



# Community Preservation Committee Meeting

Thursday, June 25, 2026 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, June 25, 2026, at 7PM. Location: 149 Main Street, Lower Hearing Room
- B. The in-person meeting will also be recorded by WCATV (Watertown Cable Access Television) for later viewing at: [WCA-TV | 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. Acceptance of Minutes
    - A. 2026-5-21-Draft-CPC-Minutes
  3. Coordinator Update
    - A. CPA Funds
    - B. CPA Project Project Status and Financial Tracking
  4. CPC Chair Election
  5. Committee Discussion
    - A. Draft CPA Annual Report 2026
    - B. Annual Public Hearing Program
  6. Member Update
  7. Adjourn



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, May 21, 2026**, at 7 PM held in hybrid format in the Lower Hearing Room of City Hall, 149 Main Street.

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

**Others Joining:** Lanae Handy, Community Preservation Coordinator; Michelle Moon, Department of Community Development and Planning; Libby Shaw, Trees for Watertown; and Michele Waldman, Trees for Watertown.

### 1. Call to Order

Bob DiRico called the meeting to order at 7:08 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. CPA Application - Walker Pond Phase II

Michelle Moon presented an overview of the Walker Pond Phase II request for CPA funds acknowledging the estimated construction costs were high at \$8-10 million. She detailed what this phase of the project would entail, including:

- Design Development
- Environmental Services (Licensed Site Professional for contamination on site) Conservation Commission and Wetland Permitting
- Engineering Services
- Construction Drawings
- Cost Estimates

The request was determined based on 10% of the construction costs with a 10% contingency with the hope it will be less depending on engineering/environmental unknowns.

CPC Questions

Question	Answer
<p>Allison Eck \$9 million was used to estimate the request; could it be \$10 million?</p>	<p>Michelle Moon There are a few optional items in the construction estimate like flush toilets and a custom-built shelter that are not likely to be part of the final design, among other items.</p>
<p>Dennis Duff Is the construction estimate reasonable?</p>	<p>Yes, based on a project of this size and the boardwalk is a significant item. (25% of the budget)</p>
<p>Amy Plovnick Are there other sources of funds you will be seeking?  Would you apply for those grants after final design?</p>	<p>Yes, there's a state park grant that is available. There may be other funds related to flooding, climate change and ecological restoration. And at Saltonstall there was an earmark.  It depends on the requirement of the grant and the project timeline for completion of design.</p>
<p>Abigail Hammett Does the \$990,000 cover construction administration or is it through construction documents?  How do you structure contracts, are they lump sum?  Does the amount include structural engineering?  Do you have a list of Landscape Architects to which you plan to send the RFQ? Would like to see the city look wider and get something spectacular for \$1 million.  What would additional ecological study entail?</p>	<p>Construction administration would be part of the third phase. The RFQ could be structured so that piece is broken out as an add-on service.  The team discussed putting a lower number in the RFQ and asking for the proposal to include add-on services.  That would include everything related to construction and there are a lot of technical experts on the list.  There is a list and over the last 18 months the list has grown and can continue to grow. And the RFQ will be posted on the state site.  For example, the tree warden has asked for an assessment of quality of the trees. Another wetland delineation, consideration of flooding through partnership with the Charles River Watershed Association and water quality.</p>

<p>Dennis Duff</p> <p>Is the city expecting CPA funds to cover the entire budget?</p> <p>Even if trees are not good quality as long as they won't fall over and injure someone, they become nesting places for bats and birds.</p>	<p>Michelle</p> <p>The city is looking at other sources because it is such a big number.</p>
<p>Bob DiRico</p> <p>Can you envision phasing the construction?</p>	<p>It has been talked about. It makes sense to do the boardwalk portion first. The downside is it will take longer and cost more to phase the project. It may also depend on funding.</p>
<p>Michele Waldman</p> <p>Will there be redundancy in the ecological study in the second phase with what was done in the first phase.</p> <p>For the money being spent would like to see an improvement in water quality.</p>	<p>The one redundancy is the second wetland delineation, which will be done because there was so much difference compared to the one performed in 2012.</p>

**Motion:** Dennis J. Duff moved to recommend \$990,000 to the Walker Pond project to be drawn from the open space and undesignated reserves. Marissa Mayo seconded the motion.

