



# Community Preservation Committee Meeting

Thursday, May 21, 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 May 21, 2026 at 7PM. Location: 149 Main Street, Lower Hearing Room
- B. The in-person meeting will also be recorded by WCATV for later viewing online at: [Home - Tune in WCA-TV Today - Watertown Cable Access Corp.](#)
- 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 the meeting via email: [lhandy@watertown-ma.gov](mailto: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. CPA Application - Walker Pond Development, Phase II
    - B. 2027 CPA Budget Approval
    - C. CPA Annual Public Hearing
  - 3. Acceptance of Minutes
    - A. 2026-4-16-Draft-CPC-Minutes
  - 4. Chair Update
  - 5. Member Update
  - 6. Adjourn

Walker Pond Application - Phase II (Design Development and Permitting)

<https://watertownma.viewpointcloud.com/records/372162>

Summary of Watertown CPA Fund Activity (as of 05/06/2026)

	2018	2019	2020	2021	2022	2023	2024	2025	YTD 2026
<b>Beginning CPA Cash Balance</b>									
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	10,114,857	16,962,030	20,113,005	2,414,120	5,353,329	
<b>Total CPA Funds</b>	<b>1,899,397</b>	<b>4,362,055</b>	<b>7,000,177</b>	<b>10,114,857</b>	<b>13,497,899</b>	<b>16,962,030</b>	<b>20,113,005</b>	<b>23,346,183</b>	
<b>Estimated Annual Revenue</b>									
CPA Surcharge	1,500,000	2,000,000	2,250,000	2,350,000	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	3,051,210	3,700,000	4,000,000	3,650,000	3,737,500	
<b>Actual Annual CPA Revenue</b>									
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	3,245,059
State Match	367,395	498,767	625,041	1,041,504	956,905	578,194	535,797	533,707	533,707
Interest Income	14,392	23,474	34,927	6,013	7,760	9,373	715,128	828,557	828,557
<b>Total Actual Revenue</b>	<b>1,899,397</b>	<b>2,462,658</b>	<b>2,685,341</b>	<b>3,171,771</b>	<b>3,433,828</b>	<b>3,709,098</b>	<b>3,583,324</b>	<b>4,381,392</b>	<b>4,607,323</b>
<b>Actual Annual CPA Expenditures</b>									
5% Administrative Expenditures									
Personnel			20,019	40,878	43,557	50,003	46,064	50,614	43,068
Purchased Services			27,200	16,213	6,965	12,260	9,702	11,665	12,754
Supplies				264	170	127	48		
Administrative Expenditures Subtotal			47,219	57,091	50,786	62,433	55,892	62,327	55,823
CPA Projects					182,534	376,457	1,085,889	682,667	682,667
Total Expenditures			47,219	57,091	50,786	244,967	432,349	1,148,216	738,489
<b>Ending Cash Balance*</b>	<b>1,899,397</b>	<b>4,362,055</b>	<b>7,000,177</b>	<b>10,114,857</b>	<b>13,497,899</b>	<b>16,962,030</b>	<b>20,113,005</b>	<b>23,346,182</b>	<b>27,215,016</b>

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

Annual Category Reserve Allocation	2018	2019	2020	2021	2022	2023	2024	2025	YTD 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 05/06/2026)

