



Community Preservation Committee Meeting

Thursday, March 19, 2026 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 March 19th at 7PM. Location: City Hall, Lower Hearing Room
- B. The in-person meeting will also be recorded by WCATV (Watertown Cable Access Television) for later viewing online at: <http://wcatv.org>
- C. The public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/91525442843>
- D. The 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. The public may comment prior to 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. Old Burying Ground and Common St. Cemetery Application Presentation
 - A. Presentation
 3. Acceptance of Minutes
 - A. Draft 2026-2-19-CPC-Minutes
 4. Chair Update
 5. Committee Discussion
 - A. CPC Chair
 - B. CPA 5-year Plan Update
 6. Adjourn

Bob DiRico, Interim Chair
Dennis J. Duff
Allison Eck

Allen Gallagher
Abigail Hammett
Marissa Mayo

Amy Plovnick
Marilyn Salvas
Matthew Walter



Old Burying Ground & Common Street Cemetery:
Landscape Architecture Services

CPC Presentation
March 18, 2026

Presentation Overview

- Past Work (Funded by CPC)
- Overall Grant Applications
Timeline & Scope
- Current Grant Application
- Questions?



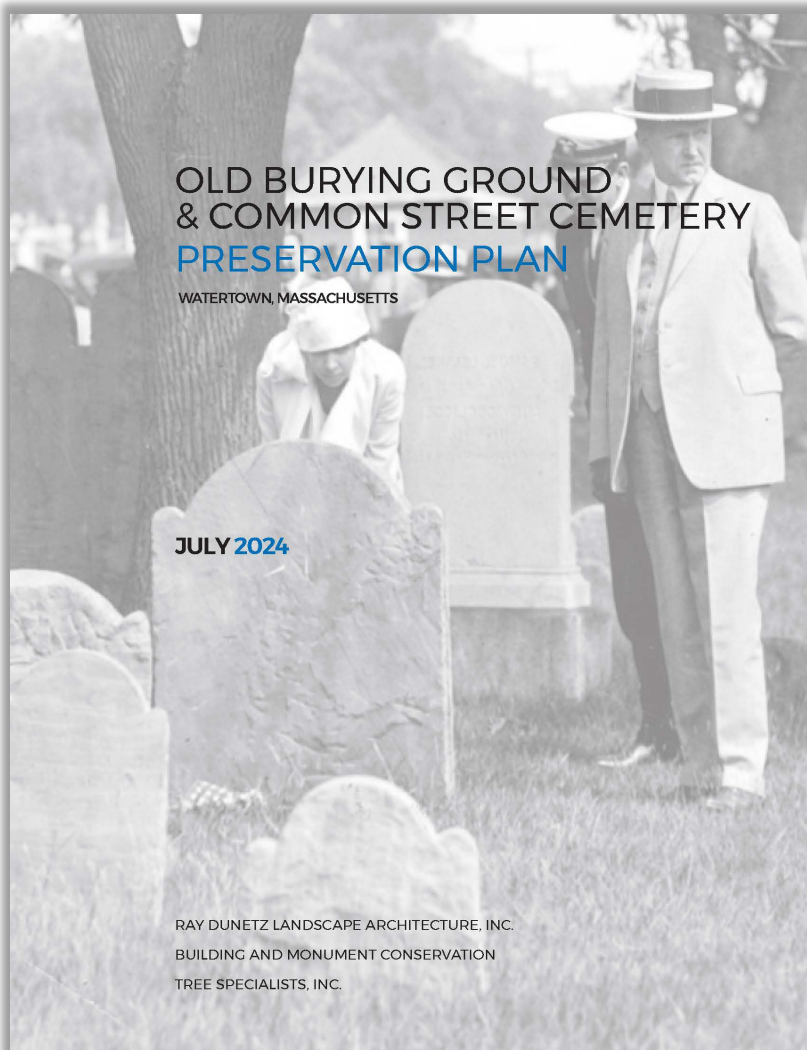
Existing Vegetation and Lawn



Page 3 of 17
Existing Conditions at Entry Gate

Old Burying Ground & Common Street Cemetery Preservation Plan (July 2024)

Completed July 2024



Mt Auburn Street Entry with Gate Vestiges

B) COMMON ST. FENCE (S)

Installed in 1931 as a replacement for a previous stone wall, the fence running along Common Street was intended to harmonize with the fence along Mt. Auburn Street, standing at a height of 4 feet. The ornamental metal picket fence exhibits signs of rust and peeling paint, though it remains generally intact. The lower sections of the pickets beneath the bottom rail exhibit corrosion, necessitating repair or replacement.