Discussion: Abigail Hammett had a concern about the next phase if the CPA investment is another \$1 million and no other sources are identified for construction. The CPC would be in a position where they are required to recommend \$10 million to the project. She wondered about the level of documentation required to apply for grants. Michele explained it depended on the grant, but a clear plan and budget would be needed. Amy Plovnick asked how competitive those grants would be. Dennis asked if Michelle knew what a realistic maximum would be for those grants. Michelle responded that she would look into it to answer those questions.

Bob DiRico said the project may have to be phased. Michelle added that things may have to be cut back or out. Libby Shaw said if all that was built was a beautiful path around the pond that would be fine. Michele Waldman asked how the city handle the water quality issue with Waltham. Michelle Moon said that was under the Department of Public Work's purview

With respect to concerns about other funding sources and design quality, Lanae noted the CPC could add any conditions to its recommendation.

Dennis amended his motion to include the following conditions: update the CPC on design progress and update the CPC on potential funding sources by December 31, 2026.

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

### **B. 2027 CPA Budget Approval**

Motion: Matt moved to approve the following FY 2027 Budget allocation: 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**.

Allison Eck seconded the motion.

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

### **C. CPA Annual Public Hearing**

Lanae explained there was a scheduling conflict and a space availability issue on the advertised dates. Therefore the date and possibly the location of the public hearing would have to change. CPC members thought it was important to have the event in the library so they agreed to change the date to July 23<sup>rd</sup>.

Committee members asked about overlap between community feedback and chats and including all CPA projects rather than simply completed projects in Tyler's engagement plan. CPC members also discussed ways to reach people not normally reached in outreach efforts inclusion such as including schools and banks in outreach efforts. As for reaching a wider audience, Lanae pointed out she had a list of contacts for inclusionary zoning apartment buildings though the contacts changed often. She had also tried to get information publicized by Wayside in the past without success. Allison said she had contacts there.

Allison and Dennis volunteered to work on engagement plan implementation with Lanae and Tyler

## **3. Acceptance of Minutes**

### **A. 2026-4-16 Draft CPC Minutes**

**Motion:** Dennis J. Duff moved to accept the 2026-4-16 CPC minutes as written and Matt Walter seconded the motion.

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

#### 4. Chair Update

Bob informed the CPC that he went to the Council with the recommendation for \$100,000 for the cemeteries project and the Council approved the request. There were some questions that Lanae answered by email and one that Michelle answered that night. He also announced there were candidates for chair and vice chair, Marissa Mayo and Allison Eck. The CPC did not discuss further because it was not on the agenda.

#### 5. Member Updates

Matt reported that there was a hope that the Historical Society of Watertown would apply again for a climate control system for the Fowle House. There was also a feeling that something should be done with the North Branch Library. Lastly, the Commission would like to see historic city documents preserved. He personally felt that once all the municipal projects were completed that the CPC should be open to preserving more non-profit owned properties.

Marissa announced that Historic New England would be holding an open house on June 6<sup>th</sup>, making all of its properties open to the public for free, including free tours. She would pick up flyers advertising the public hearing and get them to the Browne House.

Lanae followed up on Matt's comments, noting the North Branch Public Library was on the capital improvement plan. She also mentioned the Affordable Housing Trust voted to apply for CPA funds to place in a reserve for optioning properties or gaining site control.