	2018	2019	2020	2021	2022	2023	2024	2025	YTD 2026
<b>Category Reserves</b>									
CPA Project Expenditures									
<b>Open Space/Outdoor Recreation</b>									
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					(294,195)	(119,805)	59,121		
Total Appropriations					(294,195)	(119,805)	(1,615,121)		
<b>Open Space/Recreation Reserve Total</b>	<b>150,000</b>	<b>386,739</b>	<b>634,879</b>	<b>894,879</b>	<b>905,805</b>	<b>1,156,000</b>	<b>-</b>	<b>365,000</b>	<b>738,750</b>
<b>Historic Preservation</b>									
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		
<b>Historic Preservation Reserve Total</b>	<b>150,000</b>	<b>386,739</b>	<b>634,879</b>	<b>894,879</b>	<b>1,167,000</b>	<b>1,292,640</b>	<b>1,685,390</b>	<b>2,035,887</b>	<b>1,799,637</b>
<b>Community Housing</b>									
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
<b>Transfer from Undesignated Reserve Balance</b>						(175,000)		4,000,000	966,250
Total Appropriations						(175,000)		(4,000,000)	(3,500,000)
<b>Community Housing Reserve Total</b>	<b>150,000</b>	<b>386,739</b>	<b>634,879</b>	<b>894,879</b>	<b>1,200,000</b>	<b>1,395,000</b>	<b>1,795,000</b>	<b>2,160,000</b>	<b>-</b>
<b>Budgeted Reserve (Closes to Fund Balance annually)</b>									
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)		
<b>Budgeted Reserve Total</b>	<b>1,050,000</b>	<b>1,657,177</b>	<b>1,612,910</b>	<b>1,690,000</b>	<b>1,983,287</b>	<b>2,405,000</b>	<b>2,600,000</b>	<b>2,372,500</b>	<b>2,429,375</b>
<b>FUND BALANCE</b>									
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		(786,529)	2,467,599
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)	2,467,599
<b>TOTAL FUND BALANCE</b>	<b>1,449,397</b>	<b>3,207,838</b>	<b>5,058,390</b>	<b>7,407,100</b>	<b>9,897,899</b>	<b>12,252,030</b>	<b>14,218,495</b>	<b>13,431,966</b>	<b>15,899,565</b>

CPA Projects: Summary as of 05/06/2026

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	1,359,406		Open	
Walker Pond Conceptual Design	145,000	141,250		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	47,503		Closed	2/13/2026

\*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.

## **FY2027 CPA Budget Vote**

The Community Preservation Committee requests the City Council appropriate and transfer FY 2027 CPA funds which total **\$3,944,015** to the following: 5% totaling **\$197,200** for the administrative expenses of the Community Preservation Committee; 10% to the community housing reserve totaling **\$394,402**; 10% to the historical preservation reserve totaling, **\$394,402**; 10% to the open space/recreation reserve totaling, **\$394,402**; and 65% to the undesignated reserve totaling, **\$2,563,609**.

2026-5-21-CPC Agenda Attachment – Community Engagement Plan Link

CPA 5-year Plan Update Community Engagement Plan

Tyler Cote – Community Engagement Specialist



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

## CITY OF WATERTOWN Community Preservation Committee

**Minutes of CPC Meeting Thursday, April 16, 2026, at 7 PM held in hybrid format in the Lower Hearing Room of City Hall.**

**Committee Members Present:** Bob DiRico, Chair; Dennis J. Duff; Allison Eck; Allen Gallagher; Abigail Hammett; Marissa Mayo; Marilyn Salvas and Matt Walter.

**Others Joining:** Lanae Handy, Community Preservation Coordinator; Michelle Moon, Department of Community Development and Planning; Letitia Tormay, IMEG; Katie Swan, Department of Community Development and Planning; Leo Martin, Conservation Commission; Libby Shaw, Trees for Watertown; Genie Johnston, Trees for Watertown; Lori Shapiro, Watertown Community Gardens.

### 1. Call to Order

Bob DiRico called the meeting to order at 7:02 PM and noted it was being held in a hybrid format per the Governor's order suspending certain provisions of Open Meeting Law.

### 2. Walker Pond Presentation by IMEG Consultants

#### A. Final Design and Eco-Study (Phase1) Presentation

Michelle Moon presented an overview of the Walker Pond project that included existing conditions, environmental findings, community engagement process, and the conceptual design produced. The presentation is attached to these minutes.

