



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, September 15, 2022, held remotely via Zoom at 7PM.

Committee Members Present: Mark Krackiewicz, Chair; Jason Cohen, Vice Chair; Jon Bockian; Bob DiRico; Allen Gallagher; and Elodia Thomas.

Others Present: Lanae Handy, Community Preservation Coordinator; Tom Watkins, Department of Public Works; Megan Langan, Department of Public Works; Michael Lara, Watertown Housing Authority; Olivia Fields, Watertown Housing Authority; Chris Golden, Michael D'Angelo Landscape Architecture; and M. Pelletier.

1. Call to Order

Mark Krackiewicz called the meeting to order at 7pm and reminded attendees the meeting was being held remotely as allowed by the extension of the Governor's order. After Lanae Handy called the roll, Mark made comments about CPC members' demeanor at meetings and reminded members to follow rules of decorum, to respect each other, to listen to others' views, to give all members a chance to speak, and to deliberate efficiently and effectively.

2. Acceptance of 7-21-22 Minutes

Mark asked if there were amendments to the minutes. Lanae noted that Elodia Thomas had requested "Cemetery" be added after "Mt. Auburn" on Item 3 on page 1.

Motion: Jon Bockian moved to accept the 7-21-22 minutes with the requested change and Allen Gallagher seconded the motion.

Vote: Bob DiRico, Jason Cohen, Elodia Thomas, Jon Bockian, Mark Krackiewicz and Allen Gallagher voted in favor.

3. Coordinator Update

a. Irving Park Project Budget Increase

Lanae stated that the qualified bids for Irving Park came in substantially higher than the construction estimate and the recommendation to the City Council. The lowest bid was \$345,000 not including construction oversight/monitoring and arborist services. Tom Watkins of DPW made a formal request to the CPC for an increase of \$119,000 including a 20% contingency. Mark recommended voting to approve the request. Elodia asked for discussion and said that at the March 16th

project presentation, Jason Cohen raised the issue of there being no budget for mobilization. At that time Greg St. Louis responded bids would be competitive and bidders would absorb that cost as the cost of doing business.

Elodia also raised the issue of adding irrigation. She asked to hear from Tom Watkins about the process. Jon agreed with Elodia's remarks and noted the increase was not a not a small difference and wondered where the discrepancy occurred. Elodia emphasized the CPC could have amended the recommendation to include irrigation before it went to the City Council.

Tom could not address what Greg mentioned at a meeting about mobilization. He said it was a common cost and the amount seen in the project bids was consistent with what was seen in other bids received. Tom stated the mobilization in this bid included permits, fuel costs, and fencing to the secure site. Jason found it surprising when told at the March meeting that mobilization costs would be absorbed by contractors.

Tom asked Chris Golden about not including a budget for mobilization. He assumed the line-item was for staging, travel, and access. Chris noted the DPW would provide a staging area and access to utilities and that permitting and other overhead costs would be subsumed in other line items.

Tom said he appreciated the feedback and if the low bidder were qualified, the DPW wouldn't need to request additional funding. Jon said before getting to a motion, he agreed with Elodia and that the CPC could face bid overages in the future, stressing the importance of budget estimates. He pointed out the CPC's credibility was at stake and asked if DPW would absorb some of the cost. Tom said he hadn't delved into the accounts to search for additional funds.

Lanae asked Tom whether it was customary to include a line item in a bid document when there was no cost estimated for that item. Tom said he had seen that before and had also seen bid documents without the unit pricing broken out.

Elodia agreed with Jon about asking the DPW to absorb some of the cost of the increase. Mark asked if the CPC should request this. Allen remarked that Housing Authority bids came in higher than estimated 75% of the time and the Authority needed to request more money. Jason said he understood Elodia and Jon's concerns though asking DPW to absorb the cost would lead to a shortfall somewhere else in their budget.

Elodia asked about the 10% vs. 20% contingency presented in the spreadsheet prepared by DPW. Jason, Elodia, and Mark favored the 20% contingency. When Elodia asked about the granite curbing, Tom said if the designated lowest bidder could start ordering product soon and the prices would be locked in. Chris also pointed out having a bid gave DPW firmer footing regarding costs and the DPW could then decide how tightly to hold contractors to the prices based on the spring start date.