#### 6. Adjourn

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

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

**Adjournment: 8:27 PM**

Summary of Watertown CPA Fund Activity (as of 06/01/2026)

	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	327,195	1,046,644	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	2,500,000	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	1,000,000	1,085,000	543,000	487,500
Total Estimated Revenue	1,500,000	2,367,395	2,481,400	3,051,210	3,051,210	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	3,278,834
State Match	367,395	498,767	625,041	1,041,504	956,905	578,194	533,707	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>4,641,098</b>
<b>Actual Annual CPA Expenditures</b>									
5% Administrative Expenditures									
Personnel		20,019	40,878	43,557	50,003	46,064	50,614	45,218	45,218
Purchased Services		27,200	16,213	6,965	12,260	9,702	11,665	12,754	12,754
Supplies				264	170	127	48		
Administrative Expenditures Subtotal		47,219	57,091	50,786	62,433	55,892	62,327	57,972	57,972
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	740,639	740,639
<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>27,246,641</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% Budgetted 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	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 06/01/2026)**

Category Reserves	2018	2019	2020	2021	2022	2023	2024	2025	YTD 2026
<b>CPA Project Expenditures</b>									
<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)	(710,000)
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>1,699,637</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)	(3,500,000)
Total Appropriations						(175,000)			
<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)	
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)	2,499,224
<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>15,931,191</b>

CPA Projects: Summary as of 06/01/2026

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	
Old Burying Ground & Common St.	100,000			Open	
FY 2025					
Willow Park Redevelopment	4,000,000**		-	Open	
FY 2024					
Saltontail 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.

Project Saltonstall Park 40005-580503						
Awardee DPW						
	Award Amount	Total PO's		Expended	Unspent	
	\$2,013,745	\$2,013,745		\$1,362,893	\$650,852	
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
			011-28-25	11/10/2025	\$67,468	\$307,025
			012-28-25	12/10/2025	\$76,249	\$238,244
			01-1-31-26	2/9/2026	\$17,528	\$220,717
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
			3329	10/25/2025	\$1,167	\$28,890



**\*\*Draft\*\*** Community Preservation Act  
Annual Report  
FY2026

[Watertown-ma.gov/cpc](http://Watertown-ma.gov/cpc)

## Introduction

The Watertown Community Preservation Committee (CPC) is pleased to report on community preservation program activities during its fifth application cycle in 2025/2026. This document provides a financial statement of CPA funds as of June 1, 2026, and describes projects approved for funding by the City Council in FY2026. Also included is the FY 2027 application schedule.

Each year, the CPC reports on its program, to educate and inform the public. During 2026 the CPC will embark on a community engagement process to update the Community Preservation Act (CPA) 5-year plan. Through this process, the CPC will obtain community input necessary to identify the current needs, priorities, and opportunities for carrying out community preservation—an annual requirement of CPA statute (MGL Chapter 44B (§) 5(b)(1)).

## Community Preservation Committee 2025/2026

The Community Preservation Committee (CPC) is composed of nine volunteer members who serve three-year terms. Committee members have the responsibility of administering Watertown’s Community Preservation program. Their duties include the following:

- Study the needs, possibilities, and resources regarding community preservation
- Solicit input from city boards and commissions
- Hold at least one public hearing annually
- Evaluate applications for CPA funds and recommend projects to the City Council for CPA funding
- Submit an annual budget to the City Council
- Keep records regarding all CPC meetings, project applications, funding recommendations, and annual budgetary reports.

### CPC Members – Fiscal Year 2026

Bob DiRico, Chair – Parks Commission Designee (1/26-6/26)	Dennis J. Duff, Resident Appointee	Jamie O’Connell (7/25-1/26) Marilyn Salvas (2/26-6/26) Conservation Commission Designee
Allen Gallagher, Interim Chair - Resident Appointee (9/25-12/25)	Abigail Hammett, Planning Board Designee	Amy Plovnick, Resident Appointee
Allison Eck, Resident Appointee	Marissa Mayo, Resident Appointee	Matthew Walter, Historical Commission Designee

Lanae Handy, Community Preservation Coordinator – [lhandy@watertown-ma.gov](mailto:lhandy@watertown-ma.gov)

## Summary of CPA Activity

Out of the thirteen projects that were funded from fiscal year 2022 through 2026, eight have been completed, three are in the second phase of a multi-phased project, four are in progress, and the start of one project is pending while other sources of funding are secured. The CPC is also awaiting City Council approval of one project recommended for funding.