### CPC Questions

Question	Answer
Allen Gallagher How many parking spaces?	Michelle Moon 12 spaces pared down from 50
Will a structural engineer check the stability of the metal structure on the site?	Yes

<p>Allison Eck</p> <p>How will acoustics or how sound travels through the space impact design?</p>	<p>Letitia Tormay</p> <p>Will have play area/activity near and on lawn to avoid noise conflict with different or more passive uses.</p>
<p>Amy Plovnick</p> <p>Would construction documents and construction be completed in one phase?</p> <p>Are there other sources of funds?</p>	<p>Michelle</p> <p>To be determined</p> <p>The city plans to seek state grants that are a good fit.</p>
<p>Matt Walter</p> <p>Was there any conflict between community desired design elements and the professional opinion of staff and consultants?</p>	<p>Michelle</p> <p>There was consensus throughout the project.</p>
<p>Dennis Duff</p> <p>Is the design set?</p> <p>Is there additional parking for people who drive to the pond?</p>	<p>Michelle</p> <p>There are many unknowns. This is the concept with schematic and design development to be done.</p> <p>There are many units of housing near the pond and there is connectivity to the river. There are 8 public spots at Bell Watertown, that are labeled for public use, but it's not enforced.</p>
<p>Allen</p> <p>Any thoughts of dredging the pond to remove the junk?</p>	<p>Katie Swan</p> <p>That would require further environmental process.</p>
<p>Bob DiRico</p> <p>Any danger of liability if children fall in the pond and would it need to be fenced off?</p> <p>There is going to be a lot of activity and there will be a need for staff to oversee it.</p> <p>There will be requests and a need to shovel in the winter.</p> <p>The area will be a huge dog walking area and there will need to be someone to ensure dogs are leashed.</p>	<p>Michelle</p> <p>It is no worse than most urban ponds and swimming wouldn't be allowed.</p> <p>Katie</p> <p>It's an urban pond and you wouldn't want dogs to swim in it.</p> <p>Michelle</p> <p>(Related to activity and staffing comment) There's a lot more activity at Arsenal and think the setting is more natural and people will pack up what they bring in.</p>

<p>Matt</p> <p>What parts will need the most maintenance—a pollinator garden will need to be maintained.</p>	<p>Michelle</p> <p>The lawn and the trees in the forest.</p> <p>Bob</p> <p>The area near BJ's will need maintenance due to trash blowing in.</p>
<p>Abigail Hammett</p> <p>How much did the surveys influence the conceptual design?</p> <p>How much were the things delayed due to the studies?</p> <p>Is this considered the deliverable? Abigail would like to see more documentation.</p> <p>The layout of parking seems funny is that because of the truck turnaround?</p> <p>Could the Manley Way property allow parking on the weekends?</p> <p>Who did the cost estimate? Could that be shared as part of the concept package. What was assumed as the basis?</p>	<p>Letitia Tormay</p> <p>It influenced it quite a bit knowing how to design and program to feature wildlife ecologically valuable areas.</p> <p>Michelle</p> <p>The project was delayed by months.</p> <p>This was intended to be a summary of the process, many slides were cut.</p> <p>The next steps would involve a Licensed Site Professional, permitting and Conservation Commission review and other environmental issues</p> <p>Letitia</p> <p>Topography grades and materials would be added in further design development.</p> <p>Letitia</p> <p>A cost consultant did the estimate and the high-end amenities were used for the estimate.</p> <p>Michelle</p> <p>There are things in there that were not requested. Though once they get cut there may be some surprises that offset cost savings.</p>
<p>Public Comments</p> <p>Libby Shaw (Trees for Watertown)</p> <p>Would like to see it maintained as a natural space and would like to think about soundscape to preserve the natural environment.</p> <p>She is concerned about having a community garden in the space and thinks that community gardens would be more protected in other locations.</p>	

<p>Libby Shaw (continued)</p> <p>Make protection of the existing habitat the primary goal of the property and avoid impinging on wildlife. Don't clear woodlands to provide viewing platforms and swings should be far away from the pond.</p>	
<p>Genie Johnston (Trees for Watertown)</p> <p>The prevailing winds from the west and people camping out create the trash problem. Need to partner with Waltham to deal with the cleanup and maintenance.</p> <p>She likes the idea of making something out of the metal structure, but all the ideas require the cutting of a large oak tree, so incorporate the tree into the design because several large oaks near the truck turn around were lost</p>	
<p>Leo Martin</p> <p>Work with Waltham to make BJ's pick up their trash. He would like to see the metal structure saved rather than dug up. On parking, BJ's has a huge parking lot that is underutilized. Agrees that it is not a good spot for community gardens. There are more wetlands associated with the pond and the city should acquire the north parcel to complete the property.</p>	
<p>Allen</p> <p>Would a fence keep the trash out?</p>	<p>Genie Johnston</p> <p>No, the prevailing winds from the west will cause trash to get past the fenceline.</p>

