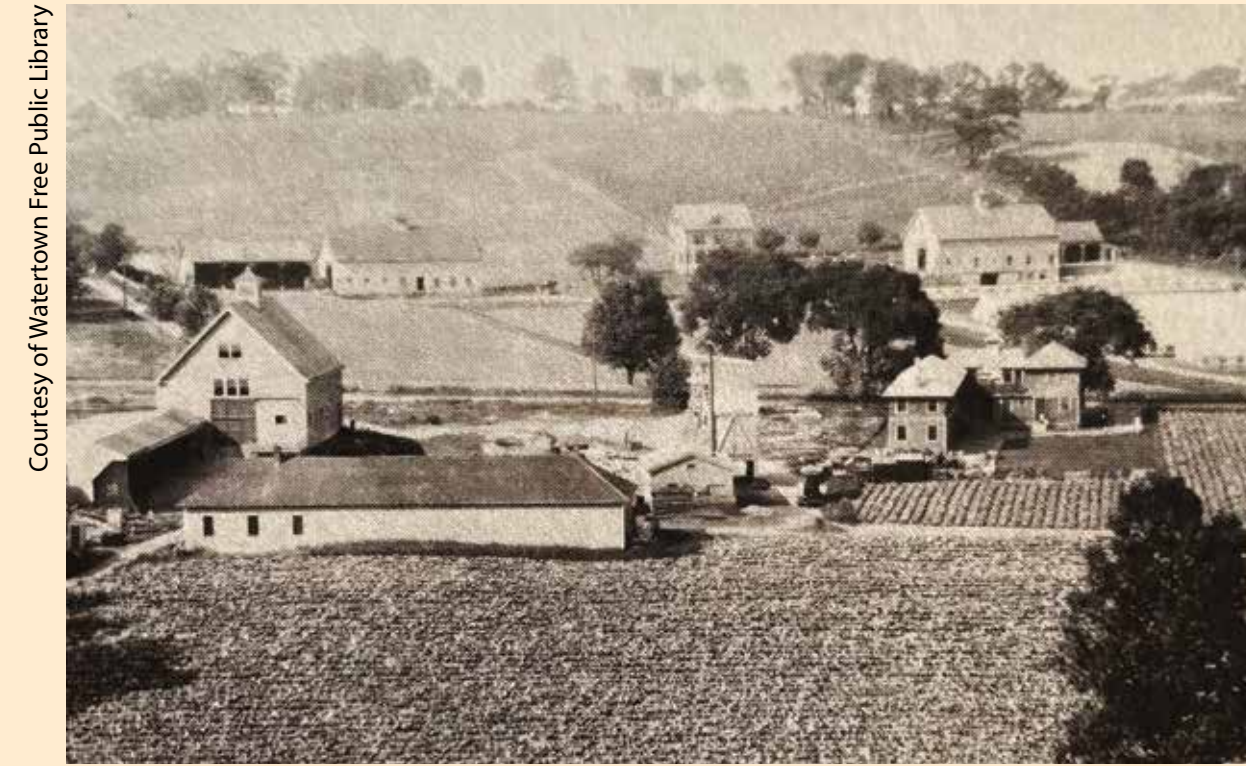
- On July 19, 1776, the Treaty of Watertown was signed with the Mi'kmaq and St. John's "Maliseet" Indigenous Nations of Nova Scotia. This was the first United States foreign treaty signed after the Declaration of Independence was adopted.

- Considered the "Mother Town" of numerous surrounding communities, Watertown got smaller as new towns broke off due to population growth, industrialization, and desire for direct control of schools, churches, and resources.



LEFT: This painting detail, prior to the restoration, shows Watertown's original footprint included parts of Belmont, Cambridge, Concord, Lincoln, Waltham, and Weston. Note where "Watertown" was rubbed off due to people touching it.

RIGHT: Lovell Brothers Farm, known for its orchards and fields, was one of the last large working farms in Watertown and located west of Common Street. It was sold to developers in 1926.



This painting restoration was generously supported by the people of Watertown through its Community Preservation Fund, March 2025. The city added historical signage later.