The ornamental metal picket fence terminates at the gate opening, and a section of newer 4' ht. galvanized chain link fence runs at the northernmost property line along Common Street. The chain link fence runs approximately 28' in length.

C) NORTH FENCE

In 1936, a wooden fence along this property line was removed and replaced with a 5' ht. chain link fence. The fence was installed on top of a low retaining wall for the length of 780', and no longer remains. Interspersed along the northern part of the flush rubble stone wall that is shared with the Watertown High School, square cast concrete footings with vestiges of old metal post bases are still visible. No fence has been installed in its place. At the corner of the high school parking lot, a newer 6' height galvanized chain link fence leads from one corner of the parking lot heading southeast to the other corner, and is in good condition.

Starting from the parking lot and extending southeastward, there stands a 4-foot high chain link fence that stretches from the high school parking lot to Mt. Auburn Street. The fence fabric and posts exhibit heavy rusting and trees are growing through the fabric. Significant breaches exist between the bottom of the fence and the ground level, suggesting that stones from the wall's top may have been removed. While some repairs have been made to patch the fabric, numerous openings still persist. The fence posts are anchored in concrete footings positioned behind the rubble stone wall.

D) ENTRY GATES

The Mt. Auburn Street Gate, installed in 1880 by Berry & Moody, no longer stands. However, remnants remain. The opening for the gate measures 11 feet between the granite posts and 9 feet 7 inches on the ground plane. One of the granite posts still bears traces of iron hinges that once supported the gate, although the hinges themselves are now rusted and in a state of disrepair.

Common Street North Gate: An ornamental metal gate abuts the corner wall and connects the Common Street fence. At this opening measuring 9'-6", there is a single gate leaf positioned in an open position. The gate is in fair condition but sags in an open position. The metal gate posts are both missing metal caps.



Watertown's Common Street Cemetery Tree Assessment
Conducted by Tree Specialists, Inc. 9/6/23
Map Source: Google Earth

Old Burying Ground & Common Street Cemetery Preservation Plan

Completed July 2024

COMMON STREET CEMETERY SITE ASSESSMENT PLAN



KEY

ACCESS & SECURITY

- 1 Former Mt Auburn St. entrance
- 2 Common St. south entrance
- 3 Common St. north entrance gate in fair condition

CIRCULATION ROUTES & MATERIALS

- 4 Biruminous concrete loop road in fair condition

STRUCTURAL ELEMENTS

- 5 Common St. wall in fair condition
- 6 Steel picket fence rusted, external support for some posts in poor condition
- 7 4' ht. steel picket fence, bent pickets rusted in poor condition
- 8 4' ht. chain link fence in good condition
- 9 4' ht. chain link fence rusted in poor condition
- 10 6' ht. chain link fence in fair condition

SITE AMENITIES

- 11 Existing sign

VEGETATION & LANDSCAPE CHARACTER

- 12 Bare lawn
- 13 Trees growing into fence

LEGEND

- ▲ Primary entrance
- ▲ Secondary entrance
- Stone wall
- Granite curb
- 4' ht. Steel picket fence
- 4' ht. Chain link fence
- 6' ht. Chain link fence
- Existing Sign
- Water supply

* Assessment Plans for Trees and Stone Markers are located in the appendix.