CPA Projects at a Glance	Award Fiscal Year	Amount Awarded and/or Project Cost	Status
City Hall Geographical Paintings	2022	\$33,000	Completed
	2025	\$14,503	
Irving Park Rehabilitation	2022	\$354,879	Completed
Edmund Fowle House Gutters	2023	\$47,179	Completed
Commander's Mansion Cultural Landscape Report and Building Exterior Assessment	2023	\$102,470	Completed
Old Burying Ground and Common Street Cemeteries Phase I – Historic Preservation Plan	2023	\$94,590	Completed
103 Nichols Avenue Group Home Phase 1 - Predevelopment	2023	\$175,000	Completed
Saltonstall Park Rehabilitation and Performance Pavilion	2024	\$2,013,745	In Progress
Walker Pond Phase I - Conceptual Design and Ecological Studies	2024	\$145,000	Completed
Browne House Structural Engineering	2024	\$7,250	Completed
Willow Park Redevelopment	2025	\$4,000,000	Encumbrance Pending additional funding sources
Due to financing changes an additional funds granted	2026	\$2,000,000	
103 Nichols Avenue Group Home Phase II Construction	2026	\$1,500,000	In Progress
Commander's Mansion Phase II – Building Exterior and Elevator Modernization	2026	\$610,000	In Progress
Old Burying Ground and Common Street Cemetery Phase II – Historic Preservation	2026	\$100,000	In Progress
Walker Pond Phase II – Design Development, Engineering, and Construction Documents	2026	\$990,000	Awaiting City Council Approval

## Description of FY2026 Projects

### Willow Park Additional Funding

Preservation of Affordable Housing (POAH) and the Watertown Housing Authority (WHA) received an additional award of \$2,000,000 to redevelop the Willow Park housing development. Half of the funds are to be for pre-development and the other half for construction. The city encumbered \$4,000,000 in February of 2025. Since that time the financing landscape has changed significantly due to the loss of HUD rent subsidies and the federal tax credit equity available to the Willow Park project. Despite the shift in the financing outlook, the project moves forward with encouraging signs from the Executive Office of Housing and Livable Communities that an award and 2026 finance closing is likely. Further, POAH and WHA have secured zoning approval under Chapter 40B.

### 103 Nichols Avenue Group Home – Phase II Construction

The Watertown Housing Authority (WHA) will build a 5-bedroom group home operated by Beaverbrook Step for adults with developmental disabilities. WHA previously received an award of \$175,000 for predevelopment activities. The resulting plan features a fully accessible first floor with three bedrooms and two bathrooms. On the second floor there would be two bedrooms, one bathroom, as well as storage and staff office space. Incorporating environmental sustainability, the home will be all-electric, built with high energy efficiency materials and feature solar panels.

In addition to CPA funding, WHA will receive Facilities Consolidation Fund financing. WHA intends to apply for a mortgage that would be supported by rents approved by the Department of Developmental Disabilities.

### Commander's Mansion – Phase II Exterior Rehabilitation and Elevator Modernization

The Department of Public Buildings received \$610,000 for the restoration of the Commander's Mansion building exterior and modernization of the building's elevator. Through this project, the applicant plans:

1. A full architectural and engineering investigation, design, and cost estimates for restoration of the building roof, flashings, gutters, collectors, downspouts, brick, stone headers and lintels. Additionally Public Buildings proposes to evaluate and design for the installation of accessible routes to the Mansion that were identified as non-compliant in the city's Americans with Disabilities Act (ADA) and Massachusetts Architectural Access Board (MAAB) audit.
2. Restoration and reglazing of the original double hung wood sash windows.

3. Full modernization of the 26-year-old elevator, machine room, and controller, including the initial design and engineering costs.



This project is the second phase of the Commander's Mansion Cultural Landscape Report and Exterior Building Assessment project and its subsequent report. It would address many of the envelope deterioration and stormwater management issues identified in the report. With the extensive building envelope

deterioration, water leaks are a problem at all levels and threaten damage to interior building improvements.