Motion: Jason moved that the CPC recommend the revised budget of \$345,000 plus a 20% contingency of \$69,000, with the contingency to be used for DPW approved change orders. Allen seconded the motion.

Vote: Elodia Thomas, Mark Krackiewicz, Allen Gallagher, Bob DiRico, Jon Bockian, and Jason Cohen voted in favor.

a. Update on Memoranda of Agreement

Lanae reported the city attorney was working on drafting agreements.

b. Comprehensive Plan Workshops

Lanae mentioned the upcoming comprehensive planning workshop dates and time. Mark asked CPC members to try to attend and pointed out the Comprehensive Plan provided an opportunity to reference items that could be funded through CPA.

c. Faire on the Square Participation

Lanae said the committee members who could attend were signed up and she would see them there. Elodia said 4 out of 9 CPC members was a poor showing.

4. Committee Discussion

a. Project Eligibility Forms

The Project Eligibility Form summary was shared as CPC members discussed the projects to decide if they were eligible to move forward.

Old Burying Ground and Common Street Cemeteries Restoration and Preservation Plan - Mark described the project to assess and plan for restoration and preservation of the cemeteries. Committee members agreed the project was eligible to move forward.

Fowle House Climate Change and HVAC - Upgrade to the Fowle House to HVAC system to preserve documents and artifacts. There was some discussion as to why Lanae considered the project was a “maybe” for eligibility. She thought the project could be viewed as a maintenance project. The project was determined eligible to move forward.

Commander’s Mansion Landscape Cultural Survey and Mansion Exterior Assessment - Jason thought this was an example of what was learned in the last round. The CPC recommended a holistic study as opposed to focusing on one feature that ended up being a maintenance project. The project was determined eligible to move forward.

Fowle House Gutter Restoration - Replacement of gutters and fascia with long-lasting materials to preserve the property. Jason said it straddled the line and Elodia agreed. Jon said replacement as opposed to repair of the gutters was a capital improvement and eligible to preserve the historic resource. Committee members decided they would need more information in the application for funding, however the project was deemed eligible to move forward.

103 Nichols Ave - Allen stated the project was reduced from a 7-bedroom two-family to a 5-bedroom with zoning approval as a single-family structure. Elodia said the 21E issue needed to be addressed and the project should go before the Affordable Housing Trust. The project was determined to be eligible to move forward.

Saltonstall Park - The project involves rehabilitation of the park with the installation of accessible pathways, benches, lighting, and a covered performance space or bandstand. Elodia said she would like the community to be engaged in the design’s development. The project was determined to be eligible to move forward.

Motion: Jon moved that the committee categorized all the projects as eligible to

apply for CPA funding. Elodia seconded the motion.

Vote: Jon Bockian, Jason Cohen, Bob DiRico, Allen Gallagher, Mark Krackiewicz and Elodia Thomas voted in favor.

b. Housing Consultant Contract

Lanae presented that the housing consultant contract was produced by the purchasing agent and had not been reviewed by the city attorney. She said Christine also needed to review the insurance coverage requirements.

Jon had comments on the draft that he would share with Lanae. Elodia asked whether the applicant should go before the Affordable Housing Trust for vetting and support before coming before the CPC for additional vetting. She was concerned about the CPC's interface with the Housing Trust. Jon would like to see a proposal about how the CPC would relate to the Housing Trust and how the Trust would be made part of the CPC's evaluation process. Mark asked for a volunteer to draft a proposal. Elodia remarked there were different ways for a CPC to interact with a Housing Trust but with a new entity the CPC needed to establish trust. Jon proposed committee members prepare questions and suggestions for procedures for discussion at a future meeting. Jon asked to move the discussion to the next meeting and Mark agreed to place the discussion on the agenda of a future meeting.

5. Adjournment

Motion: Allen moved to adjourn, and Elodia seconded the motion.

Vote: Bob DiRico, Elodia Thomas, Allen Gallagher, Jon Bockian, Jason Cohen, and Mark Krackiewicz voted in favor.

Meeting adjourned at 8:30PM