OBG + CSC PRESERVATION PLAN 29

OLD BURYPING GROUND MASTER PRESERVATION PLAN



KEY

ACCESS & SECURITY

- 1 Repair and paint gate

CIRCULATION ROUTES & MATERIALS

- 2 New brick paving

STRUCTURAL ELEMENTS

- 3 Repoint, repair, and clean wall (SA)
- 4 Rebuild 12' of wall
- 5 Repoint, repair, and clean wall
- 6 Repoint and stabilize wall
- 7 Reprint and clean wall
- 8 Repair and rebuild bases

FENCES

- 9 Repair refinish and paint fence

SITE AMENITIES

- 10 Clean 4 signs

BURIAL STONES

- 10 Reset, clean and repair stones

VEGETATION & LANDSCAPE CHARACTER

- 11 Restore lawn
- 12 Remove 10 trees, see appendix for locations

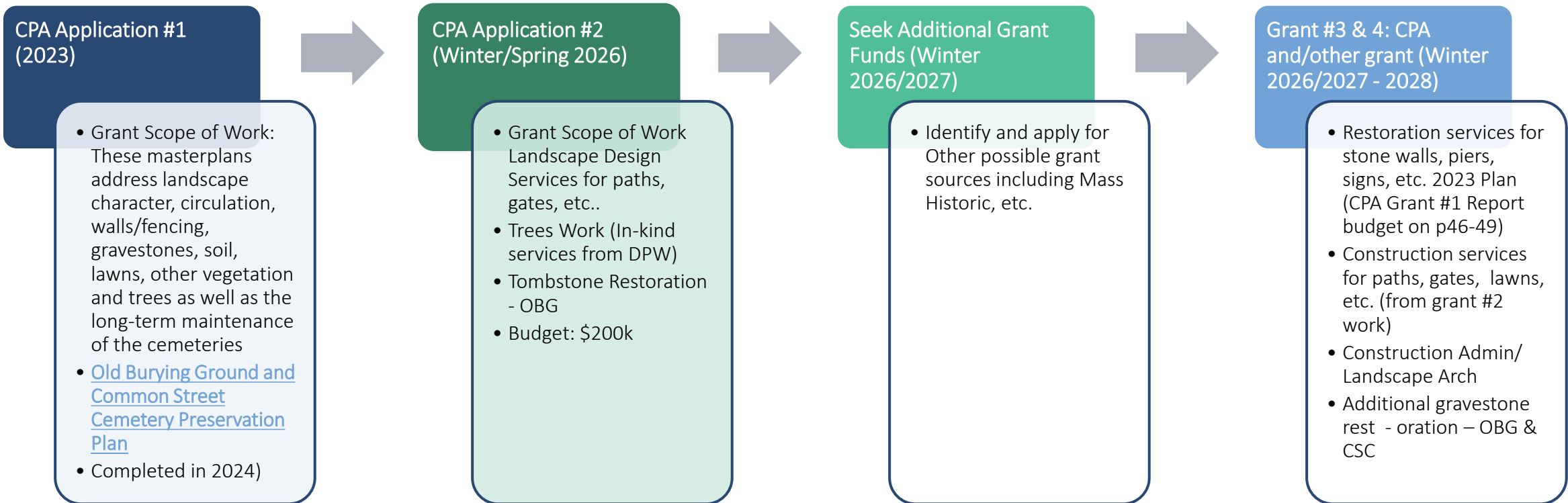
LEGEND

- ▲ Primary entrance
- 3'-6" ht. Stone wall
- Stone pier
- 3'-6" ht. Steel picket fence
- 6' ht. Chain link fence
- Existing Sign

OBG + CSC PRESERVATION PLAN 37

Watertown Historic Cemeteries

Grants & Scope of Work Timeline



Current Grant Application: Scope

Phase 2: Design (Current Grant Application)

Task 2.1 CPA Application Process (Winter 2026)

DCCDP to submit application to CPC

Task 2.2 Contracting with Consultants (May - June 2026)

- DCCDP to work with City Procurement staff on contracting

Task 2.3 Tree work – In Kind Services (2026-2027)

- DPW will work with an arborist to complete the tree work

In Kind

Task 2.4 Landscape Design: Consultant Tasks (Summer 2026 - Winter 2026/2027)

- Task 1: Kickoff Meeting (June 2026)
- Task 2: Schematic Design (July-August 2026)
- Task 3: Design Development (Sept – Oct 2026)
- Task 4: Construction Documents (Nov – Dec 2026)
- Task 5: Bid Administration (Winter / Spring 2027)