### Old Burying Ground and Common Street Cemetery – Phase II Landscape Architecture Services

The Department of Community Development and Planning received \$100,000 to hire a landscape architect for the second phase of this multi-phased project. This second phase entails the development of schematic drawings and construction documents. Both the Old Burying Ground and Common Street Cemetery are owned and maintained by the City of Watertown. They are the oldest cemeteries located in the city and border Watertown's major thoroughfare, Mount Auburn Street. Each cemetery holds the distinction of being listed on the National Register of Historic Places.



Work to be detailed in the construction documents, resulting from this project, will be drawn from the [Old Burying Ground and Common Street Cemetery Historic Preservation Plan](#).

The Plan was funded with CPA dollars as the first phase of this project. Historic preservation work will include restoration of gravestones, tombs, stone walls, piers, signs, paths, and a service road.

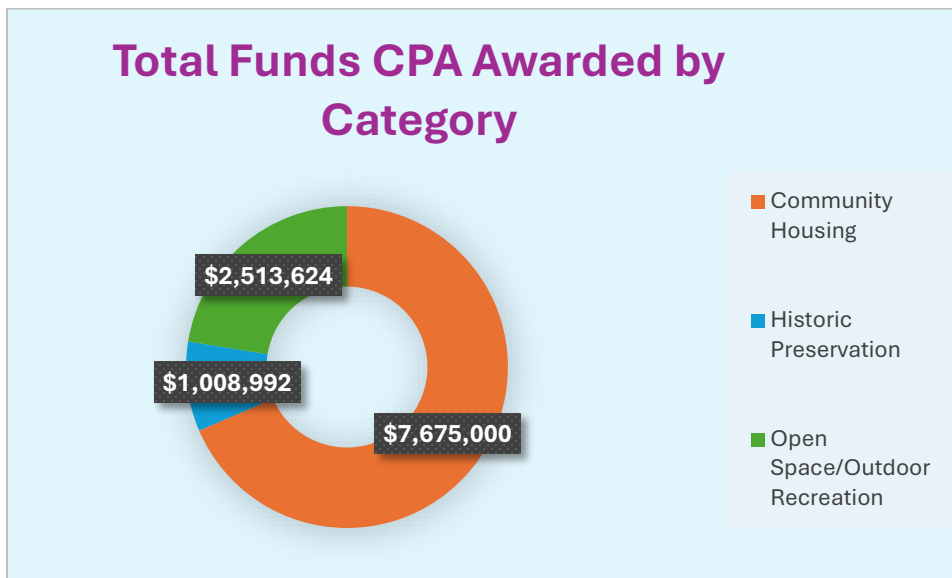
During this second phase, the Department of Public Works (DPW) will perform tree removal and pruning recommended in the Old Burying Ground and Common Street Cemetery Historic Preservation Plan as an in-kind service.

## CPA Funds

Over the last nine years, the city has raised nearly \$23.2 million in CPA surcharges, obtained more than \$5.1 million in state matching funds, and accrued more than \$1.6 million in interest income. Each year a minimum of 10% of the CPA funds generated must be allocated to each of the three CPA category reserves. Watertown CPC, as allowed, elects to allocate 5% to an administrative budget and allocates the remaining 65% to the budgeted or undesignated reserve. As of June 1, 2026, the community housing reserve balance is \$0, the reserve for historic preservation balance is \$1,699,637 and the open space/outdoor recreation reserve balance is \$738,750. The depletion of the community housing reserve reflects the appropriation of \$1,500,000 for the 103 Nichols Avenue Group home project and an additional \$2 million for the Willow Park project.

Unspent funds from the budgeted or undesignated reserve amounting to \$1,463,125 and will drop to the Fund Balance at the end of the fiscal year. In FY2027, the City Auditor projects \$3,944,015 in CPA revenue. Based on that projection, \$394,402 will be added to each of the specific category reserves, \$2,563,609 will be added to the undesignated reserve, and \$197,200 will be allocated to the administrative budget.