Watertown in 1930

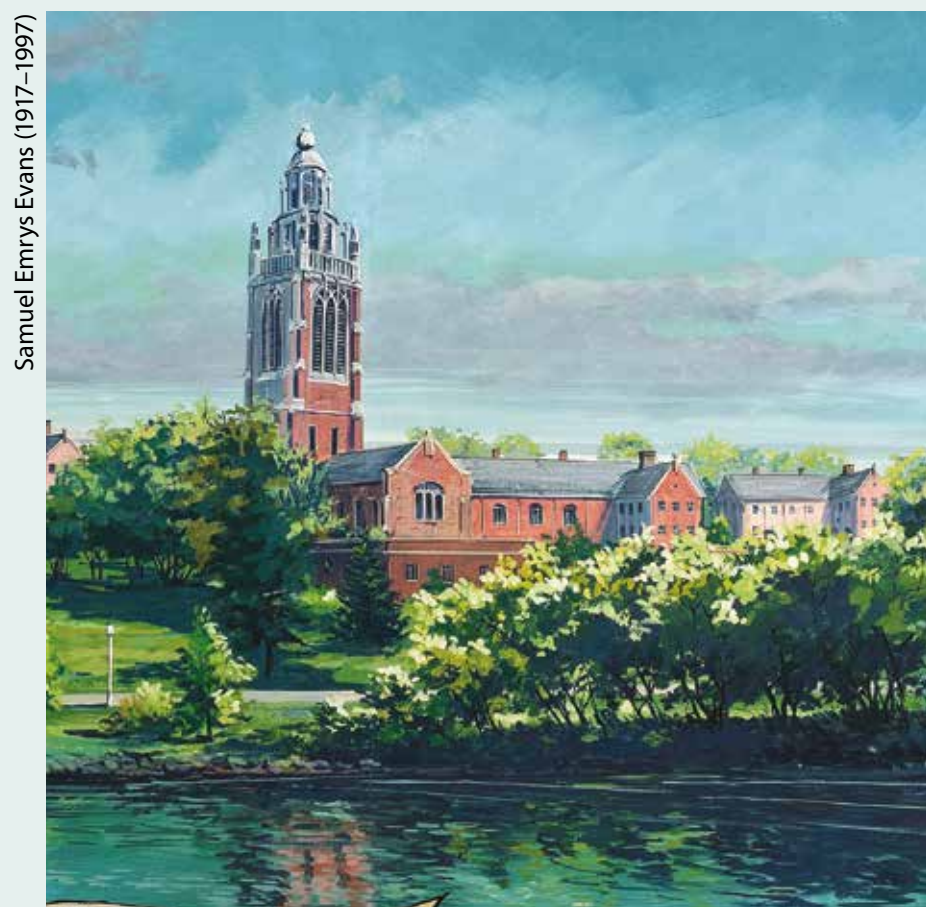
Industrialization, Economic Growth, and Immigration 1800–1930

These paintings were created for this space in Town Hall, which opened in 1932 soon after the celebration of the town's 300th birthday, and restored in 2024. The artist is unknown.

- Local farms supplied Boston with fresh produce and dairy products, delivered by wagon, truck, and rail.
- The Union Market Stockyards, built in 1873 by the Fitchburg Railroad, were one of the largest of its kind in the country. Livestock including cattle, sheep, and swine were sent to nearby slaughterhouses or shipped overseas during World War I.
- The Watertown Arsenal, established in 1816, produced heavy ordinance and munitions, making Watertown a key military manufacturing and research center during the Civil War through World Wars I and II.

- Nineteenth century industrial firms that transformed Watertown's economy included Bemis (cotton) and Aetna mills (wool); Walker & Pratt (iron castings); and Lewando's Cleansing and Dyeing.

BELOW: This painting of the center of Watertown looks north toward Belmont from a vantage point in Newton. The dark "rows" to the left of Common Street are the newly laid-out neighborhoods which now occupy the old Lovell Brothers Farm.



The Gothic-style **First Parish Church** (shown in the painting and now gone) stood on Church Street just above **Watertown Square**, from 1842 until 1975. The church's former parish hall continues to serve as First Parish of Watertown - Unitarian Universalist Church.