CPC Funded

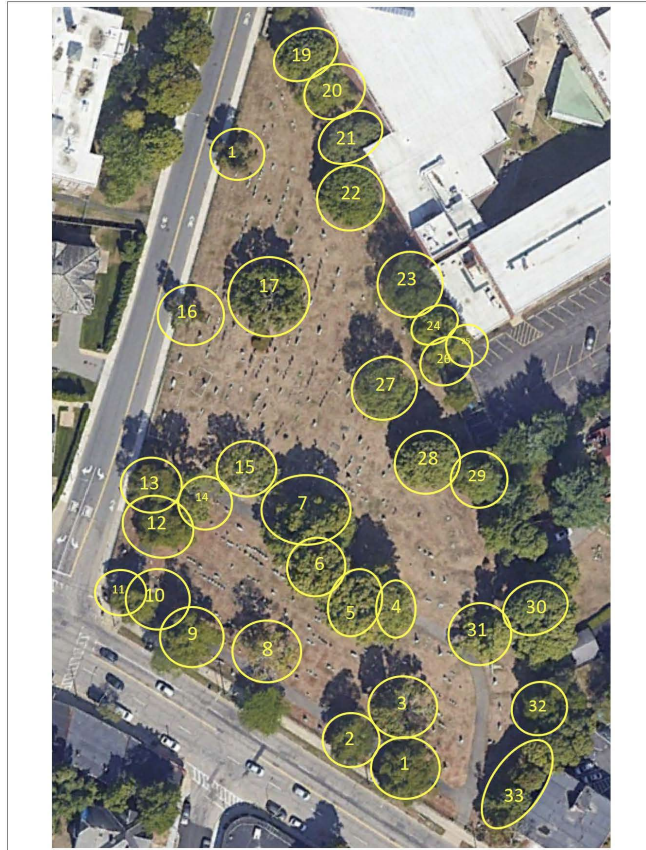
Task 2.5 Tombstone Restoration - Old Burying Ground

- Identify and restore select tombstones to restore as part of this phase at OBG
- Obtain additional pricing for tombstone restoration and cleaning at OBG and CSS

In Kind

Final presentation CPC upon project completion for Phase 2.

In Kind Services: Trees & Tombstones



Watertown's Common Street Cemetery Tree Assessment
 Conducted by Tree Specialists, Inc. 9/6/23
 Map Source: Google Earth

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* Tree work at both sites



Stone Markers

1.6 BURIAL STONES

The following is a summary of the recommendations for the preservation work required for the stone markers in the Common Street Cemetery. Please refer to the report included in the Appendix on page 71 for detailed recommendations.

1. If all of the markers on the attached spreadsheet cannot be repaired and reset in a single contract, prioritize the markers that are broken and/or lying on the ground. Broken and toppled markers are very vulnerable to additional damage from foot traffic and equipment. While theft is relatively rare in historic burial grounds, small fragments with attractive carving or lettering are sometimes taken by visitors.
2. Continue to stress the importance of exercising care during mowing and other landscaping projects.
3. Remove saplings and shrubs before they have a chance to grow into mature trees and larger shrubs.
4. In accordance with the tree management plan, trim aging trees that have limbs or trunks that overhang markers.
5. Prevent trees and shrubs from growing on top of or adjacent to mound tombs. The roots of the trees and shrubs infiltrate the masonry below grade and destroy footings and foundations.
6. Work with contractors that have extensive experience and good references. If possible, visit some of the completed projects.

7. Update spreadsheets provided by Building and Monument Conservation to track stones that have been repaired. Use spreadsheet to identify markers that topple or break in the future. Spreadsheets can also be used record full names and inscriptions.
8. Exercise care when driving heavy equipment close to tabletop markers. Tabletop markers were used historically to mark the locations of underground burial vaults.
9. Clarify the policy pertaining to the use of anchor pins between the units of multipart markers. Older, smaller, multipart markers that date from the mid-19th century generally require more frequent repairs than newer, larger markers. They also, frequently, require repair to the mortar set footings below the lowest unit of stone.

