



# **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

The Community Preservation Committee of the City of Watertown will hold a public meeting in accordance with Chapter 22 of the Acts of 2022 suspending provisions of the Open Meeting Law, G. L. c. 30A, § 20. This meeting has only opportunities for remote participation with public access provided as follows:

### **ACCESS INFORMATION:**

- A. The meeting will be recorded by WCATV (Watertown Cable Access Television) and aired at a later date.
- B. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/91525442843>
- C. The Public may join by phone: (877) 853-5257 or (888) 475-4499 (Toll Free); enter Webinar ID: 915 254 42843 #
- D. Public may comment prior to the meeting through email: [lhandy@watertown-ma.gov](mailto:lhandy@watertown-ma.gov)

## **COMMUNITY PRESERVATION COMMITTEE MEETING**

### **THURSDAY, NOVEMBER 17, 2022 AT 7:00 PM**

### **AGENDA**

- 1. Call to Order
- 2. Acceptance of 2022-10-20 CPC Minutes
- 3. Coordinator Update
  - A. Cemeteries Tour and Saltonstall Park Meeting
  - B. Housing Consultant Contract
- 4. Committee Discussion
  - A. Working Relationship with Affordable Housing Trust
  - B. Application Review Process and Calendar
- 5. Adjournment



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**Draft Minutes of CPC Meeting, Thursday, October 20, 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; Larry Field, Community Development and Planning; Anthony Palomba, City Council; Cliff Cook, Watertown Affordable Housing Trust; Stefan Wolkenhauer, Cambridge Housing Authority; and Liz Cremens.

### 1. Call to Order

Mark Krackiewicz called the meeting to order at 7:01PM and noted the meeting was being held remotely as allowed by the extension of the Governor's order waiving certain provisions of Open Meeting Laws.

### 2. Acceptance of the 2022-9-15-CPC-Minutes

Mark asked if there were any requested changes to the minutes other than those he submitted. There were none to either the 9-15-22 or the 10-6-22 minutes. He called for a motion.

**Motion:** Allen Gallagher moved to accept the 9-15-22 CPC minutes with the addition requested by Mark. Jason Cohen seconded the motion.

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

### 3. Acceptance of the 2022-10-6-CPC-Minutes

**Motion:** Allen moved to accept the 10-6-22 CPC minutes with the corrections requested by Mark. Jamie O'Connell seconded the motion.

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

#### **4. Coordinator Update**

##### **A. Report on Faire on the Square and Farmers' Market**

Lanae reported that in addition to the booth at Faire on the Square, she had a table at the Farmers' Market. She found many new residents and some long-time residents were unaware of CPA. Lanae remarked most people she spoke with were pleased about the projects being funded and the prospects for the cemeteries, Commander's Mansion, and Saltonstall Park projects. She will try to get on the Farmers' Market schedule earlier next year and possibly obtain a table at other public events in the spring and summer. Out of the \$200 the CPC authorized Lanae to spend on outreach, she spent \$167 on poster boards and other supplies.

Mark asked for an update on the grant agreements. Lanae informed the committee that she had applied Mark Reich's comments to the agreements and was waiting for approval to obtain signatures on the documents.

#### **5. Committee Discussion**

##### **A. CPC Relationship with the Watertown Affordable Housing Trust (WAHT)**

Mark thanked Elodia for contributing the idea of discussing the working relationship between the CPC and the Affordable Housing Trust. Mark had prepared a discussion paper and presented some models of how housing trusts and CPCs may work together. He noted the WAHT is determining how it will operate and that will affect how the CPC works with and allocates funds to the Trust. Jon said it is early in the development of both entities so the relationship may change in 4 or 5 years. Jamie added the CPC's comfort may increase, once the Trust implements some housing projects. Elodia emphasized the Trust needs to define its priorities and goals and then establish an operating approach. Matt Walter contributed that if the Trust becomes a funder, the CPC may cede vetting of housing projects to the Trust and the approach may be entirely different if the Trust initiates projects.

Jason asked to hear from Larry and/or Cliff. Larry described what the Trust discussed at their last meeting. He said the Trust wants to create a pipeline of local funding and that the City Manager had requested \$250,000 be included in the budget annually. Larry thought this would be enough to fund predevelopment activities. In addition, he said the Trust is interested in collaborating with the CPC and exploring different models. Larry stated the Trust is approaching their work with the understanding that the model must work in Watertown and there is value in documenting how the two bodies would work together.

Cliff pointed out the Trust has just started to frame the conversation. Jamie identified the long-term process of establishing the relationship between the CPC and Trust was very different from the immediate need to review CPC's current housing application. She asked if this discussion would cover how the Trust can respond to that application or only applies to future applications. Elodia stated that all housing projects as of this date should go before the WAHT and doesn't have problem with pausing the process for the current housing application until the Trust can play a role in the review. She also reminded members that projects recommended by the CPC must be approved by the Council while the Trust's activities do not require City Council approval.

