



CITY OF WATERTOWN

Community Preservation Committee

Mark Krackiewicz, Chair
Jason Cohen, Vice Chair
Jonathan Bockian
Bob DiRico
Dennis J. Duff
Allen Gallagher
Jamie O'Connell
Elodia Thomas
Matthew Walter

Approved Meeting Minutes: Thursday, May 19, 2022, held remotely via Zoom at 7PM.

Committee Members Present: Mark Krackiewicz, Chair; Jason Cohen, Vice Chair; Jon Bockian; Dennis J. Duff; Allen Gallagher; Jamie O'Connell; Elodia Thomas; and Matthew Walter.

Others Present: Lanae Handy, Community Preservation Coordinator; and Michael Lara, Watertown Housing Authority.

1. Call to Order

Mark Krackiewicz called the meeting to order at 7:01PM and announced the meeting was proceeding under guidance waiving certain provisions of open meeting law. He asked Lanae Handy to call the roll and she did. Bob DiRico was absent.

2. Acceptance of 2022-4-21-Draft-CPC-Minutes

Mark asked if there were amendments to minutes other than Elodia Thomas' addition, "given questions and documents forwarded to me by others in our city, documents have been held back from the CPC. This should not be happening." Dennis J. Duff asked to add his statement, "if it were true that the Chair requested Lanae to withhold Michael Lara's emails from the CPC, he should resign from the committee."

Motion: Jason moved to approve the 4-21-22 minutes with the changes proposed and Elodia seconded.

Vote: Dennis J. Duff, Matthew Walter, Mark Krackiewicz, Elodia Thomas, Jamie O'Connell, Jason Cohen, Allen Gallagher, and Jon Bockian voted in favor.

3. FY 2023 CPA Budget Allocation

Mark stated the CPC has typically voted for a 10% allocation to each CPA category and 5% to the administrative budget. Tom Tracy provided the following figures and language, "The CPC requests the City Council appropriate and transfer from the Fiscal Year 2023 Community Preservation Funds which total **\$3,700,000**, the following funds: 5% totaling **\$185,000** for the administrative expense of the Community Preservation Committee, 10% to the community housing reserve totaling **\$370,000**, 10% to the historical preservation reserve totaling, **\$370,000**, 10% to the open space/recreation reserve totaling, **\$370,000**, and 65% to the undesignated fund balance totaling, **\$2,405,000.**"

Motion: Dennis moved to allocate the FY 2023 CPA Budget as outlined by Tom Tracy and Allen seconded the motion.

Vote: Jon Bockian, Jason Cohen, Dennis J. Duff, Allen Gallagher, Elodia Thomas, Matthew Walter, Jamie O'Connell, and Mark Krackiewicz voted in favor.

4. Committee Discussion

A. Draft Annual Update

At the outset of the discussion, Elodia asked if any responses had come from committees regarding new needs or opportunities. Lanae responded that there were none of substance. Mark asked when the public hearing legal notices would appear. Elodia suggested asking Mark Reich how other communities were handling the posting of legal notices. Lanae said staff were advised they must use the Boston Globe for legal notices, and hearing notices would appear on 6/2 and 6/9.

During the committee discussion, CPC members agreed to the following changes:

- Put a disclaimer at the top of the list of project ideas, stating they were suggested by survey respondents and had not been evaluated for project eligibility.
- Keep the financial section simple and use same terms found in the Community Preservation Plan.
- Add a statement about the Comprehensive Plan being updated.
- Note the status of the Watertown-Cambridge Greenway construction.
- Change title from "Needs Assessment" to "Annual Survey"
- Change title from "Resource and CPA Guideline Updates" to "Resource and Information Updates"
- Change title from "Plans for FY 2023" to "Initiatives for FY 2023"
- Include application schedule in Initiatives section
- Don't include full funding recommendations in the appendix, add a link in the body of the update.

Lanae will send the next iteration with updated financials and appendices.

Elodia was concerned about CPA program marketing efforts and limited reach of information. Mark said the CPC would have a presence at future Comprehensive Plan Update visioning events.