OBG + CSC PRESERVATION PLAN 41

* Restoration OBG as part of this phase

Grant Application Budget

	CPC Costs	In Kind
CONSULTING SERVICES		
1. Kickoff Meeting	\$100,000	
2. Schematic Design		
3. Design Development		
4. Construction Documents		
5. Bid Administration		
VOLUNTEER TIME & SERVICES		
Historical Society of Watertown -Volunteer Time		\$2000
CITY STAFF TIME & SERVICES		
Tree Maintenance Services – DPW		\$50,000
Tombstone Restoration - Old Burying Ground <i>(Source: DCDP – Monument Restoration Fund)</i>		\$50,000
TOTAL	\$100,000	\$102,000

Next Phase



Questions?



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

CITY OF WATERTOWN Community Preservation Committee

Minutes of CPC Meeting Thursday, February 19, 2026, at 7 PM held in hybrid format in the Lower Hearing Room of City Hall.

Committee Members Present: Bob DiRico, Interim Chair; Dennis J. Duff; Allison Eck; Allen Gallagher; Marissa Mayo; and Amy Plovnick.

Joining Remotely: Matt Walter

Absent: Abigail Hammett

Others Joining: Lanae Handy, Community Preservation Coordinator

Others Joining Remotely: Joyce Kelly and Jacky van Leeuwen

1. Call to Order

Bob DiRico 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. Acceptance of Minutes

A. Draft 2026-1-15-CPC Minutes

Motion: Dennis J. Duff moved to accept the 2026-1-15 CPC minutes as written and Allen Gallagher seconded the motion.

Vote: Allison Eck, Marissa Mayo, Bob DiRico, Amy Plovnick, Dennis J. Duff and Allen Gallagher voted in favor. Matt Walter was not present as that meeting.

B. Draft 2026-2-2-CPC Minutes

Motion: Allison Eck moved to accept the 2026-2-2 CPC minutes as written and Dennis J. Duff seconded the motion.

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

3. Chair Update

2026-2-19-Draft-CPC-Minutes

1

A. City Manager Meeting Report

Bob reported that he and Lanae had a good meeting with George Proakis about the proposed change to the Administrative Code regarding the Coordinator position supervision. At that meeting Lanae recommended the Community Preservation (CP) Coordinator not be supervised by Department of Community Development and Planning (DCDP) staff but rather report to the Auditor. George appeared receptive to the idea.

The CPC discussed follow-up action and agreed to continue with their plan of writing a letter to the City Manager about the proposed change, expressing their wish that the CPC avoid the appearance of undue influence by the DCDP and for the CP Coordinator to be based in the Auditing Office. Also, the CPC would like to retain a role in the hiring and firing of the CP Coordinator

B. Committee Volunteer Interview - Resident's Advisory Committee

Bob reported that the Resident Advisory Committee is looking for a CPC member to be interviewed for a video promoting boards and committees. Dennis volunteered to participate.

4. Coordinator Update

A. CPA Projects Update

Lanae reported that she is reviewing the **Old Burying Ground and Common Street Cemetery** application for completeness and will forward the link to the CPC when she is done. Michelle Moon is prepared to give a project application presentation at the March CPC meeting. Since the application is for phase II which involves construction document development the process can be expedited. There may be some priority work on tombstones funded by the monument fund.

Matt asked how many phases were envisioned and Lanae responded there would most likely be one more phase for construction. Amy asked what the first phase of funding was for and Lanae answered that it was for the historic preservation plan.

Marissa asked about tree work and a resiliency plan. Lanae pointed out the DPW was performing tree work on hazard trees identified in the preservation plan.

IMEG formerly Warner Larsen is going to give a final presentation on the **Walker Pond Conceptual Plan** in April to fulfill one of the last tasks in their scope of work.

The panels for the **Historic Paintings** were installed and that completes the project, which was one of the first funded.

On recently funded projects the grant agreements are in the process of being executed and the municipal Memorandum of Agreement for the Commander's Mansion project has been sent to Chris Nixon.

B. CPC Operating Budget

Lanae noted that over half of the administrative budget will be returned to the fund balance. She asked if there were questions about the operating

budget and there were none. Allen asked if project funds from the Saltonstall project would be returned and Lanae answered that she expected \$300-\$400,000 to be returned.

5. Committee Discussion

A. CPA Plan Update

Lanae prepared an outline of what she thought updating the plan would entail. She had reached out to Tyler Cote to ask if he could assist with community engagement. Based on what information the CPC was looking to obtain and the Committee's priorities, Tyler could provide a menu of options for engagement and help with phrasing survey questions. Lanae asked what the CPC wanted to learn from the community. Do they want feedback on projects that have been funded; do they want project ideas as a proxy for community priorities?

