



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-Approved-CPC-Minutes

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](#)