### 3. Acceptance of Minutes

#### A. 2026-3-19 Draft CPC Minutes

**Motion:** Allen Gallagher moved to accept the 2026-3-19 CPC minutes as written and Dennis J. Duff seconded the motion.

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

### 4. Chair Update

Bob mentioned the recommendation to the City Council for \$100,000 in CPA funds for the construction documents to rehabilitate the cemeteries. Lanae will follow up on when approval of this project will be placed on the Council agenda.

Bob also gave an update on Saltonstall Park, noting the fencing had been removed, the landscaper trimmed the grasses, and that people are using the park.

## 5. Coordinator Update

### A. CPA Project Financial Tracking

Lanae gave an update on the open projects. Saltonstall Park project will return a substantial portion of the contingency to the open space reserve. Financial tracking details are attached to these minutes.

#### Phased and In-Progress Projects

Lanae reported that one bid was received for the cemeteries project and Walker Pond is wrapping up with the presentation given at tonight's meeting.

Recommendations for pond health and how ecological studies inform public use and programming will continue to be addressed in the next phase of the project.

Lanae will follow up with Michelle about the IMEG deliverables before the final payment is disbursed.

### B. CPA Funds as of 3/31/26

Lanae reported in the new fiscal year, once FY2026 is closed, there will be more funds available, though as of 3/31<sup>st</sup> there is nearly \$15 million in the fund balance and almost \$2,500,000 that can be used on projects in any CPA category. There is nearly \$750,000 in the open space reserve and almost \$1,800,000 in historic preservation reserve, while community housing is depleted. The CPA financial statement as of March 31, 2026 is attached to these minutes.

The Department of Revenue informed municipalities that the state match would be about 15%. At the last meeting, Matt Walter mentioned the CPC should be proactive in looking at the funds available and potential projects.

Lanae informed the CPC that there will be construction projects that come out of the phased Walker Pond, Cemeteries, and Commander's Mansion building exterior projects. There will also be design and rehabilitation projects for the Mansion landscape. The City Manager cited in the capital improvement budget, that the city will seek CPA funds for all of these projects in the FY27 budget. As heard tonight, Walker Pond is \$8-10 alone. The cemeteries historic preservation plan estimated just over \$1,500,000 for that project nearly 2 years ago. There are no estimates for the Commander's Mansion building exterior beyond the windows and none for the landscape. The city will likely request at least \$1.1 million for the North Branch Library.

## 6. Member Update

Allison reported that she met with Tyler Cote to brainstorm about the community process for the CPA 5-year plan update. Tyler had not thought much about it at that point. He mentioned a survey as part of the initial process to see what themes emerge, a community education component or CPA refresher, and various data

gathering opportunities such as a drop box in several locations.

Marissa suggested having a drop box at the Browne House open for free day in June. Marilyn proposed making a presentation board with a QR code for survey access.

Lanae pointed out she needed to start advertising for the public hearing and needed a title for the after Committee feedback that public hearing was dull. The CPC agreed to celebrate the 10<sup>th</sup> anniversary with the title the Watertown CPA is turning 10.

The Committee hoped Tyler would be able to attend the May meeting to report on the community engagement plan.

Marilyn didn't have a report but stated community gardens are a positive presence in open spaces.

Matt will ask the Historical Commission to consider having Matt report next month.

## 7. Adjourn

**Motion:** Dennis J. Duff moved to adjourn, and Marilyn Salvas seconded the motion.

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

**Adjournment: 8:46 PM**

### Attachments:

1. [Walker Pond Presentation – Final Design and Eco-Study Summary](#)
2. [CPA Project Financial Tracking](#)
3. [CPA Funds as of 3/31/26](#)