Perkins School for the Blind, founded in 1829, established its Watertown campus in 1912. Anne Sullivan and Helen Keller, pupils before its move to Watertown, brought international attention to the education of the blind and deaf-blind.

Early in the 19th century, large-scale economic activity had shifted eastward away from Watertown Square. Booming factories like Hood Rubber Company provided good jobs for waves of immigrants that shaped the town's cultural landscape.

- First a wave of Irish fled famine during the 1840–1850s, coalescing around St. Patrick's parish. Later, Armenians fleeing persecution in 1895 and genocide in 1915 arrived. Greeks, Italians, and Canadians followed, seeking economic opportunity. These groups formed communities with their own churches and civic groups.

- Infrastructure expanded with Watertown Savings Bank, Western Electric, schools, and churches.

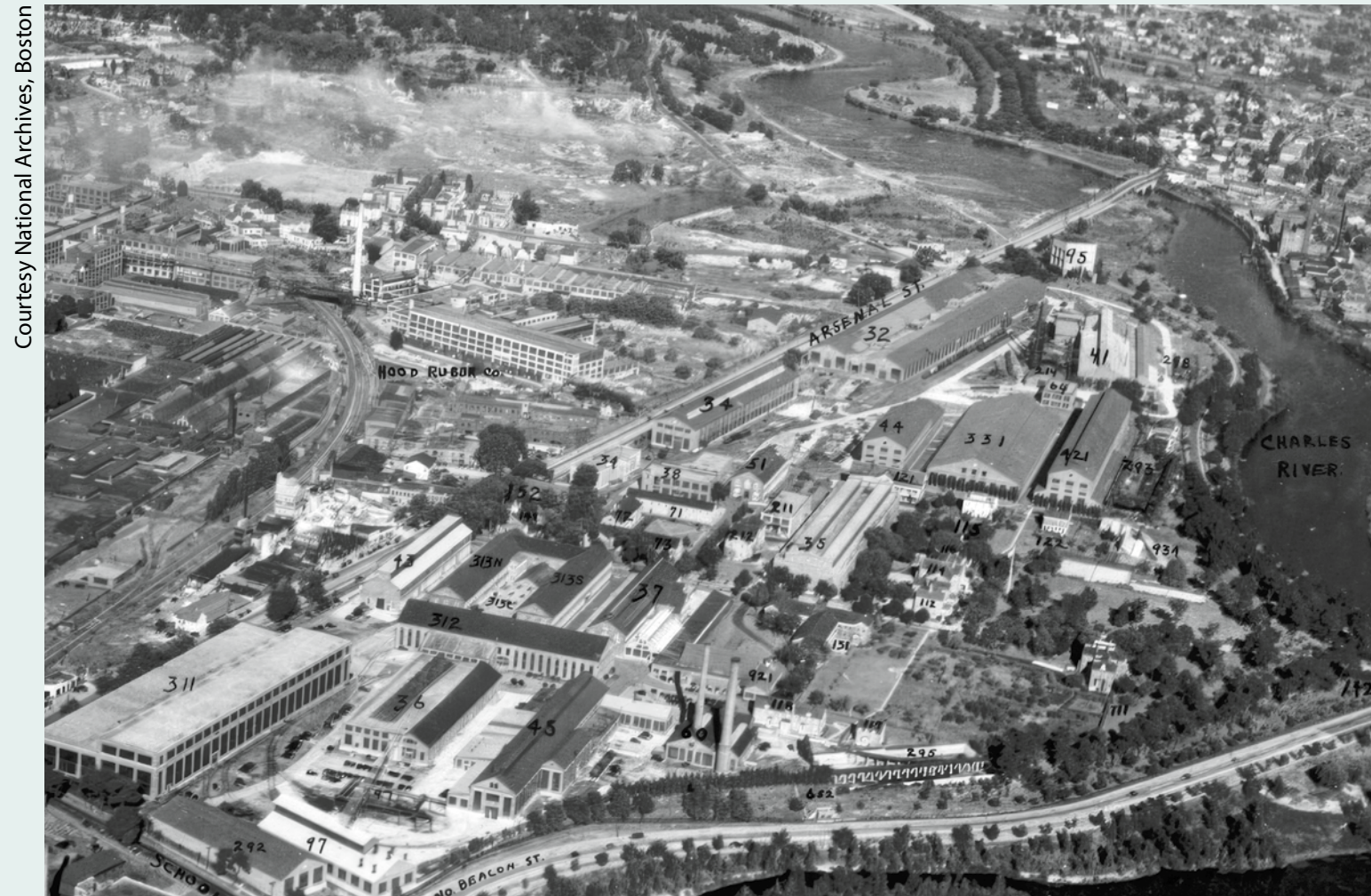
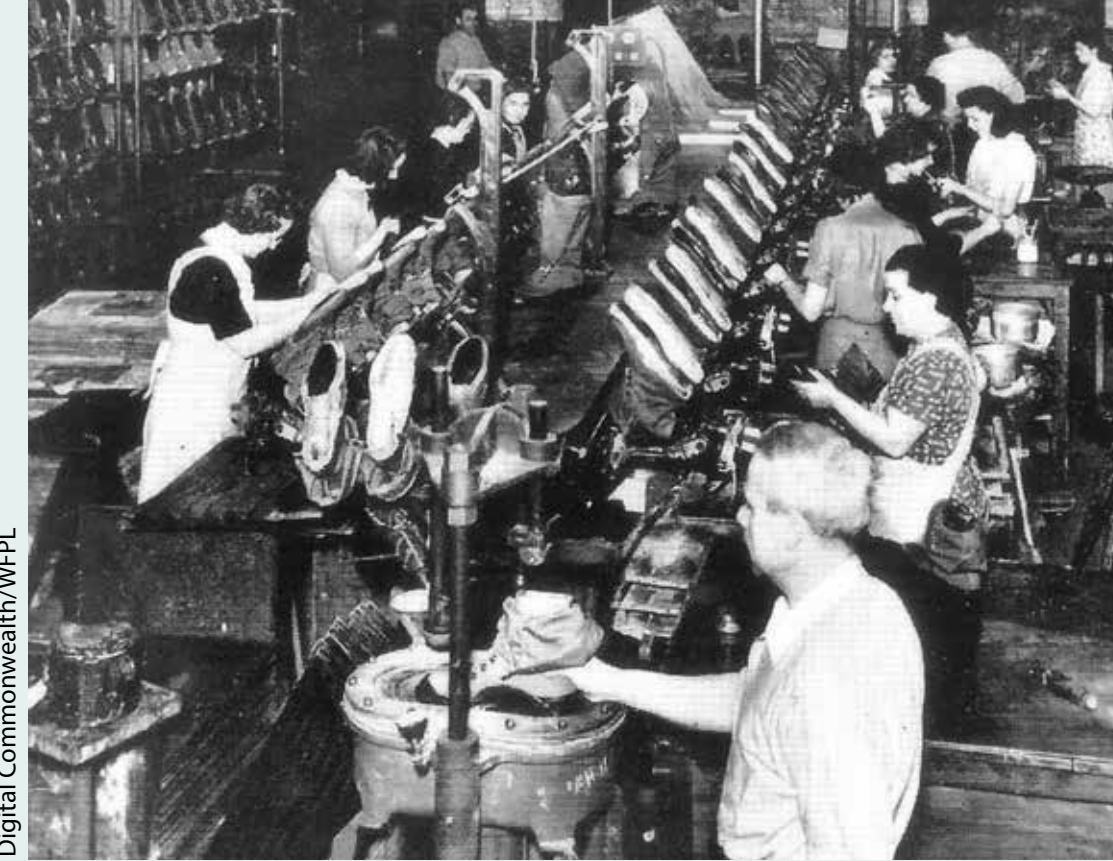
Freelan O. and Francis E. Stanley, founders of **Stanley Steamer**, are in their invention. The car factory was located at 40-44 Hunt Street and the building still stands.