Matt was concerned that people would get the wrong impression and think the CPC was a proactive body.

Lanae emphasized the CPC could make it clear that they don't initiate projects. The last plan included project ideas with a disclaimer that the ideas came from the community and not the CPC. Lanae added a number of those ideas from the plan have become projects funded by CPC and many were completed.

Dennis reiterated Matt's concern that people would have expectations and then be disappointed.

Allison suggested letting folks know what will happen after they complete the survey and with that understanding they wouldn't be disappointed.

The CPC discussed doing a stakeholder meeting and a public meeting in addition to a community survey. Lanae will ask for Tyler's help with facilitation. The CPC agreed the annual public hearing in June could be used to solicit community input.

Amy asked about what the stakeholder meetings were like in developing the original plan. Lanae described that Councilors, city staff supporting statutory board members, non-profit leaders involved in organizations related to CPA funding categories, and DCR staff were invited. Amy thought since there had been so many recent planning efforts and it would entail a lot of work to hold additional sessions, maybe it wasn't necessary to do stakeholder meetings. Lanae added the CPC seeks input from statutory boards as part of preparing the annual report and that could be a way to obtain stakeholder input.

Other Updates

Allen asked about the completion date for the Saltonstall Park project. Bob stated that it may be completed by May 1st. Lanae asked about signage and Bob said the team was discussing what the sign would look like. Lanae will follow up with Michelle Moon about signage. Lanae asked Bob about acknowledgment of CPA funding, and he said he wasn't sure if a plaque could be mounted on a

bench, though they could put in boulder with a plaque similar to what was done at Irving Park.

Allen gave an update on 103 Nichols, noting the project probably would not start until April at the earliest as the legal document were finalized. Bob asked if there would be some official ceremony for breaking ground and Allen was not sure.

6. Adjourn

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

Vote: Allison Eckl, Amy Plovnick, Matt Walter, Bob DiRico, Allen Gallagher, Marissa Mayo; and Dennis J. Duff voted in favor.

Adjournment: 8:09 PM

Attachments:

1. [CPC Operating Budget](#)
2. [CPA Plan Update Outline](#)

Proposed Process for CPA Plan Update

Key:

Needs to be Updated/Rewritten

Needs to be Flushed Out/Policy Revisited

Needs a New Section Added

Plan

1. Review entire plan to update

- A. Acknowledgements and Committee members
- B. Overview of Watertown (5 years later)
- C. CPA surcharge info and financial information
- D. Application process – phased process and out of cycle application consideration
- E. Values and Priorities
- F. Outreach and Engagement – stakeholder outreach, community survey, flash votes or other interactive web opportunities, and public hearing
- G. Completed projects list with descriptions and images
- H. CPA Categories
 - a. Community Housing – Existing conditions, needs, resources, Watertown-specific data from Housing Plan, AMI limits, goals that have been achieved, and completed projects and images
 - b. Open Space –Existing conditions, needs, resources (summary tables and images), opportunities or potential projects, goals that have been achieved, and completed projects and images
 - c. Outdoor Recreation - Existing conditions, needs, resources (summary tables and images), opportunities or potential projects, goals that have been achieved, and completed projects and images
 - d. Historic Preservation - Existing conditions, needs, resources (summary tables and images), opportunities or potential projects, goals that have been achieved, and completed projects and images

2. Discuss Application Process. Review and update Manual and Forms based on any changes to the application process

3. Rewrite, redesign, and add new images

Updated Timeline

TASK	Starting	Ending
PLAN AND MANUAL REVIEW APPLICATION PROCESS DISCUSSION	February	April
STAKEHOLDER ENGAGEMENT	April	October
PUBLIC ENGAGEMENT	May	October
SURVEY/FLASHVOTE DESIGN	March	May
WEB ENGAGEMENT IMPLEMENTATION	May	July
PUBLIC HEARING	June	June
OPEN SPACE/HOUSING PLANS, HISTORICAL COMMISSION DATA	March	September
WRITING AND GRAPHIC DESIGN	July 2026	January 2027