B. 103 Nichols Avenue Project Discussion Continued

No further discussion was needed on this item since the discussion concluded during the May 16, 2022, CPC meeting.

C. Updated Proposal for Application Tips

Mark opened the discussion highlighting that the tip sheet was revised to incorporate the committee's comments.

Jon raised a procedural point about the plan criteria for review of off-cycle applications not accommodating what was proposed in the tip sheet. In his view, the CPC should vote on application tip sheet because that vote would be equivalent to amending the plan.

In further committee discussion additional points were raised. 1. Other communities have an ethic to compare applications to one another to remove any advantage for out of cycle applicants. 2. The guidance calls for public review of all applications simultaneously. 3. Out of cycle applications need a compelling reason to be considered.

Elodia read the section of the current plan calling for out of cycle applications to be high priority and driven by an external deadline. Jamie said that wording was challenging because it requires the application to be both high priority and driven by an external deadline. Elodia noted many housing projects would involve both.

Jason offered that phased projects would benefit the CPC because seed money for predevelopment may result in true cost estimates. Dennis was concerned about funding predevelopment of a project that does not go forward leading to the loss of CPA funds. Jason stressed that phased projects would risk a smaller amount of money than approving funds for a construction project that runs into difficulty. Jamie confirmed the CPC would still use the same evaluation criteria to ensure projects are good and project teams are solid.

The CPC agreed to make the following changes to the tip sheet:

- Add the Historic District Commission needs to weigh in on historic preservation projects and add a line describing the Mass Historical with a link to their site and resources.
- Change to, “for complex projects with many elements and/or major construction, the CPC may consider a two-stage...”

Motion: Jon moved, the off-cycle application and funding provisions of the community preservation plan are hereby modified to provide that the community preservation committee may also consider, on an off-cycle basis, additional funding for projects which have been previously granted CPA funding for planning purposes.

Vote: Elodia Thomas, Jamie O’Connell, Matthew Walter, Mark Krackiewicz, Jon Bockian, Jason Cohen, and Allen Gallagher voted in favor. Dennis Duff voted present.

5. Coordinator Update

A. Draft Grant Agreements

Lanae presented that she prepared draft grant agreements for the projects that were recommended for funding and that these agreements would have to be reviewed by the City legal counsel.

The committee members suggested the following changes:

- Request extensions at least 60 days before the end of their project.
- The contract could go into effect the date it is approved by the City Council.
- Add funds should be returned to the account they were drawn from in items, 11, 12 and 14.
- Item 18 - Notice any and all notice shall make reference to legal notice in items 8, 15, 16 and 17.

Mark mentioned that Jon had other comments that were sent by email and are attached to the minutes.

B. Subscription to Online Form Platform

Lanae presented that she researched the Smartsheet platform for online applications as an interim solution until Watertown obtained OpenGov. The annual subscription is \$1,200 and would allow Lanae to easily distribute applications and attachments to committee members and provide a better public facing appearance and experience for applicants. She asked for the committee to approve the expenditure.

Motion: Dennis moved to try the Smartsheet platform for one year and review after one year to assess the situation at City Hall. Elodia seconded the motion.

Vote: Jamie O'Connell, Matthew Walter, Dennis J. Duff, Elodia Thomas, Allen Gallagher, Jon Bockian, Jason Cohen, and Mark Krackiewicz voted in favor.

Before adjourning, Elodia asked about the contents of the presentation for the public hearing. Mark had not prepared a presentation or thought about it yet. Elodia suggested sending something to the committee and obtaining feedback from a small group.

6. Adjournment

Motion: Dennis moved to adjourn, and Jason seconded the motion.

Vote: Jamie O'Connell, Matthew Walter, Dennis J. Duff, Elodia Thomas, Allen Gallagher, Jon Bockian, Jason Cohen, and Mark Krackiewicz voted in favor.

Attachments

1. [Comments to Draft Grant Agreements submitted by Jon Bockian.](#)