Since the first CPA awards, the City Council appropriated a total of \$11,197,616 to CPA projects. The chart below shows the breakdown by CPA category.



CPA Fund Activity (per City Auditor as of \*June 1, 2026)

	2025	2026*	2027 Projection
<b>Beginning Cash Balance</b>			
Total Fund Balance	14,218,495	13,431,966	
Total Category Reserves	3,480,390	4,560,887	
Total Expenditures*	2,414,121	5,353,329	
<b>Total CPA Funds</b>	<b>20,113,006</b>	<b>23,346,183</b>	
<b>Estimated Annual Revenue</b>			
CPA Surcharge	3,107,000	3,250,000	3,444,015
State Match	543,000	487,500	500,000
<b>Total Estimated Revenue</b>	<b>3,650,000</b>	<b>3,737,500</b>	<b>3,944,015</b>
<b>Actual Annual Revenue</b>			
CPA Surcharge	3,130,468	3,278,834	
State Match	535,797	533,707	
Interest Income	715,128	828,557	
<b>Total Actual Revenue</b>	<b>4,381,392</b>	<b>4,641,098</b>	
<b>Actual Annual Expenditures</b>			
<b>5% Administrative</b>			
Personnel	50,614	45,218	
Purchased Services	11,665	12,754	
Supplies	48		
Administrative Subtotal	62,327	57,972	
CPA Projects	1,085,889	682,667	
<b>Total Expenditures</b>	<b>1,148,216</b>	<b>740,639</b>	
<b>Ending Cash Balance**</b>	<b>\$23,346,182</b>	<b>27,246,641</b>	

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

CPA Category Reserves Activity (as of *June 1, 2026)					
Category Reserves					
CPA Project Expenditures	2022	2023	2024	2025	2026*
<b>Open Space/Outdoor Recreation</b>					
Prior Balance	894,879	905,805	1,156,000		365,000
10% Allocation	305,121	370,000	400,000	365,000	373,750
Appropriation Not Used			59,121		
Total Appropriations	(294,195)	(119,805)	(1,615,121)		
<b>Open Space/Outdoor Recreation Reserve Total</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	894,879	1,167,000	1,292,640	1,685,390	2,035,887
10% Allocation	305,121	370,000	400,000	365,000	373,750
Appropriation Not Used			123		
Total Appropriations	(33,000)	(244,360)	(7,250)	(14,503)	(710,000)
<b>Historic Preservation Reserve Total</b>	<b>\$1,167,000</b>	<b>\$1,292,640</b>	<b>\$1,685,390</b>	<b>\$2,035,887</b>	<b>1,699,637</b>
<b>Community Housing</b>					
Prior Balance	894,879	1,200,000	1,395,000	1,795,000	2,160,000
10% Allocation	305,121	370,000	400,000	365,000	373,750
Transfer from Budgeted or Undesignated Reserve					966,250
Transfer from Fund Balance				4,000,000	
Total Appropriations		(175,000)		(4,000,000)	(3,500,000)
<b>Community Housing Reserve Total</b>	<b>\$1,200,000</b>	<b>\$1,395,000</b>	<b>\$1,795,000</b>	<b>\$2,160,000</b>	
Budgeted Reserve (Closes to the Fund Balance annually)					
65% Allocation	1,983,287	2,405,000	2,600,000	2,372,500	2,429,375
Total Appropriations			(543,624)		(966,250)
<b>Budgeted Reserve Total</b>	<b>1,983,287</b>	<b>2,405,000</b>	<b>2,056,376</b>	<b>2,372,500</b>	<b>1,463,125</b>
<b>FUND BALANCE</b>					
FY Starting Balance	7,407,100	9,897,899	12,071,746	14,218,495	13,461,966
Total Encumbrances		180,284			
Ending Balance	2,490,799	2,173,847	2,146,749	(1,060,505)	2,499,224
<b>TOTAL FUND BALANCE</b>	<b>9,897,899</b>	<b>12,252,030</b>	<b>14,218,495</b>	<b>13,157,990</b>	<b>15,931,191</b>

## Looking Forward: Assessment of Resources and Needs

The sections below describe likely demands and opportunities in the near future that may benefit from CPA financing. These potential projects were garnered from input of relevant Watertown boards and commissions as well as multi-phased projects.

