



# 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

**Minutes of CPC Meeting, Thursday, July 21, 2022, held remotely via Zoom at 7PM.**

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

**Others Present:** Lanae Handy, Community Preservation Coordinator; and Joyce Kelly, Historical Society of Watertown.

### 1. Call to Order

Mark Krackiewicz called the meeting to order at 7:01 PM.

### 2. Acceptance of 2022-6-16 Minutes

Mark asked if there were requested changes or corrections to the minutes. He requested the correction of a typographical error on page 2, 5<sup>th</sup> line from top, change "profits" to "projects".

**Motion:** Allen Gallagher moved to accept the 2022-6-16 minutes with the requested change and Jamie O'Connell seconded the motion.

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

### 3. Coordinator Update

#### A. Application Workshop

Lanae presented that there were two interactive workshops planned where she would ask participants to share their project ideas and possibly workshop their ideas. She informed the committee Larry Field and Jenny Gilbert from Mt. Auburn Cemetery had signed up to attend.

## **B. CPA Inquiries**

- Veterans Association of the 1<sup>st</sup> Corps of Cadets - preservation and restoration of a monument.
- Mt Auburn Cemetery - partial funding to restore fencing around the Scots' Charitable Society Lot in the cemetery.
- Historical Society of Watertown - assessment to plan for the restoration and preservation of grave markers and other activities in the Old Burying Ground and Common Street Cemeteries.
- Dept. of Community Development and Planning - application for the historic landscape and arbor at the Commander's Mansion.

Though rumors of outdoor recreation projects were circulating, Lanae said she had not been contacted by any project proponents. As signaled at a previous meeting, she assumed Watertown Housing Authority would reapply.

Elodia added the Watertown cemeteries were placed on the National Historic Register and that she and Joyce were supposed to attend a workshop on preserving/restoring gravestones.

## **C. Farmer's Market and Faire on the Square**

Lanae informed the committee that the earliest Farmers' Market date she could attend was in October. She plans to create three poster boards for Faire on the Square and the Farmers Market. One about CPA allowable spending purposes and one for each of the two approved projects. She asked the committee for a budget of \$200 for the posters and treats for the booth.

**Motion:** Dennis J. Duff moved to spend up to \$200 on Faire on the Square materials and supplies. Elodia Thomas seconded the motion.

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

## **4. Committee Discussion**

### **A. Community Preservation Coalition Membership Dues**

Watertown was bumped to the next Coalition dues level, from \$4,350 to \$7,900, because its annual surcharge revenue was over \$2.25 million.

Mark noted the state match increase has more than paid for the increase in the CPC's annual dues and he called for a motion to renew the CPC's Coalition membership.

**Motion:** Dennis J. Duff moved to pay the Community Preservation Coalition dues for FY2023, and Matthew Walter seconded the motion.

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

## **B. Housing Consultant Contract**

Mark presented the scope of work being proposed with some optional items.

The committee agreed to engage Christine Gimbel Rogers services through a contract to reserve her time. Lanae will clarify language in scope of work around the options and work with the purchasing agent regarding procurement regulations. Christine estimated 6-10 hours per application, plus research and optional time to present to CPC, attend project presentations, and consult on issues during implementation. The contract would be well under \$10K. It is a small contract for a housing consultant that involves a lot of uncertainty.

The Committee agreed to review the contract produced by the purchasing agent.

**Motion:** Jon moved to engage Christine Rogers for housing project analysis services as set out in the proposed scope of services with the addition of responding to committee questions through the CPC Coordinator subject to procurement regulations with an appropriation to be determined later. Jamie seconded the motion.

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

Lanae mentioned that after the Project Eligibility Forms come in the committee will have more information about how much of the consultant's time may be required.

## **C. CPC Self-Assessment**

The Committee discussed how they functioned during the previous year. Mark cited Jamie's comments about what went well over the last application cycle.

- The evaluation matrix was useful and was used as a rationale for project recommendations.
- Project presentations went relatively well, and committee members came to agreement.

Elodia thanked Joyce Kelly and Bob DiRico for guiding the first two projects.

Mark raised the issue of whether Project Eligibility was binary and how the committee should use the preliminary review to raise concerns and make recommendations. Jon and Elodia pointed out the second step should involve providing feedback to applicants to help them produce stronger applications.

**Motion:** Jason made a motion that the pre-application process is binary, projects that have been deemed eligible by the committee will be discussed at second meeting to address concerns, offer recommendations, and raise questions from the Committee. Bob DiRico seconded the motion.

**Vote:** Bob DiRico, Dennis J. Duff, Elodia Thomas, Mark Krackiewicz, Matthew Walter, Jason Cohen, and Allen Gallagher voted in favor. Jon Bockian abstained. Jamie O'Connell left the meeting before this vote was taken.

Jason stated the CPC could improve its public education to help generate applicants. Elodia emphasized marketing is a critical component of public education and it hasn't been happening.

Mark shared a document on marketing and maintaining community support with the committee members. He proposed sharing community objectives, focusing on accomplishments, and reporting on project progress through email alerts signage, and publicizing CPA program information in the Watertown News.

Other suggestions included:

- Posting on Facebook;
- Placing ads in the Watertown News;
- Involving the new outreach person when hired;
- Piggybacking on the comprehensive plan update community planning process;
- Engaging committees, intermediaries, and stakeholders to encourage them to put forth applications; and
- Doing creative and unique activities to reach a broader swath of residents.

Elodia also asked, what do committee members bring to the table and what are the aspirations of CPC members? She supports having more conversations about relevant issues in the city such as the cost of land and the cost of building affordable housing units.

#### **D. Irving Park Design Update**

Community members approved of the final design and were very happy with the elements presented and the bench style those in attendance selected. No further discussion was needed.

### **5. Adjournment**

**Motion:** Jon Bockian moved to adjourn, and Elodia Thomas seconded the motion.

**Vote:** Elodia Thomas, Matthew Walter, Jason Cohen, Dennis J. Duff, Jon Bockian, Bob DiRico, Mark Krackiewicz, and Allen Gallagher voted in favor.

**Adjournment: 9:06 PM**