Courtesy Watertown Free Public Library

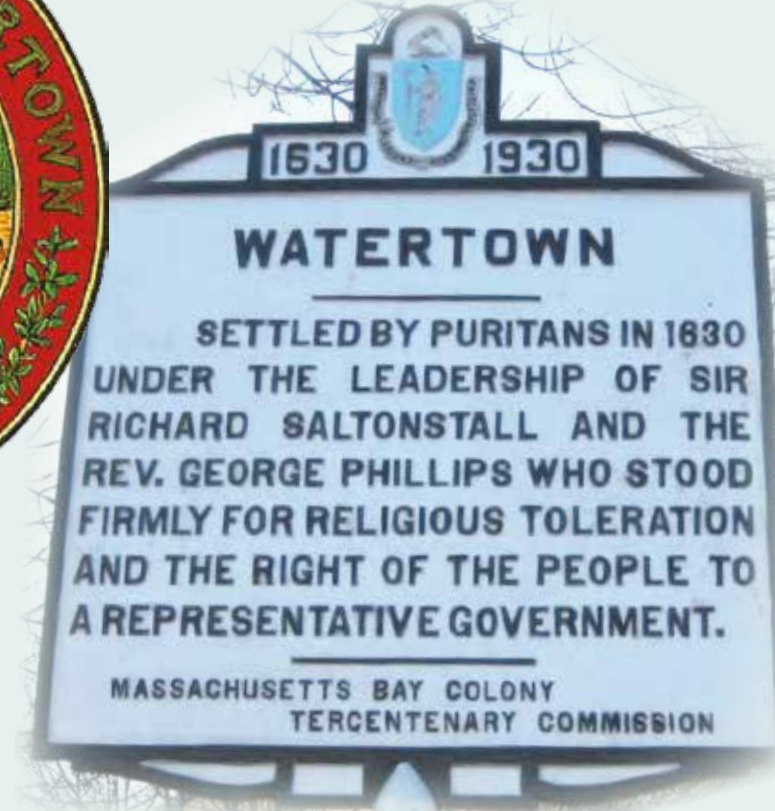
- By 1930, Watertown's population grew to about 35,000 as people found employment in its many industries. This growth slowed with the onset of the Great Depression.

Courtesy Massachusetts Collections Online - Digital Commonwealth/WFPL



Courtesy National Archives, Boston

The **Hood Rubber Company** manufactured footwear and tires in the industrial East End. It employed 10,000 people in its extensive complex of buildings across the street from the sprawling Arsenal complex.



The Town seal was created in 1870 by architect, Charles Brigham and Newton historian, Jesse Fewkes. It represents Roger Clap's scouting party on the banks of the Charles River in June 1630 and depicts a colonist and Native American exchanging a biscuit for a bass.

This painting restoration was generously supported by the people of Watertown through its Community Preservation Fund, March 2025. The city added historical signage later.

Project 1630 & 1930 Geographical Paintings 40005-580601						
Awardee DCDP						
Historical Society of Watertown	Total Award Amount	Total Purchase Orders	Award Remaining	Expended	Unspent PO's + Contingency	
	\$47,503	\$47,503	\$767	\$46,736	\$767	
PO Number	PO Amount	PO Vendor	Disbursements	Date	Amount	Remaining PO
2302937-00	\$5,831	Maquette	\$2,903	12/14/2022	\$2,903	\$2,928
			\$2,928	12/20/2024	\$2,928	\$0
2302938-00	\$4,150	Andrew Haines	\$4,150	12/20/2024	\$4,150	\$0
2500669-00	\$4,500	Will Twombly	\$3,733	11/15/2024	\$3,733	\$767
2393025-00	\$8,675	Louise Orsini Fine Art	\$1,700	3/6/2023	\$1,700	\$6,975
			\$4,669	3/21/2024	\$4,669	\$2,306
			\$2,306	12/20/2024	\$2,306	\$0
2504823-00	\$6,994		\$6,994	2/13/2025	\$6,994	\$0
2506314-00	\$14,539		\$14,539	4/17/2025	\$14,539	\$0
2502977-00	\$1,850	Christine Reynolds	\$500	12/20/2024	\$500	\$1,350
			\$1,315	12/10/2025		\$35
			\$35	1/8/2026	\$35	\$0
26-00	\$964		\$964	1/8/2026	\$964	\$0