### Open Space/Outdoor Recreation



**Walker Pond:** The Department of Community Development and Planning consulting team will work on the next phase of the project pending City Council approval of their \$990,000 request. This phase will entail design development, engineering and environmental services for structural engineering, a contaminated soil plan and Conservation Commission review and wetlands permitting. Also, as part of this second phase the project team would perform further

ecological studies, continue community engagement around design development, and produce constructions. The City of Watertown would apply for CPA funding and other sources of funding for the construction estimated at \$8-10 million.

### Implementing Open Space Plan:

In 2022 and 2023, the Department of Community Development and Planning oversaw the preparation of an updated Open Space Plan. It cites CPA funds as a possible source for financing several recommended actions, including:

- Acquisition of locations for pocket parks, small parks with seating, tot lots, community gardens with priorities for neighborhoods identified in the City's Equity Based Community Greening Program;
- Public/private partnerships to increase publicly accessible open spaces and recreational amenities;
- Development of conservation restriction easements, which could build public access and connections between open space and recreational resources;
- Increase of public access and expand protected open space around Walker Pond, including through further working with abutters and acquisition;
- Targeting of properties that increase public access to Sawins and Williams Ponds after remediation, either through property acquisition, easements, or other mechanisms; and
- Improvements and upgrades to City recreation areas and playgrounds, including ADA accessibility.

The CPC anticipates requests for construction funding for open space/outdoor recreation projects in the future based on the planning document goals. While CPA funds cannot be used to supplant what would ordinarily be funded as part of routine maintenance by municipal governments, replacement of ordinary playground equipment would be eligible for CPA financing. The Committee would prioritize applications for innovative, destination type playground projects and associated creative landscape improvements and new recreation opportunities on non-municipal property that is open to the public. In addition, private non-profits have expressed interest in creating community gardens and installing recreational trails on non-municipal property.

## Affordable Housing

With the latest award of \$1.5 million to the 103 Nichols Avenue Group Home project and the \$6 million awarded for the redevelopment of Willow Park, affordable housing has received the largest allocation of CPA funding to date at \$7.67 million. Despite this funding, the need for creation of more affordable housing remains acute. The Watertown Affordable Housing Trust recently adopted a new Housing Plan. The plan demonstrates the greatest need for affordable units remains at or below 60% of Average Median Income (AMI).

### 2026 CPA Income Limits

Household Size	Moderate-Income (<100% AMI)	Low-Income (<80% AMI)
One Person	\$115,220	\$92,176
Two Person	\$131,680	\$105,344
Three Person	\$148,140	\$118,512
Four Person	\$164,600	\$131,680

At lower household income levels, spending a third or so on housing leaves, in dollar terms, very little for essentials – food, medical care, transport, education, utilities; hence the vital importance of assuring access to affordable housing at lower income levels. Prospects for increasing the supply of affordable housing remain limited, but some possibilities may arise.

**Sterritt Lumber:** In February 2025, the City of Watertown purchased this former two-acre lumber yard site. Its future use has not been determined, but the City intends to explore affordable and/or senior housing, senior citizen services, educational uses, and various municipal operations. If affordable housing is selected, CPA funds will surely be requested to finance design and construction.

**Watertown Affordable Housing Trust (WAHT):** The Trust has approved pursuit of CPA funds to option a site or gain site control of a property for affordable housing. Through a consultation with the Massachusetts Area Planning Council, consultants identified and analyzed a number of incentives for housing developers to develop affordable housing units. In addition, the team

began research into buy-downs to reduce the rent or purchase price of homes within affordable housing levels.