Jon assumed there will be ongoing discussions about what the Trust is willing to do in this fiscal year concerning review and vetting of CPA housing applications.

Bob inquired about the 80% in CPA funding for housing in Cambridge. He also asked why the CPC was considering funding predevelopment costs for a project when many of the members voiced concerns about placing residents with developmental disabilities on the 103 Nichols site.

Larry stated the Trust has money that could be used for pre-development activities and has a history with HOME housing program projects. That money could be used for requests to fund repairs on those HOME developments. In response to Elodia's question, he answered the home rule petition requested \$18/sf linkage fees and projects could be assessed a fee up to the point when developers have obtained their permit. Additionally, the petition only covers new commercial development over 30,000 sf.

Jason said he wanted to avoid creating ambiguity or confusion that would be an impediment to potential applicants. He would like the Trust to advise the CPC on housing applications. Jamie wondered if the Trust would be willing to review projects that they were not funding.

Dennis asked about where the collaborative process leaves projects if the Trust approves a project and the CPC denies it or vice versa. When Allen brought up the option of a 10% allocation to the Trust, Elodia noted it may take 6 months to a year for the Trust to get their process in place as well as some projects under their belt before the relationship becomes comfortable enough for an annual allocation.

Larry said while the Trust does not have to obtain City Council approval for their expenditures, open meeting laws apply except for when they are in executive session. He mentioned the Trust finances will be audited by the city and funds will be controlled by the Treasurer.

Elodia encouraged everyone to view the first meeting of the Trust and read the documents Shelly Goehring presented. Elodia stated CPA money is typically used to leverage state and federal funding and pointed members to the examples of projects that indicate the amount of CPA funds invested and the number of units of housing produced for that investment.

Mark said Larry and Lanae will be in contact and that he and Cliff will be in contact to have preliminary discussions about how the two bodies can work together. He declared he will keep the committee informed as the conversation moves forward.

## **6. Adjournment**

**Motion:** Dennis moved to adjourn, and Allen seconded.

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

**Adjournment: 8:07PM**

### **CPC/Trust Collaboration - For Discussion at 11/17/22 CPC Meeting**

The following items were discussed at the meeting attended by Lanae, Larry, Mark, and Cliff. These discussion points are being used by both bodies in the establishment of the CPC/Trust collaboration.

1. Time period to focus on in developing CPC/Trust working relationship
2. CPC funding of Trust – not likely or necessary this fiscal year
3. Should the two bodies develop a statement about how their collaboration works to guide potential applicants that involves applicants consulting informally with both the CPC and the Trust before applying for funding.
4. Provide applicants with specific examples of ineligible uses of CPA funds for community housing that could be funded by the Trust.
5. Provide potential applicants with written guidance about where to apply first and what type of funding each body would potentially provide (eligibility, dollar level, or pre-development vs. acquisition)? Is there a difference between a project where the Trust identifies a site and shepherds projects with an affordable developer vs. a project that comes to the CPC independently?
6. Should the bodies create a mechanism for consultation if projects that may be funded by either body or both comes to either's attention?
7. Is there a limited role in the CPC process for the Trust to weigh in on whether a project does or does not align with the Housing Plan?
8. The Chairs/staff recommend periodic updates on CPC and Trust activities. This could be accomplished by quarterly meetings between chairs, with each chair reporting back to their body.
9. The Trust could potentially help with CPC's assessment of housing needs for the CPC annual needs assessment.
10. Other issues?

### Proposed 2023 Community Preservation Committee Calendar

|                                 |                                                                                 |
|---------------------------------|---------------------------------------------------------------------------------|
| January 19                      | Review of FY 2023 CPA Funding Applications                                      |
| January 5 or 26 (extra meeting) | Election of Committee Officers                                                  |
| February 16                     | Project Presentations by CPA Applicants                                         |
| March 16                        | CPC Deliberation – FY 2023 CPA Funding Recommendations                          |
| March 30                        | Approval of Funding Recommendation to City Council<br>Public Hearing Engagement |
| April 20                        | Public Hearing Engagement and Planning                                          |
| May 18                          | CPC Meeting                                                                     |
| June 15                         | CPA Public Hearing                                                              |
| July 20                         | CPC Meeting                                                                     |
| July/August                     | CPA Application Workshops                                                       |
| August 17                       | CPC Meeting                                                                     |
| September 11                    | Project Eligibility Forms Due                                                   |
| September 21                    | CPC Meeting – Review of Project Eligibility Forms                               |
| October 19                      | CPC Meeting                                                                     |
| November 16                     | CPC Meeting                                                                     |
| December 4                      | CPA Funding Applications Due                                                    |
| December 21                     | CPC Meeting?                                                                    |