Project Saltonstall Park 40005-580503						
Awardee DPW						
	Award Amount	Total PO's		Expended	Unspent	
	\$2,013,745	\$2,013,745		\$1,337,482	\$676,263	
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
			005-31-25	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
			010-28-25	12/10/2025	\$76,249	\$238,244
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	\$34,831
			3329	10/25/2025	\$1,167	\$32,120

Project		Walker Pond Conceptual Design		40005-580502		
Awardee		DCPD				
	Award Amount	Total PO's		Expended	Unspent	
	\$145,000	\$145,000		\$132,250	\$12,750	
PO Number	PO Amount	PO Vendor	Invoice	Date	Amount	Remaining PO
2503783	\$145,000	Warner Larson (now IMEG)	22405-1	9/30/2024	\$10,075	\$134,925
			22405-2	10/31/2024	\$23,575	\$111,350
			22405-3	12/31/2024	\$31,400	\$79,950
			22405-4	5/31/2025	\$4,797	\$75,153
			22405-5	7/31/2025	\$25,328	\$49,825
			25021587-1	8/31/2025	\$12,325	\$37,500
			25021587-2	9/29/2025	\$6,750	\$30,750
			25021587-3	11/30/2025	\$9,000	\$21,750
			25021587-4	12/17/2025	\$9,000	\$12,750



2026 Community Preservation Committee Calendar

January 15	Regular CPC Meeting
February 2	Special CPC Meeting – Community Preservation Coalition Training
February 19	Regular CPC Meeting
March 19	Regular CPC Meeting
April 16	Regular CPC Meeting
May 21	Regular CPC Meeting
June 25	Annual Public Hearing
July 16	Regular CPC Meeting
July 10	Project Eligibility Form Deadline
August 20	Project Eligibility Form Review
September 17	Regular CPC Meeting
October 15	Regular CPC Meeting
October 19	CPA Funding Application Deadline
November 19	CPA Funding Application Review
December 17	No Meeting
January 21, 2027	Project Presentations by CPA Applicants
February 18, 2027	Project Presentations by CPA Applicants (if needed)



FY 2027 Proposed CPA Application Schedule

FY 2027 Application Round Open	Project Eligibility Forms Accepted on a Rolling Basis
CPA Application Clinic Hours	June July
Project Eligibility Form Due	July 10, 2026
Applicant Notification of Eligibility	August 27, 2026
CPA Funding Application Due	October 19, 2026
CPC Application Review	October through November 2026
CPC Application Evaluation	November 19, 2026
Applicant Presentations	January - February 2027
CPC Deliberation and Vote	February - March 2027
City Council Vote on Funding Recommendations	March - April 2027
Award Letters and Grant Agreements Executed	May - June 2027
Funding Award Payments Commence	July 2027

Summary of Watertown CPA Fund Activity (as of 01/09/2026)

	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	1,674,408
State Match		367,395	498,767	625,041	1,041,504	956,905	578,194	535,797	533,707
Interest Income		14,392	23,474	34,927	6,013	7,760	9,373	715,128	506,687
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	2,714,801
Actual Annual CPA Expenditures									
5% Administrative Expenditures									
Personnel			20,019	40,878	43,557	50,003	46,064	50,614	24,947
Purchased Services			27,200	16,213	6,965	12,260	9,702	11,665	10,994
Supplies					264	170	127	48	-
Administrative Expenditures Subtotal			47,219	57,091	50,786	62,433	55,892	62,327	35,941
CPA Projects						182,534	376,457	1,085,889	654,373
Total Expenditures			47,219	57,091	50,786	244,967	432,349	1,148,216	690,314
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	25,370,670

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

Annual Category Reserve Allocation									
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 01/09/2026)