**Watertown Square:** The planning for the future of Watertown Square resulted in the approval of higher density zoning as well as specific height and other zoning exemptions for constructing affordable housing. These may encourage developers to include more affordable housing in the area. Further, the possibility of public-private partnerships for the development of affordable housing within the Watertown Square area is in the preliminary phases of exploration. Conceivably, CPA funds could be requested to co-finance some of the emerging possibilities.

## Historic Preservation

**Commander's Mansion Grounds:** The cultural landscape report (September 2024) in 449 pages documents the changes in the landscape over time reflecting different owners and uses. Character defining zones of note that give the landscape a high degree of historic integrity are “the arrival to the front door, park -like setting in the south lawn, the open/field garden to the northwest, wooded lawn area north of the Mansion, steep wooded slope, some walks, paths, and plantings, etc.” [p. 306] To maintain the site's historic and visual character, the report's recommendations include:

- Removal of the plantings from the top of historic stone retaining wall along Talcott Avenue and repairs to the wall
- Removal of dead and dying plants on top of the wooded slope and selective removal and pruning to provide views to the river
- Removal of modern plantings around mansion that have overgrown and screened views of mansion, and their replacement with period plantings
- Restoration of the historic gravel path at the top of the steep wooded slope as well as those from the circular driveway to the west edge of the property and the historic diagonal path
- Removal of the fence along North Beacon Street starting west of the South Gate
- Assessment of the South Gate granite posts and iron gates and repair or restoration as necessary
- Cutting back of vegetation and improvement of the gravel path along North Beacon Street.
- Removal of obtrusive features or materials that are inconsistent with the historic character of the site (e.g. brick barbecue pit, storage shed, vinyl fencing)

The Department of Community Development and Planning is likely to request CPA funds to carry out the recommendations made in the Cultural Landscape Report in FY2027 or 2028.

**Commander's Mansion:** The City Council appropriated CPA funds for the creation of construction documents to rehabilitate roof leader pipes and downspouts, copper roof ridges and flashing), correct drainage and grading issues, and rehabilitate masonry (brownstone

cracking, spalling, delaminating), and restore windows. Part of this second phase of the building exterior project includes elevator modernization.



While the city provides a nominal budget for Commander's Mansion repairs, the city will seek CPA funding for the significant rehabilitation and restoration needed to carryout the priorities outlined in the Commander's Mansion Building Exterior Assessment.

**Old Burying Ground and Common Street Cemetery:** Watertown's Department of Community Development and Planning

received funding to produce construction documents and cost estimates based on the historic preservation plan funded through the CPA program in 2023. The CPC expects the Planning Department to request CPA funding for implementation of the historic preservation plan. The Planning Department has signaled they and their co-applicant, the Watertown Historical Society, will seek non-CPA funds from the Massachusetts Historical Commission, the city Monument Fund, and the Veteran's Heritage Fund.

**Browne House:** A CPA funded engineering assessment of possible solutions to a cracked transverse beam in the historic Browne House has been completed and a solution using an iron beam connected to the top of the compromised beam has been chosen. To complete the project, CPA funding may be requested. Historic New England has been candid that the Browne House has further restoration needs, estimated to total some \$500,000. While endowment funds and other fundraising may help to finance some of the requirements, Historic New England may seek additional support from the CPC.

**North Branch Library:** The Watertown Historical Commission has considered this building to be of local historical significance and therefore eligible for CPA funding. The City has completed a structural assessment of the building and the City's Capital Improvement Program suggests the City will seek \$1.1 million in CPA funds in FY 2028 for its restoration. How the building would be used has not been determined.

## Application Process Schedule

(Please refer to Application Manual and tips: [watertown-ma.gov/cpc](https://www.watertown-ma.gov/cpc))

1	June/July	CPA Application Clinic Hours	5	October Through February	CPC Application Review and Project Presentations
2	July 27, 2026	Project Eligibility Form Due	6	March/April	CPC Deliberates and Votes on Funding Recommendation
3	August 27, 2026	Eligibility Notification	7	April/May	City Council Votes on CPC Funding Recommendation
4	October 19, 2026	CPA Funding Application Due	8	June/July	Grant Agreements Executed