	2018	2019	2020	2021	2022	2023	2024	2025	YTD 2026
Category Reserves									
CPA Project Expenditures									
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)	(610,000)
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	1,799,637
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 Undesignated Reserve Balance								4,000,000	966,250
Total Appropriations						(175,000)		(4,000,000)	(3,500,000)
Community Housing Reserve Total	150,000	386,739	634,879	894,879	1,200,000	1,395,000	1,795,000	2,160,000	-
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)	593,199
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	14,025,166

CPA Projects: Summary as of 01/09/2026

Project Name	Appropriation	Total Spent To Date	Project Balance (+/-)*	Project Status	Date Completed
FY 2026					
Commander's Mansion	610,000		-	Open	
103 Nichols Ave Group Home	1,500,000			Open	
Willow Park Redevelopment	2,000,000			Open	
FY 2025					
Willow Park Redevelopment	4,000,000**		-	Open	
FY 2024					
Saltonstall Park Redevelopment	2,013,745	1,341,879		Open	
Walker Pond Conceptual Design	145,000	132,250		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	45,737		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.

2026-1-15 CPC Agenda Attachment

[Jon Bockian's, \(former CPC member and vice chair\), comments about proposed changes to the Administrative Code regarding CP Coordinator supervision](#)

I read with dismay that the draft new Administrative Code proposed by the City Manager would eliminate the CPC's direct supervision of the CPC Coordinator.

As you know, the Coordinator currently is responsible to and reports to the CPC. The draft Code recommends ending that practice by having the CPC Coordinator join the Department of Community Development and Planning as a regular staff member and thereby be subject only to the supervision of the City Manager through the DCDP.

This proposal is unwise, inappropriate and unnecessary.

When the CPC Coordinator's job description was created in 2019, the CPC deliberated extensively and decided that the Coordinator should report directly to, and be supervised by, the CPC rather than DCDP, and that the CPC should have the authority to hire and fire the coordinator (subject to compliance with applicable law and city human resources department procedures). This organizational relationship was chosen for a combination of reasons.

The CPC's sole responsibilities concern the spending of monies held in a unique account, the Community Preservation Fund. By state law, the money in the Community Preservation account comes from a separately designated source and may be used only for the purposes of the CPA. The overwhelming majority of the funds in that account have come from Watertown taxpayers via a local property tax surcharge, collected solely for defined CPA purposes. The rest of the Fund comes from a state match, also to be used exclusively for CPA purposes.

The CPC administrative budget, including the Coordinator position, is funded entirely by a small portion of the Community Preservation Fund. In contrast to that, staff to other multiple member bodies are funded from general funds. Once the annual budget is developed by the CPC and approved by the city council, the CPC has sole responsibility and oversight for the use of these administrative funds. Consistent with that, the responsibility and oversight of the CPC Coordinator should be the sole responsibility of the CPC.

When the Coordinator position was created, the CPC was determined to avoid even the appearance of so-called institutional capture of the CPC by the city administration; that is, undue influence by the city administration on CPC policies and grant recommendations to favor administration-backed proposals, to the detriment of proposals from the public and nonprofit organizations. This was not based on a value judgment about the intent of the administration, but reflected the expectation—since then proved correct—that a majority of proposals for CPA funded projects would come from city departments and/or involve city owned property, and a realistic recognition of how organizations and bureaucracies function.

As you know, the city Manager has the opportunity to ask the city council to reduce or veto any recommendation by the CPC to spend any of the city's separate Community Preservation Fund account. If the staff of the CPC were controlled by the city administration, the administration would thus have two bites at the apple to influence how the Community Preservation Fund is spent. That degree of influence is not what was expected when Watertown residents voted to adopt the CPA.

In addition to the original intent behind the way the Coordinator's position now functions, it was my observation in the course of six years as a CPC member that the current supervision and reporting structure was not problematic. At the same time, the city administration has had ample opportunity to advocate for projects it supported.

I urge the Manager to reconsider the draft proposal, recognize the need to treat the CPC Coordinator position differently from other committees' staff, withdraw the proposal to change the organizational relationship between the CPC and its Coordinator, and place the CPC on the draft Code's list of "Agencies not Subject to Modification by Administrative Code."

Respectfully,

Jonathan Bockian